



City of Cockburn Ordinary Council Meeting **Minutes**

For Tuesday, 11 March 2025

These Minutes are confirmed

Presiding Member's signature

A handwritten signature in blue ink, appearing to read "Logan Spence", is written over a horizontal blue line.

Date: 8 April 2025

Ordinary Council Meeting, Tuesday, 11 March 2025

Table of Contents

	Page
1. Declaration of Meeting.....	5
2. Appointment of Presiding Member (If required)	5
3. Disclaimer	6
4. Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member)	6
5. Apologies and Leave of Absence	6
6. Response to Previous Public Questions Taken on Notice	6
7. Written Requests for Leave of Absence.....	6
8. Public Question Time	7
9. Confirmation of Minutes.....	10
9.1 Minutes of the Ordinary Council Meeting - 11/02/2025	10
9.1 (2025/MINUTE NO 0011) Minutes of the Ordinary Council Meeting - 11/02/2025	10
10. Deputations	11
11. Business Left Over from Previous Meeting (if adjourned)	11
12. Declaration by Members who have Not Given Due Consideration to Matters Contained in the Business Paper Presented before the Meeting	11
13. Decisions Made at Electors Meeting.....	13
13.1 (2025/MINUTE NO 0012) Elector Motion - Public Meeting to Address Social Concerns Relating to AUKUS	13
13.2 (2025/MINUTE NO 0013) Elector Motion - Call to Increase City of Cockburn Feral Control Budget and Fox Control, Beeliar Wetlands.....	21
13.3 (2025/MINUTE NO 0014) Elector Motion - Transport in Cockburn.....	27
13.4 (2025/MINUTE NO 0015) Elector Motion - Addressing Petitions to Council	33
13.5 (2025/MINUTE NO 0016) Elector Motion - Shade at Recreational Facilities	36
14. Reports - CEO (and Delegates).....	39
14.1 Sustainable Development and Safety	39
14.1.1 (2025/MINUTE NO 0017) City of Cockburn Road Safety Management Plan 2021-2030	39
14.1.2 (2025/MINUTE NO 0018) Proposed Structure Plan - Amendment No.1 to the Munster Phase Two Local Structure Plan	68
14.1.3 (2025/MINUTE NO 0019) Initiation of (Standard) Scheme Amendment No.179 - Additional Use No.1 - Lots 704-706 Jandakot Road (Urban Stone), Jandakot	216

14.2	Corporate and System Services	258
14.2.1	(2025/MINUTE NO 0020) Monthly Financial Report - January 2025.....	258
14.2.2	(2025/MINUTE NO 0021) Payments Made from Municipal Fund and Local Procurement Summary - January 2025.....	287
14.3	Community and Place	368
	Declarations	368
14.3.1	(2025/MINUTE NO 0022) Perth South West Metropolitan Alliance Memorandum of Understanding	368
14.4	Office of the CEO	402
14.4.1	(2025/MINUTE NO 0023) Minor Review of Delegations	402
14.4.2	(2025/MINUTE NO 0024) Elected Member Superannuation.....	574
15.	Reports-Standing Committee	577
15.1	Organisational Performance Committee Meeting – 18/02/2025.....	577
15.1.1	(2025/MINUTE NO 0025) Corporate Business Plan Key Performance Indicator - Quarter 2 Update Report and Mid Year Review.....	577
15.1.2	(2025/MINUTE NO 0026) Mid-Year Project Management Review	591
15.2	Governance Committee Meeting – 18/02/2025.....	621
15.2.1	(2025/MINUTE NO 0027) Policy Review - Local Planning Policies 1.6 and 1.15.....	621
15.2.2	(2025/MINUTE NO 0028) New Local Planning Policy - Environmental Conservation	658
15.2.3	(2025/MINUTE NO 0029) Policy Review - Website Management.....	670
15.2.4	(2025/MINUTE NO 0030) Policy Review: City of Cockburn Branding and Logos	676
15.2.5	(2025/MINUTE NO 0031) Corporate Strategic Planning and Budget Policy Review	682
15.2.6	(2025/MINUTE NO 0032) Policy Review: Sponsorship of City Events.....	697
15.2.7	(2025/MINUTE NO 0033) Policy Review: Installation of Private Memorial Plaques in Public Open Space.....	706
15.2.8	(2025/MINUTE NO 0034) Policy Review: Maintenance of Public Open Space and Road Reservation following Residential Subdivision	709
15.2.9	(2025/MINUTE NO 0035) Local Law Review - Bush Fire Brigades Local Law 2025	714
15.2.10	(2025/MINUTE NO 0036) Policy Review - Community Gardens	741
15.2.11	(2025/MINUTE NO 0037) Policy Review - Sister City.....	745

15.2.12 (2025/MINUTE NO 0038) Local Government Reform Trache
1 - Consultation on CEO Matters and Online Registers.....794

16. Committee Minutes.....798

16.1 Organisational Performance Committee Meeting – 18/02/2025798
(2025/MINUTE NO 0039) Minutes of the 18 February 2025 Organisational
Performance Committee Meeting798

16.2 Governance Committee Meeting – 18/02/2025.....798
(2025/MINUTE NO 0040) Minutes of the 18 February 2025 Governance
Committee Meeting798

17. Motions of Which Previous Notice Has Been Given.....799

17.1 (2025/MINUTE NO 0041) Investigation on Viability of the Proposed
Single Lane Roundabout on Rockingham Road and Phoenix Road,
Spearwood799

17.2 (2025/MINUTE NO 0042) Youth Advisory Collective Reference Group815

18. Notices Of Motion Given At The Meeting For Consideration At Next Meeting.....822

19. New Business of an Urgent Nature Introduced by Members or Officers822

20. Matters to be Noted for Investigation Without Debate822

21. (2025/MINUTE NO 0043) Confidential Business822

21.1 Confidential Matter822

22. Closure of Meeting822

Ordinary Council Meeting, Tuesday, 11 March 2025**Agenda****Attendance****Elected Members**

Mayor L Howlett	(Presiding Member)
Deputy Mayor C Stone	Central Ward
Cr P Eva	Central Ward
Cr T Widenbar	Central Ward (arrived 7:01pm)
Cr T Dewan	East Ward (eMeeting)
Cr C Reeve-Fowkes	East Ward
Cr P Corke	West Ward
Cr M Separovich	West Ward

Staff

Mr D Simms	Chief Executive Officer
Mr D Arndt	Director Planning and Sustainability
Ms C Bywater	Director Corporate Systems and Services
Ms K Johnson	Director Community and Place
Mr A Lees	Director Infrastructure
Mr J Blanchard	Manager Legal and Compliance
Mr S Cecins	Communications and Media Officer
Mr N Sandiford	Systems Administrator
Ms S D'Agnone	Council Minute Officer

1. Declaration of Meeting

The Presiding Member declared the meeting open at 7:00pm.

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

The Presiding Member acknowledged the Whadjup Peoples of the Nyungar Nation who are the traditional custodians of the land on which the meeting was being held, and paid respect to their Elders both past and present, and extended that respect to First Nations Peoples who were present.

7:01pm Cr Widenbar entered the meeting.

The Presiding Member advised Cr Dewan would be joining the meeting electronically.

2. Appointment of Presiding Member (If required)

N/A

3. Disclaimer

The Presiding Member read the Disclaimer:

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)

Item	Type of Interest	Elected Member/Officer
14.3.1	Indirect Financial	Mayor Logan Howlett
14.3.1	Indirect Financial	Daniel Simms, Chief Executive Officer
15.2.9	Impartiality	Cr Phil Eva

5. Apologies and Leave of Absence

Apologies

Cr C Zhang

Cr K Allen

6. Response to Previous Public Questions Taken on Notice

Nil

7. Written Requests for Leave of Absence

Nil



8. Public Question Time

8.1 Joyce Gadalon, North Lake

Agenda Item 13.2 Call to Increase City of Cockburn Feral Control Budget and Fox Control, Beeliar Wetlands

- Q1. Referring to the \$155,000 allocated for turtle conservation initiatives, is the \$65,000 for feral control an ongoing budgeted expense, or does it reflect spending from the previous year after the mass turtle deaths?
- A1. The Director Sustainable Development and Safety advised the \$65,000 for feral animal control is an on-going budget expense that has recently been increased at Council's Mid-Year Budget Review. The increase is a result of increased rates of predation at the wetlands.
- Q2. What was the feral control budget prior to that?
- A2. The Director advised the Feral Animal Control Budget prior to that time was \$45,000, so it is an increase of \$20,000.
- Q3. Does this total include the rabbit control program, considering rabbits do not predate turtles?
- A3. The Director advised yes, the Feral Control Program does include rabbits, as rabbits are a reliable food source for foxes, and any failure to control rabbit numbers will result in more foxes in the existing environment.
- Q4. Feral control is an obligation under the Biosecurity and Agriculture Management Act 2007 (BAM Act) and not a discretionary expenditure, routine control programs should be considered non-species specific and an explicit responsibility of the City of Cockburn to address broader biodiversity impacts on vulnerable species. What actions has the City taken to address this responsibility?
- A4. The Director advised it is the Department of Primary Industries and Regional Development (DPIRD) that administers the BAM Act. The City undertakes annual control of foxes, cats and rabbits. The control is undertaken according to the methodology and timing which is approved by DPIRD.
- Q5. How is the funding for Save Our Snake Necked Turtle (SOSNT) being used to support the City's turtle conservation initiatives, and how are the population survey results incorporated into the City's strategy and decision-making for turtle conservation?
- A5. The Director advised funding for the SOSNT Program goes directly towards enabling the volunteers to identify and protect nesting turtle sites. The recommendations contained within the survey report are then presented to the appropriate team at the City for consideration on how we would ensure ongoing protection of those sites.



8.2 Claire Lyons, Bibra Lake**Agenda Item 13.2 Call to Increase City of Cockburn Feral Control Budget and Fox Control, Beeliar Wetlands**

- Q1. Have the turtle road signs been effective in reducing turtle road deaths?
- A1. The Director Sustainable Development and Safety advised that whilst it is not possible to determine a direct correlation between the use of road signs and the number of turtle deaths with certainty, WA Wildlife is conducting a comparative study on the number of hospital admissions when the signs are deployed and the number of admissions when the signs are not in use. At this stage, the preliminary data indicates the signs have had a positive impact in reducing the amount of turtles being struck by vehicles and referred to WA Wildlife, however this cannot be confirmed without that appropriate data analysis being completed.
- Q2. Between September and December 2024, six deceased turtles were observed along a short stretch of Osprey Drive, 440 meters west of the fauna underpass, following the discovery of three deceased turtles at the same location in 2023. All these incidents have been recorded in TurtleSAT. What additional measures are being implemented to address this recurring issue in identified road death hotspots, particularly in areas with repeated incidents each year?
- A2. The Director advised that each nesting season the City deploys 'Turtle Crossing' signs along Osprey Drive. There is also conservation fencing, which has been put in place along the boundaries of the two adjacent conservation reserves and a fauna underpass. The City is currently considering traffic calming option in this location.
- Q3. Is the effectiveness of the turtle road signs, barriers, and other control measures being evaluated as part of the City's Environmental Risk Management Program, and what are the results of these evaluations?
- A3. The Director reiterated that the City is currently working with WA Wildlife in undertaking a comparative study on the number of hospital admissions when the signs are deployed. It is anticipated the results of this reports will be available in the middle of this year.

8.3 Elke Grosselindemann, Bibra Lake**Agenda Item 13.2 Call to Increase City of Cockburn Feral Control Budget and Fox Control, Beeliar Wetlands**

Q1. The SOSNT Program is funded by the Cockburn ratepayers. Why was the presentation of the 2024 turtle tracker results by Dr Santoro on 5 of March 2025 not open to the broader Cockburn community?

A1. The Director Sustainable Development and Safety advised the SOSNT Program is not entirely funded by the City of Cockburn, it is also funded by Murdoch University.

The City hosts annual information sessions prior to nesting season, which all members of the community are welcome to attend. The Results Presentation was for volunteers who participated in the Project, and the intention was to recognise their commitments and thank them for their efforts.

Q2. Given that the turtle tracker program is a vital element in promoting the City's turtle conservation efforts, what are the City's plans for the future of this program, considering its potential discontinuation due to lack of funding for next season?

A1. The Director reiterated the City is not the sole funding source for the SOSNT Program and has recognised that recently Murdoch University have questioned whether or not they would make any further funding available to this Program. So, currently, the City administration is assessing what the viability of the SOSNT Program will be in the future.

8.4 Rina Burrows, Bibra Lake**Agenda Item 13.2 Call to Increase City of Cockburn Feral Control Budget and Fox Control, Beeliar Wetlands**

Q1. The turtle nesting cages at Bibra Lake were not removed in time for the 2024 nesting season as promised. Please confirm if the removal has been planned and provide a confirmed date for their relocation before the 2025 nesting season.

A1. The Director Sustainable Development and Safety advised there is funding in the 2025-26 Budget to relocate the nesting cages, which will be subject to Council approval of the future budget. Should these funds be received, the relocation will occur before the next nesting season.

Q2. Why are the 12 turtle nesting cages still listed on the City's website as part of the turtle conservation measures, despite being not in use since November 2023? When will this be updated? Could the City provide the cost of installing the cages in 2019?

A2. The Director thanked Ms Burrows for her information, acknowledged the website information was out of date, and advised the City would update the website accordingly.

The nesting cages were donated to the City by Murdoch University and the Department of Biodiversity, Conservations and Attractions, with the cost of installation being \$3,675.

8.5 Michael Read, Coogee**Item 17.1 Investigation on Viability of the Proposed Single Lane Roundabout on Rockingham Road and Phoenix Road, Spearwood**

- Q1. In view of Cr Allen's unexpected absence at the meeting tonight, how is Agenda item 17.1 going to proceed?
- A1. The Presiding Member advised Item 17.1 will be discussed and considered at the appropriate time of the meeting.
- Q2. Is it still on the Agenda?
- A2. The Presiding Member advised yes the item was still on the Agenda.
- Q3. Who will present the motion?
- A3. The Presiding Member advised that will be determined at the time of consideration of the item.

8.6 Alison Stephens, Coogee**Subject: Walkway to the library**

- Q1. The walkway to get to the library has been out of action for maybe three months. Is it going to be fixed and what is the timeline?
- A1. The Director Infrastructure Services advised the question would be taken on notice.

9. Confirmation of Minutes**9.1 (2025/MINUTE NO 0011) Minutes of the Ordinary Council Meeting - 11/02/2025****Council Decision**

MOVED Cr P Eva SECONDED Cr T Widenbar

That Council confirms the Minutes of the Ordinary Council Meeting held on Tuesday, 11 February 2025 as a true and accurate record.

CARRIED 8/0

10. Deputations

The Presiding Member welcomed the following deputes:

**10.1 Anthony Svilicich, Michael Read, Richard Hague, Darryl Smith, Judy Fogarty
Spearwood Progress Association and Coogee Beach Progress Association**

Item 17.1 Investigation on Viability of the Proposed Single Lane Roundabout on Rockingham Road and Phoenix Road, Spearwood

7:31pm Cr Widenbar departed the meeting and returned at 7:36pm.

10.2 Judith Fogarty

Item 17.1 Investigation on Viability of the Proposed Single Lane Roundabout on Rockingham Road and Phoenix Road, Spearwood

7:39pm Cr Eva departed the meeting.

**10.3 Felicity Bairstow, Paul Markendale, Steve Shaw, Joyce Gadalon
Wetlands Conservation Society**

Item 13.2 Elector Motion - Call to Increase City of Cockburn Feral Control Budget and Fox Control, Beeliar Wetlands

7:44pm Cr Eva returned to the meeting.

10.4 Jarrod Ross, Taylor Burrell Barnet Town Planning and Design

Item 14.1.3 Initiation of (Standard) Scheme Amendment No.179 - Additional Use No.1 - Lots 704-706 Jandakot Road (Urban Stone), Jandakot

10.5 Amy Warne

Item 13.1 Elector Motion: Public Meeting to address social concerns relating to AUKUS

The Presiding Members thanked all the deputees for their presentations.

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

Nil

En Bloc Resolution

8:06pm Having declared Indirect Financial Interests in Item 14.3.1, Mayor Logan Howlett and Chief Executive Officer Mr Daniel Simms departed the meeting.

8:06pm Deputy Mayor Stone resumed the Presiding Member's Chair.

8:06pm Manager Legal and Compliance assumed the CEO's chair.

8:07pm The following items were carried En Bloc:

13.3	14.1.1	15.1.1	15.2.7	17.2
13.4	14.1.2	15.1.2	15.2.8	21.1
13.5	14.1.3	15.2.1	15.2.9	
	14.2.1	15.2.2	15.2.10	
	14.2.2	15.2.3	15.2.11	
	14.3.1	15.2.4	15.2.12	
	14.4.1	15.2.5	16.1	
	14.4.2	15.2.6	16.2	

8:08pm Mayor Howlett and the Chief Executive Officer returned to the meeting.

8:08pm Deputy Mayor Stone and the Manager Legal and Compliance returned to their seats.



13. Decisions Made at Electors Meeting
- 13.1 Elector Motion - Public Meeting to Address Social Concerns Relating to AUKUS
- 13.1 (2025/MINUTE NO 0012) Elector Motion - Public Meeting to Address Social Concerns Relating to AUKUS
- Executive

Sustainable Development and Safety
- Author

Principal Economic Development
- Attachments

1. Perth South West Metro Alliance Letter to Australian Government - 9 February 2025 [↓](#)

Officer Recommendation
That Council:

(1) NOTES the motion carried at the 30 January 2025 Annual Elector’s Meeting;

(2) NOTES the Perth South West Metro Alliance letter dated 9 February 2025 sent to the Australian Government urging it to take responsibility for coordinating a regional public briefing;

(3) DETERMINES if no response to the Perth South West Metro Alliance letter is received by the end of July 2025, collaboration at a regional level to facilitate a briefing is to be pursued; and

(4) INFORMS the mover and seconder of the above recommendation.

Council Decision
MOVED Cr P Corke SECONDED Cr P Eva
That Council:

(1) NOTES the Motion carried at the 30 January 2025 Annual Elector’s Meeting;

(2) NOTES the Perth South West Metro Alliance letter dated 9 February 2025 sent to the Australian Government urging it to take responsibility for coordinating a regional public briefing;

(3) DETERMINES that if no response to the Perth South West Metro Alliance letter is received by 9 April 2025, collaboration between PSWMA member councils to facilitate a series of briefings is to be pursued;

(4) CONSIDERS the specific and detailed requests regarding the conduct of the public meeting as itemised in the motion carried unanimously at the 30 January 2025 Annual Elector’s Meeting; and

(5) INFORMS the mover and seconder of the above recommendation.

For: Mayor L Howlett, Cr P Eva, Cr P Corke

Against: Deputy Mayor C Stone, Cr T Widenbar, Cr T Dewan, Cr C Reeve-Fowkes, Cr M Separovich

LOST 3/5

Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich
That Council:

- (1) NOTES the motion carried at the 30 January 2025 Annual Electors' Meeting;
- (2) NOTES the Perth South West Metro Alliance letter dated 9 February 2025 sent to the Australian Government urging it to take responsibility for coordinating a regional public briefing;
- (3) DETERMINES if no response to the Perth South West Metro Alliance letter is received by the end of July 2025, collaboration at a regional level to facilitate a briefing is to be pursued; and
- (4) INFORMS the mover and seconder of the above recommendation.

CARRIED 6/2

For: Mayor L Howlett, Deputy Mayor C Stone, Cr T Widenbar, Cr T Dewan, Cr C Reeve-Fowkes, Cr M Separovich

Against: Cr P Eva, Cr P Corke

Background

At the 30 January 2025 Annual Electors' Meeting, the following Motion was put forward and carried by electors present:

Public Meeting to Address Social Concerns Relating to AUKUS

Moved: Kerry-Ann Garlick, Hamilton Hill

Seconded: Amy Warne, Hamilton Hill

That Council:

- (1) REQUIRES the City to call a public meeting to address the need for community information and consultation about AUKUS, as identified in the Perth SouthWest Metro Alliance's (PSWMA) Report Building Defence Social Licence in the Perth SouthWest Region
- (2) REQUESTS the meeting:
 - a) Includes attendance of qualified representatives from the Australian Submarine Agency (ASA) and ARPANSA, and the relevant local MP or government defence spokesperson,
 - b) Includes panel participation of a First Nations spokesperson and a representative from Stop AUKUS WA, Nuclear Free WA (Nuclear Free-WA), Medical Association for Prevention of War (MAPW) and Conservation Council of WA (CCWA),
 - c) Allows a substantial questions and answer. Questions may be submitted in advance to ASA and ARPANSA to ensure they are answered at the event, questions also will be allowed from the floor,
 - d) Be moderated by an impartial member of the community, wider public or media,
 - e) Is widely advertised through traditional and digital media.

CARRIED 22/0

Submission

N/A

Report

In 2024 the Perth South West Metropolitan Alliance (PSWMA) conducted research through visits to San Diego, California; and the Hampton Roads region in Virginia, to examine how leading US Navy bases approach social licence and community engagement.

This resulted in the release of the Report [Building Defence Social Licence in the Perth South West Region](#), which explores the implications of the AUKUS agreement and its impact on the Perth South West region, particularly in relation to the rotational deployment of nuclear-powered submarines at HMAS Stirling.

The Report emphasises the need for building social licence (community acceptance and trust) for successful implementation and highlights lessons learned from US defence-community relationships.

A social licence refers to the ongoing acceptance or approval of a project, company, or industry by the local community and key stakeholders. Unlike formal regulatory approvals or legal permits, social licence is an informal, often intangible, concept that hinges on the perception, trust, and engagement between the community and the entity involved.

The report identifies that AUKUS is ultimately a commonwealth responsibility, however local government can play a critical role in its implementation.

The report also identifies local government is the level of government closest to the people, and it has a role in supporting the community through these changes.

This involves helping the community obtain answers to their questions and understanding the rationale behind defence decisions; support incoming defence personnel and their families in establishing a new home; assist local businesses to leverage the economic opportunities created by defence growth; and educate defence and commonwealth agencies about the broader implications of their decisions.

The Federal government has confirmed the Defence Precinct will be the home of depot-level maintenance and contingency docking for Australia's future conventionally armed, nuclear-powered submarines, together with the construction of new landing craft for the Australian Army and new general-purpose frigates for the Navy.

In its media release on 16 October 2024, the City applauded the decision to establish a Commonwealth-owned Defence Precinct at Henderson, the State's premier shipbuilding and maritime precinct, creating 10,000 jobs over the next two decades.

At this stage the details of the elements to be developed in the Defence Precinct are yet to be released.

On behalf of its member local governments PSWMA has requested the Australian Government provide more information about the AUKUS project.

Recently PSWMA arranged for a letter signed by all regional Mayors urging the Australian Government to take responsibility for coordinating a regional public briefing (refer Attachment 1).

Rather than pursuing separate meetings within each of the local government authorities, it is considered more efficient and effective (as well as more likely to obtain agreement by the Australian Government) to hold a regional briefing.

It is recommended that Council, in responding to the decisions adopted at the Annual Electors' Meeting, continue to pursue regional collaboration to achieve the desired outcome.

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.

Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- A safe and healthy community that is socially connected.

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

Budget/Financial Implications

The conduct of a public meeting can be accommodated within existing budgets.

Legal Implications

Under Section 5.33(1) of the Local Government Act 1995, all decisions made at an Electors' Meeting "are to be considered at the next ordinary council meeting or, if that is not practicable at the next meeting thereafter".

Section 5.33(2) of the Act provides that if the Council makes a decision in response to a decision made at an Electors' Meeting, the reasons for the decision are to be recorded in the minutes.

Community Consultation

The authority on radiation protection and nuclear safety is ARPANZA who are responsible for the assessment and approval of any nuclear waste management, including consultation on any proposed facilities.

Extensive community consultation is at the forefront of this motion as the City continues to request updates from both the State and Federal Governments and advise the community accordingly.

Risk Management Implications

Largely unknown now as State and Federal governments have not provided updates on AUKUS rollout including safety regulations.

The Federal government have committed all nuclear waste, including spent fuel, will be managed safely, informed by international best practice and in accordance with Australia's international and domestic legal obligations and commitments.

Advice to Proponent(s)/Submitters

The mover and seconder of the Annual Electors' Meeting resolution have been advised that this matter is to be considered at the 11 March 2025 Ordinary Council Meeting.

Implications of Section 3.18(3) Local Government Act 1995

Nil



PERTH SOUTH WEST

Metropolitan Alliance

Sunday, 9 February 2025

Hon Richard Marles MP
Deputy Prime Minister; Minister for Defence
PO Box 6022
House of Representatives
Parliament House
CANBERRA ACT 2600

Dear Deputy Prime Minister,

AUKUS Public Meeting Request

Following our meeting last year, where we discussed the need for greater community engagement regarding AUKUS, several local governments in our region have now received motions from electors requesting councils to arrange public briefings. A copy of the motion is attached for your reference.

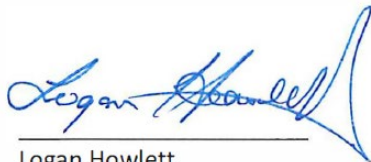
Under the Local Government Act in Western Australia, motions passed at an Annual Meeting of Electors must be formally considered by the respective councils in the coming months. While each council will assess these motions independently, at a regional level, we wish to express our strong concern that there remains insufficient engagement from the Commonwealth on what AUKUS will mean for our communities.

We acknowledge that the Australian Submarine Agency (ASA) is working towards opening an engagement centre in the region. However, the request for a public town hall-style event is what the Perth South West Metropolitan Alliance has long advocated for in discussions with our federal representatives, the ASA, and at our meeting with you last year, calling for greater transparency and direct community involvement.

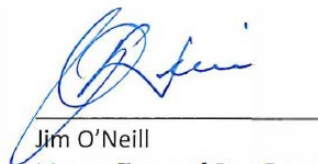
Rather than each council organising separate briefings, it would be more effective for the Commonwealth to take a proactive role in coordinating a regional public forum along the lines of the attached motion, ensuring that relevant federal agencies attend and engage meaningfully with the wider community.

We seek your urgent attention to this matter and ask for your consideration of this request, which will assist councils in their further deliberations on this public resolution and the community in having their concerns heard.

Yours sincerely,



Logan Howlett
Mayor, City of Cockburn




Jim O'Neill
Mayor, Town of East Fremantle

Page 1 of 3

PO Box 21, Kwinana WA 6966 • Suite 13, 11 Stidworthy Court, Kwinana WA 6167
Tel: (08) 9439 0244 • www.perthsouthwest.com.au



Hannah Fitzhardinge
Mayor, City of Fremantle



Peter Feasey
Mayor, City of Kwinana



Katy Mair
Mayor, City of Melville



Deb Hamblin
Mayor, City of Rockingham

cc: Hon Madeleine King
Hon Josh Wilson
Mr Sam Lim MP



Example of motion passed by the public at Council meetings

That the Electors of XXXXX requests Council to:

1. *Require the city to organise a public meeting to address the need for community information and consultation relating to AUKUS.*
2. *Requests the meeting:*
 - a) *Includes attendance of qualified representatives from the Australian Submarine Agency (ASA) and ARPANSA, and the relevant local MP and/or Government Defence spokesperson;*
 - b) *Includes panel participation of a First Nations spokesperson and representatives from Stop AUKUS WA, Nuclear Free WA (NF-WA), Medical Association for Prevention of War (MAPW) and Conservation Council of WA (CCWA);*
 - c) *Allows for substantial Q&A. Questions may be submitted in advance to the ASA and ARPANSA to ensure they are answered at the event, questions also will be allowed from the floor;*
 - d) *Be moderated by an impartial member of the community, wider public or media;*
 - e) *Is widely advertised through traditional and digital media, including (but not limited to) the council's online information and mailed newsletter and calendar.*
 - f) *The meeting is to be held within the next three months, with a view to hold quarterly town-hall meetings, to improve and maintain community engagement through honest, transparent discussion.*

Reason: *This motion relates to All 5 Aspirations in the Strategic Plan:*

1. *Safe communities mean free from radioactive health and safety risks, and clear and transparent safety procedures. Hospitals and a HAZMAT taskforce that are equipped for a nuclear disaster.*
2. *Natural Environment: There are many threats to the protected parks and endangered species in Rockingham by AUKUS infrastructure plans which go against our international conservation obligations.*
3. *Built Environment: AUKUS creates housing shortages, road issues, dredging and piling.*
4. *Economic: No economic benefit for residents, some promises of jobs which are low-paid and high-risk. However, nuclear waste incidents will cost us billions to clean up and there is no compensation or insurance to protect us. Why aren't we benefitting more from this deal?*
5. *Leadership: It is hard for council to have transparent and trustworthy leadership when we are all kept in the dark and ignored by Defence and the Federal Government.*

Finally, this is long overdue and the longer it is left to fester, the more toxic the feelings of our community will get towards the government and Defence. It is very clear that council plays a pertinent role in AUKUS as they went to the US on ratepayer funds for AUKUS information, and they decided that Building Social Licence through community consultation was a priority. Thus, the first step would be to organise and publicise this event.

Please note that the copy of the resolution was modified to remove some specific Council references and instead convey a general summary of the requests.

Page 3 of 3

PO Box 21, Kwinana WA 6966 • 11 Stidworthy Way, Kwinana Town Centre 6167
Tel: (08) 9439 0244 • www.perthsouhwest.com.au

13.2 (2025/MINUTE NO 0013) Elector Motion - Call to Increase City of Cockburn Feral Control Budget and Fox Control, Beeliar Wetlands

Executive Director Sustainable Development and Safety
Author Service Manager Sustainability
Attachments N/A

Officer Recommendation/Council Decision

MOVED Cr P Eva SECONDED Cr T Widenbar
 That Council:

- (1) NOTES the intention in forthcoming budget submissions for the upcoming 2025/26 budget to allocate funds for a \$40,000 contribution to Perth South West Metropolitan Alliance's Fox Monitoring and Targeted Control Project;
- (2) NOTES the intention in the upcoming 2025-26 Budget to increase the funding for fox control from \$20,000 to \$50,000;
- (3) COORDINATES this increased activity with the work of Melville and Kwinana as part of the Perth South West Metropolitan Alliance combined approach to fox control; and
- (4) ADVISES the mover and seconder of the above.

CARRIED 8/0

Background

At the 30 January 2025 Annual Electors' Meeting, the following Motion was put forward and carried by electors present:

Increase City of Cockburn Feral Control Budget & Fox Control, Beeliar Wetlands

Moved: Felicity Bairstow, Bibra Lake

Seconded: Joyce Gadalon, North Lake

That Council undertakes the following actions to improve fox control within the City of Cockburn:

- (1) Increase the allocation to \$90,000 each year in the Annual Budget for fox control programs
- (2) Increase the frequency of fox control activities to quarterly accompanied with an increase in total duration of yearly fox control activities to decrease fox predation and increase wildlife protection
- (3) Coordinate this increased activity with the work of Cockburn, Melville and Kwinana as part of the Perth South West Metropolitan Alliance combined approach to fox control.

CARRIED 23/0

Submission

N/A

Report

City of Cockburn Fox Control Program

The *Natural Area Management Strategy* identifies that foxes have a detrimental impact on the environment by preying on native fauna species and destroying native vegetation. Foxes also compete with native fauna for food and shelter,

In recognition of this threat, the City's Feral Animal Control Program has been devised to address the Department of Primary Industries and Regional Development's (DPIRDs) expectations for the management of Category 3 (C3) Invasive Species.

C3 species are widespread and abundant within the environment to a point where complete eradication is no longer feasible (refer to red column in Image 1). The long-term objective for species within this category is therefore to suppress populations to a sustainable level where impacts to native species can be minimised. DPIRD advises that a control program that removes over 75% of a nuisance C3 species is effective in supporting local biodiversity.

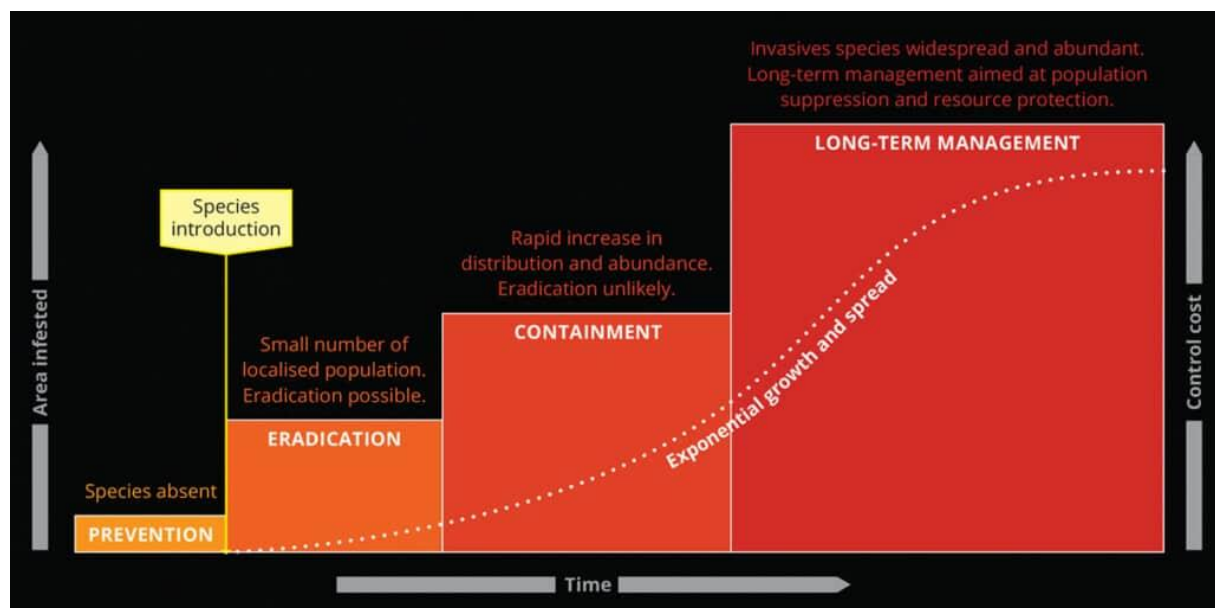


Image 1: The Eradication Curve (Invasive Species Council 2022)

At a local level, control of C3 species is extremely unlikely to result in complete eradication due to the migratory nature of the pest species.

In 2020, the City contributed to a Perth South West Metropolitan Alliance (PSWMA) study to review movement patterns of foxes in the southwestern metropolitan region of Perth - [Movement of Urban and Peri-urban Foxes in the South Western Metropolitan Region of Perth, Western Australia](#).

This study highlighted that isolated control programs in high value conservation areas will not eradicate foxes at a local scale due to the large home range of foxes and their ability to move long distances in short spaces of time. It was considered that the void created by removing one fox would almost certainly be rapidly filled by another fox.

Another key finding was that the State Government undertakes a very limited fox reduction program in the project area, which included the following Local Governments:

- City of Cockburn
- Town of East Fremantle
- City of Fremantle
- City of Kwinana
- City of Melville
- City of Rockingham.

In light of these findings, one of the key recommendations of the study was for PSWMA to advocate to DPIRD to develop and implement a control program across State Government management land. Should Council increase expenditure on fox control, it will be important that the increased efforts by the City are complemented by increased control by various State Government agencies that manage conservation reserves.

Notwithstanding the limited control being undertaken on State Government managed land, the City's control program for foxes has historically been undertaken twice a year, in autumn and spring to coincide with key moments in the fox breeding cycle.

The autumn control program occurs when juveniles leave the den and males search for new territory. The spring control period occurs during the mating season, which is the highest period of fox movement.

The spring control period has also been successful in providing protection for South Western Snake Necked Turtles (*Chelodina oblonga*) as it occurs immediately before the reptiles leave the lakes to nest. An annual budget of \$20,000 has been allocated for this.

Although fox populations have never been studied locally, anecdotal evidence provided by the City's annual Fauna Surveys shows ongoing control has been effective in ensuring the abundance and diversity of native species has increased or remained stable over recent decades.

Unfortunately, the impact of extreme weather events and a warming climate are causing local ecosystems to become more vulnerable to external perturbations.

This was evident in the summer of 2023-2024 which was the second hottest and the driest on record for the Perth Metropolitan Area. The impacts in the City of Cockburn were severe, with significant vegetation die offs and the drying out of wetlands observed across the area.

The drying of the wetlands has reduced the amount of available habitat for locally significant species, like the South Western Snake Necked Turtles, to seek refuge from predatory invasive species, such as foxes.

When the lakes are dry, turtles will typically aestivate (burrow underground) to conserve energy. During extended dry periods, the turtles become more vulnerable to predation by foxes and other predators. Foxes can smell aestivating turtles from the surface before digging them up.

In May 2024, at the end of the driest six-month period on record, 118 dead turtles were found on the bed of Bibra Lake. Post-mortem analysis by the WA Wildlife Hospital confirms almost all the turtles were predated upon by mammals (most likely to be foxes) while they were aestivating over a period spanning three to six weeks.

Due to the observed impacts on turtles, the City is already proposing to increase the operational budget for fox control by \$30,000 in the upcoming financial year. An additional \$10,000 has recently been added to the 2024-2025 municipal budget as part of the mid-year budget review. The proposed budget for fox control in 2025-2026 is \$50,000.

A review of other local government budgets in the region identified that City of Cockburn allocation for fox control is more than double that of other local governments in the region.

While these additional funds could be used to undertake quarterly control, as per the Annual Electors' Meeting motion, it is considered the program would be more effective if undertaken twice a year to align with the fox breeding cycle at times when the predators are more vulnerable.

During these times, vixens have a reduced home range and can be removed before birthing pups and increasing the number of foxes in the environment.

In addition to the above, fox removal will also occur during the middle of autumn when the wetlands are driest, and the turtles are more exposed.

Quarterly control is less effective because it does not always coincide with the key periods of fox vulnerability. Adopting the second recommendation of the proposed Motion would likely result in fewer foxes being removed for the same level of expenditure.

Allocating \$20,000 for reactionary control will allow the City to respond immediately to increased fox sightings.

As funds have never previously been allocated for reactionary control, suitable triggers will need to be devised to activate the additional control. It is likely that these triggers will be based on a number of reported observations over a specified time period. It will take time for the City to determine the appropriate number of observations required to trigger a control response.

Perth South West Metropolitan Alliance Fox Monitoring and Targeted Control Program

In order to determine how effective the existing fox control programs are across the region, the PSWMA agreed to investigate commencing a targeted fox control program. The control program is intended to be complemented by a regional monitoring study to review its impacts on local populations.

Both the control program and the associated monitoring program will be rolled out across Local Governments with membership to the PSWMA.

To ensure that this program is undertaken in the most effective manner, the City will be recommending that the PSWMA implement the recommendations from the *Movement of Urban and Peri-urban Foxes in the South Western Metropolitan Region of Perth, Western Australia*.

Of particular importance is advocating for a regional Control and Fox Reduction Program being undertaken by the State Government.

PSWMA resolved to undertake the Monitoring and Targeted Control Program very recently, so the costs associated with the project have not been determined.

In recognition of the importance of this work and the significant benefit that it will likely have on the environment, it is recommended that the City consider allocation of \$40,000 on the 2025-2026 municipal budget for a contribution to this study.

Combining this with the recommended \$50,000 for direct control will result in \$90,000 being committed towards improving fox management.

This aligns with the level of expenditure that was put forward by the Motion at the Annual Electors Meeting.

Should a \$40,000 contribution be more than what is required for the PSWMA project, the remaining funds will be allocated amongst the City's existing initiatives for Snake Necked Turtle conservation, including:

- Restoration of terrestrial turtle habitat
- Traffic calming initiatives around wetlands
- Community education
- Turtle tracker volunteer support
- Turtle surveys.

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.
- Address Climate Change.

Budget/Financial Implications

The current budget is for the 2024/25 financial year.

The next financial year's budget (2025/26) is yet to be considered by Council. It would not be appropriate for Council to consider components of the budget in isolation.

For this reason, the recommendation is to note these additional funds will be sought as part of submissions for the 2025-2026 municipal budget:

- \$50,000 for fox control
- \$40,000 for a contribution to Perth South West Metropolitan Alliance's Fox Monitoring and Targeted Control Project.

It is also noted the \$50,000 is proposed for fox control in subsequent financial years as a recurrent budget.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Climate change and the drying out of the wetlands is resulting in native fauna species being more vulnerable to predation. Failure to increase the operational budget for fox control presents as a High risk to the environment, as per the City's Risk Assessment Matrix.

Increased predation in a drying climate is 'Likely' and another turtle death event will have 'Critical' consequences.

Advice to Proponent(s)/Submitters

At the Annual Electors Meeting, the mover of the motion was advised that it would be considered at the 11 March 2025 Ordinary Council Meeting.

Implications of Section 3.18(3) Local Government Act 1995

Nil

13.3 (2025/MINUTE NO 0014) Elector Motion - Transport in Cockburn

Executive Director Planning and Sustainability
Author Transport and Traffic Coordinator
Attachments N/A

Officer Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich
That Council:

- (1) NOTES the motion carried at the 30 January 2025 Annual Elector's Meeting;
- (2) RECEIVES the report;
- (3) ACKNOWLEDGES community members and community groups can also make regular representations to the State on transport, in addition to the actions the local government is already undertaking; and
- (4) INFORMS the mover and seconder of the above recommendation.

CARRIED 7/0

Background

At the 30 January 2025 Annual Electors' Meeting, the following Motion was put forward and carried by Electors present:

Public Transport in Cockburn

Moved: Bradley Zarins, Bibra Lake
Seconded: Steve Shaw, Bibra Lake

That Council adopts a formal position and advocates to the WA State Government and the relevant ministers for a district wide review of public transport within the boundaries of the City of Cockburn, focusing on increasing connections between residential areas and major public transport terminals, employment hubs and growth areas.

CARRIED 25/0

Submission

N/A

Report

There are a range of City documents which document Council's position on public transport aspirations for Cockburn.

There are also actions the City undertakes as part of the broader southwestern metropolitan region. A summary of those is described below.

Integrated Transport Strategy

The City's Plans for Public Transport are outlined in the [City of Cockburn Integrated Transport Strategy Approved by Council 12 November 2020](#)

The aim of the Integrated Transport Strategy (ITS) is to facilitate safe, efficient and sustainable movement around the City, managing traffic congestion, advocating for improved public transport and supporting alternative means of transport.

Improve public transport access and service levels across the City:

- Pursue a future rapid public transit corridor from Cockburn to Fremantle
- Advocate for improved public transport service and coverage.

Plan transport networks to support where people live and work:

- Interface transport network with Activity Centre plans and strategies
- Develop a movement and place framework and apply to strategic centres and corridors.

Continue to enable the best precinct outcomes for Cockburn Central and Aubin Grove Train Stations:

- Implement the changes recommended in the Station Access Strategies
- Continue to support density and transit-oriented development outcomes in station surrounds.

Enable a transition to sustainable mode choices:

- Plan and develop improved walking and cycling infrastructure
- Work with the community and state agencies to enable mode shift.

- (1) With the addition of Aubin Grove Station and the ongoing Thornlie - Cockburn Link Project, the City's heavy rail network has seen significant improvement.
- (2) The City also has a long-standing aim for a rapid transit corridor to be developed between Cockburn Central and Fremantle.
- (3) The City sees this objective as a medium-long term ambition and will advocate and work with State and Federal government agencies towards this objective.

Public transport accessibility mapping shows a variable level of access to jobs across the City. Areas surrounding Cockburn Central, Henderson, Jandakot Airport and Aubin Grove, as well as near Fremantle, have higher access to jobs, however significant portions of the network are subject to either infrequent, distant or a complete lack of public transport.

The City will look at public transport accessibility across its residential areas to provide access to employment, recreation, shopping, services, and education opportunities.

By undertaking this assessment, the City will identify gaps in existing and proposed residential land-use, with a particular focus on locales with planned land-use intensification.

The City will use this to plan and advocate for improvements or alterations to the public transport network, to increase public transport access to opportunities for its current and future community.

Local Planning Strategy

The City's [Local Planning Strategy](#) (adopted 2024) uses the Integrated Transport Strategy as a critical input document to strategically plan for the City. It acknowledges the clear gap in public transport provision to our industrial employment areas.

Importantly it seeks not to lift residential densities where they cannot be serviced with high quality and frequent public transport, but target density to areas that can. This also assists in existing routes remaining viable.

New growth areas are always referred to the state agencies to enable their long-term planning and prioritise new routes into those areas.

Advocacy for the Fremantle – Cockburn rapid transit corridor is reinforced.

There is also an action to lobby the Department of Transport to adopt an improved methodology to determine the provision of public transport.

Asking for a review is not enough if the methodology remains focused on residential catchments for stations and fails to adequately consider destinations such as where people work or recreate.

District Traffic Study 2023 OCM 13/08/2024

This document models several scenarios which seek to achieve the intent of the Integrated Transport Strategy and inform Council how different scenarios would impact the City's transport network.

The City endorsed: [Scenario 6](#) – City Upgrades (Scenario 1) + State Upgrades with Westport (Scenario 3) + Mode Share Shift (Scenario 5).

Scenario 6 represents the integrated option for addressing the transport network.

This scenario considers the cumulative impacts of upgrades by the State and City as well as the benefits that may be derived through achieving a modest shift in behaviour over a 20-year period.

The most sustained and significant beneficial impact to the transport network will come from mode shift away from passenger vehicles to public and active transport modes.

Mechanisms to derive mode shift to these forms of transport include:

- General improvements to public transport services such as increased bus frequencies and improved travel times (such as can be achieved via bus priority measures). The City of Cockburn has a dispersed bus network and frequencies on some routes are low which is unattractive for those considering using public transport – these improvements require advocacy to the Perth Transport Authority (PTA)
- Improved network connectivity and safety for cyclists and pedestrians. People are more likely to choose to walk or cycle following improvements to safe crossing points at intersections and mid-block, as well as segregated paths for cyclists and pedestrians, such as Principle Shared Paths along major road corridors. Another key driver of mode shift, particularly for pedestrians, is the provision of shade.

Changes to major paths can require advocacy to the Department of Transport and Main Roads WA

- The 'Your Move' Travel Behaviour Program is run by the Department of Transport and aims at changing travel behaviour. 'Your Move' encourages people to consider change in primary travel mode from private vehicle to more sustainable modes such as public transport, walking and riding.

Recently, free public transport with SmartRiders during the school holidays and on Sundays throughout the year was introduced to get more people using public transport.

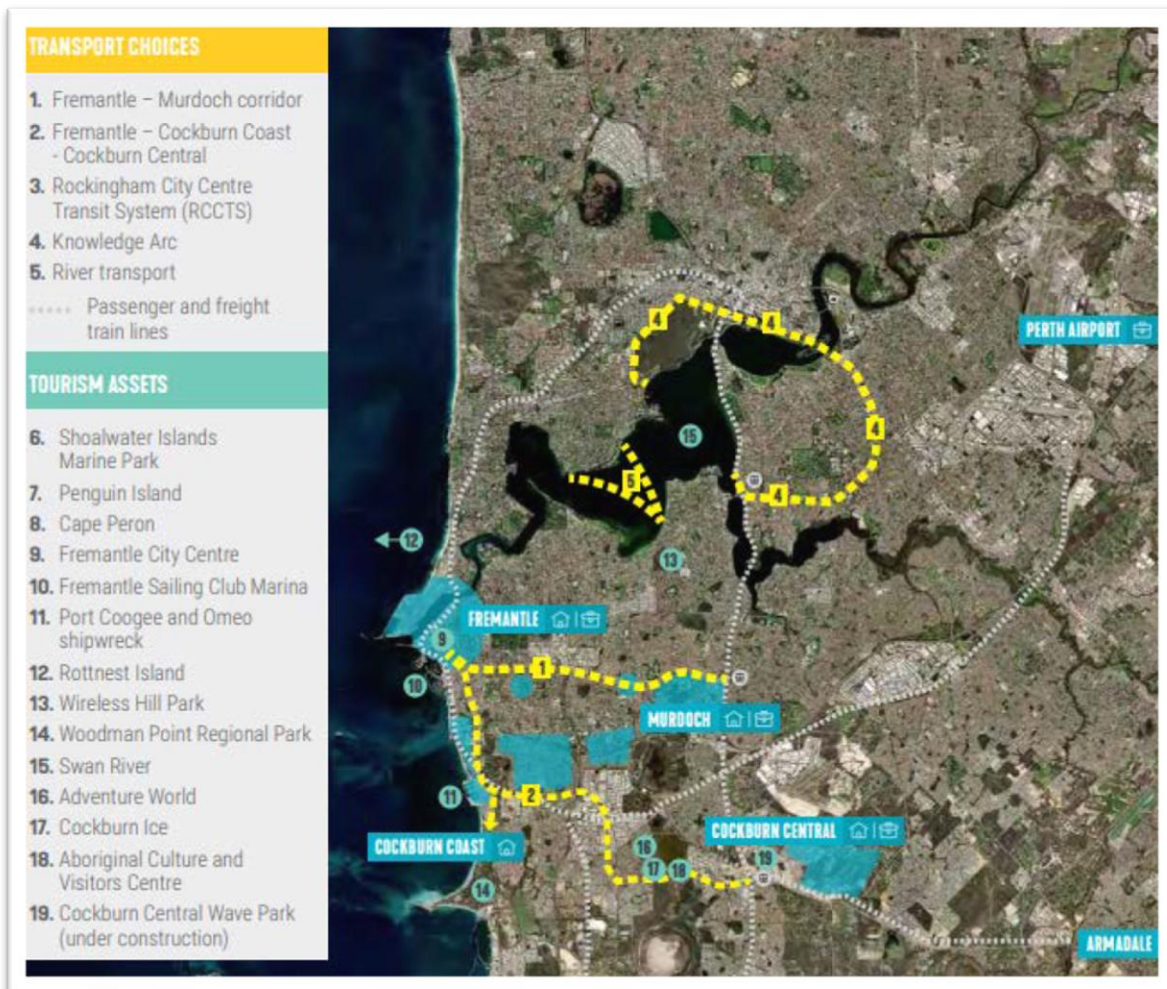
Additional matters

The City meets with PTA staff regarding improving services and bus stops in the City of Cockburn throughout the year, and for input into strategic documents such as the Integrated Transport Strategy and District Traffic Study.

The City belongs to the Mid-Tier Public Transport Group, which advocates for improved public transport within the South-West Group of Councils – Perth South West Metropolitan Alliance. [PSWMA002-Annual-Report-22-23.pdf](#)

Examples of conceptual routes are given below: [A-United-Regional-Vision-for-2036.pdf](#)





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.

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.

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.

- Cockburn Central as the capital of Perth's South Metro Region.
- An integrated, accessible and improved transport network.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

This report describes content and actions within existing City documents all developed across the past five-year period. They are all contemporary in nature and there is little risk in adopting the recommendation which refers to them. The documents referred to are also published to the respective websites for the City and the Perth South West Metropolitan Alliance.

The recommendation is mindful of the caretaker period due to the 2025 State election. The report will be considered following the election but published beforehand.

There is an acknowledgement these matters can also be raised regularly by the community. In fact, due to the long lead time for strategically planning Perth's transport network it is prudent to recognise this as a matter extending well beyond an election cycle.

Advice to Proponent(s)/Submitters

At the Annual Electors Meeting, the mover of the motion was advised that it would be considered at the 11 March 2025 Ordinary Council Meeting.

Implications of Section 3.18(3) Local Government Act 1995

Nil

13.4 Elector Motion - Addressing Petitions to Council**13.4 (2025/MINUTE NO 0015) Elector Motion - Addressing Petitions to Council**

Executive Chief Executive Officer
Author Manager Legal and Compliance
Attachments N/A

Officer Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich
That Council:

- (1) NOTES the motion from the Annual Electors Meeting; and
- (2) RETAINS the existing process for dealing with petitions pending the implementation of standardised Meeting Procedures under Local Government legislative reform.

CARRIED 7/0

Background

At the 30 January 2025 Annual Electors' Meeting, the following Motion was put forward and carried by Electors present:

Addressing Petitions to Council

Moved: Chris Johansen, Leeming
Seconded: Josephine Valentine, Coolbellup

That Council restores consideration of petitions to being part of the Order of Business at Council Meetings, whereby Elected Members are required to directly deliberate on submitted petitions and respond to the petitioner.

The present procedure, of delegating petitions to a Council officer to deal with, isolates the elector-signees from Council Members and is therefore not democratic.

CARRIED 26/0

Submission

N/A

Report

Prior to 15 December 2017, a member of the community could submit a petition to be listed for consideration in the agenda of a subsequent Ordinary Meeting of Council.

The City stopped this practice in 2017. It did so by amending its Standing Orders Local Law to remove subclauses relating to the process, forms and functions for the public presenting petitions to Council.

Prior to 2017 a community member could submit a petition 'as of right' to Council under the procedure set out in the Standing Orders Local Law.

Currently, petitions are submitted to the Chief Executive Officer. The CEO can deal with these petitions as appropriate based on the subject matter of the petition, the number of signatories and any other relevant matters.

It is always open to the CEO to refer a petition to Council by way of including it in an officer report. Similarly, where an officer report deals with a matter that has been the subject of a petition, Council can expect that the details of the petition will be included in the community consultation section.

The City would need to amend its Standing Orders Local Law to reinstate the process for a member of the community to submit a petition and have it presented to Council 'as of right'.

The process for amending a local law takes significant resources, staff and financial, over an extended period time.

The proposed local law is presented to Council for endorsement for public consultation.

Notice of consultation is given and the public and stakeholders have six weeks to provide comments.

Following this, the outcomes of public consultation and final local law are presented to Council.

If adopted, the local law must be gazetted and then placed before Parliament for assessment by the Joint Standing Committee on Delegated Legislation. At minimum, this process takes six months.

It is not recommended that the City amend its Standing Orders Local Law due to the impact of imminent changes under LG Reform.

The Department of Local Government has consulted the industry on the development of standardised Meeting Procedures.

When implemented, this would replace all local laws relating to meeting procedures, including the City of Cockburn's Standing Orders Local Law.

The standardised Meeting Procedures propose to deal with petitions as follows:

- enable any person to petition a local government by lodging a petition to the council on any matter, including petitions which may be critical of actions or decisions of the local government
- require the lead petitioner to provide their contact details
- require any person signing a petition to state their suburb/town and declare whether they are residents and/or electors of the district
- require the petitioner to tally the number of signatories
- limit rejection of a petition to only when it is not in the prescribed form
- require that the council is to consider each petition and must determine how it is to respond, such as by seeking a report from the CEO
- allow local governments to establish an electronic petitioning system if they wish!
- require all petitions received and outcomes from petitions to be summarised in a report to the annual meeting of electors.

The City does not have a timeframe from the Department for completion of standardised Meeting Procedures, or their coming into force, noting that the WA Government is currently subject to caretaker conventions.

There appears no merit in amending the Standing Orders Local Law as the City knows that it is about to be replaced by a mandatory regime that provides comprehensively for the handling of community petitions. In the interim, the CEO can continue to exercise discretion in deciding which petitions are submitted to Council for a decision.

Strategic Plans/Policy Implications

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

Budget/Financial Implications

The cost to the City of drafting a local law, giving the required public notice and publishing the amended local law is in the order of \$5,000 - \$15,000. The variance depends if the drafting is completed in-house or outsourced.

Legal Implications

The impacts of Local Government legislative reform on community petitions are outlined in this report.

Community Consultation

Nil

Risk Management Implications

Nil

Advice to Proponent(s)/Submitters

At the Annual Electors Meeting, the mover of the motion was advised that it would be considered at the 11 March 2025 Ordinary Council Meeting.

Implications of Section 3.18(3) Local Government Act 1995

Nil

13.5 (2025/MINUTE NO 0016) Elector Motion - Shade at Recreational Facilities

Executive Director Infrastructure Services
Author Environment, Parks and Streetscapes Manager
Attachments N/A

Officer Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich
 That Council:

- (1) NOTES the motion from the Annual Electors' Meeting;
- (2) NOTES the existing approach to Shade at Recreational Facilities under existing policies and strategies as detailed in the report; and
- (3) INFORMS the mover and seconder of the above recommendation.

CARRIED 7/0

Background

At the 30 January 2025 Annual Electors' Meeting, the following motion was put forward and carried by electors present:

Shade at Recreational Facilities

Moved: Bradley Zarins
 Seconded Felicity Bairstow

That Council undertakes a review of any existing policies, strategies or policy statements in relation to shade sails at playgrounds, parks and reserves in the City of Cockburn with a view to create a consolidated shade sail strategy or policy that covers playgrounds, skate parks, pump tracks, exercise equipment and other recreational facilities provided on City parks and reserves.

CARRIED 26/0

Submission

N/A

Report

The Council currently has the following strategies and policies relating to shade sails.

Public Open Space Strategy 2014-2024 (5 Year Review)

The Public Open Space Strategy 2014-2024 (5 Year Review) guides the future provision, enhancement and management of open space in the City.

The strategy sets out a classification and embellishment framework for open space to guide management and development opportunities.

Development opportunities includes the listing of shades sails to playgrounds with the delivery through the Playground Shade Sail Strategy 2031-2023 (5 Year Review).

Playground Shade Sail Strategy 2013-2023 (5 Year Review)

The playground shade sail strategy 2013-2023 was adopted by Council in 2013 to facilitate the prioritisation of shade to its playground network because of community demand and the changing climate.

The strategy deliverables were to align with the development opportunities detailed in the POS Strategy.

It was proposed at the conclusion of the Playground Shade Sail Strategy 10-year period it would be incorporated into the POS Strategy.

Installation of Recreational Equipment on Public Open Space

This policy provides the framework for the consultation process for the installation of recreation equipment and directly references shade provision to playgrounds.

Council Considerations

1. Strategy Review

The City is in the process of reviewing all current strategies to prepare a consolidate list and ensure consistent direction for all future strategy documents, in consultation with Council. Developing a new strategy now could have implications on this review and other strategies.

2. Shade

Currently shade sails are provided to playgrounds based on the size and scale and removal during the winter periods to mitigate damage. Shade provision to skate parks, pump tracks, etc, would likely require large hard structures to span the areas of these sites. These structures would need to respond to the current over park design, landscape impacts, access, drainage, etc.

3. Community Consultation

There has been no consultation to determine if this idea has a need or higher priority than other ideas. The motion could impact property owners directly adjacent to recreation facilities identified for shade and should be given the opportunity to reflect on the proposal.

4. User Experience

Studies would need to be undertaken to determine if a shade structure over the infrastructure would impact light on the surface, reflections, dull spots, etc. Each recreation facilities would need a detailed study, consultation with key users to ascertain the potential benefits and risks.

5. Amenity

Designing public open space considers a range of amenity elements. Adding large shade structure may impact the overall appeal and utilisation of the reserve by our community. Upgrades to open space design requires detailed planning to ensure the optimal outcomes are achieved.

6. LTFP Implications

The LTFP has a provision for shade to playgrounds however would require amendment to include studies, design, installation and operation maintenance of these structures.

In consideration of the above it would be prudent for Council to note the report and consider requests for shade to individual recreation facilities on a case-by-case basis.

This approach would ensure detailed planning, design, consultation, approvals would be completed before an investment is made.

The playground shade strategy delivery program will continue to be delivered in accordance with the schedule.

Strategic Plans/Policy ImplicationsCommunity, 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.

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

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There is a low to medium risk to Councils brand if the report is not received.

Advice to Proponent(s)/Submitters

At the Annual Electors Meeting, the mover of the motion was advised that it would be considered at the 11 March 2025 Ordinary Council Meeting.

Implications of Section 3.18(3) Local Government Act 1995

Nil

14 Reports - CEO (and Delegates)

14.1 Sustainable Development and Safety

14.1.1 (2025/MINUTE NO 0017) City of Cockburn Road Safety Management Plan 2021-2030

Executive	Director Infrastructure Services
Author	Service Lead Traffic and Transport, TravelSmart Officer and Transport Engineer
Attachments	1. City of Cockburn Road Safety Management Plan 2021-2030 ↓

Officer Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich
That Council:

- (1) ENDORSES the City of Cockburn Road Safety Management Plan 2021-2030 on the following grounds:
- a) The City is committed to reducing road trauma on the local road network,
 - b) Strong leadership by the City on this issue can have a lasting impact for the whole community by adopting initiatives to reduce the number of people killed or seriously injured on our roads,
 - c) The Road Safety Management Plan focuses on how the City can improve safety on the road network and aligns with the four elements of a safe system:
 - Safe Speeds
 - Safe Roads and Roadsides
 - Safe Vehicles
 - Safe People (road use).

CARRIED 7/0

Background

Each Council in WA has been asked to produce a Road Safety Management Plan to reduce road trauma throughout the State, using the report template provided by Main Roads WA.

The City of Cockburn *Road Safety Strategy 2014 – 2020* was adopted by Council at Ordinary Council Meeting held 9 October 2014 and requires updating in line with current crash data, the *District Traffic Study* (last updated in 2024) and *Integrated Transport Plan* (last updated in 2020).

The City of Cockburn Road Safety Management Plan (RSMP) was developed to assist with reducing road trauma on the local road network throughout the City. It is part of the suite of transport planning documents which provide key guidance for the City.

The RSMP adopts Safe System principles (Safe Speeds, Safe Roads, Safe Vehicles, Safe People). People will continue to make mistakes on our roads and local government has a role to play in minimising harm.

The City of Cockburn agrees that our local road transport system should be designed and maintained so that the risks of crash forces beyond the limits of human physical tolerance is minimised.

Submission

N/A

Report

The aim of our RSMP is to understand the road safety risk on the local road network throughout the City of Cockburn and set out both reactive and initiative-taking actions to address the risks.

The City, with support from our partners (Main Roads WA, WA Police, RoadWise/WALGA and the Road Safety Commission), aim to implement the actions outlined in this plan and monitor the road safety outcomes of these actions over the term of the plan.

The delivery of the actions set out in the plan are to be achieved as the result of the City of Cockburn and our partners working collaboratively to achieve good road safety outcomes for the people who live, work and travel on the local road network in the City.

The District Traffic Study and Integrated Transport Plan includes actions to reduce the number of vehicles on roads, the need for transport alternatives such as public transport and active transport (walking and riding), and alternatives to improve safety within the road network.

The City is aware of the number of crashes that occur within the City and recognises the negative and significant impact of road trauma on families and the broader community.

There were 8,350 crashes on Cockburn Roads during the 2014–2023 period: 323 fatal or seriously injury crashes, 1465 casualty crashes and 6,910 property damage crashes.

In addition to the huge personal, social and health impacts of road trauma, the economic cost of each death on WA roads has been estimated at over \$7 million. The average cost of each hospitalised injury is over \$300,000. Road trauma costs Western Australia approximately \$2.4 billion every year.

The RSMP aligns with *Driving Change – Road Safety Strategy for Western Australia 2020-2023* and aims to reduce the number of people killed or seriously injured by 50 to 70 per cent by 2030.

Strategic Plans/Policy ImplicationsCity Growth & Moving Around

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

The top three priorities for Moving Around the City identified by the community in the City of Cockburn *Strategic Community Plan 2020-2030* were:

- Road Safety
- Improved public transport options including better connected and more frequent buses
- Traffic congestion and freight movement.

The City is investigating and carefully planning for the future needs of our community, improving road infrastructure to improve road safety outcomes.

Budget/Financial Implications

The road safety projects are already included in the relevant sections of the Annual Budget and Long-Term Financial Plan.

Legal Implications

N/A

Community Consultation

The report addresses priorities identified by the community in the *Strategic Community Plan 2020-2030* utilising statistical information/data and an approach established by the State, as such consultation is not required. The RSMP, subject to Council endorsement, will be publicly available on the City's website.

Risk Management Implications

The City has been asked to produce a RSMP as part of effort by Main Roads WA to reduce road trauma throughout the State.

In line with the City of Cockburn Enterprise Risk Management Framework, Council has an obligation to follow relevant guidelines and best practices. Adopting the Plan would align the City with the best practices in road safety within the State.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil



City of Cockburn

Road Safety Management Plan 2021-2030



Driving Change

www.cockburn.wa.gov.au

Document Control

Document Type	Report
Project Title	Road Safety Management Plan
Project Number	3006466-207
Revision Number	02

Revision History

Revision No.	Date	Prepared By	Reviewed By	Approved for Issue By
01	2/10/2024	Sagar Poudel	Dean Hislop	Dean Hislop
02	13/11/2024	Sagar Poudel	Dean Hislop	Dean Hislop

Issue Register

Distribution List	Date Issued	Number of Copies
City of Cockburn	2/10/2024	01
City of Cockburn	12/02/2025	01

SMEC Company Details

Approved by	Dean Hislop
Address	Tower 4, Level 20, 727 Collins St, Melbourne, VIC, 3008, Australia
Phone	+61 429 844 380
Email	Dean.Hislop@smec.com
Website	www.smec.com

The information within this document is and shall remain the property of:
City of Cockburn



Foreword

The City of Cockburn in developing this Road Safety Management Plan are committed to reducing road trauma on the local road network throughout the City. This is to be achieved by adopting Safe System principles and by accepting that people will always make mistakes on our roads but should not be killed or seriously injured as a consequence and acknowledging that there are known limits to the forces the human body can tolerate without being seriously injured. The City agrees that our local road transport system should be designed and maintained so that people are not exposed to crash forces beyond the limits of their physical tolerance.

The aim of our Road Safety Management Plan is to understand the road safety risk on the local road network throughout the City and set out both reactive and proactive actions to address the risks. The City with support from our partners aim to implement the actions outlined in this plan and monitor the road safety outcomes of these actions over the term of the plan.

Our Road Safety Management Plan was endorsed by the City Council Executive on 11 March 2025.

The delivery of the actions set out in the plan are to be achieved as the result of the City and our partners working collaboratively to achieve good road safety outcomes for the people who live, work and travel on the local road network in the City.

Our Partners



Department of
Transport

Contents

State Road Safety Strategy 2020 - 2030 4

Safe System Principles 5

Understanding Our Road Safety Risk 6

 Crash Severity per Year (2014 – 2023) 7

 Casualty Crashes by Crash Nature (2019 – 2023) 8

 Fatal and Serious Injury Crashes by Nature (2019 – 2023) 9

 Vulnerable Road Users per Year (2019 – 2023) 10

Key Areas of Focus 14

 Predominant Crash Types 14

 Proactive Initiatives and Activities 14

 Knowledge and Skills Development 14

 Action Plan Delivery 14

 Progress Tracking and Monitoring 14

State Strategy Target Tracking 20

 Progress Report 2020 – 2030 20

 Action Plan Update 2025 22

Results and Concluding Statement 23




State Road Safety Strategy 2020 - 2030

The Road Safety Strategy for Western Australia 'Driving Change' sets out the journey over the next 10 years towards a shared vision and the steps to take to improve road safety infrastructure, vehicles and the cultural change needed to achieve it.







Road safety is an important public health issue and saving more lives depends on an important cultural shift towards greater acceptance of road safety as everybody's responsibility and less acceptance of road trauma as part of the journey.

People are at the heart of our transport system and the vision is for all Western Australians to connect with the places where they live, work, learn and play safely. WA's population is growing and ageing and more people are choosing other transport options alongside private car use, including walking, cycling, public transport and on-demand transport.

Since 2008, the greatest improvements have been in:

		Killed or Seriously Injured Baseline ^a	2019	% change
Young road users	17-19	350	108	▼ 69%
Seatbelt not worn		216	68	▼ 69%
Speed related		640	301	▼ 53%
Motor vehicle occupants		2,385	1,258	▼ 47%

But, areas where we still need more focus include:

		Killed or Seriously Injured Baseline ^a	2019	% change
Metro intersections		1,054	607	▼ 42%
Regional and Remote		1,062	676	▼ 36%
Pedestrians		210	137	▼ 35%
Crashes involving errors, tiredness and inattention		2,104	1,414	▼ 33%
Cyclists		100	87	▼ 13%
Motorcyclists		364	320	▼ 12%

WA's population has doubled since the 1970s and road deaths have halved. Since WA published the previous Road Safety Strategy in 2008, there has been a 19% reduction in road deaths and a 43% reduction in serious injuries.

Despite the downward trend in road trauma over time, there are still too many preventable deaths and serious injuries on WA roads.

In addition to the huge personal, social and health impacts of road trauma, the economic cost of each death on WA roads has been estimated at over \$7 million. The average cost of each hospitalised injury is over \$300,000. Road trauma costs Western Australia approximately \$2.4 billion every year.

The numbers of lives and livelihoods affected by road trauma are unacceptably high and these people and their loved ones are the hidden victims of road trauma.

Our Target

The *Driving Change* strategy aims to reduce the numbers of people killed, severely or seriously injured by 50 – 70 % by 2030. (evaluated on the baseline average crash data from 2015 to 2019)

Achieving a 50 % reduction will see WA keep pace with the rest of Australia, whereas achieving a 70 % reduction will see WA catch up with the best performing Australian jurisdictions. WA could save up to 723 lives and prevent approximately 8,000 fewer people suffering from serious and life-changing injuries over the next decade.

This is achievable by doing more of what works, embracing new technology and engaging with the community and stakeholders to develop a cultural shift in road safety attitudes and behaviours.

Safe System Principles

The Safe System approach underpins our 'Driving Change' state strategy. It was pioneered in Sweden and acknowledges the physiological and psychological limitations of humans and puts ultimate responsibility on the designers and operators of the road system to accommodate these human limitations.

Safe System philosophy is founded on:

- Ethics – no one should be killed on our road network;
- Crash Force – understanding the survivable forces of the human body in relation to crash types; and
- Human Error – accepting that humans are fallible and will continue to make mistakes.

Safe System is a road safety approach adopted by Federal and State Government that is promoted to Local Governments to generate improvements in road safety. The Safe System approach is underpinned by three guiding principles:

- people will always make mistakes on our roads but should not be killed or seriously injured as a consequence;
- there are known limits to the forces the human body can tolerate without being seriously injured; and
- the road transport system should be designed and maintained so that people are not exposed to crash forces beyond the limits of their physical tolerance.

Safe System principles require a holistic view of the road transport system and the interactions among roads and roadsides, travel speeds, vehicles and road users. This is an inclusive approach that caters for all groups using the road system, including drivers, motorcyclists, passengers, pedestrians, bicyclists, and commercial and heavy vehicle drivers. Consistent with a long-term road safety vision, it recognises that people will always make mistakes and may have road crashes, but the road system should be forgiving and those crashes should not result in death or serious injury.

Central to the Safe System approach is human tolerance to crash impacts and the management of kinetic energy transfer so these are within survivable limits. The Safe System approach is based on the following four Safe System pillars:

- Safe Roads and Roadsides - roads and roadsides are designed and maintained to reduce the risk of crashes occurring, and to lessen the severity of injury if a crash does occur.
- Safe Speeds – speeds are managed to complement the road environment and ensure crash impact forces are within human tolerances.
- Safe Vehicles – vehicles that lessen the likelihood of a crash and protect occupants and other road users.
- Safe People (road use) – road users that are skilled, competent, alert and unimpaired.



Survivability of Crashes – the chances of surviving a crash decreases rapidly above certain impact speeds, dependant on the nature of the collision:

- Car/pedestrian (vulnerable road users): 30 km/h
- Car/motorcyclist (vulnerable road users): 30 km/h
- Car/tree or pole (run off road impact object): 40 km/h
- Car/car (side impact – right angle): 50 km/h
- Car/car (head-on): 70 km/h

The City acknowledges in the assessment of crash risk throughout the local road network in the city, that any recorded crash of the types listed above that occur in a location that is likely to exceed the associated speed threshold has the potential to result in a higher severity outcome. Therefore, in accordance with Safe System principles all locations identified that demonstrate the risk of a high severity crash outcome will be evaluated and treated on that basis.

Understanding Our Road Safety Risk

The purpose of the following charts and tables is to provide an understanding of the existing crash risk in the City based on the recorded crash history that has occurred on the local road network. This information outlines the key crash severity and crash nature statistics as well as an individual summary of crashes involving vulnerable road users.

The City acknowledge that this plan is based on a reactive road safety approach, as unfortunately the results of proactive models such as AusRAP and ANRAM are currently unavailable for the local road network. However, other proactive road safety approaches will be considered by the City in the interim period such as: utilising the [Austroads Infrastructure Risk Rating Tool \(IRR\)](#) in combination with the Route and Intersection Risk Assessment Tools in [Crash Map](#); working towards developing a '[Network Safety Plan](#)' to identify suitable road stereotypes (cross-section and intersection designs) to provide consistent and improved safety outcomes on road networks and corridors; conducting [Road Safety Audits](#) on proposed changes to local roads; undertaking Road Safety Inspections at locations of concern; and taking a risk based approach to crash analysis. The long-term aim of the City is to work with our partners to develop personal and collective risk crash maps for the City to work towards taking a more proactive approach to addressing crash risk.

Crash Severity per Year (2014 – 2023)

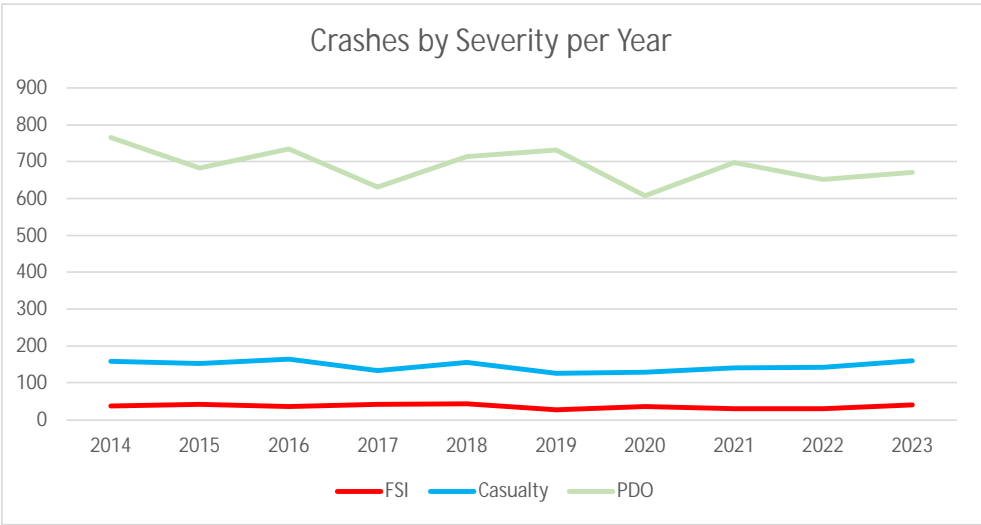


Figure 1: Crash severity trend between 2014-2023

(FSI – Fatal and Serious Injury crashes / Casualty – fatal, hospital and medical severity crashes / PDO – Property Damage Only crashes)

All Crash Severities by Year (2014 – 2023)

Year	PDO Crashes	Casualty Crashes	FSI Crashes	Total
2014	766	158	37	924
2015	683	152	41	835
2016	735	165	36	900
2017	638	134	41	764
2018	718	156	44	869
2019	741	130	28	859
2020	608	128	36	736
2021	698	141	30	839
2022	652	142	30	794
2023	671	159	40	830

The above crash statistics show that there has been a marginal decline in the number of crashes that resulted in property damage. Casualty crashes and Fatal & Serious Injury (FSI) crashes have remained relatively steady as seen in Figure 1. However, 2023 saw an upsurge in the number of FSI crashes with 40 FSI crashes within the City’s Road network.

Casualty Crashes by Crash Nature (2019 – 2023)

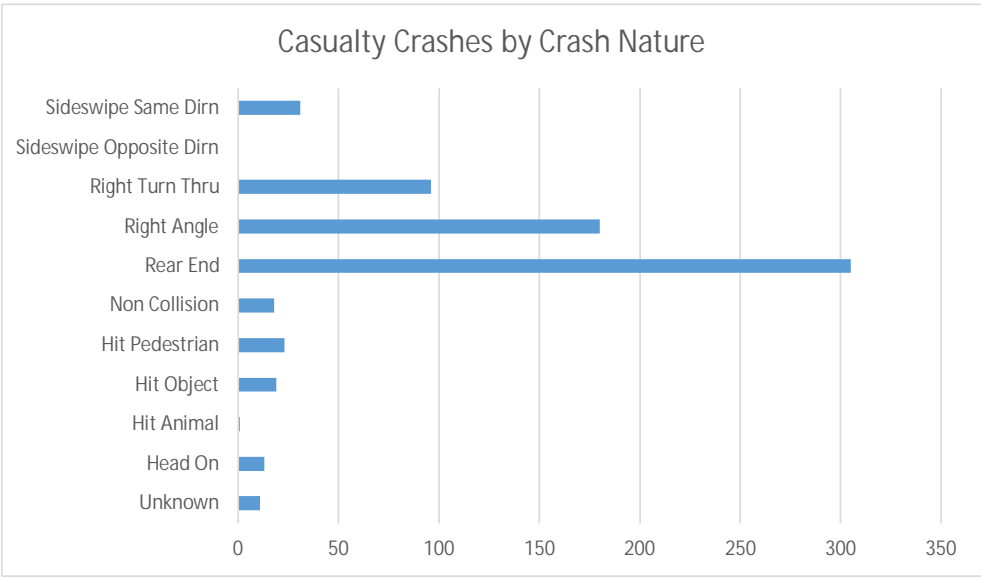


Figure 2: Casualty Crashes by crash nature between 2019 - 2023

(Casualty – fatal, hospital and medical severity crashes)

Casualty Crashes by Crash Nature (2019 – 2023)

Casualty Crash Nature	No. of Crashes	%
Unknown	11	1.58
Head On	13	1.87
Hit Animal	1	0.14
Hit Object	19	2.73
Hit Pedestrian	23	3.3
Non Collision	18	2.58
Rear End	305	43.76
Right Angle	180	25.82
Right Turn Thru	96	13.77
Sideswipe Opposite Dirn	0	0
Sideswipe Same Dirn	31	4.45
Total	697	100.0

The information above shows that the predominant casualty crash type in the period from 2019 to 2023 on the local road network in the City are rear end crashes, followed by right angle and right turn through crash types. The majority of these crashes occurred at intersections as per the analysis on the Main Roads Crash Map Reporting Centre.

Fatal and Serious Injury Crashes by Nature (2019 – 2023)

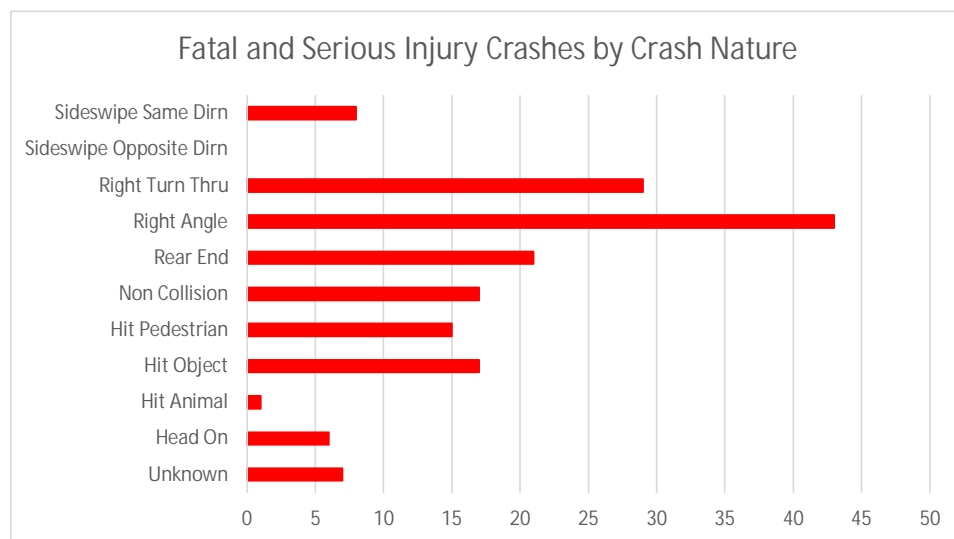


Figure 3: FSI crash nature for all FSI crashes between 2019 - 2023

Fatal and Serious Injury Crashes by Crash Nature (2019 – 2023)

Fatal or Serious Injury Crash Nature	No. of Crashes	%
Unknown	7	4.27
Head On	6	3.66
Hit Animal	1	0.61
Hit Object	17	10.37
Hit Pedestrian	15	9.15
Non Collision	17	10.37
Rear End	21	12.8
Right Angle	43	26.22
Right Turn Thru	29	17.68
Sideswipe Opposite Dirn	0	0
Sideswipe Same Dirn	8	4.88
Total	164	100.0

It is important to understand the differences in the predominant crash natures when comparing fatal and serious injury (FSI) crash outcomes with casualty crashes. The information above shows that the predominant fatal and serious injury (FSI) crash nature in the period from 2019 to 2023 on the local road network in the City are right angle crashes, followed by right turn through crashes, rear end crashes, run off road hit object crashes, non-collision and hit pedestrian crash types. It should be noted that the combination of right angle, right turn through and rear ends add up to more than 55% of total FSI crashes. The majority of these occurred at intersections as per the analysis undertaken in the Main Roads Crash Map Reporting Centre.

Vulnerable Road Users Crash Severity (2019 – 2023)

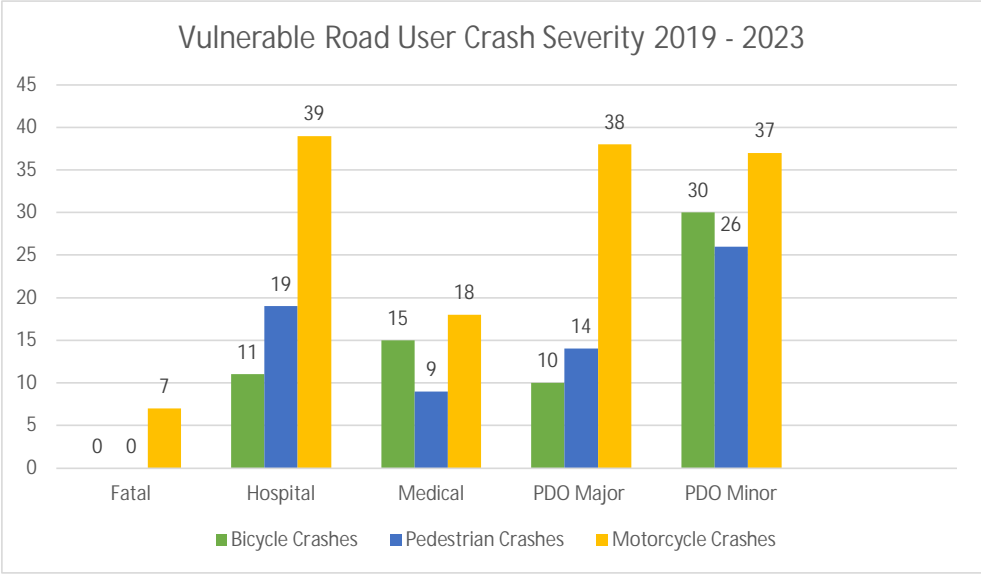


Figure 4: Crash Severity for vulnerable road users between 2019 - 2023

All Crash Severities by vulnerable road user categories (2019 – 2023)

Crash Severity	Bicycle Crashes	Pedestrian Crashes	Motorcycle Crashes
Fatal	0	0	6
Hospital	11	19	39
Medical	15	9	18
PDO Major	10	14	38
PDO Minor	30	26	37
Total	66	68	139

The crash statistics involving vulnerable road users show a total of 6 fatality motorcycle crashes which occurred on local government roads. Figure 5 below shows the location of the fatal crashes. Please note that Figure 5 shows 10 fatality crashes out of which 6 occurred on local government roads and 4 on state roads. The location of the crashes are spread out throughout the City. There was a total of 139 motorcycle crashes reported between 2019 -2023 which is significantly higher than bicycle and pedestrian crash numbers. Figure 6 also shows that the majority of casualty pedestrian and cyclist crashes are occurring in the north-west section of the City. Some targeted plans for improvement of the safety of vulnerable road users may be required in the north-west section of the City’s road network.

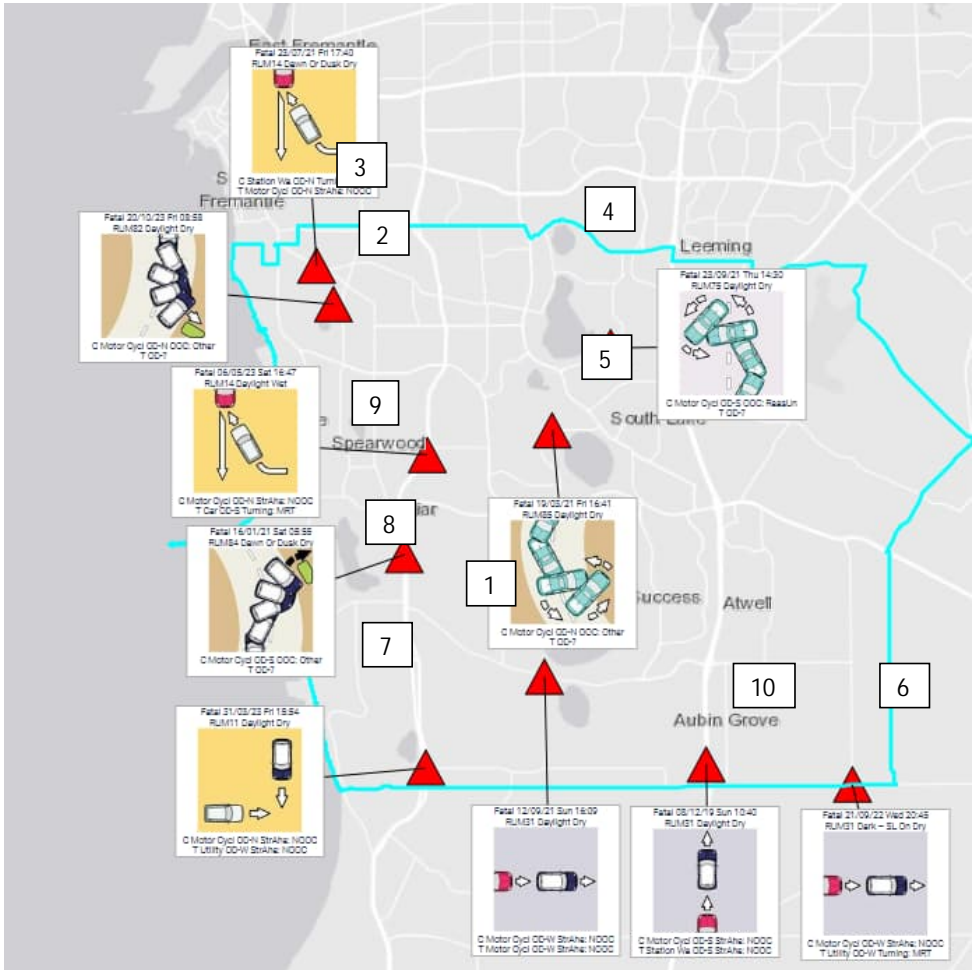


Figure 5: 2019 – 2023 Fatal motorcycle crash locations within City of Cockburn, 4 of the 10 (7, 8, 9 & 10) occurred on State Roads

Figure 5 shows the fatal motorcycle crash locations within the City boundary between 2019 – 2023. The exact location of these crashes is outlined in the table below.

Fatal Motorcycle crash locations

S.N.	Road Name	Suburb	SLK	Responsibility
1	Russell Road / Pearse Road	Wattleup	3.35	City of Cockburn
2	Glenister Road / Pilgrim Way	Hamilton Hill	0.18	City of Cockburn
3	Rockingham Road / Leda Street	Hamilton Hill	0.94	City of Cockburn
4	Bibra Drive / Walliabup Way	Bibra Lake	2.23	City of Cockburn
5	Osprey Drive / Dotterel Way	Yangebup	1.41	City of Cockburn
6	Rowley Road / Liddelow Road	Banjup	1.43	City of Cockburn
7	Stock Road / Shallcross Street	Yangebup	7.88	State / City of Cockburn
8	Stock Road / Britannia Avenue	Beeliar	10.16	State / City of Cockburn
9	Stock Road / Wattleup Road	Wattleup	14.71	State / City of Cockburn
10	Kwinana Freeway / Rowley Road (off ramp)	Aubin Grove	24.45	State / City of Cockburn

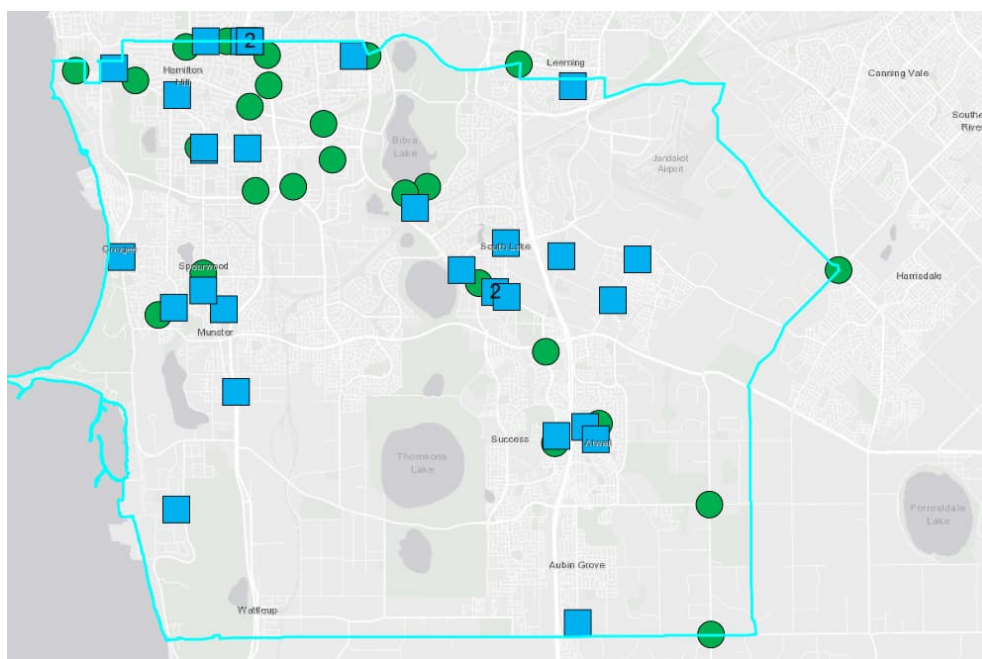


Figure 6: 2019 – 2023 Hospital and Medical Severity crashes involving cyclists and pedestrians.

■ Hospital
 ● Medical

Figure 6 shows the grouping of the cyclist and pedestrian crashes between 2019 – 2023 that were either Hospital or Medical severity. The majority of these crashes seem to be concentrated at the north-west section of the City's road network. Between 2019 and 2023, there were no fatal crashes involving cyclists and pedestrians recorded.

Crash numbers by year (2019 – 2023)

Year	Bicycle Crashes	Pedestrian Crashes	Motorcycle Crashes
2019	12	14	38
2020	16	19	26
2021	11	12	35
2022	9	12	18
2023	18	11	22
Total	66	68	139

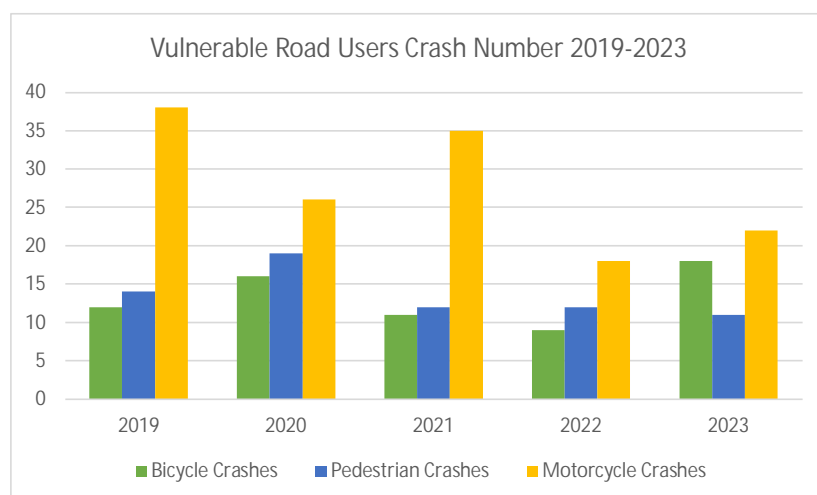


Figure 7: Number of crashes involving vulnerable road users between 2019 - 2023

There has been a steady decline in the number of motorcycle and pedestrian crashes in the last 5 years. However, given the severity even at low speeds for vulnerable road users, targeted measures should be undertaken place to ensure that the crash occurrence and severity are minimised in the future.

Key Areas of Focus

Predominant Crash Types

The review of the recorded crash history on the local road network in the City has found that rear end crashes are the most common when compared to all other casualty crash types. However, right angle crashes are most common for fatal and serious injury (FSI) crashes, followed by right turn/through crashes, rear end crashes, run off road hit object crashes, non-collision and hit pedestrian crash types. The majority of these crashes are occurring at intersections.

The City plans to focus its efforts on the above predominant crash types when prioritising improvements and conducting maintenance activities on the local road network. This will include a review of filter right turns at signalised intersections. Modifying signals to operate as a fully controlled right turns are known to reduce pedestrian casualty crashes by 30% and reduce right turn thru crashes by 80% (Main Roads Crash Reduction Factors).

The City aims to develop a better understanding of the road safety risks on the local road network using available training, tools and resources.

Proactive Initiatives and Activities

The City and its partners aim to promote and be actively involved in road safety educational initiatives and support road safety enforcement activities throughout the City as outlined in our action plan. The City intends to utilise the [Austroads Infrastructure Risk Rating Tool \(IRR\)](#) in combination with the Route and Intersection Risk Assessment Tools in [Crash Map](#); work towards developing a '[Network Safety Plan](#)' to identify suitable road stereotypes (cross-section and intersection designs) to provide consistent and improved safety outcomes on road networks and corridors; proactively conduct [Road Safety Audits](#) on proposed changes to local roads; and undertake Road Safety Inspections on individual locations and routes of concern throughout the local road network.

The City aims to work with our partners to create personal and collective risk maps for the routes in the City to work towards taking a more proactive risk assessment approach. The City also intends to conduct local area assessments in our suburbs to work towards improving road safety within our communities.

Knowledge and Skills Development

The City will take all opportunities to further develop and build a road safety knowledge base in the City to build capacity and to assist improvement of road safety outcomes.

Action Plan Delivery

The City with the support from our partners intends to deliver the Safe System cornerstone actions detailed in our action plan.

Progress Tracking and Monitoring

The City will monitor our Road Safety Management Plan objectives and progress in relation to the targets set out in State Road Safety Strategy and re-evaluate proposed actions as required. This update is an ongoing effort by the Council to continue to monitor and evaluate actions and target them to specific areas of concern.

Action Plan

Safe Roads and Roadsides – Safety Performance Indicators					
Item	Action	Supporting Tools and Resources	City / Partner Commitment	Target	Comments
1.1	Conduct analysis of existing crash sites to identify potential locations for Black Spot funding submissions (reactive and proactive site selection)	Crash Map Road View – route assessment video tool Road Safety Engineering – Treatment of Crash Locations training Austroads Guide to Road Safety Part 2: Safe Roads Austroads Safe System Roads for Local Government	City of Cockburn	State Road Safety Strategy Target	
1.2	Conduct high risk route and intersection assessments at known sites of concern	Crash Map Road View - route assessment video tool Regional Road Safety Program – LG Roads Austroads Infrastructure Risk Rating Tool	City of Cockburn / Main Roads	State Road Safety Strategy Target	
1.3	Apply the Austroads Safe System Assessment Framework to assess infrastructure changes alignment with Safe System principles	Austroads Safe System Assessment Framework Road Safety Engineering – Treatment of Crash Locations training	City of Cockburn	Integrate into design review of capital projects	
1.4	Conduct Road Safety Audits on permanent changes to the road network and conduct Road Safety Inspections at locations of concern	Road Safety Audit training to build auditor resources in the city	City of Cockburn	Ongoing	
1.5	Ensure all development projects that involve a permanent change to the road environment are Road Safety Audited at design stages	Austroads Model Road Safety Audit Policy template for Local Government	City of Cockburn	Ongoing	
1.6	Assess roadside safety and develop a roadside safety priority plan	Austroads Guide to Road Design Part 6: Roadside Design and Safety Barriers Road View - route assessment video tool Austroads Infrastructure Risk Rating Tool	City of Cockburn	Jan 2030	
1.7	Develop a plan to seal shoulders cost effectively when conducting routine resurfacing maintenance operations where feasible	Austroads Guide to Road Design Part 3: Road Geometry Regional Road Safety Program – LG Roads	City of Cockburn / Main Roads	Jan 2030	
1.8	Commitment to allocate internal budget funding for road safety delivery	Austroads Local Government Road Safety Management Guidance	City of Cockburn	Ongoing	
1.9	Develop a roadside vegetation management plan to ensure essential maintenance is conducted to safeguard sightlines and minimise hazards to the occupants of errant vehicles	Austroads Guide to Road Design Part 6: Roadside Design and Safety Barriers Road View - route assessment video tool Austroads Infrastructure Risk Rating Tool	City of Cockburn	Jan 2030	
1.10	Work with our partners to create personal and collective risk maps for strategic routes in the City	Austroads Local Government Road Safety Management Guidance Crash Map	City of Cockburn / Main Roads	Ongoing	

		Road Safety Engineering – Treatment of Crash Locations training Austroads Infrastructure Risk Rating Tool			
1.11	Develop a Local Area Traffic Management (LATM) priority list for the treatment of town centres and local activity areas to create safe and liveable road environments particularly for vulnerable road users	Austroads Guide to Traffic Management Part 8: Local Street Management Road Safety Engineering – Treatment of Crash Locations training Crash Map	City of Cockburn	Ongoing	
1.12	Conduct monitoring to evaluate the road safety performance of all permanent changes to the local road network	Crash Map Monitoring Tool	City of Cockburn	Conduct a before vs after assessment for all road safety improvement projects. Learnings from monitoring to be considered in future development works	
1.13	Work with Main Roads Western Australia in the delivery of projects from the Low Cost Urban Road Safety Program	Low Cost Urban Road Safety Program - Framework	City of Cockburn / Main Roads WA	Ongoing every FY	
1.14	Update the City of Cockburn Cycling and Walking Plan to improve safety for vulnerable road users	Bicycle and Walking Network Plan	City of Cockburn	Update the current plan and identify target areas	
1.15	Submit a WA Bicycle Network Grants Application to get funding assistance from DoT in improving active transport network	WA Bicycle Network Grants Program	City of Cockburn / DoT	Ongoing. Identify opportunities in the active travel network to utilise the PBN and RBN cap	
1.16	Further implementation of LATM measures to reduce speeds to reduce severity at intersections	Safe Active Streets Main Roads Safe Active Streets Policy	City of Cockburn / DoT / Main Roads	Identify areas where Safe Active Streets framework can be applied	
1.17	Speed reduction (e.g. Cockburn Central Station precinct 40 km/h, Wattleup Road 60 km/h)	Austroads Local Government Road Safety Management Guidance Crash Map Austroads Guide to Road Safety Part 3: Safe Speed Main Roads – Speed Zoning TrafficMap	City of Cockburn/Main Roads WA	Identify areas where speeds can be reduced	

Safe Speeds – <i>Safety Performance Indicators</i>					
Item	Action	Supporting Tools and Resources	City / Partner Commitment	Target	Comments
2.1	Conduct speed monitoring to identify locations or in response to public concern to request potential speed enforcement by WA Police	WA Police Force – Cameras Traffic Map Austroads Guide to Road Safety Part 3: Safe Speed	City of Cockburn / WA Police	Ongoing	
2.2	Conduct speed monitoring to identify locations or in response to public concern to request potential speed limit reductions where feasible	Main Roads – Speed Zoning TrafficMap Austroads Infrastructure Risk Rating Tool Crash Map	City of Cockburn / Main Roads	Ongoing	
2.3	Assist to promote, support and cascade speed awareness campaigns from the Road Safety Commission	Road Safety Commission – Speeding Road Safety Commission – Event Grants Road Safety Commission – Project Grants Road Safety Commission – Information sheets	City of Cockburn / Road Safety Commission	Annually	
2.4	Introduce gateway treatments to entrances to townships from high speed road environments	Austroads Speed Reduction Treatments for High-speed Environments	City of Cockburn	Ongoing	
2.5	Identify potential high risk urban locations for speed management by Local Area Traffic Management	Austroads Guide to Traffic Management Part 8: Local Street Management Crash Map	City of Cockburn	Ongoing	
2.6	Identify potential locations for speed activated warning signs	Austroads Speed Reduction Treatments for High-speed Environments Crash Map	City of Cockburn	Ongoing	

Safe Vehicles – Safety Performance Indicators					
Item	Action	Supporting Tools and Resources	City / Partner Commitment	Target	Comments
3.1	Commitment to purchase five-star ANCAP rated vehicles for the City fleet	ANCAP	City of Cockburn	Entire Vehicle Fleet by Jan 2030	
3.2	Introduce contractual arrangements to the works tender process to ensure contractors employed by the City have vehicles with a minimum ANCAP Star rating	ANCAP	City of Cockburn	Jan 2030	
3.3	Introduce daytime running headlights to the City vehicle fleet	Australian Transport Safety Bureau – Daytime Running Lights (DRL)	City of Cockburn	Entire Vehicle Fleet by Jan 2030	
3.4	Assist to promote, support and cascade safe vehicle information from the Road Safety Commission	Road Safety Commission – Safe Vehicles Road Safety Commission – Information sheets	City of Cockburn / Road Safety Commission	Annually	
3.5	Assist to promote, support and cascade vehicle child car restraint information from WALGA RoadWise	WALGA RoadWise – Child car restraints	City of Cockburn / WALGA RoadWise	Annually	
3.6	Adopt RoadWise Fleet Safety Policies	WALGA RoadWise – Fleet Safety Resource Kit	City of Cockburn / WALGA RoadWise	Adopted by Jan 2030	
3.7	Assist to promote, support and cascade safe vehicle information to the public when purchasing a vehicle	How Safe is Your Car Online Resource Road Safety Commission – Buying a Safe Vehicle guidance	City of Cockburn / Road Safety Commission	Annually	

Safe People (Road Use) – Safety Performance Indicators					
Item	Action	Supporting Tools and Resources	City / Partner Commitment	Target	Comments
4.1	Assist to promote, support and cascade safe road use initiatives and campaigns from the Road Safety Commission and WALGA RoadWise	Road Safety Commission – Campaigns WALGA – RoadWise Road Safety Commission – Event Grants Road Safety Commission – Project Grants	City of Cockburn / WALGA RoadWise / Road Safety Commission	Annually	
4.2	Promote and support road safety initiatives at schools	WALGA RoadWise – Safety Around Schools	City of Cockburn / WALGA RoadWise	Annually	
4.3	Identify suitable urban locations that could be converted to Safe Active Streets	Safe Active Streets – DoT Crash Map	City of Cockburn / DoT	Ongoing	
4.4	Assist to promote, support and cascade mobile phone use and driving initiatives and enforcement	WALGA RoadWise – Mobile Phone Use WA Police Force Road Safety Commission – mobile phones Road Safety Commission – Event Grants Road Safety Commission – Project Grants Worksafe WA	City of Cockburn / WALGA RoadWise / WA Police / Road Safety Commission		
4.5	Support schools in applying for traffic warden controlled children's crossings and provide any necessary infrastructure changes at approved children's crossing locations	WA Police Force – Children's Crossings	City of Cockburn / WA Police	Ongoing	

State Strategy Target Tracking

Progress Report 2014 – 2030

The following tables and chart outline the progress of the City towards the State’s Road Safety Strategy target of 50 - 70 % reduction in fatal and serious crashes by 2030 over the period from 2021 to 2030.

The State target of 50% and 70% reduction commenced from the year 2020. Between 2020-2022, the City was tracking well below the State Target. However, 2023 was an upsurge in the FSI crash numbers and the City aims to reduce the numbers to track within the State FSI 50% and 70% target.

Crashes per Year by Severity (2014 – 2023)

Year	PDO	Casualty	FSI	State FSI 50 % Target	State FSI 70 % Target
2014	766	158	37		
2015	683	152	41		
2016	735	165	36		
2017	631	133	41		
2018	714	155	44		
2019	732	127	28		
2020	608	128	36	36	36
2021	698	141	30	35	33
2022	652	142	30	33	31
2023	671	159	40	31	28
2024				29	26
2025				28	23
2026				26	21
2027				24	19
2028				22	16
2029				21	14
2030				19	11

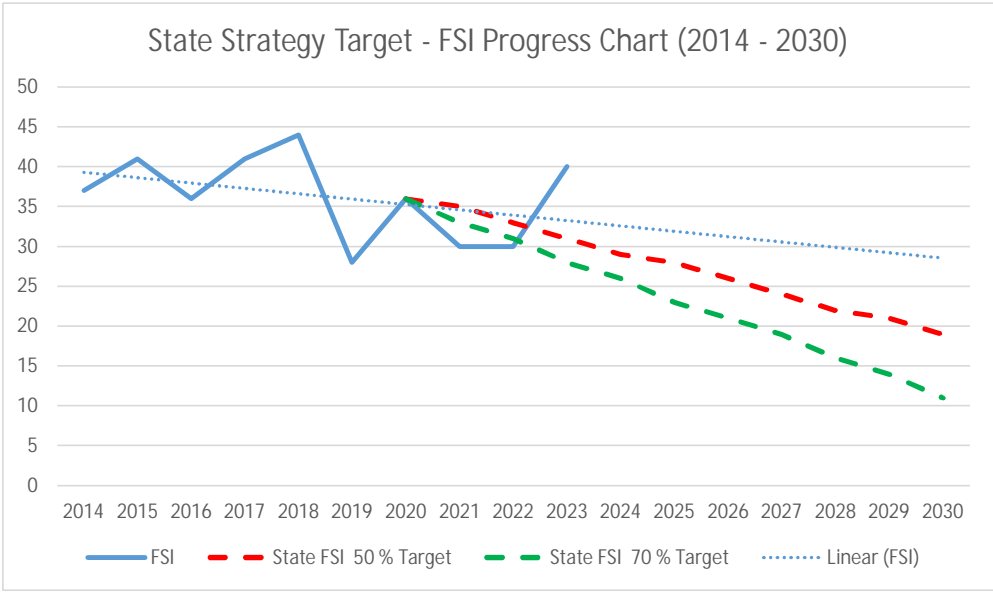


Figure 8: State Strategy FSI Target - Progress Chart (2014 – 2030)

The above chart and table show that the FSI crashes from 2014 – 2023 has had a steady number with minor ups and downs between the years. The fitted linear trendline suggests a decreasing trend, however, more emphasis may need to be provided on road safety improvement projects to meet the State Strategy target.

Casualty Crashes by Nature (2019-2023*)

Casualty Crash Nature	2019 -2023*	2024 - 2030	Percentage Change (%)
Unknown	11		+/- 0 %
Head On	13		+/- 0 %
Hit Animal	1		+/- 0 %
Hit Object	19		+/- 0 %
Hit Pedestrian	23		+/- 0 %
Non Collision	18		+/- 0 %
Rear End	305		+/- 0 %
Right Angle	180		+/- 0 %
Right Turn Thru	96		+/- 0 %
Sideswipe Opposite Dirn	0		+/- 0 %
Sideswipe Same Dirn	31		+/- 0 %
Total	697		+/- 0 %

* Current data is available for 2019 - 2023

Action Plan Update 2025

The following items in the action plan have been updated based on results from the monitoring of the progress report from 2019 to 2023.

Item	Action Update	Available Tools and Resources	City / Partner Commitment	Updated Target
1.13	Work with Main Roads Western Australia in the delivery of projects from the Low Cost Urban Road Safety Program	Low Cost Urban Road Safety Program - Framework	City of Cockburn / Main Roads	Identify areas relevant to the application of the Low Cost Urban Road Safety Program
1.14	Update the City of Cockburn Cycling and Walking Plan to improve safety for vulnerable road users	Bicycle and Walking Network Plan	City of Cockburn / DoT	Update the existing plan to a more current plan
1.15	Submit a WA Bicycle Network Grants Application to get funding assistance from DoT in improving active transport network	WA Bicycle Network Grants Program	City of Cockburn / Department of Transport (DoT)	Identify opportunities in the active travel network to utilise the PBN and RBN cap
1.16	Further implementation of LATM measures to reduce speeds to reduce severity at intersections	Safe Active Streets Main Roads Safe Active Streets Policy	City of Cockburn / DoT / Main Roads	Identify areas where Safe Active Streets framework can be applied
1.17	Speed reduction (e.g. Cockburn Central Station precinct 40 km/h, Wattleup Road 60 km/h)	Austroads Local Government Road Safety Management Guidance Crash Map Austroads Guide to Road Safety Part 3: Safe Speed Main Roads – Speed Zoning TrafficMap	City of Cockburn/Main Roads WA	Identify areas where speeds can be reduced

Results and Concluding Statement

Under the current stage of the 2020 – 2030 Road Safety Management Plan, it is evident that there needs to be emphasis on improving safety at key intersections. An example target is shown below where Main Roads Crash Map tool has been utilised to identify intersections involving casualty crashes in the past 5 years with a minimum of 10 crashes. The north west section of the City's road network need to be assessed further to identify suitable road safety treatment options. An example of this maybe a review of filter right turn at signalised intersections may be a common solution to minimise majority of the casualty right angle crashes.

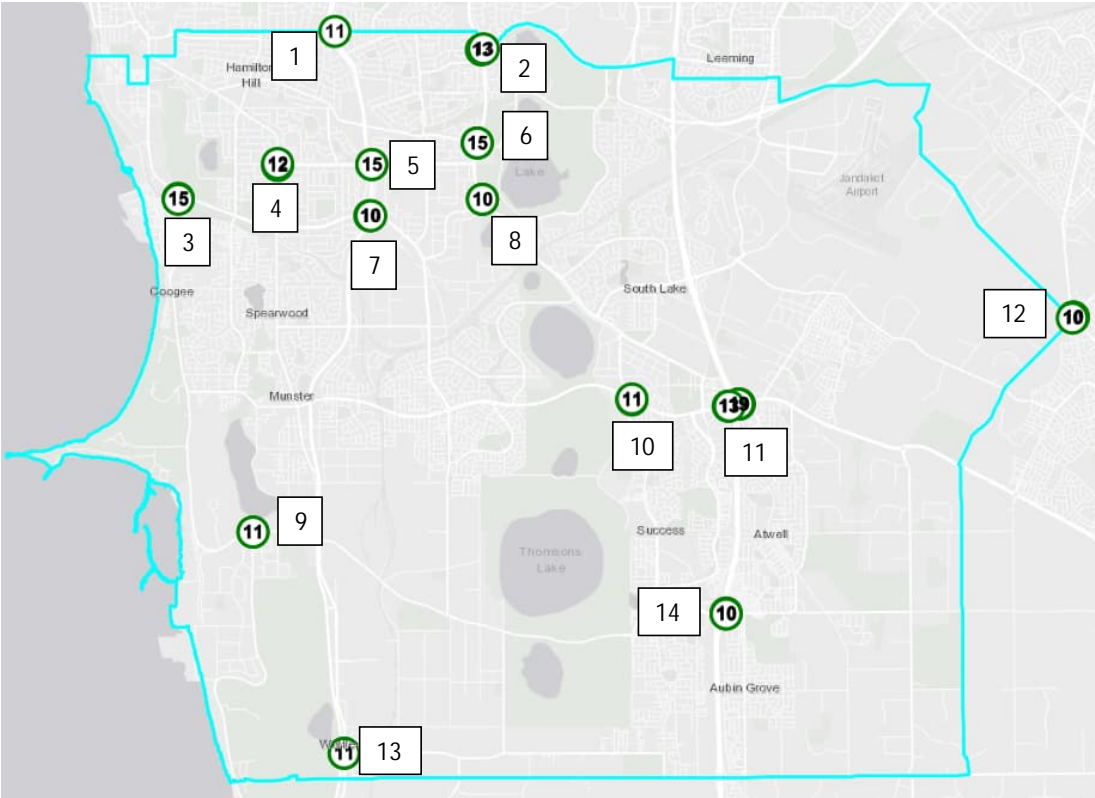


Figure 9: Intersections involving a minimum of 10 casualty crashes between 2019 -2023

Below table shows a list of intersections within the City boundary that have a minimum of 10 crashes with casualty (medical and hospital) severity between 2019 – 2023:

Site Number	Intersection Name	Suburb	No. of casualty crashes	Responsibility
1	Stock Road / Winterfold Road	Coolbellup	11	State / City of Cockburn / City of Melville
2	North Lake Road / Monaco Ave	North Lake	13	City of Cockburn
3	Cockburn Road / Spearwood Ave	Spearwood	15	State / City of Cockburn
4	Rockingham Road / Phoenix Road	Hamilton Hill	12	State / City of Cockburn
5	Stock Road / Phoenix Road	Hamilton Hill	15	State / City of Cockburn
6	North Lake Road / Forrest Road	Bibra Lake	15	State / City of Cockburn
7	Stock Road / Spearwood Avenue	Spearwood	10	State / City of Cockburn
8	North Lake Road / Discovery Drive	Bibra Lake	10	State / City of Cockburn
9	Cockburn Road / Russell Road	Henderson	11	City of Cockburn
10	Hammond Road / Beeliar Drive	Success	11	State / City of Cockburn
11	Kwinana Fwy / Beeliar Drive , Kwinana Freeway / Armadale Road (On and off ramps)	Cockburn Central	13,19	State / City of Cockburn
12	Warton Road / Nicholson Road	Treeby	10	City of Cockburn / City of Armadale
13	Rockingham Road / Wattelup Road	Wattleup	11	City of Cockburn
14	Russell Road On To Kwinana Freeway (Southbound)	Aubin Grove	10	State / City of Cockburn

Another area requiring further assessment is the casualty crashes for vulnerable road users. Figure 6 on page 11 also shows similar grouping of vulnerable road user crashes requiring hospital and medical treatment mainly in the north-west section of the network as shown in Figure 9 (above).

Lastly, the current trendline indicates that more emphasis needs to be provided on road safety improvement projects to meet the State's 50% and 75% FSI target.

City of Cockburn, Whadjuk Boodja
PO Box 1215, Bibra Lake DC WA 6965
9 Coleville Crescent, Spearwood WA 6163
T 08 9411 3444 | E customer@cockburn.wa.gov.au

www.cockburn.wa.gov.au



This information is available in
alternative formats upon request.



Paper from responsible sources.

www.cockburn.wa.gov.au

14.1.2 **(2025/MINUTE NO 0018) Proposed Structure Plan - Amendment No.1 to the Munster Phase Two Local Structure Plan**

Executive	Director Planning and Sustainability
Author	Senior Strategic Planner
Attachments	1. Proposed Structure Plan ↓ 2. DWER Irrigation comments ↓ 3. Schedule of Submissions ↓ 4. Schedule of Modifications ↓
Location	Lot 103 (66) West Churchill Avenue and Lot 104 (645) Rockingham Road, Lake Coogee
Owner	Estate of Lucy Radich and Darriwell Investments Pty Ltd
Applicant	Urbis, on behalf of Otherside Property
Application Reference	110/253

Officer Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich
That Council:

- (1) ADOPTS the Schedule of Submissions prepared in respect of the proposed Structure Plan Amendment, as set out in Attachment 3;
- (2) RECOMMENDS pursuant to Schedule 2, Part 4, Clause 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, the Western Australian Planning Commission approve the proposed Structure Plan Amendment, subject to the modifications listed in Attachment 4; and
- (3) ADVISES those who made a submission of Council’s decision accordingly.

CARRIED 7/0

Background

The proposed Structure Plan Amendment is presented for a recommendation on final determination by the Western Australian Planning Commission (WAPC).

The Munster Phase Two Local Structure Plan (LSP) was initially approved by the WAPC on 17 February 2010. In recognition that there are areas yet to develop, in April 2024 the validity of the LSP was extended until 19 October 2035.

This proposal specifically seeks to resolve obstacles that have frustrated development in the northern section of the LSP and facilitate a modest increase in future housing delivery.

In March 2020, the portion of Munster west of Stock / Rockingham Road was renamed to ‘Lake Coogee’.

Submission

The Structure Plan Amendment has been lodged by Urbis on behalf of the owner of Lot 104 Rockingham Road. Whilst the owners of Lot 103 stand to benefit and are aware of the proposal, they did not fund and are not directly involved in the proposal.

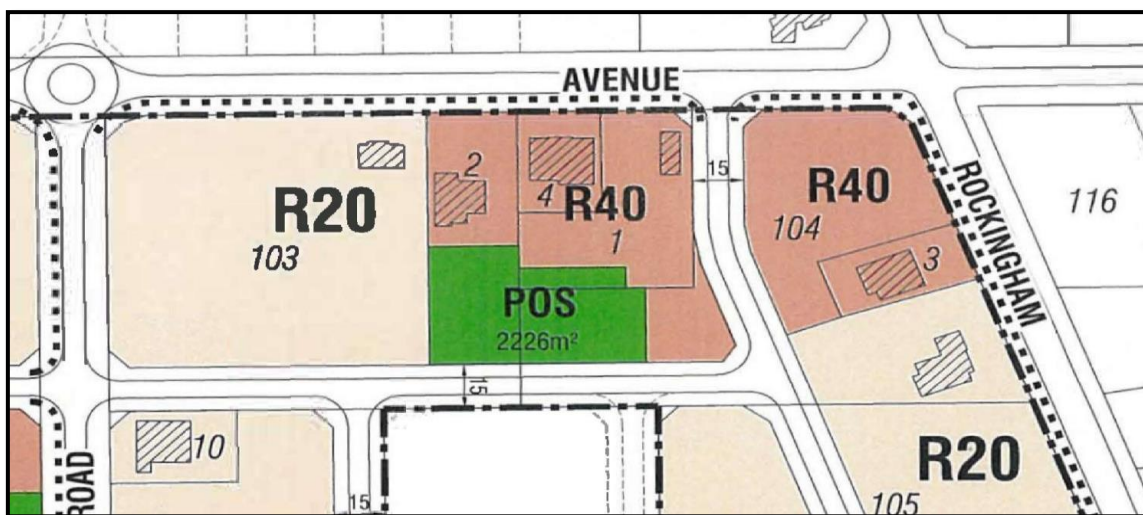


Report

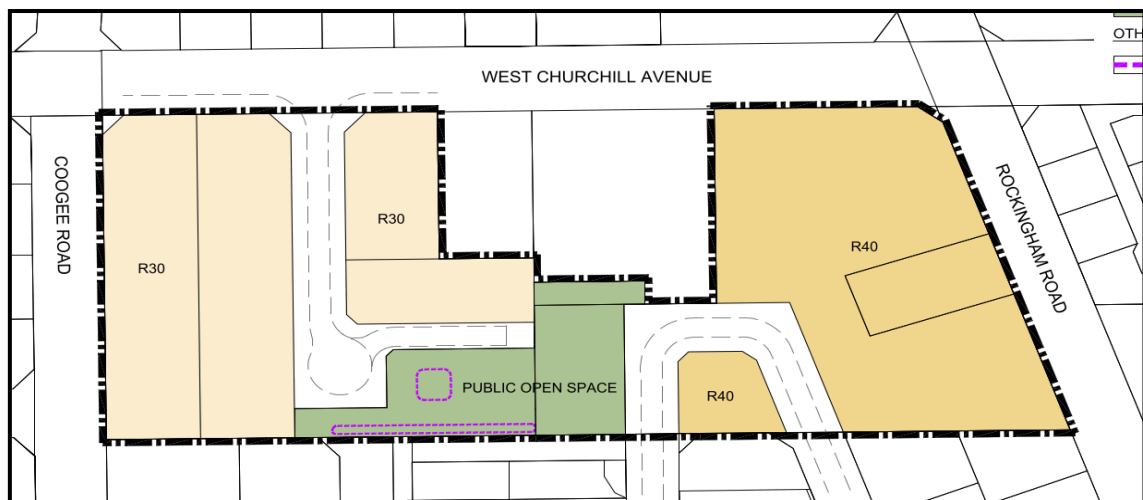
Overview

The Structure Plan Amendment (refer Attachment 1) is heavily influenced by the location of Heritage Place #114 (*Limestone Wall and Ruins*) and the City's desire to preserve it. In summary it proposes to:

- Remove the proposed east-west connection between Figtree Avenue and Coogee Road that would require removal of the heritage structures
- Adjust the shape (and increase the overall size) of the proposed Public Open Space (POS) reserve to protect, manage and facilitate future transfer of heritage elements to the City
- Remove the northern extension of Figtree Avenue to West Churchill Avenue and instead, wrap it around to connect with/complete Templetonia Rise
- Provide alternative access for the future subdivision of Lot 103 via a new cul-de-sac from West Churchill Avenue
- Increase the residential densities of the residual developable portions of:
 - Lot 103 West Churchill Avenue from 'R20' to 'R30'
 - Lot 104 Rockingham Road from a mix of 'R20' and 'R40' to entirely 'R40'.



Figures 1 & 2: Existing Local Structure Plan & Proposed Amendment Area



Heritage

Lot 103 (#66) West Churchill Avenue, Lake Coogee contains Heritage Place #114, as listed on the City's Local Government Inventory.

Place #114 includes a limestone wall and ruin constructed by dry stone method, an uncommon construction method in Western Australia giving it scientific value.

The ruins also have high archaeological potential to reveal aspects of its market garden associations which was the predominant source of employment in the area for most of the 20th century.

At the [11 September 2014](#) Ordinary Council Meeting (Item 14.2), four (4) years after the Munster Phase 2 LSP was initially approved, Council resolved to enter Place #114 onto its Local Government Inventory and assigned a 'Management Category B' place value.

Management Category B includes places of 'considerable significance', important to the heritage of the locality for which conservation is highly desirable (and demolition is generally not supported).

Its late identification, and location within a proposed future road (after much of the surrounding area had already subdivided) has presented issues for prospective developers.

The solution offered by this proposal is to retain the heritage place in situ. This is the City's preference, with the proponent providing a structural engineer's report advising the wall can remain in place for at least the next 50 years.

In addition to this, the amendment ensures protection and management provisions for the place are inserted into the structure plan.

Specifically, 1.3.6 of Part One requires a Heritage Management Plan be prepared upon subdivision of Lot 103.

The Management Plan will detail how the heritage item can be retained on site or recommend alterations to ensure it remains structurally sound and does not become a liability within a future City managed reserve.

Public Open Space (POS)

Irregular size and shape

The amendment proposes an irregular shaped POS in response to factors both within and external to the amendment area:

- Adjustment to include Heritage Place #114, to secure its future preservation and long-term management (as described above)
- To stitch together two existing, albeit undeveloped areas of POS (Lot 22 West Churchill Avenue – 224m² and Lot 8007 Templetonia Rise – 481m²) into one consolidated and more usable reserve (see Figure 4 below).

Reshaping the POS will also lead to improved surveillance and enhanced public access by increasing the amount of direct road interface (now on three sides). In terms of overall provision, the outcome is also positive to the community in it results in a slight increase in area (from 2.1879 hectares to 2.2007 hectares).

Correspondence from the Department of Water and Environment Regulation (DWER) has confirmed groundwater availability from the Cockburn, Kogalup, Perth – superficial aquifer is at capacity and any additional groundwater license to irrigate the POS will not be supported (refer Attachment 2).



This aerial view shows a proposed park layout with various plantings and signage. The park is bounded by a red dashed line. Key features include:

- Plantings:** Numerous trees and shrubs are indicated by circular callouts with labels such as EUC TOD (1), XAN PRE (2), AGO FLE (1), and BAN ATT (1).
- Signage:** Several signs are marked with labels like SIGNAGE, indicating locations for informational or directional signs.
- Pathways:** A network of paths is shown, including a central paved path and a winding dirt path.
- Other Features:** A playground area with a sand pit and wooden structures is visible on the right side of the park.

D: 12257568
Revision Date: 10/04/2025

71 of 822

Alternate methods to obtain a groundwater license are available to the applicant, such as purchasing an existing license from a current license holder, however it cannot be guaranteed a license will be secured.

In response, the City is recommending a modification requiring the LSP to detail the ultimate POS design intent prior to final approval to ensure clarity for future purchasers.

This would involve updating the explanatory commentary in Section 3.3 of Part Two to detail the final POS design (i.e. irrigated or not), and if necessary, updating the Landscape Concept to depict a 'dry park'.

The purpose of the modification is to provide the applicant with additional time to source an alternate groundwater license. Whilst an irrigated park is preferred, either option is considered acceptable by the City.

Movement Network

As noted above, a key aspect of this amendment is the removal of a north-south link from Figtree Avenue to West Churchill and an east-west connection of 'future' road to Coogee Road. Cumulatively, this results in an 871m² reduction of road reserve.

A *Transport Impact Assessment* (TIA) has been provided with the Structure Plan report, which details the implications of altering the proposed road network. The TIA ultimately finds that an additional 192 daily vehicle trips will take place when compared to the existing LSP, which is considered a 'moderate' impact under the *Western Australian Planning Commissions Traffic Impact Assessment Guidelines*.

The City accepts the findings of the TIA and considers no amendments necessary, for the following reasons:

- Removal of the east-west road allows for the retention of Heritage Place #114
- The existing areas of POS are consolidated to create a more functional reserve
- The constructed cul-de-sac of Velaluka Drive is retained, with a replacement path maintaining pedestrian connectivity to the future cul-de-sac servicing Lot 103 (and beyond)
- Connecting Figtree Avenue to Templetonia Rise resolves an existing issue for waste collection (Figtree Avenue currently has no turning head suitable for waste vehicles)
- The proposed cul-de-sac from West Churchill Avenue provides suitable alternate access into Lot 103 West Churchill Avenue and removes the creation of an additional four-way intersection onto Coogee Road
- The 8m 'Mews' off the cul-de-sac head will assist interface arrangements and ensure an appropriate level of surveillance and public access to the POS.

A landowner submission raised concern with the location of the new cul-de-sac, due to the potential for headlight glare from cars entering and exiting the new road.

Whilst this is a potential consequence, the volume of traffic expected to use the future road is not expected to constitute an unreasonable impact, that if experienced is capable of being managed via front fencing (or similar) within the submitter's own landholding.

Ultimately, the proposed network modifications will not lead to additional congestion or road safety issues whilst allowing for the retention of Heritage Place #114.

Residential Density and built form

Density

Based on the following calculations, up to an *additional 17 dwellings* may be realised because of this LSP amendment:

Density Code (average lot area)	Existing LSP		Proposed Amendment	
	Approx. Area	Lot Yield*	Approx. Area	Lot Yield*
R20 (450m²)	10,066m ²	22	Nil	0
R30 (300m²)	Nil	0	7,532m ²	25
R40 (220m²)	4,579m ²	20	7,645m ²	34
Total	14,645m ²	42	15,177m ²	59
<i>*Lot yield is based on the average lot size under the Residential Design Codes.</i>				

Despite two submissions raising potential concern, the proposed increase in residential density is relatively minor, and considered appropriate for the following reasons:

- The site's proximity to the Local Centre on the corner of West Churchill Avenue and Rockingham Road and public bus route along Rockingham Road
- The increased density is commensurate with the density, scale and character of nearby land (such as the adjoining apartments at 70 West Churchill Avenue)
- It improves the structure plans' performance against the 15 dwellings per gross hectare of Urban zoned land and 23 dwellings per hectare residential site density targets of the State Planning Framework (Perth and Peel @ 3.5 Million).

Built Form

For the purpose of informing submissions, an indicative subdivision / development concept for Lot 104 (the primary focus of this proposal and likely first stage of development) as shown below:

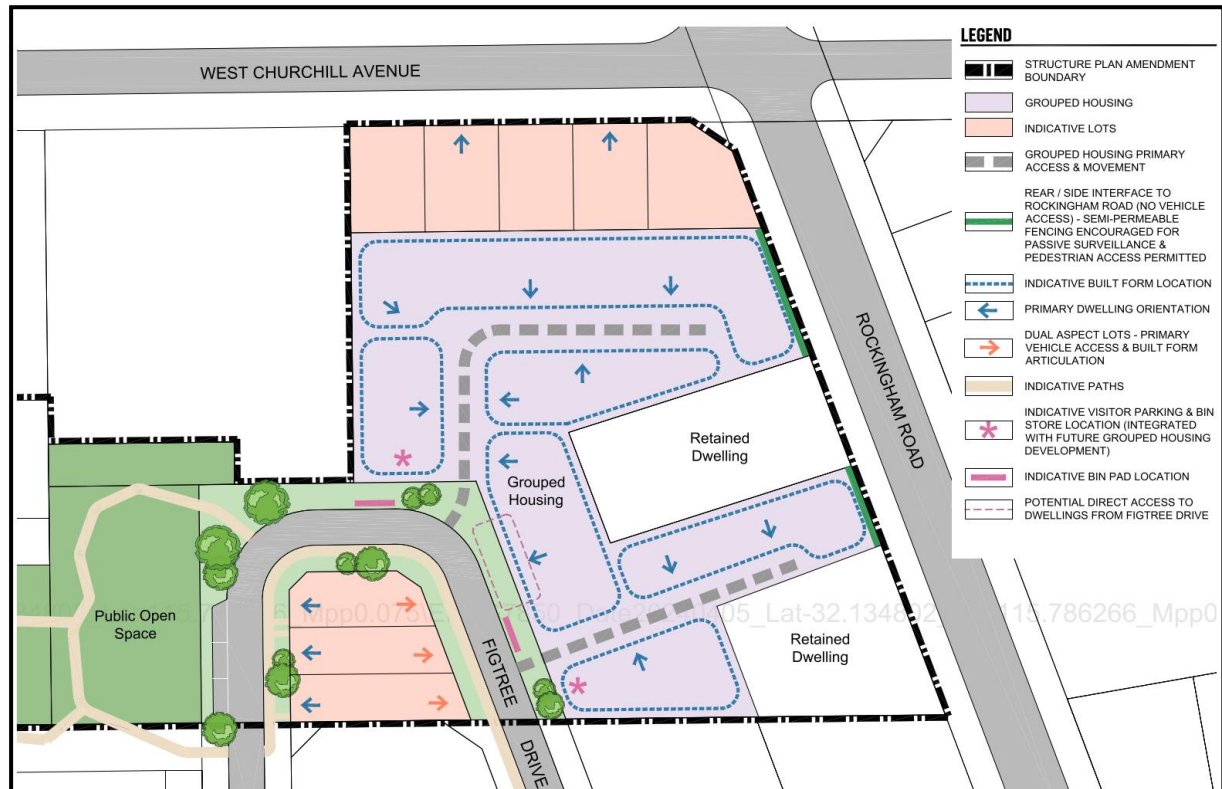


Figure 5: Lot 104 Indicative Subdivision / Development Layout

Part One, clause 1.3.4 – Local Development Plans (LDP), includes requirements for specific built form controls to ensure suitable development and advise prospective purchasers of said controls. Currently the relevant matters include:

- Prohibiting direct vehicular access from Rockingham Road
- Requiring *bin presentation* pads (for the grouped housing site) to be provided in locations the City's waste vehicles can safely and efficiently collect
- *Orientating dwellings* or requiring windows/openings from habitable rooms to survey key locations such as the POS and roads
- Requiring *uniform fencing* to lots adjacent the POS.

Of note, adjoining apartments at 70 West Churchill Avenue were specifically designed with openings on the eastern side that anticipated a future public road. In response to amenity concerns (privacy, outlook and access to daylight) raised by an apartment owner, it is recommended that development along this edge be limited to *single storey* in height. The proponent is accepting of this approach.

Mosquito-borne diseases

The Department of Health (DoH) raised concerns relating to increased exposure of future residents to mosquito-borne disease, in response to cases of Ross River and Barmah Forest virus in Coogee.

The Department has suggested a mosquito management plan be prepared for the site. Whilst DoH's concerns are noted, a mosquito management plan is not considered necessary in this instance given:

- the proposal does not increase the risk from mosquito-borne disease, as there are no existing or proposed permanent water bodies proposed within the Structure Plan area
- the identified areas of concern for mosquito-borne disease are located well outside of the Structure Plan area and therefore beyond the control of the proponent or future residents to manage.

Other Considerations

The amendment is located within an area that triggers assessment under *State Planning Policy 5.4 – Road and Rail Noise (SPP 5.4)* and *State Planning Policy 3.7 – Bushfire (SPP 3.7)*. A Noise Management Plan has been provided (see Appendix D) which determines transport noise within the amendment area is within compliant levels.

Similarly, a Bushfire Attack Level assessment (BAL) has been provided which determines the existing bushfire threat to be BAL-Low, meaning no additional bushfire mitigation is required.

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.

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.

Budget/Financial Implications

The cost of advertising and processing the Structure Plan Amendment was calculated in accordance with the *Planning and Development Regulations 2009* and has been paid by the proponent.

Legal Implications

N/A

Community Consultation

The proposal was advertised for a period of 49 days, in accordance with Regulation 18 (3A) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, between 29 November 2024 to 20 January 2025.

This period factored in an additional 8 days of advertising required under the Regulations, due to the standard 42-day advertising period covering the Christmas and New Year 'excluded holiday period'.

Advertising consisted of a notice on the City's 'Comment on Cockburn' website, letters to selected landowners/residents and letters to State Government agencies/servicing authorities. A hard copy of the Amendment Report was also on display and available for view at the City's administration building during business hours.

As per the requirements of *Local Planning Policy 5.4 – Utility Infrastructure*, the proposal was forwarded to telecommunications providers.

The City received 11 submissions, which included 3 from individual persons, and 8 from State Government agencies/servicing authorities. No submissions were received from telecommunication providers.

In summary:

- Seven submissions provided no objection with commentary
- One submission provided no comment
- Three submissions objected.

A copy of the Schedule of Submissions, inclusive of more detailed officer commentary in response to the matters raised, is included as Attachment 3.

In response the City has recommended a number of modifications be made to the Structure Plan Amendment as outlined in Attachment 4. The applicant has been made aware of the recommended changes and has not raised objections with the City.

Risk Management Implications

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

The City is required, under the *Planning and Development (Local Planning Schemes) Regulations 2015*, to provide the WAPC with a recommendation within 60 days of the advertising period closing, or within a longer timeframe agreed by the WAPC.

The City has until 21 March 2025 to provide its recommendation to the WAPC.

The WAPC is able to make a decision in the absence of the City's recommendation, should the recommendation not be provided before 21 March 2025, or a longer timeframe agreed by the WAPC.

Where the City does not provide a recommendation, the Regulations enable the WAPC to charge the City for the cost incurred in assessing the Structure Plan Amendment.

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 11 March 2025 Ordinary Council Meeting.

Implications of Section 3.18(3) Local Government Act 1995

Nil



AMENDMENT - MUNSTER PHASE 2 STRUCTURE PLAN

Structure Plan Amendment
Report

Prepared for
OTHERSIDE PROPERTY
November 2024



URBIS STAFF RESPONSIBLE FOR THIS REPORT WERE:

Director	Kris Nolan
Associate Director	Emma Dunning
Assistant Planner	
Project Code	P0052872
Report Number	2

Urbis acknowledges the important contribution that Aboriginal and Torres Strait Islander people make in creating a strong and vibrant Australian society.

We acknowledge, in each of our offices, the Traditional Owners on whose land we stand.

All information supplied to Urbis in order to conduct this research has been treated in the strictest confidence. It shall only be used in this context and shall not be made available to third parties without client authorisation. Confidential information has been stored securely and data provided by respondents, as well as their identity, has been treated in the strictest confidence and all assurance given to respondents have been and shall be fulfilled.

© Urbis Ltd
50 105 256 228

All Rights Reserved. No material may be reproduced without prior permission.

You must read the important disclaimer appearing within the body of this report.

urbis.com.au

CONTENTS

Endorsement page	1
Executive Summary.....	2
Part One: Implementation	3
1. Implementation of Structure Plan Amendment.....	4
1.1. Structure Plan Area.....	4
1.2. Structure Plan Content.....	4
1.3. Subdivision and Development Requirements.....	4
1.3.1. Subdivision Layout	4
1.3.2. Residential development	4
1.3.3. Public Open Space.....	4
1.3.4. Local Development Plans.....	4
1.3.5. Notification on title – Midge from nearby Lakes and Wetlands	5
1.3.6. Heritage Protection and Management.....	5
1.4. Operation	5
Part Two: Explanatory Section.....	1
1. Site and Context Analysis	2
2. Planning Framework.....	4
2.1. South Metropolitan Peel Sub-regional Planning Framework.....	4
2.2. Metropolitan Region Scheme	4
2.3. City of Cockburn Town Planning Scheme No. 3	4
2.3.1. Zone and Structure Plans.....	4
2.3.2. Munster Phase 2 Structure Plan	5
2.3.3. Heritage	8
2.4. Local Planning Policies.....	9
2.5. State Planning Policy 2.9 – Planning for Water (SPP 2.9)	12
2.6. State Planning Policy No.3 - Urban Growth and Settlement (SPP 3)	12
2.7. State Planning Policy 3.7 – Planning in Bushfire Prone Areas	12
2.8. State Planning Policy 5.4 – Road and Rail Noise.....	13
2.9. Preliminary Engagement	13
3. Design Response	15
3.1. Lot Layout and Density Coding.....	15
3.2. Traffic and Road Layout.....	17
3.3. Public Open Space	17
3.4. Stormwater Management	19
3.5. Heritage Wall and Ruins	19
3.6. Acoustic Considerations	19
3.7. Bushfire Attack Level Assessment	20
Disclaimer.....	21
Appendix A	Transport Impact Assessment
Appendix B	Stormwater Management Technical Note
Appendix C	Structural Assessment
Appendix D	Noise Management Plan
Appendix E	Landscape Concept Plan
Appendix F	Bushfire Attack Level Assessment

FIGURES

URBIS
STRUCTURE PLAN AMENDMENT REPORT

Figure 1 – Aerial Photo 3

Figure 2 – City Mapping Hub extract - zoning 4

Figure 3 – Munster Phase 2 Structure Plan 5

Figure 4 – SPP 3.7 Map 13

Figure 5 – Structure Plan Summary 16

Figure 6 – Public Open Space in Munster Phase 2 Structure Plan area 17

TABLES

Table 1 – Structure Plan Elements 5

Table 2 – Local Planning Policies..... 9

Table 3 – Structure Plan Area and Yield Summary..... 15

Table 4 – Public Open Space provision 18



ENDORSEMENT PAGE

This structure plan is prepared under the provisions of the City of Cockburn Local Planning Scheme No. 3.

IT IS CERTIFIED THAT THIS STRUCTURE PLAN WAS APPROVED BY RESOLUTION OF THE
WESTERN AUSTRALIAN PLANNING COMMISSION ON:

.....
[insert date]

Signed for and on behalf of the Western Australia Planning Commission:

.....

An officer of the Commission duly authorised by the Commission pursuant to section 16 of the *Planning and
Development Act 2005* for that purpose, in the presence of:

..... Witness

..... Date

..... Date of Expiry



EXECUTIVE SUMMARY

The Munster Phase 2 Structure Plan (the **structure plan**) applies to a portion of Development Area 5 Munster that is in the Development Zone in the City of Cockburn Local Planning Scheme No. 3. The structure plan was originally endorsed by the Western Australian Planning Commission in 2010 and has recently received an extension of time until 2035.

This report has been prepared, on behalf of Otherside Property acting for the owner of Lot 104 (645) Rockingham Road, Lake Coogee, to support the structure plan amendment to modify the northern portion of Structure Plan. The portion of the structure plan subject of the amendment is the last remaining portion yet to be developed and is considered to have minimal implications on the rest of the structure plan area.

The structure plan amendment has been prepared with regard to the Planning and Development (Local Planning Schemes) Regulations 2015 and the WA Planning Manual – Guidance for Structure Plans (August 2023). As the Munster Phase 2 Structure Plan was endorsed in 2010, this report provides the information necessary for the amendment to be assessed and determined and acts as an addendum rather than a consolidated amendment.

As part of the preparation of the amendment, the following technical and supporting documentation has been prepared and summarised in the report, with full copies included in the appendices:

- Transport Impact Assessment
- Stormwater Management Technical Note
- Limestone Dry Walls structural assessment
- Noise Management Plan
- Bushfire Attack Level Assessment

This report presents a comprehensive analysis and justification for the amendment to the Munster Phase 2 Structure Plan. The amendment is designed to optimise the use of the last remaining undeveloped portion of the structure plan area, with the increase to residential density from R20 to R30 and increase the area of R40 to offer increased housing stock and diversity in the precinct, which aligns with the City and State's visions and objectives for housing.

PART ONE: IMPLEMENTATION



1. IMPLEMENTATION OF STRUCTURE PLAN AMENDMENT

1.1. STRUCTURE PLAN AREA

The structure plan amendment to the *Munster Phase 2 Structure Plan* applies to the land identified within the boundary of the **Plan 1: Structure Plan Amendment**. The structure plan, as amended, comes into effect on the day the amendment is approved by the Western Australian Planning Commission (WAPC).

The structure plan amendment does not present a consolidated update to the Munster Phase 2 Structure Plan, rather this structure plan amendment is an addendum, as summarised in **Table 1**.

1.2. STRUCTURE PLAN CONTENT

The Structure Plan comprises:

- Part 1 – Implementation Section with the structure plan map and provisions;
- Part 2 – Explanatory Section with background and rationale for the amendment;
- Part 3 – Technical Appendices; and
- Part 4 – Original Structure Plan Report.

1.3. SUBDIVISION AND DEVELOPMENT REQUIREMENTS

The Structure Plan should be read in conjunction with the City of Cockburn Local Planning Scheme No. 3 and the Residential Design Codes. The additional subdivision and development requirements for the structure plan area are set out below.

1.3.1. Subdivision Layout

- a) Development and subdivision is to be of a layout generally in accordance with the **Plan 1**.

1.3.2. Residential development

- a) Residential densities are shown on **Plan 1**. Residential development shall be in accordance with the correlating density code requirements in the Residential Design Codes.
- b) Developments are to incorporate design principles of Crime Prevention Through Environmental Design (CPTED).

1.3.3. Public Open Space

- a) Public open space is shown on **Plan 1**.
- b) Public open space may be developed in two stages, at the time of subdivision or development of Lot 103 and Lot 104.
- c) The heritage place is to be incorporated into the development of public open space on Lot 103 at the time of subdivision or development.

1.3.4. Local Development Plans

- a) The Western Australian Planning Commission may require, as condition of subdivision approval, that a Local Development Plan(s) be prepared prior to the creation of lots with regard to:
- Access;
 - Bin presentation;
 - Dwelling orientation;
 - Uniform Fencing abutting POS.

1.3.5. Notification on title – Midge from nearby Lakes and Wetlands

- a) A notification, pursuant to Section 165 of the *Planning and Development Act 2005*, is to be imposed on the title of each new residential lot, created through subdivision, strata subdivision and/or development, advising prospective purchaser(s) that the land may be affected by midges, as follows:

This land may be affected by midge from nearby lakes and/or wetlands. Enquiries can be made with the City of Cockburn Environmental Services.

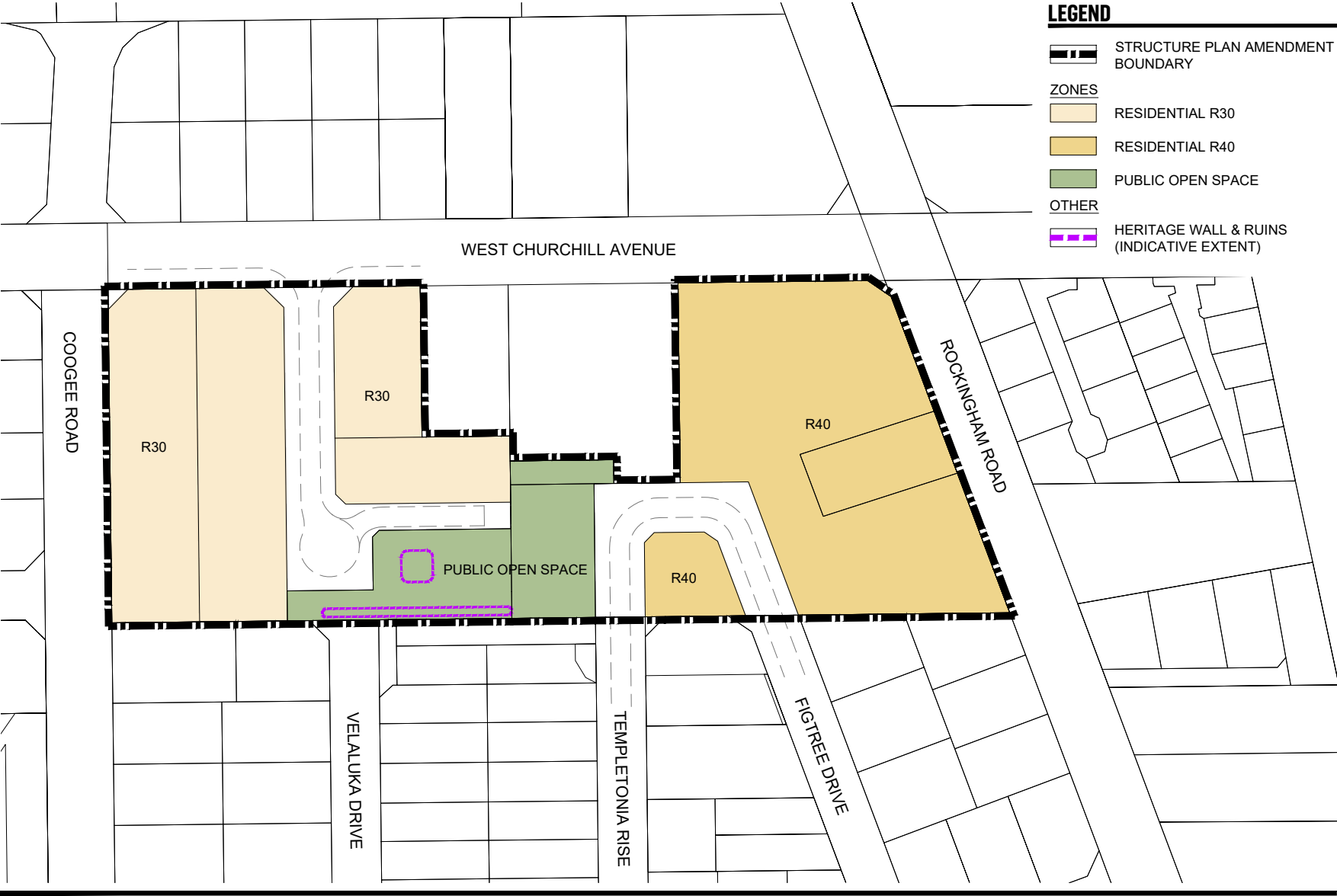
1.3.6. Heritage Protection and Management

- a) A detailed Heritage Management Plan is to be prepared and submitted with a subdivision or development application of Lot 103 West Churchill Avenue, Lake Coogee to address how the heritage wall and ruins will be protected and managed when the public open space is constructed.

1.4. OPERATION

The Munster Phase 2 Structure Plan is approved and in effect until 19 October 2035, unless extended by the Western Australian Planning Commission (WAPC). An approved structure plan is a document to which planning decision-makers are to give due regard to when making decisions on the subdivision and development of land within the Structure Plan.

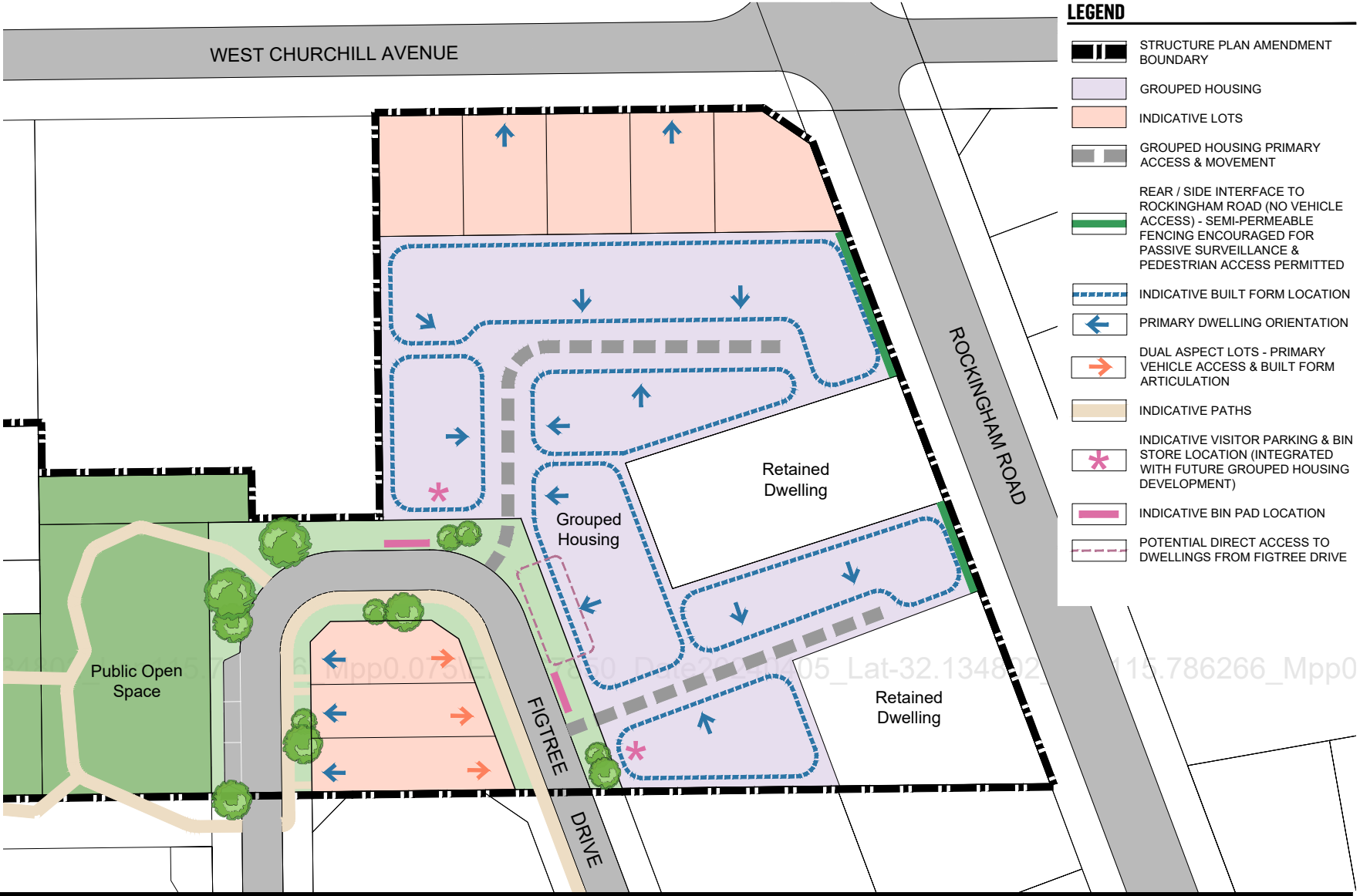




LEGEND

- STRUCTURE PLAN AMENDMENT BOUNDARY
- ZONES**
 - RESIDENTIAL R30
 - RESIDENTIAL R40
 - PUBLIC OPEN SPACE
- OTHER**
 - HERITAGE WALL & RUINS (INDICATIVE EXTENT)





Structure Plan Amendment - Indicative Layout Plan
West Churchill Avenue, Lake Coogee

Level 6, 1 William Street | Perth WA 6000 Australia | +61 8 9346 0500 | URBIS Ltd | ABN 50 105 256 228

DISCLAIMER

Copyright by URBIS Ltd. This drawing or parts thereof may not be reproduced for any purpose or used for another project without the consent of URBIS. The plan must not be used for ordering, supply or installation and no reliance should be placed on this plan for any financial dealing of the land. This plan is prepared and is for discussion purposes only and subject to further detail study, Council approval, engineering input, and survey. Client's acceptance, notes and documents are representative only. URBIS Limited does not have jurisdiction to recover monies.

CLIENT

OTHERSIDE

1:500 @ A3
0 5 10m



PROJECT NO.
P0052872
DRAWING NO.
03

DATE
22.11.2024
REVISION
C

PART TWO: EXPLANATORY SECTION



1. SITE AND CONTEXT ANALYSIS

The land included in the structure plan amendment (the ‘Site’) is Lot 104 (645) Rockingham Road, Lot 103 (66) West Churchill Avenue, Lot 3 (643) Rockingham Road) and Lot 22, Lake Coogee. The Site is 2.03 hectares bounded by Rockingham Road to the east, Western Churchill Avenue to the north, Coogee Road to the west with residential dwellings and the cul-de-sacs of Velaluka Drive, Templetonia Drive and Figtree Avenue to the south.

The key site details are as follows:

Address	Lot No	Plan	Area sq.m	Proprietor(s)
645 Rockingham Road	104	P003563	9348sq.m	Darriwell Investments Pty Ltd
66 West Churchill Avenue	103	P003563	10951sq.m	Estate of Lucy Radich
643 Rockingham Road	3	D063904	850sq.m	Craig Smorneburg & Deidre Smorneburg
-	22	P074216	224sq.m	Reserve (52516)

The Site is an irregular shape and essentially vacant, with an existing single house fronting Rockingham Road, existing single house fronting West Churchill Avenue and a Limestone wall with heritage significance in the south western part of the Site (discussed later in the report). The northern part of the Site adjoins a separate lot with existing single house to be retained, fronting Rockingham Road and medium density grouped dwelling sites, fronting West Churchill Avenue.

The Site is opposite a local centre, on the north west corner of Rockingham-West Churchill Avenue intersection. It is currently occupied by a barber and an antique store, noting that the local centre is listed for sale. A new child care centre has been constructed on the adjacent, north-east corner of Rockingham-West Churchill Avenue.

The Site is serviced by Bus route 549 which connects to Fremantle and Rockingham including Spearwood and Phoenix Shopping Centres. The north bound bus stop abuts the Site on Rockingham Road. The south bound bus stop is on the corner of Stock Road and East Churchill Avenue, approximately 175 metres east of the north bound bus stop. The Site is serviced approximately every 10-15 minutes in the morning peak hour and 20-35 minutes in the afternoon peak.



Figure 1 – Aerial Photo



2. PLANNING FRAMEWORK

2.1. SOUTH METROPOLITAN PEEL SUB-REGIONAL PLANNING FRAMEWORK

The South Metropolitan Peel Sub-Regional Planning Framework, which builds on the principles of *Directions 2031 and Beyond*, guides future infill growth in the South Metropolitan Peel sub-region and focuses on infill residential development occurring in activity centres, urban corridors and station precincts. While the Site is not included in these areas, the Framework generally promotes new residential development within existing urban areas which are intended to become vibrant and revitalised neighbourhoods.

The structure plan amendment offers an opportunity to address housing diversity and affordability, by changing the residential density code to provide additional dwellings, including smaller lots and townhouses. The increased density may also provide an incentive for development of the vacant land and contribute to the community in this local area.

2.2. METROPOLITAN REGION SCHEME

The site is zoned 'Urban' under the Metropolitan Region Scheme (MRS).

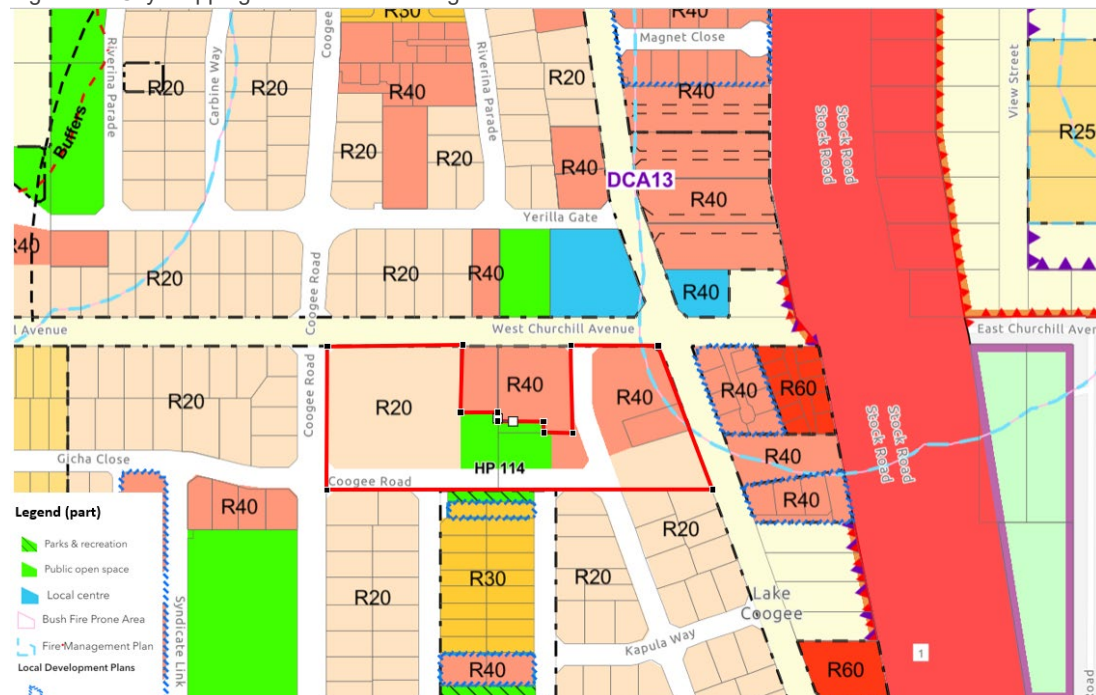
2.3. CITY OF COCKBURN TOWN PLANNING SCHEME NO. 3

2.3.1. Zone and Structure Plans

The Site and surrounding areas are zoned 'development' DA 5 under the City of Cockburn Local Planning Scheme No. 3 (TPS 3). The purpose of the 'Development' zone is to require a Structure Plan to guide further subdivision and/or development. TPS 3 provides specific provisions to DA 5 which, in addition to the Structure Plan requirement, relate to planning issues that do not affect the Site, i.e. Woodman Point WWTP, Munster Pump Station and Cockburn Cement buffer zone.

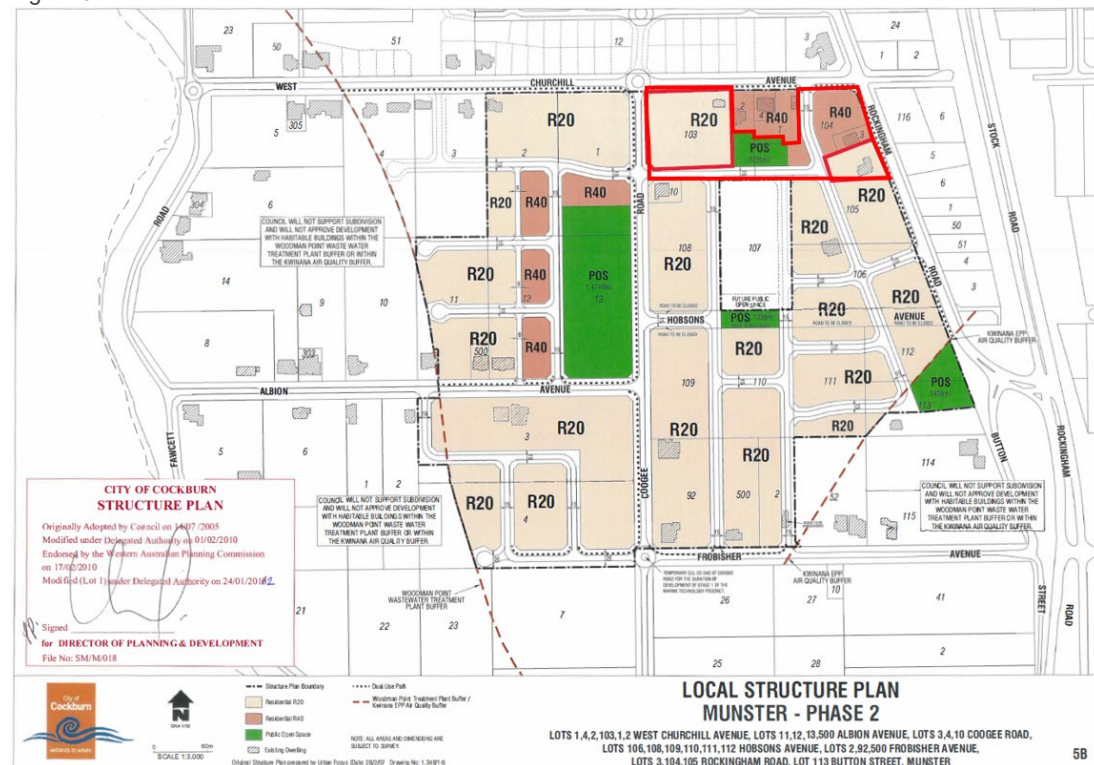
The Site and surrounding area within DA 5 are affected by approximately 23 structure plans, many of which have been fully implemented (substantially subdivided or built out). The City are progressing a basic scheme amendment (No. 173) for the partial rationalisation of DA 5 for those areas where the structure plan has been fully implemented and revoke the structure plans. **Figure 2** below is an extract from the City's mapping hub, which has digitised the structure plan land uses for context. The map indicates the Site is in a residential area with densities ranging from R20-R60 and local centres zoned sites to the north.

Figure 2 – City Mapping Hub extract - zoning



The Site is located in the north-east corner of the structure plan area, as indicated in **Figure 3**. The structure plan zones the land Residential with R20 and R40 density coding and land for POS. The structure plan road layout indicates Figtree Avenue continuing through the Site with a new intersection at Churchill Avenue. The Site is the last remaining portion of the structure plan area to be developed, as depicted on the aerial photo in **Figure 1**.

Figure 3 – Munster Phase 2 Structure Plan



The structure plan comprises the elements set out in the Table 1 below, which are summarised with commentary about the effect of the amendment.

Table 1 – Structure Plan Elements

Element	Description	Provision	Amendment
5.0 Development Constraints	5.1 Existing Residences	Existing residences located within the structure plan area are to be retained and accommodated with the structure plan.	There are currently three existing residences within the structure plan area that will be maintained.
	5.2 Development Plans for Marine Technology Park	City of Cockburn to prepare structure plan for Australian Marine Complex Technology Park.	<p>AMC Strategic Infrastructure & Land Use Plan (ILUP) finalised and approved on 28/08/2020.</p> <p>The site is not within any ILUP designated precincts and therefore there is no</p>

Element	Description	Provision	Amendment
			direct impact on the approved plan.
	5.3 Existing Land Uses	Land is generally occupied by rural homesites with limited market garden activities. There are a number of substantial residences in the structure plan area.	N/A
	5.4 Kwinana EPP area	N/A	Site is not within Kwinana EPP area.
	5.5 Woodman Point WWTP	N/A	Site not within Woodman Point WWTP area.
	5.6 Geotechnical Conditions	Geotechnical investigations undertaken to address very loose conditions in an area judged to have karstic limestone collapse, located adjacent to Coogee Road, allocated for public open space.	N/A
	5.7 Midge Infested Lakes	Residential development within 500m buffer from lake Coogee not supported, unless it can be demonstrated that the lake does not have or can be prevented from infestation.	Local Planning Policy 1.11 – Residential Rezoning & Subdivision Adjoining Midge Infested Lakes & Wetlands requires notifications on title, under section 165 of the <i>Planning and Development Act 2005</i> for each new residential lot within 500 – 800 metres of lakes and wetlands, advising prospective purchaser(s) that the land may be affected by midge. The amendment includes the requirement to impose a notification on each new residential lot, created through subdivision, strata subdivision and/or development.
6.0 Structure Plan	6.1 Residential component – Neighbourhood Design	The structure plan includes varying densities to enable subdivision and development with a housing type diversity. A base R20 coding is proposed for the structure plan area. Medium density of R40 is proposed on the	The amendment upcodes a portion from R20 to R40 and R20 to R30 zoning, whilst maintaining the balance of the R40 area. Lot layout and density coding is addressed in Section 3.1 .

Element	Description	Provision	Amendment
		corner of Rockingham Road and West Churchill Avenue and adjacent to the high amenity area of public open space on Coogee Road.	
	6.2 Road System	<p>The proposed road layout provides for the majority of lots to have an east-west orientation.</p> <p>The internal road network is designed to be highly interconnected street system for traffic efficiency, safety and amenity of neighbourhood, with focus on maintaining permeability.</p> <p>Roundabouts are proposed for the intersections of Coogee Road and West Churchill Avenue and Frobisher Avenue to act as traffic calming proponents.</p>	<p>The amendment includes minor changes to the internal road networks within the Site. whilst focusing on increasing safety.</p> <p>It is noted that any potential Crime Prevention Through Environmental Design (CPTED) issues will be addressed in subsequent development stages.</p> <p>A detailed summary of a Traffic Impact Assessment is in section 3.2.</p>
	6.3 Bus Routes	<p>Existing bus routes currently located on Rockingham Road with changes envisaged to the bus routes in this locality.</p> <p>The proposed road system and paths within structure plan area to ensure maximum walkability to the existing and likely future bus stops.</p>	The Traffic Impact Assessment, in section 3.2 addresses public transport.
	6.4 Public Open Space	<p>Public open space to be provided at the rate of 10% of the Gross Subdividable Area.</p> <p>The Structure Plan identifies some land for POS and sets out arrangements for future provision and cash-in-lieu arrangements.</p>	POS changes are addressed in section 3.3 .
	6.5 Schools	N/A	N/A
	6.6 Commercial Centre	N/A	N/A
	6.7 Community Facilities	No additional community facilities are planned for the structure plan given the close proximity of	N/A

Element	Description	Provision	Amendment
		existing community facilities nearby.	
7.0 Engineering Services	7.1 General	Engineering services within the structure plan will be provided to the standard required by the servicing authorities.	No change
	7.2 Sewerage Disposal	All lots within the plan area will be provided with a connection to the Water Corporation sewerage system.	No change
	7.3 Water Supply	Water supply will be provided to the structure plan area to meet the specifications and standards of the Water Corporation	No change
	7.4 Roads and Drainage	All roads will be constructed to meet the specifications and standards of the City of Cockburn. The drainage strategy is to dispose of stormwater by soakage and use of water sensitive design methods.	No change to road construction specification. Drainage is addressed in section 3.5 .
Appendix 1	POS - Participating Owners POS	Lots within the structure plan amendment area are Pt 103 and Pt 1 on West Churchill Avenue and Pt 104 on Rockingham Road.	The structure plan amendment modifies the area and layout of the POS, addressed in section 3.3
Appendix 2	Commercial Centres	N/A	N/A
Appendix 3	Geotechnical Investigation	N/A	N/A
Appendix 4	Midge Nuisance Assessment	N/A	N/A
Appendix 5	Arboricultural Report	N/A	N/A
Appendix 6	Drainage Strategy Report	-	Drainage is addressed in section 3.5 .

2.3.3. Heritage

Part of the Site contains Heritage Place No. 114, which is described as 'Limestone Wall and Ruins', Munster'. The Limestone Wall and Ruins is on the City's Heritage List as a Category B place, with considerable significance for its association with the market garden industry. It comprises a section of dry-stone wall, up to 2m high, running along part of the southern boundary of the lots.

The Heritage List description of the place notes that if appropriately interpreted, it has the potential to be an educational/ recreational resource for the community, demonstrating the market gardening industry in the City of Cockburn. Category B places are protected under TPS 3.

The amendment includes a requirement that a Heritage Management Plan is prepared and submitted with any future subdivision application to address how the heritage wall and ruins will be protected and managed when the public open space is constructed.

2.4. LOCAL PLANNING POLICIES

The local planning policies that apply to the site at the structure plan level include:

Table 2 – Local Planning Policies

Policy	Summary of Relevant Provisions	Application
LPP 1.11 – Residential Rezoning & Subdivision Adjoining Midge Infested Lakes and Wetlands	The purpose of this policy is to restrict residential subdivision, strata's and development in areas considered to be prone to a midge nuisance/infestation. Typically, the council will not support subdivision or rezoning in these areas unless it can be demonstrated that the lake or wetland does not have or can prevent midge infestation. Developers/Subdividers will also be required to impose a notification on each residential lot and Deposited Plan.	The amendment includes the requirement to impose a notification on each new residential lot, created through subdivision, strata subdivision and/or development.
LPP 1.12 – Noise Attenuation	The purpose of this policy is to provide noise attenuation guidelines for noise sensitive land uses through various stages of a lot's development. At the structure planning stage, the development may be required to model existing and future noise levels, and provide detail of mitigation measures, within an acoustic report were in the vicinity of a noise emitting use/development. Subdivisions may require a preliminary acoustic report or noise exposure forecast. Note: The subject site is within an identified SPP 5.4 – Road and Rail Noise area.	Refer to section 3.6
LPP 4.4 – Heritage Conservation Design Guidelines	The purpose of this policy includes the development control principles for places on the City's	Refer to Section 3.5.

Policy	Summary of Relevant Provisions	Application
	<p>Heritage List to provide greater certainty to landowners and the community.</p> <p>Category A and B places are protected under the policy and demolition is generally not supported. The heritage Limestone Walls and Ruins (Inherit #ID 27017) located on the subject site is a Category B place.</p>	
LPP 5.1 – Public Open Space	The purpose of this policy is to provide an extension to element 5 of the Liveable Neighbourhoods Guidelines. This extension highlights circumstances where the City would view the location of public open space as inappropriate and thereby not contributing to the minimum open space requirements. This policy primarily applies at the structure plan and subdivision stage of developments.	Refer to Section 3.3.
LPP 5.3 – Control Measures for Protecting Water Resources in Receiving Environments	<p>The purpose of this policy is to establish procedures by which drainage generated from subdivision can be controlled through best practice water sensitive urban design, so as to ensure the protection of water resources in receiving environments. At the subdivision and structure plan level, developments should consider the Better Urban Water Management Publication and chapter 7 & 9 of the Stormwater Management Manual of Western Australia.</p> <p>These considerations can be demonstrated through a local water management strategy, and/or urban water management plan, and/or storm water management plan.</p>	Refer to Section 3.4.

Policy	Summary of Relevant Provisions	Application
LPP 5.11 – Filling of Land	At the completion of the subdivisional earthworks, and in any event prior to applying for subdivision clearance or a Building Permit for any form of development, the Applicant/landowner shall provide the following form of certification: Engineer's geotechnical report and certificate which classifies the site as class A in accordance to AS 2870-2011. Permission for class P, H, and E sites are given under exceptional circumstances.	These requirements will be addressed at subdivision stage, as relevant.
LPP 5.13 – Percent for Art	This policy seeks to ensure the City achieves their objectives of the City's public art strategy. This development sets out the cost ratio of development to public art, and the relevant provisions to the design and siting of public art. For multiple dwellings of a value greater than \$2million (exclusive of GST) are to set aside a minimum of one per cent (1%) of the total project cost (up to a maximum value of \$250,000) for the development of artworks on the subject land which reflect the place, locality and/community	It is unlikely that future development on the sites would include multiple dwellings with a value \$2 million or greater.
LPP 5.15 – Access Street - Road Reserves Pavement Standards	The purpose of this policy is to prescribe separate requirements for infill subdivision within existing urban areas, where such areas were not originally designed according to Liveable Neighbourhoods requirements. These requirements are primarily related to movement networks, street design, construction, public transport and the requirements for due consideration in specific instances.	These requirements will be addressed at subdivision stage, as relevant.

Policy	Summary of Relevant Provisions	Application
LPP 5.18 – Subdivision & Street Trees	<p>The purpose of this policy is to increase the number of street trees in the City's Road reserves in new and infill areas and provide a framework for their installation and management.</p> <p>In accordance with the policy, Street Trees are to be planted at a rate of one tree per 10m of linear lot width to a public road reserve. As well as set out the requirements for condition clearance.</p>	These requirements will be addressed at subdivision stage, as relevant.

2.5. STATE PLANNING POLICY 2.9 – PLANNING FOR WATER (SPP 2.9)

The main objective of SPP 2.9 and draft SPP2.9 is to ensure planning, development and decision making adequately considers and contributes to the protection and wise management of water resources by ensuring structure plans, schemes and subdivisions adopt the appropriate water sensitive measures.

The Site is located within 1km of significant wetlands and within 2km of selected coastal embayments. Environmental management design and management will need to be incorporated in the design of later development phases.

Section 3.4 confirms that an Urban Water Management Plan will be prepared as part of the subdivision process, which will address the requirements of SPP 2.9 and draft SPP2.9 as agreed with the City.

2.6. STATE PLANNING POLICY NO.3 - URBAN GROWTH AND SETTLEMENT (SPP 3)

SPP 3 applies to the whole of the State in promoting a more consolidated settlement pattern which is more aligned to sustainable design and development. The objectives and principles of Directions 2031 and Liveable Neighbourhoods are preserved in this policy.

SPP 3 recognises the historical low density housing trend and urban sprawl which has occurred in metropolitan Perth, acknowledging that this form of development only intensifies pressure on valuable land and water resources, imposes additional costs of infrastructure and services, and increases the dependency on private vehicles as a mode of transport.

Accordingly, the structure plan provides a consolidated development response which builds upon existing communities and established local economies, resulting in a more liveable and sustainable development.

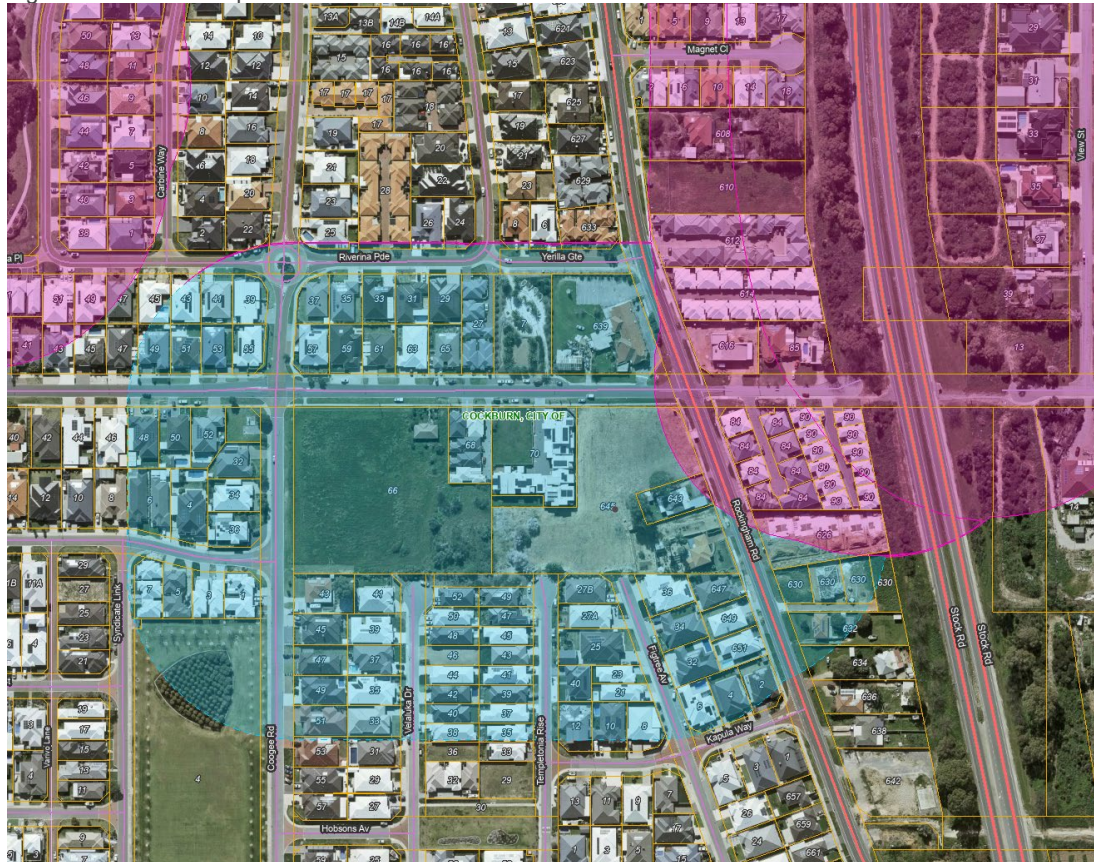
2.7. STATE PLANNING POLICY 3.7 – PLANNING IN BUSHFIRE PRONE AREAS

SPP 3.7 directs how land use should address bushfire risk management in Western Australia. It applies to all land designated as bushfire prone by the Fire and Emergency Services (DFES) Commissioner. It applies to all higher order strategic planning documents, strategic planning proposals, subdivision and development applications located in designated bushfire prone areas.

The entirety of the site is situated within a Bushfire Prone Area meaning that the site is potentially at risk of bushfire impact, as depicted in **Figure 4**.

It is highlighted that the bushfire risk associated with the site is largely resulting from the undeveloped nature of the site itself, with the north western corner being the only portion subject to external bushfire risk. Once the site is developed the bushfire risk to the majority of the site will be negated.

Figure 4 – SPP 3.7 Map



2.8. STATE PLANNING POLICY 5.4 – ROAD AND RAIL NOISE

SPP 5.4 has been prepared to minimise the adverse impact of road and rail noise on noise-sensitive land uses. The Site is located adjacent to and within the trigger distance of Rockingham Road, which is identified as being a noise emitting roadway.

Stock Road further to the east, is classified as a 'strategic freight route and/or major traffic route under SPP 5.4. Any future redevelopment that proposes sensitive land uses (i.e. residential purposes, educational establishment, childcare premises, hospital, nursing home; or place of worship) within the trigger distance, noise mitigation construction requirements may be warranted.

Noise Management is addressed in **Section 3.6**.

2.9. PRELIMINARY ENGAGEMENT

Targeted preliminary engagement with community and key stakeholders has been undertaken to understand any concerns with the proposed approach and to ensure any identified issues were addressed in this structure plan amendment report.

This included several meetings with City and DPLH officers between May and August 2024. The key topics of discussion included:

- Feedback and refinement of early concept plans for the structure plan amendment, particularly road layout, POS configuration and density coding;
- Approach to stormwater drainage and water management;
- Heritage values of the Limestone wall, structural integrity investigations and approach to ensure its retention and management;
- Bushfire risk;

- Acoustic requirements; and
- Landscaping and reticulation options.

Otherside Property also met with the owners of 66 West Churchill Avenue to discuss the structure plan amendment, including the changes to road layout, heritage wall and ruins and the upcoding from R20 to R30, and which were all supported.

3. DESIGN RESPONSE

3.1. LOT LAYOUT AND DENSITY CODING

The Munster Phase 2 Structure Plan allocates majority of the Site as Residential zone with a combination of R20 and R40 density coding. The structure plan amendment reconfigures and increases the R40-coded area and upcodes the remaining R20 areas to R30. The structure plan areas comparison is shown in **Figure 5** and set out in **Table 3**.

Table 3 – Structure Plan Area and Yield Summary

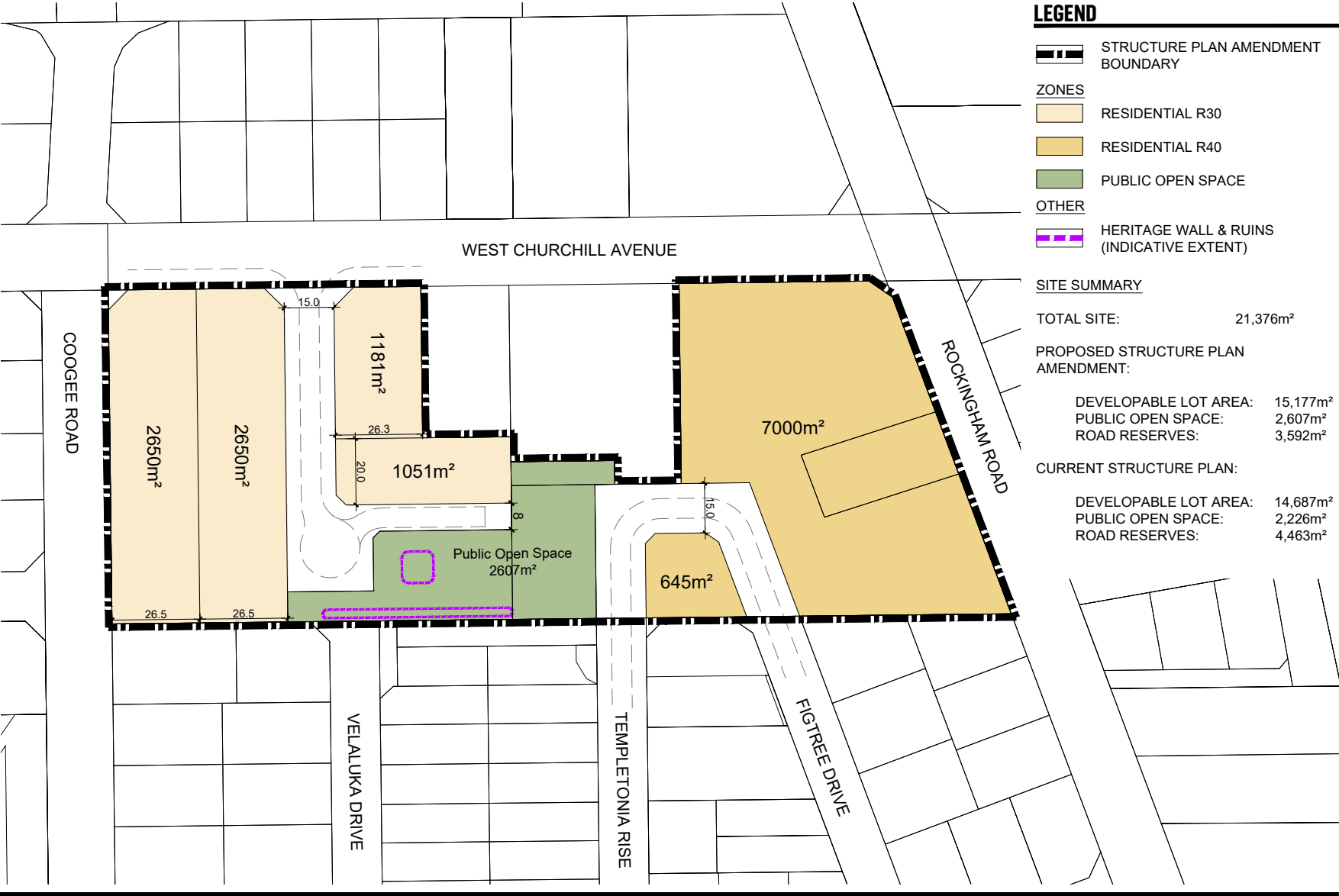
Lot/s	Existing (approx.)	Yield*	Amended	Yield	Area	Yield*
R20	10,066sq.m	22	7,532sq.m (R30)	25	- 2,534sq.m	+ 3
R40	4,579sq.m	21	7,645sq.m	35	+ 3,066sq.m	+ 14
POS	2,226sq.m**	-	2,607sq.m	-	+ 381sq.m	
Road	4,463sq.m	-	3,592sq.m	-	- 871sq.m	

* Based on average lot sizes (R20 – 450sq.m, R30 – 300sq.m, R40 – 220sq.m)

** Public Open Space Appendix notes the required POS area is 2,254sq.m (Pt 103 - 0.1095, Pt 1 - 0.0225 and Pt 104 - 0.0934)

The rationale for the lot reconfiguration and residential upcoding includes:

- **Close Proximity to existing R40 development:** The site is in close proximity to existing R40 development to the north and northeast which indicates that the area can support higher density living and new higher density living is in keeping with the existing character of the area while contributing to a balanced and diverse housing mix in the area.
- **Continuation of Existing R30 Development on 'Lot 107' on the Structure Plan:** The upcoding is a continuation of the R30 development on Lot 107 to the south, which assists to integrate the future development with the existing built form and character.
- **Incentive for development:** The R30 upcoding will act as an incentive to develop this remnant vacant land and also provide a transition between the R20 and R40 coded areas.
- **Close Proximity to the Local Centre to the North:** The site is in close proximity to the local centre to the north, providing access to existing services and enhanced amenities in the future.
- **Existing access to bus route:** The site has convenient access to public transport, with the existing bus route service on Rockingham and Stock Roads.
- **Opportunity to embellish heritage place:** The structure plan amendment has facilitated the review of the heritage place and provides for the retention and embellishment of the limestone wall, identified as a heritage place with a unique presentation of local history.



Structure Plan Amendment - Summary
West Churchill Avenue, Lake Coogee

Level 8, 1 William Street | Perth WA 6000 Australia | +61 8 9346 0500 | URBIS Ltd | ABN 50 105 256 228

DISCLAIMER

Copyright by URBIS Ltd. This drawing or parts thereof may not be reproduced for any purpose or used for another project without the consent of URBIS. The plan must not be used for coloring, mapping or installation and no reliance should be placed on this plan for any financial dealing of the land. This plan is provided as a guide for discussion purposes only and subject to further detail study, Council approval, engineering input, and survey. Client's acceptance, notes and drawings are representative only. Written Report. Dimensions shall have precedence to located dimensions.

CLIENT

1:1,000 @ A3
0 10 20m



PROJECT NO.
P0052872
DATE
22.11.2024
DRAWING NO.
02
REVISION
C

3.2. TRAFFIC AND ROAD LAYOUT

The existing road layout in the structure plan area was created on the basis of a highly interconnected street system with a choice of routes. The structure plan amendment modifies the layout to retain connectivity while improving the efficiency of land use with the reduction in road surface areas, as noted in **Table 3**.

A Transport Impact Assessment (TIA), at **Appendix A** has been prepared by PTG Consulting in accordance with the WAPC *Transport Assessment Guidelines for Developments: Volume 2 – Planning Schemes, Structure Plans and Activity Centre Plans* (2016) and made the following conclusions:

- The structure plan amendment comprises of approximately 60 residential dwellings, with R30 and R40 zoning
- An estimated 58-59 peak hour trips and 642 daily trips will be generated, representing a net increase of 15-16 peak hour trips and 192 daily trips compared to existing estimated yield.
- Proposed changes to internal road network are considered to have minimal impact on vehicle trips, while retaining pedestrian and cycling permeability for local journeys and access to POS.
- Public transport services to the LSP area are limited, there are currently no plans for the PTA to expand services in the area.
- The proposed LSP amendment is unlikely to have any material impact on the transport network.

3.3. PUBLIC OPEN SPACE

The Munster Phase 2 Structure Plan provided public open space (POS) at the standard 10% of the gross subdivisible area, in accordance with policy. The main POS is located centrally in the structure plan area and there are two local parks and an existing POS reserve within the structure plan amendment area, shown in **Figure 6**.

Figure 6 – Public Open Space in Munster Phase 2 Structure Plan area

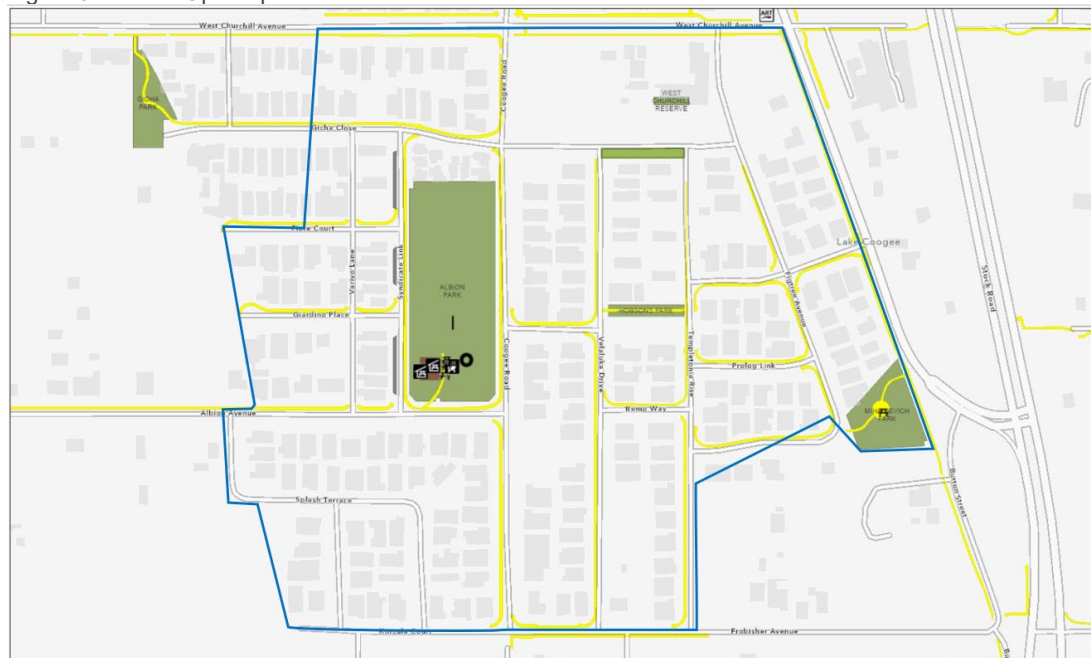


Table 4 – Public Open Space provision – structure plan amendment area

Lot	Area	POS contribution	Amendment (*approx.)
Pt-103	1.0952	0.1095	0.1367
Pt-104	0.9345	0.0934	0.1015
Pt-1 (R52516)	0.2246	0.0224	0.0224
Total	2.2543	0.2254 (0.2029)	0.2606

*noting that 2,226sq.m is depicted on the structure plan map, in error.

The structure plan amendment provides for 2,606sq.m of POS, which integrates the planned POS with the existing POS (West Churchill reserve) adjoining Pt-Lot 1 and with the linear POS created between Velaluka Drive and Templetonia Rise. This reconfiguration enhances the function and useability of the POS overall, retains access and frontage to road with the new loop linking Templetonia Rise and Figtree Drive and Velaluka Drive with the new cul-de-sac accessed from West Churchill Avenue.

A POS schedule for the structure plan area is set out in **Table 5**. There are no area reductions for stormwater drainage or any restricted POS, as noted in section 7.4 of the approved structure plan report. The stormwater management technical note indicates that no drainage needs to be managed in the structure plan amendment area POS. The POS schedule calculates there is a surplus POS in the structure plan area.

Table 5 – Public Open Space schedule – structure plan area

Site Area ha			21.7605ha
Less ha			
EPA Wetlands to be ceded	0		
Protected bushland sites	0		
Unrestricted POS sites not included in POS contribution	0		
Foreshore Reserves to be ceded	0		
Total		0	
Net Site Area ha			21.7605ha
Deductions			
Primary School	0		
Town Centres and Commercial	0		
Dedicated Drainage Reserve	0		
Transmission corridors	0		
Other	0		
Total Deductions		0	
Gross Subdivisible Area			21.7605ha
Public Open Space @ 10%			2.1761ha
Public Open Space Contribution			
May Comprise			
minimum 80% unrestricted POS	1.7408		
maximum 20% restricted POS	0.4352		
Unrestricted POS sites			
As Constructed			
Albion Park	1.4765		
Hobsons Park	0.0744		
Mihaljevich Park	0.3411		
Top of Lot 107'- R52522	0.0481		
West Churchill reserve	0.0224		
Sub-total		1.9625	9.02%
Planned			

Pt-103	0.1367		
Pt-104	0.1015		
		0.2382	1.09%
Unrestricted POS Total area		2.2007	10.11%
Restricted Use POS sites			
Restricted POS contribution			
Contributing POS			
Unrestricted POS	2.2007		
Restricted POS	0		
Total Contributing POS	2.2007		
Total POS provided		2.2007	10.11%
Surplus POS		0.0246	

A Landscape Concept Plan, at **Appendix E**, has been prepared for all the POS areas and shows how the consolidated POS areas could be improved, including provision for the retention and management of the limestone wall and ruins. The creation of the new POS areas and the implementation of the landscaping plans is subject to subsequent stages of subdivision and development and arrangements with the City.

The structure plan amendment provides for the POS to be developed in two stages, at the time of subdivision or development of Lot 103 and Lot 104.

The irrigation of the POS is yet to be confirmed. A water licence application has been submitted to Department Water and Environmental Regulation (application reference 066267) to access 1,500kL of non-artesian well groundwater to irrigate the POS. If the water licence is unsuccessful, alternative arrangements for dry POS will need to be made.

3.4. STORMWATER MANAGEMENT

A Stormwater Management Technical Note, at **Appendix B**, has been prepared by JDA Pty Ltd to assess the structure plan amendment change to the Drainage Strategy Report appended to the Structure Plan.

The Technical Note identifies that the structure plan amendment will not adversely impact on existing drainage infrastructure, and further detail will be presented as part of the subdivision process in an Urban Water Management Plan. The suitability of this approach was confirmed by the City of Cockburn during the preparation of the structure plan amendment. There is no identified need for additional drainage basins in the structure plan amendment POS area.

3.5. HERITAGE WALL AND RUINS

The structural integrity of the Limestone Wall and Ruins, located on Lot 103, was considered by At Van Der Meer Pty Ltd structural engineer, at **Appendix C**, to assess the condition and structural integrity to identify opportunities for retention. The assessment found that the wall measured up to 1.8m high and building ruins up to 1m high. Both the limestone wall and building ruins are considered structurally stable and capable of withstanding prescribed wind load in the area and should remain in safe condition for at least 50 years.

The structure plan amendment includes provision for the retention of the limestone wall and ruins to be protected and embellished at the time of Lot 103 is subdivided or developed.

3.6. ACOUSTIC CONSIDERATIONS

A Noise Management Plan has been prepared, in accordance with SPP 5.4, attached at **Appendix D**. The Noise Management Plan concluded that the noise received from future traffic on Stock Road is not forecast to exceed external noise criteria, therefore, 'Quiet House Design' is not required for single or two storey houses.

3.7. BUSHFIRE ATTACK LEVEL ASSESSMENT

A Bushfire Attack Level (BAL)Assessment and Certificate has been prepared, in accordance with SPP 3.7, attached at **Appendix F**. The BAL assessment determined that the BAL risk for Low and no specific construction requirements are necessary for future development.



DISCLAIMER

This report is dated 27 August 2024 and incorporates information and events up to that date only and excludes any information arising, or event occurring, after that date which may affect the validity of Urbis Ltd (**Urbis**) opinion in this report. Urbis prepared this report on the instructions, and for the benefit only, of Otherside Property (**Instructing Party**) for the purpose of Report (**Purpose**) and not for any other purpose or use. To the extent permitted by applicable law, Urbis expressly disclaims all liability, whether direct or indirect, to the Instructing Party which relies or purports to rely on this report for any purpose other than the Purpose, and to any other person which relies or purports to rely on this report for any purpose whatsoever (including the Purpose).

In preparing this report, Urbis was required to make judgements which may be affected by unforeseen future events, the likelihood and effects of which are not capable of precise assessment.

All surveys, forecasts, projections and recommendations contained in or associated with this report are made in good faith and on the basis of information supplied to Urbis at the date of this report, and upon which Urbis relied. Achievement of the projections and budgets set out in this report will depend, among other things, on the actions of others over which Urbis has no control.

In preparing this report, Urbis may rely on or refer to documents in a language other than English, which Urbis may arrange to be translated. Urbis is not responsible for the accuracy or completeness of such translations and disclaims any liability for any statement or opinion made in this report being inaccurate or incomplete arising from such translations.

Whilst Urbis has made all reasonable inquiries it believes necessary in preparing this report, it is not responsible for determining the completeness or accuracy of information provided to it. Urbis (including its officers and personnel) is not liable for any errors or omissions, including in information provided by the Instructing Party or another person or upon which Urbis relies, provided that such errors or omissions are not made by Urbis recklessly or in bad faith.

This report has been prepared with due care and diligence by Urbis and the statements and opinions given by Urbis in this report are given in good faith and in the reasonable belief that they are correct and not misleading, subject to the limitations above.



APPENDIX A TRANSPORT IMPACT ASSESSMENT





PTG/00518

Transport Impact Assessment 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

26th August 2024 | Revision B

Prepared for Otherside Property

www.ptgconsulting.com.au

CONTENTS

REPORT DETAILS 4

1 Introduction5

 1.1 Background5

2 Structure Plan Proposal6

 2.1 Regional Context6

 2.2 Proposed Land Uses7

 2.3 Table of Land Uses and Quantities8

 2.3.1 Comparison with Existing Local Structure Plan8

 2.4 Major Attractors/Generators8

 2.5 Specific Issues9

3 Existing Situation10

 3.1 Existing Land Uses Within Structure Plan10

 3.2 Existing Land Uses Within 800 Metres of Structure Plan Area10

 3.3 Existing Road Network Within Structure Plan Area11

 3.4 Existing Pedestrian/Cycle Networks Within Structure Plan Area11

 3.5 Existing Public Transport Services Within Structure Plan Area11

 3.6 Existing Road Network Within 2 (or 5) km of Structure Plan Area11

 3.7 Traffic Flows on Roads Within Structure Plan Area (AM and/or PM Peak Hours)13

 3.8 Traffic Flows on Roads Within 2 (or 5) km Of Structure Plan Area (AM and/or PM Peak Hours)14

 3.9 Existing Pedestrian/Cycle Networks Within 800m of Structure Plan Area15

 3.10 Existing Public Transport Services Within 800m of Structure Plan Area15

4 Proposed Internal Transport Networks17

 4.1 Changes/Additions to Existing Road Network or Proposed New Road Network17

 4.2 Road Reservation Widths17

 4.3 Road Cross-Sections & Speed Limits17

 4.4 Intersection Controls19

 4.5 Pedestrian/Cycle Networks and Crossing Facilities19

 4.6 Public Transport Routes19

5 Changes to External Transport Networks20

 5.1 Road Network20

 5.2 Pedestrian/Cycle Networks and Crossing Facilities20

 5.3 Public Transport Services20

6 Intergration with Surrounding Area21

 6.1 Trip Attractors/Generators Within 800 Metres21

 6.2 Proposed Changes to Land Uses Within 800 Metres21

 6.3 Travel Desire Lines from Structure Plan to These Attractors/Generators22

 6.4 Adequacy and Deficiencies of the External Transport Networks22

7 Analysis of Internal Transport Networks23

 7.1 Assessment Year(s) and Time Period(s)23

 7.2 Structure Plan Generated Traffic23

 7.2.1 Trip Generation Comparison with the Existing Local Structure Plan24

 7.3 Extraneous (Through) Traffic25

CONTENTS

7.4 Design Traffic Flows26

7.5 Road Cross-Sections27

7.6 Access Strategy27

7.7 Pedestrian/Cycle Networks28

7.8 Safe Routes to Schools28

7.9 Pedestrian Permeability & Efficiency28

7.10 Access To Public Transport28

8 Analysis of External Transport networks.....29

8.1 Extent of Analysis29

8.2 Base Flows for Assessment Year(s).....29

8.3 Total Traffic Flows29

8.4 Road Cross-Sections29

8.5 Intersection Layouts & Controls.....29

8.6 Pedestrian/Cycle Networks29

9 Summary and Conclusions30

Appendix A – WAPC Checklist.....32

Appendix B – Concept Local Structure Plan34



Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

REPORT DETAILS

Unique Document Identification

Document Title	Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment
Project Number	PTG/00518
Document ID	Rev B
Client	Otherside Property

PTG Consulting Office Details

Location	Perth
Telephone	0412 138 963
Email	Ray.cook@ptgconsulting.com.au

Revision Details

Revision No.	Date	Comments
Rev A	23/08/2024	For Issue
Rev B	26/08/2024	For Lodgement

Document Approval

Author
Nuary Coloma/Edmond Hoang

Approved By
Sam Laybutt



Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

1 INTRODUCTION

1.1 Background

PTG Consulting WA (PTG) has been commissioned by **Otherside Property** to prepare a Transport Impact Assessment (TIA) for the proposed amendment to the Munster – Phase 2 Local Structure Plan (the LSP) approved by the Western Australian Planning Commission (WAPC) in February 2010.

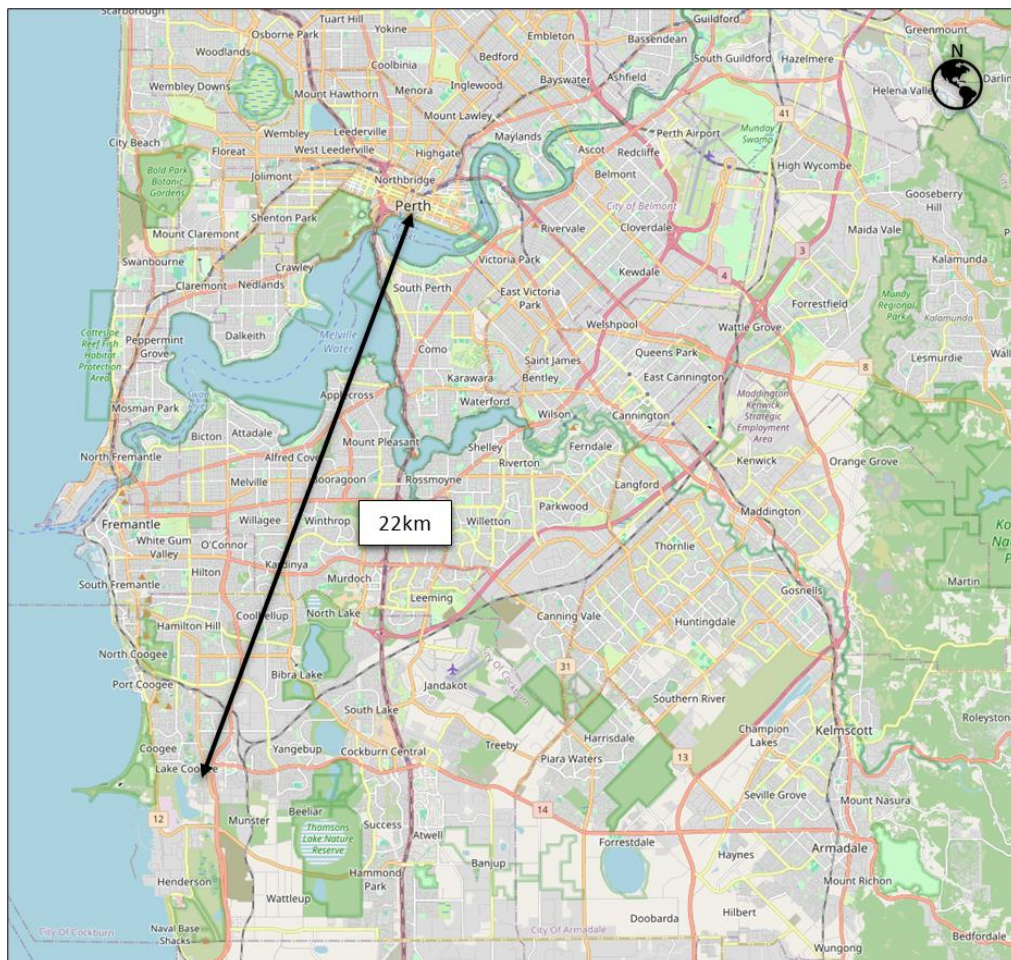
This report has been prepared in accordance with the Western Australian Planning Commission (WAPC) Transport Assessment Guidelines for Developments: Volume 2 – Planning Schemes, Structure Plans and Activity Centre Plans (2016) and the Transport Impact Assessment (TIA) Checklist is included at **Appendix A**.

Specifically, this report aims to assess the operations of the proposed LSP amendment internally and its connections to the adjacent road network, with a focus on traffic volumes, access and accessibility.

This report also outlines the requirements and opportunities associated with traffic and transport within the development, referencing relevant Council and WAPC policies and guidelines as well as best-practice planning within Western Australia.

The LSP area is located in the suburb of Lake Coogee, part of the City of Cockburn, situated in the southern suburbs of Perth, approximately 22 kilometres from the Perth CBD, as shown in **Figure 1**.

Figure 1 Regional Location

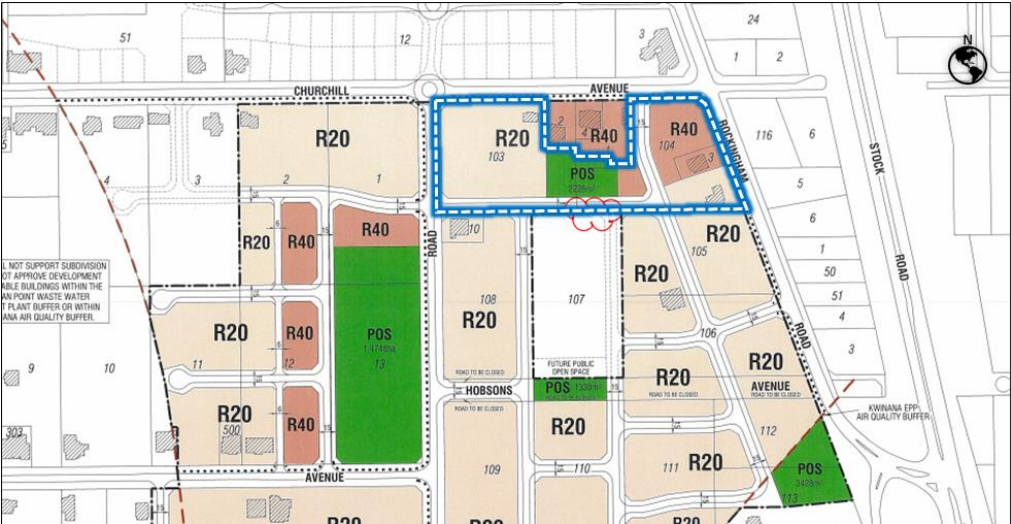


Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

2.2 Proposed Land Uses

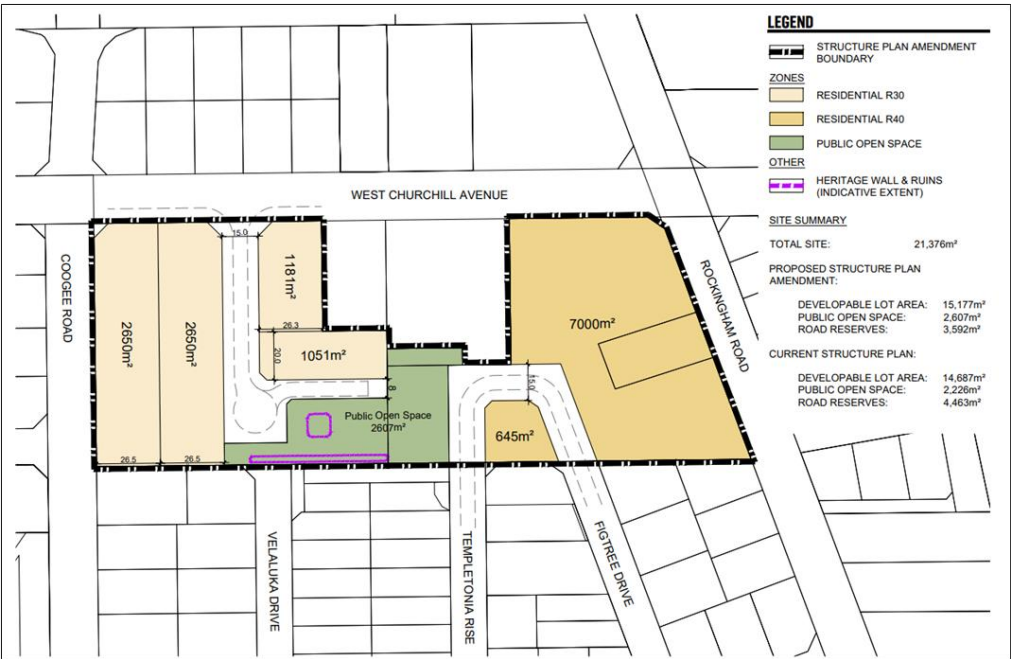
The proposed LSP amendment contemplates changes to the area shown in blue on Figure 2 below, with the proposed new LSP shown in Figure 3.

Figure 2 Existing Structure Plan – Munster Phase 2



Source: Urban Focus

Figure 3 Proposed Structure Plan Amendment Area



Source: Urbis

2.3 Table of Land Uses and Quantities

Table 1 provides a summary of the proposed land use yields within the amendment area.

Table 1 Land Uses

Land Uses	Yield
Residential (R30)	7,532 m ²
Residential (R40)	7,645 m ²
Public Open Space	2,607 m ²
Total	17,784 m ²

2.3.1 Comparison with Existing Local Structure Plan

The principal changes compared to the existing LSP include:

- » Increase in estimated dwelling yield from 44 to 60 based on changes to zoning.
- » Repositioning of the Public Open Space (POS).
- » Modifications to the internal road network, as follows:
 - o The east-west access street along the southern boundary of the LSP Amendment area is deleted;
 - o Velaluka Drive ends at the existing cul-de-sac and is not extended into the LSP Amendment area;
 - o Figtree Avenue and Templetonia Rise are extended into the LSP Amendment area and connected together to form a loop road;
 - o The extension of Figtree Avenue north to West Churchill Avenue is deleted; and
 - o A new internal cul-de-sac access road extends south from West Churchill Avenue to the POS.

2.4 Major Attractors/Generators

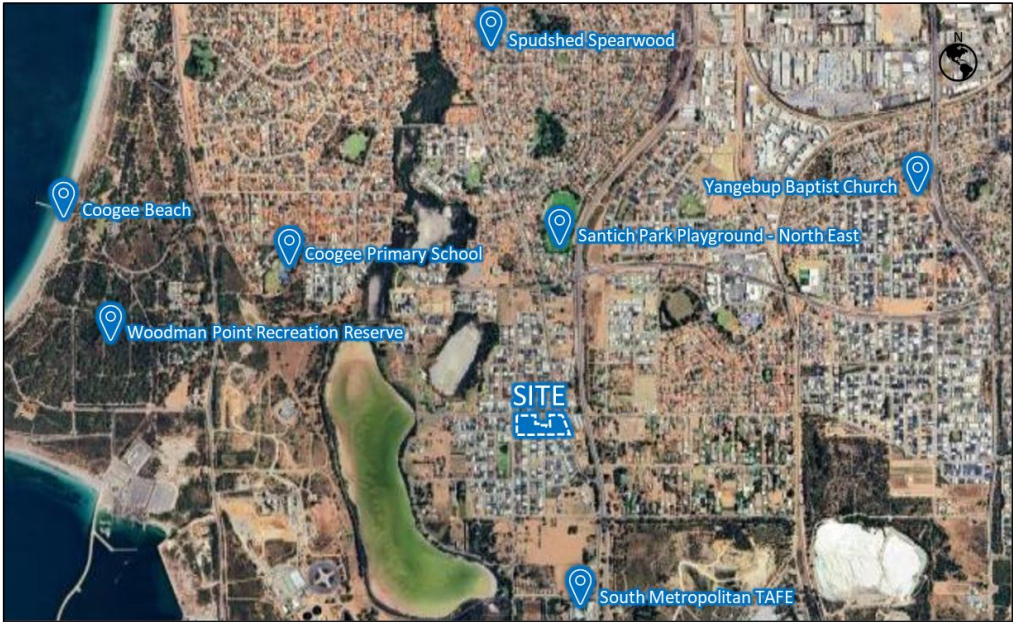
Major attractors and generators within the surrounding area are shown in Figure 4 and listed below:

- » Coogee Beach
- » Woodman Point Recreation Reserve
- » Santich Park Playground
- » Spudshed Spearwood
- » Coogee Primary School
- » South Metropolitan TAFE
- » Yangebup Baptist Church



Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

Figure 4 Major Attractors/Generators within the Surrounding Area



Source: Google Maps

2.5 Specific Issues

No specific issues are noted directly related to the LSP site.

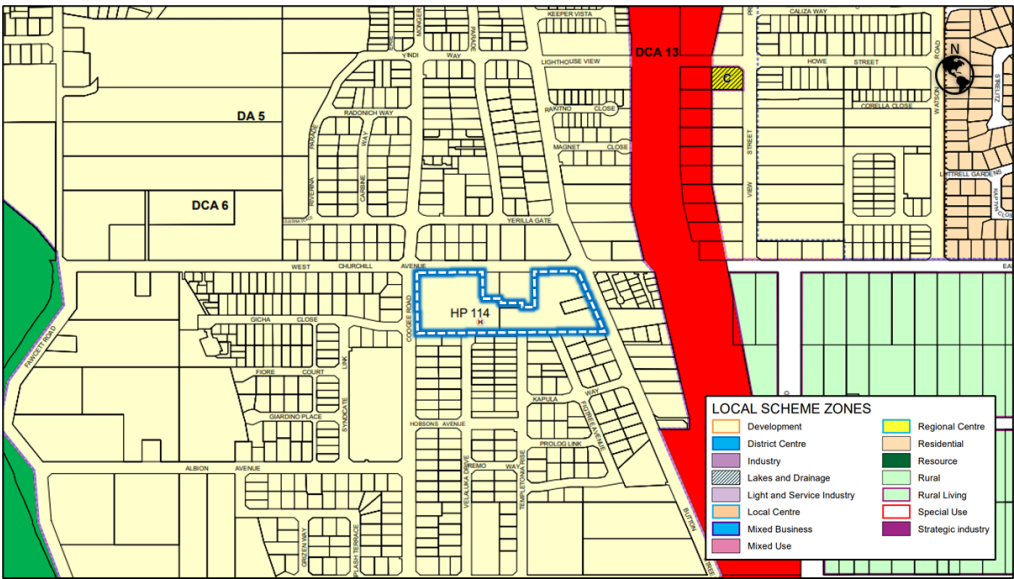


3 EXISTING SITUATION

3.1 Existing Land Uses Within Structure Plan

According to the City of Cockburn planning information, the amendment area and its immediate surroundings are currently zoned as 'Development,' as shown in Figure 5.

Figure 5 Existing Land Use



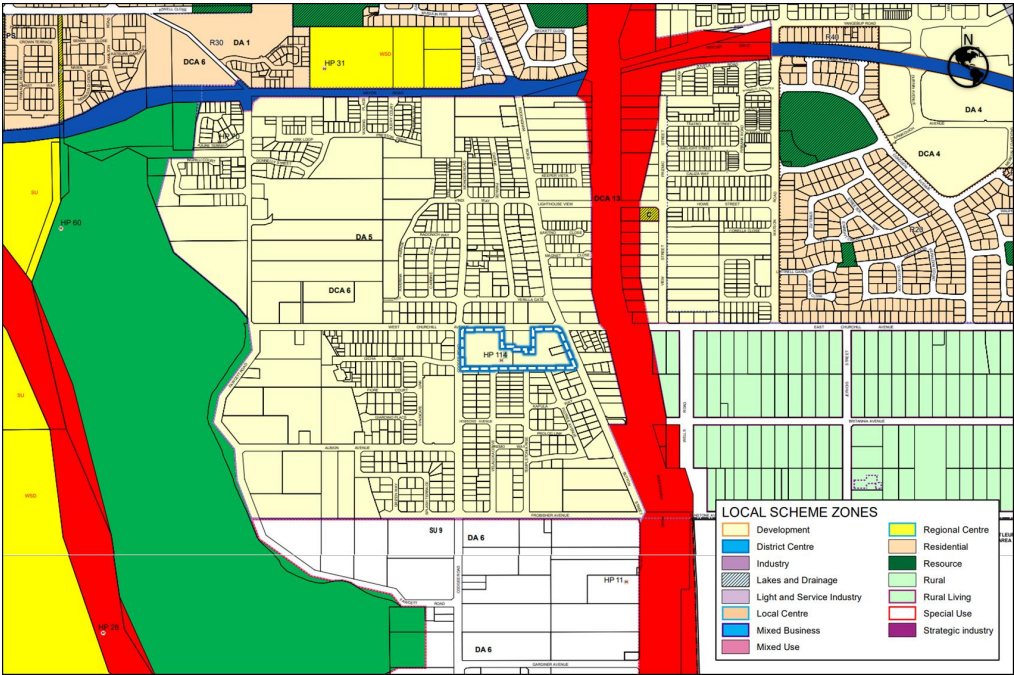
Source: City of Cockburn Town Planning Scheme No. 3

3.2 Existing Land Uses Within 800 Metres of Structure Plan Area

The surrounding area of the site consists of Special Use area to the south, Development and Rural to the east, Development and Residential to the north, and Parks and Recreation to the west as shown in Figure 6.

Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

Figure 6 Existing Land Use – 800 metres



Source: City of Cockburn Town Planning Scheme No. 3

3.3 Existing Road Network Within Structure Plan Area

The amendment area is currently mostly vacant with a few residential properties that front the external roads. As a result, there is no internal road network within the LSP Amendment area.

3.4 Existing Pedestrian/Cycle Networks Within Structure Plan Area

The amendment area is currently mostly vacant with a few residential properties that front the roads. As a result, there is no existing pedestrian/cycle networks within the LSP Amendment area..

3.5 Existing Public Transport Services Within Structure Plan Area

The amendment area is currently mostly vacant with a few residential properties that front the roads. As a result, there is no existing public transport network within the LSP Amendment area.

3.6 Existing Road Network Within 2 (or 5) km of Structure Plan Area

The road network within Western Australia is defined by Main Roads WA road hierarchy which describes the function, characteristic and management of each type of road. A description of each road type as per Main Roads WA Road Hierarchy criteria is summarised in Table 2 below.

Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

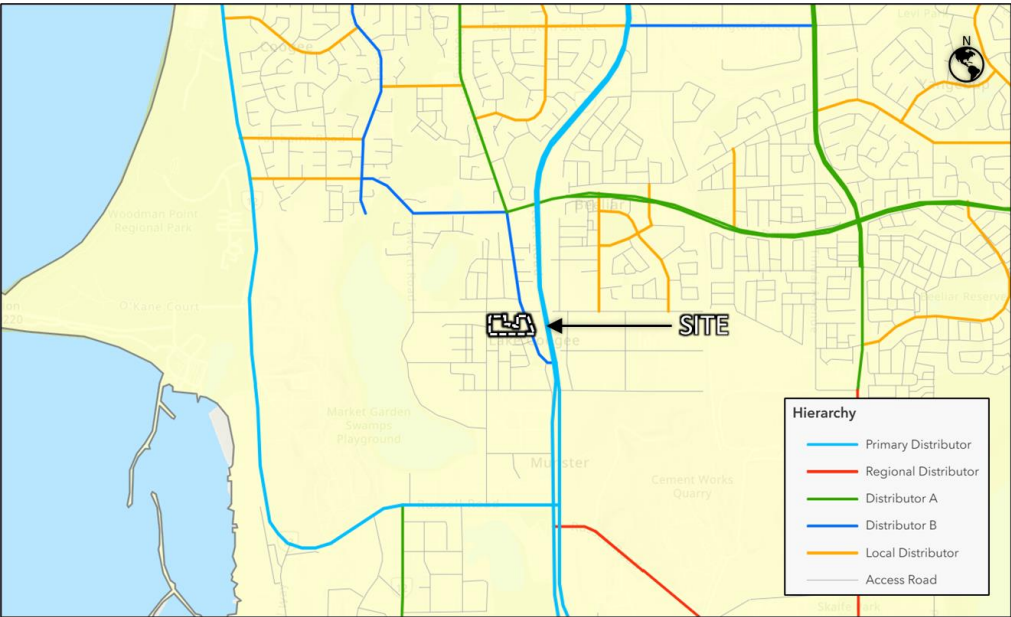
Table 2 Road Hierarchy Description

Road Type	Description
Primary Distributors	Provide for major regional and inter-regional traffic movement and carry large volumes of generally fast moving traffic. Some are strategic freight routes, and all are State Roads. They are managed by Main Roads Western Australia.
District Distributor A	Carry traffic between industrial, commercial and residential areas and generally connect to Primary Distributors. These are likely to be truck routes and provide only limited access to adjoining property. They are managed by local government.
District Distributor B	Perform a similar function to type A District Distributors but with reduced capacity due to flow restrictions from access to and roadside parking alongside adjoining property. These are often older roads with a traffic demand in excess of that originally intended. District Distributor A and B roads run between land-use cells and generally not through them, forming a grid which would ideally space them around 1.5 kilometres apart. They are managed by local government.
Regional Distributor	Roads that are not Primary Distributors, but which link significant destinations and are designed for efficient movement of people and goods within and beyond regional areas. They are managed by local government.
Local Distributor (Urban)	Roads that carry traffic within a cell and link District Distributors or Regional Distributors at the boundary, to access roads. The route of Local Distributors should discourage through traffic so that the cell formed by the grid of District Distributors only carries traffic belonging to or serving the area. These roads should accommodate buses but discourage trucks. Urban Local Distributor roads are managed by local government.
Local Distributor (Rural)	Connect to other Rural Distributors and to Rural Access Roads. Not Regional Distributors, but which are designed for efficient movement of people and goods within regional areas. Rural Local Distributor roads are managed by local government.
Access Roads	Provide access to abutting properties with amenity, safety and aesthetic aspects having priority over the vehicle movement function. These roads are bicycle and pedestrian friendly. They are managed by local government.

Figure 7 shows the road hierarchy network and Table 3 provides a summary of the road characteristics of the surrounding road network.

Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

Figure 7 Road Hierarchy



Source: MRWA Road Information Mapping

Table 3 Existing Road Network

Road Name	Hierarchy	Lanes	Footpaths	Width (m)	Speed Limit (km/h)
Stock Road	Primary Distributor	4	-	21	70-90
Rockingham Road (north of Beeliar Drive)	Distributor A	2	2	7	60
Rockingham Road (south of Beeliar Drive)	Distributor B	2	2	7	60
West Churchill Avenue	Access Road	2	2	7.5	50
Coogee Road	Access Road	2	1	7.5	50
Templetonia Rise	Access Road	2	1	6	50
Figtree Avenue	Access Road	2	1	6	50
Velaluka Drive	Access Road	2	1	6	50

Source: MRWA Road Information Mapping

3.7 Traffic Flows on Roads Within Structure Plan Area (AM and/or PM Peak Hours)

There are no existing internal roads within the LSP area.

Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

3.8 Traffic Flows on Roads Within 2 (or 5) km Of Structure Plan Area (AM and/or PM Peak Hours)

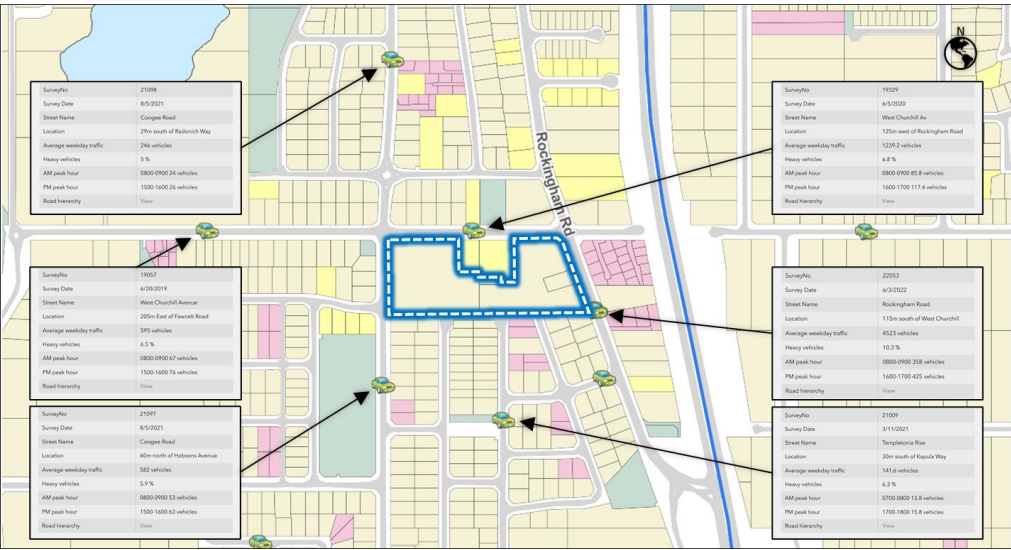
Existing traffic volumes were sourced from City of Cockburn and are summarised in Table 4 and illustrated in Figure 8.

Table 4 Existing Traffic Volumes

Road Name	Year	Weekday (HV%)	AM Peak Hour	PM Peak Hour
West Churchill Avenue (125m west of Rockingham Rd)	2020	1,239 (6.8%)	86	117
Coogee Road (60m north of Hobsons Ave)	2021	582 (5.9%)	53	63
Rockingham Road (115m south of West Churchill Ave)	2022	4,523 (10.3%)	358	425
Templetonia Rise (30m south of Kapula Way)	2021	142 (6.3%)	14	16

Source: City of Cockburn Maps

Figure 8 Existing Traffic Volumes



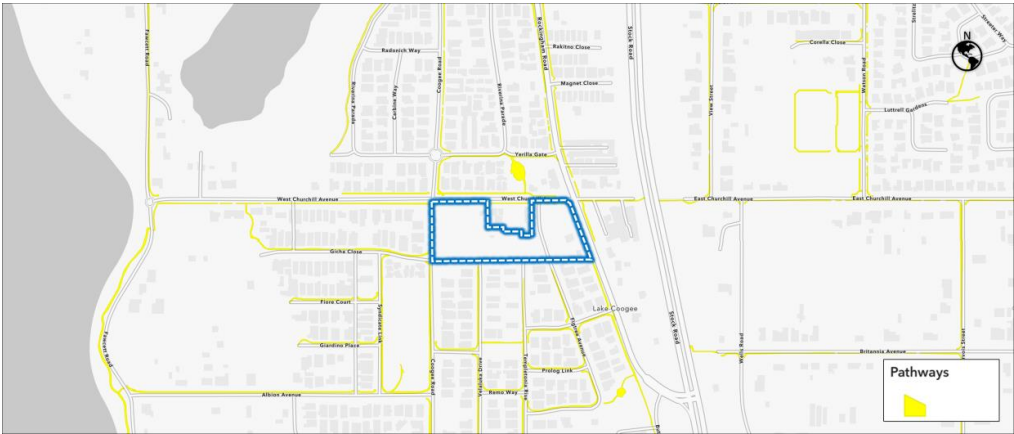
Source: City of Cockburn Maps

Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

3.9 Existing Pedestrian/Cycle Networks Within 800m of Structure Plan Area

The pedestrian and cycling network within the surrounding area is well connected as shown in Figure 9.

Figure 9 Existing Pedestrian/Cycle Network



Source: City of Cockburn Maps

3.10 Existing Public Transport Services Within 800m of Structure Plan Area

Bus Route 549 operates along Rockingham Road, which forms the eastern boundary of the amendment area. Additionally, there is a bus stop located at this boundary. The nearest bus routes and stops are illustrated in Figure 10.

Presently, this service only operates in the northbound direction along Rockingham Road, with southbound buses using Stock Road.

Table 5 Bus Route Description and Frequency

Bus Route	Route Description	Weekday Frequency	Saturday Frequency	Sunday and Public Holiday Frequency
549	Fremantle Stn - Rockingham Stn via Rockingham Rd & Kwinana Town Centre	10 - 60 mins	30 - 60 mins	30 - 60 mins



Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

Figure 10 Existing Public Transport



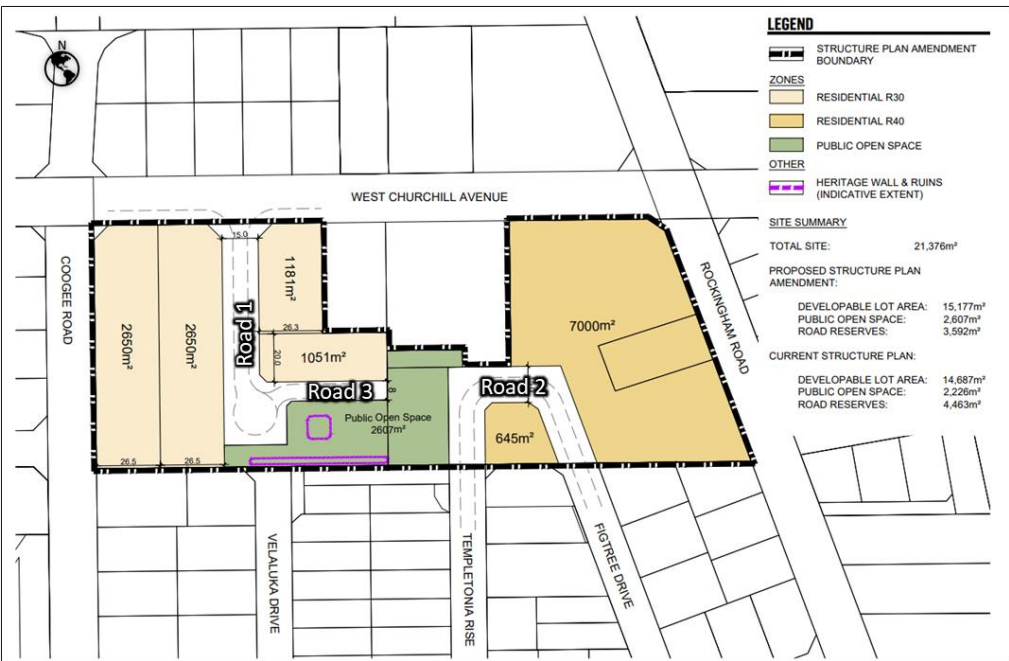
Source: Transperth

4 PROPOSED INTERNAL TRANSPORT NETWORKS

4.1 Changes/Additions to Existing Road Network or Proposed New Road Network

All roads within the amendment area will be newly constructed and classified as Access Roads, as shown in Figure 11. This includes Road 1, an access road perpendicular to West Churchill Avenue, Road 2, the extensions of both Templetonia Rise and Figtree Avenue that will form a loop, and Road 3, an access road perpendicular to Road 1.

Figure 11 Proposed Structure Plan Amendment Road Network



Source: Urbis

4.2 Road Reservation Widths

Roads 1 and 2 are indicated to be 15m wide, corresponding to an Access Street D in Liveable Neighbourhoods.

Road 3 is indicated to be 8m wide, functioning as a laneway to provide access to potential lots fronting the POS.

4.3 Road Cross-Sections & Speed Limits

Indicative cross sections for the proposed internal roads are shown in Figure 12 through to Figure 14.

All internal roads are anticipated to be subject to the default built-up area speed limit of 50km/h.

Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

Figure 12 Indicative Cross Section – Road 1



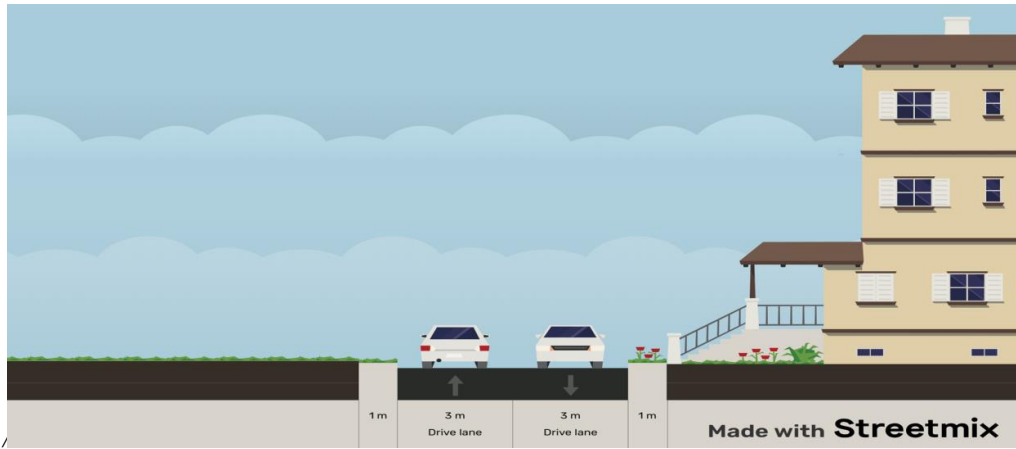
Source: Streetmix

Figure 13 Indicative Cross Section – Road 2



Source: Streetmix

Figure 14 Indicative Cross Section – Road 3



Source: Streetmix

Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

4.4 Intersection Controls

One new intersection will be created at West Churchill Avenue / Road 1. This intersection will be priority-controlled.

4.5 Pedestrian/Cycle Networks and Crossing Facilities

The pedestrian and cycle network will be determined later in the detail design or subdivision stage. Provision has been made in the road reserves for a footpath on at least one side of each internal road. Path links will also be provided through the POS to provide connectivity between Road 1, Road 2 and Road 3.

4.6 Public Transport Routes

There are no public transport routes planned within the amendment area or the LSP.



5 CHANGES TO EXTERNAL TRANSPORT NETWORKS

5.1 Road Network

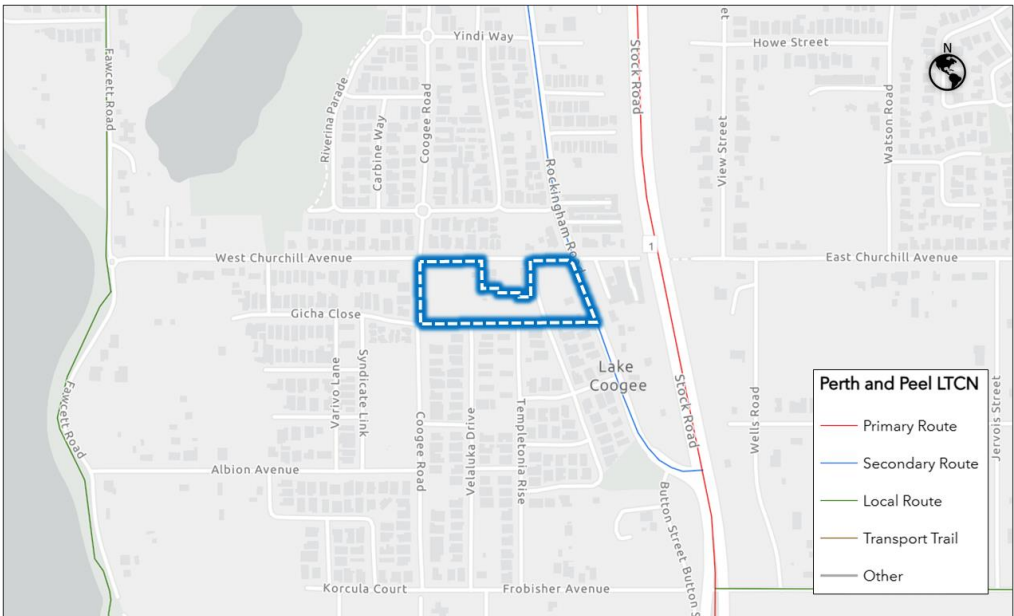
There are no planned changes to the road network within the area surrounding the Site.

5.2 Pedestrian/Cycle Networks and Crossing Facilities

Figure 15 shows the Department of Transport’s aspirational future cycling network within the Perth metro region. The map shows the proposed cycle route hierarchy for the roads surrounding the LSP which is summarised below.

- » Stock Road - Primary Route
- » Rockingham Road - Secondary Route
- » Fawcett Road - Local Route

Figure 15 Perth and Peel Long-Term Cycle Network



Source: Department of Transport Long Term Cycle Network for Perth

5.3 Public Transport Services

The Public Transport Authority (PTA) were contacted who mentioned that there were no short to medium term changes to bus routes proposed.

6 INTERGRATION WITH SURROUNDING AREA

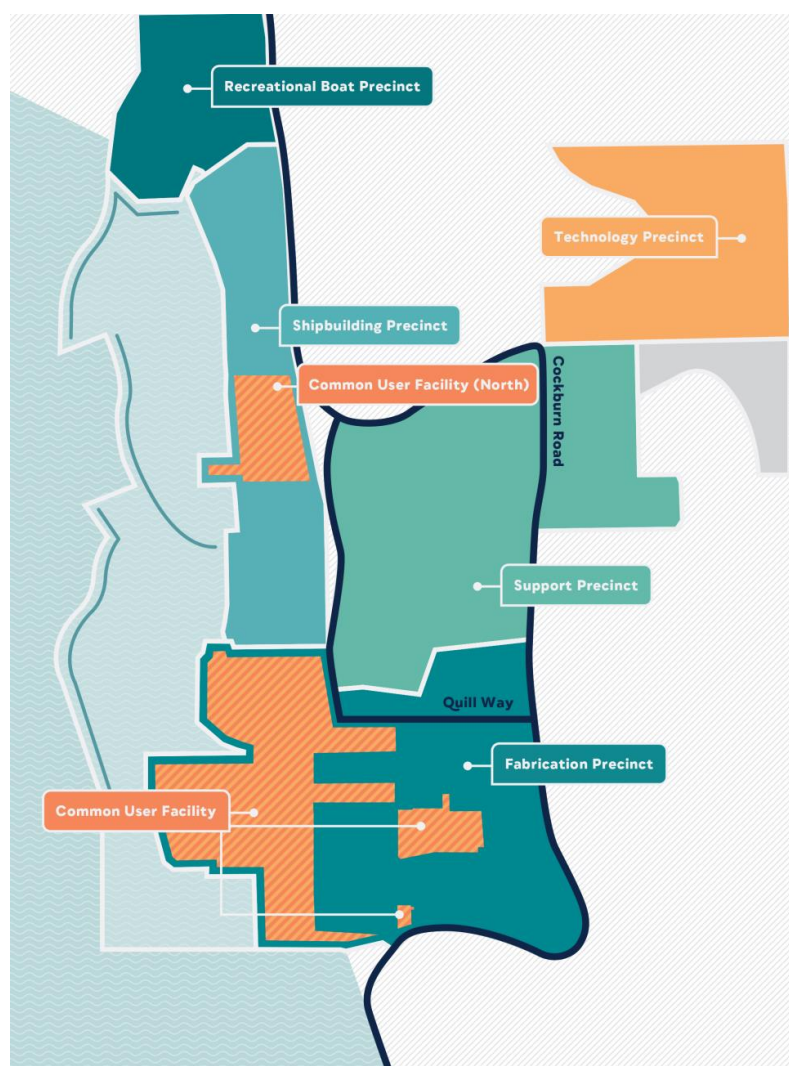
6.1 Trip Attractors/Generators Within 800 Metres

The LSP is located within a primarily residential area. Trip attractors within 800m indicate Lake Coogee, a passive recreational reserve, and the Australian Marine Complex (AMC) Technology Precinct to the south.

6.2 Proposed Changes to Land Uses Within 800 Metres

The AMC Technology Precinct is located approximately 500m south of the LSP. The majority of the Precinct is currently undeveloped, however a Structure Plan is in place to guide future development of the area to support the operations of the AMC. The location of the Technology Precinct in the context of the overall AMC is shown in Figure 16.

Figure 16 AMC Precincts



Source: Development WA

Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

6.3 Travel Desire Lines from Structure Plan to These Attractors/Generators

Under the current road network arrangement, the main travel desire lines will be via West Churchill Avenue and Rockingham Road to reach the wider road network.

Currently there is no vehicular access from Coogee Road to the AMC Technology Precinct, however this may change in the future and provide convenient access for residents to services and employment within the Precinct.

6.4 Adequacy and Deficiencies of the External Transport Networks

The external transport is considered adequate to accommodate the proposed LSP Amendment.

Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

7 ANALYSIS OF INTERNAL TRANSPORT NETWORKS

7.1 Assessment Year(s) and Time Period(s)

The assessment years adopted are as follows:

- » Year 2034 – Future year with LSP completed in its entirety, including amendment.

As per WAPC Transport Impact Assessment Guidelines for Structure Plans, the assessment will be undertaken only for the full build-out of the development. Peak times selected are 08:00 – 09:00 and 16:00pm – 17:00pm, which are the peak times of West Churchill Avenue and Rockingham Road intersections based on the traffic count data provided in the City of Cockburn Traffic Counts Map.

7.2 Structure Plan Generated Traffic

The trip generation rates for the subdivision were obtained from the following sources:

- » Roads and Maritime Services (RMS) TD2013/04a Guide to Traffic Generating Developments – Updated Traffic Surveys (trip generation rates)
- » Institute of Transportation Engineers (ITE) Trip Generation Manual 11th Edition (trip distribution percentages).

The average site area per dwelling is 300m² for R30 and 220m² for R40. These figures were used in the calculation of the number of dwellings.

Table 6 shows the trip generation rates for the proposed land uses, Table 7 shows the directional distribution and Table 8 shows the total traffic generated by the amendment area.

Table 6 Trip Generation Rates

Land Use	Source	Yield	AM Peak	PM Peak	Daily
Residential R30	RMS	25 dwellings	0.95 trips/dwelling	0.99 trips/dwelling	10.7 trips/dwelling
Residential R40	RMS	35 dwellings	0.95 trips/dwelling	0.99 trips/dwelling	10.7 trips/dwelling

Table 7 Trip Distribution

Land Use	AM Peak		PM Peak		Daily	
	IN	OUT	IN	OUT	IN	OUT
Residential R30	26%	74%	64%	36%	50%	50%
Residential R40	26%	74%	64%	36%	50%	50%

Table 8 Total Trip Generation

Land Use	AM Peak		PM Peak		Daily	
	IN	OUT	IN	OUT	IN	OUT
Residential R30	6	18	16	9	134	134
Residential R40	9	25	22	12	187	187
Total	58		59		642	

Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

The proposed LSP is estimated to generate approximately 58 vehicle trips in the AM peak period and 59 vehicle trips in the PM peak period.

As the trip generation associated with the LSP is less than 100 vehicle trips in the peak hour, it falls within the “moderate impact” range according to WAPC TIA guidelines and no detailed traffic analysis is warranted.

7.2.1 Trip Generation Comparison with the Existing Local Structure Plan

To provide a clearer understanding of the traffic impacts as a result of the proposed LSP amendment, a comparison of the traffic generated by the existing LSP and the proposed LSP amendment was conducted and summarised in Table 9.

Table 9 Total Trip Generation

Land Use	AM Peak		PM Peak		Daily	
	IN	OUT	IN	OUT	IN	OUT
Existing LSP	11	31	28	16	235	235
Proposed LSP	15	43	38	21	321	321
Net change	+4	+12	+10	+5	+86	+86
	16		15		192	

Overall, the amended LSP results in an additional 15-16 peak hour trips and approximately 171 daily trips, in comparison to the existing LSP. As the net trip generation associated with the LSP is less than 100 vehicle trips in the peak hour, it falls within the “moderate impact” range according to WAPC TIA guidelines and no detailed traffic analysis is warranted.

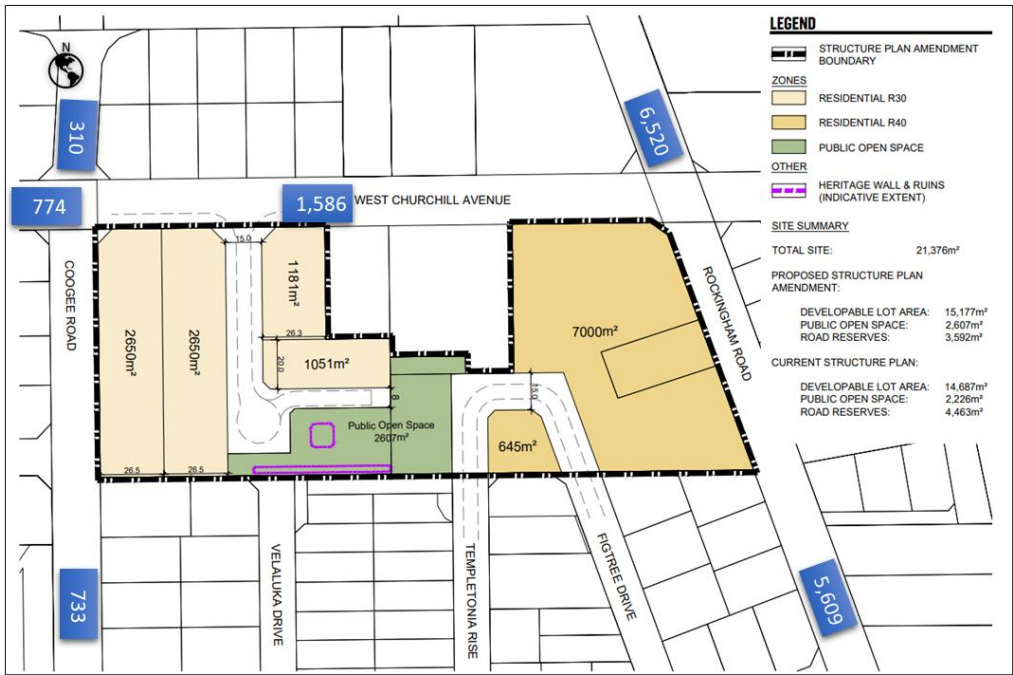
Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

7.3 Extraneous (Through) Traffic

In order to project 2034 daily traffic volumes, an annual growth rate of 2% was applied to the through traffic sourced from City of Cockburn Traffic Counts Map. Refer to Figure 17 for illustration.

Rockingham Road, north of West Churchill, does not have a count provided. The estimation is based on the count for Rockingham Road, south of West Churchill, plus the count for Yindi Way, west of Rockingham Road.

Figure 17 Daily Through Traffic – 2034



Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

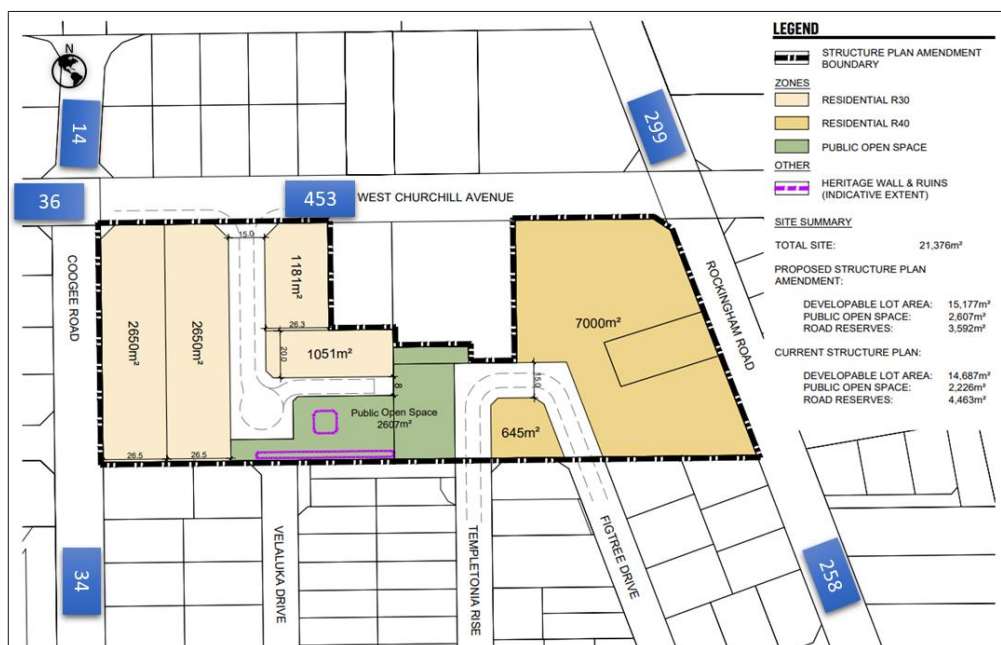
7.4 Design Traffic Flows

Figure 18 shows the development traffic while Figure 19 shows the total traffic flows generated by the structure plan amendment area throughout the network that is being assessed. The assumed distribution of the traffic volumes are as follows:

- » 2% to/from Coogee Road North
- » 6% to/from West Churchill West
- » 5% to/from Coogee Road South
- » 47% to/from Rockingham Road North
- » 40% to/from Rockingham Road South

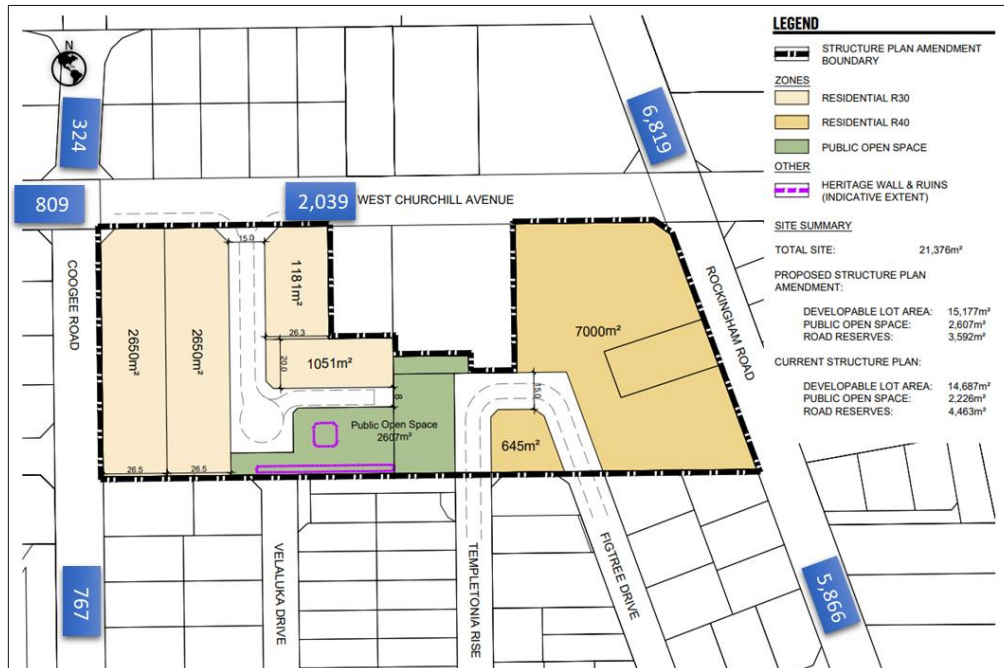
All road sections remain within the capacity thresholds for the relevant road hierarchy.

Figure 18 Daily Development Traffic – 2034



Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

Figure 19 Daily Total Traffic – 2034



7.5 Road Cross-Sections

Section 4.3 discusses the indicative road cross sections based on Liveable Neighbourhoods guidelines.

7.6 Access Strategy

The LSP Amendment contemplates changes to the planned road network within the LSP. These changes can be summarised as follows:

- » The east-west access street along the southern boundary of the LSP Amendment area is deleted;
- » Velaluka Drive ends at the existing cul-de-sac and is not extended into the LSP Amendment area;
- » Figtree Avenue and Templetonia Rise are extended into the LSP Amendment area and connected together to form a loop road;
- » The extension of Figtree Avenue north to West Churchill Avenue is deleted; and
- » A new internal cul-de-sac access road extends south from West Churchill Avenue to the POS.

Overall, the proposed changes to the road network reduce the length of new road to be constructed and reduce the volume of traffic moving through the Site.

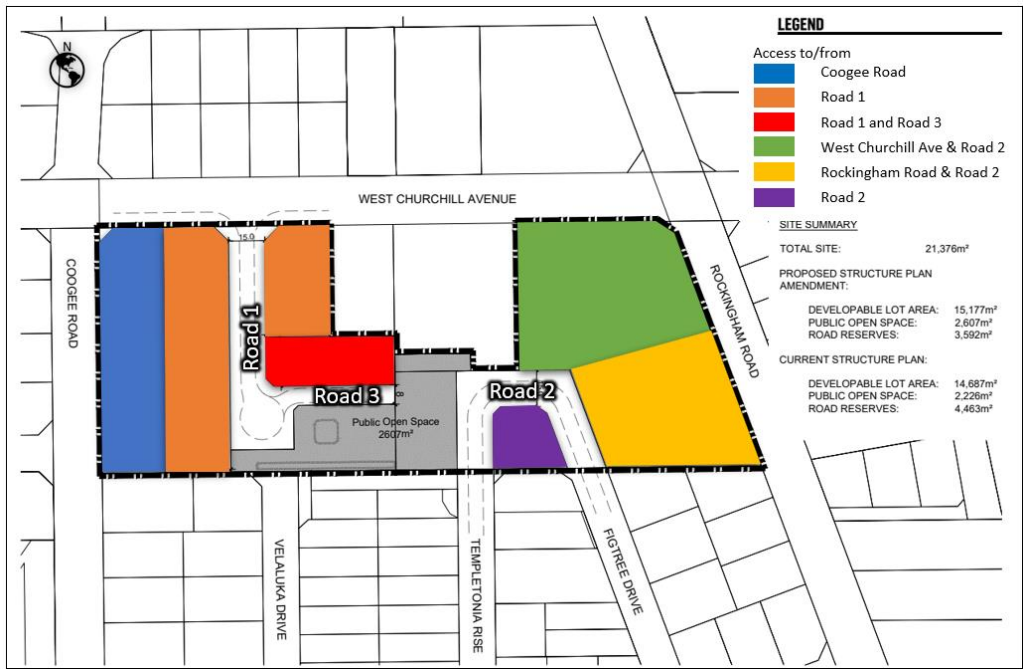
It is considered that the changes to the road network will have minimal impact on vehicular trips. Existing residents on Velaluka Drive, Templetonia Rise and Figtree Drive will see no change to their existing travel routes and minimal additional traffic using these streets.

Pedestrian connectivity between the existing residential areas and West Churchill Avenue will be provided via the POS, ensuring permeability for local walking and cycling journeys. It is likely that the R40 zoned area adjacent to Rockingham Road will have pedestrian access to Figtree Avenue for residents, ensuring convenient access to the POS.

Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

An indicative access strategy is provided in Figure 20. It is noted that this is subject to future subdivision and development application processes. It is not proposed to implement access restrictions to any frontage road as part of the LSP.

Figure 20 Access Strategy



7.7 Pedestrian/Cycle Networks

As mentioned in Section 4.5, the pedestrian and cycle network will be determined later in the detail design or subdivision stage. The proposed pedestrian and cycle network should be consistent with the local character with sensible path connections both internally and externally.

7.8 Safe Routes to Schools

Not applicable as the proposed structure plan consists of only residential dwellings.

7.9 Pedestrian Permeability & Efficiency

The indicative path network is assumed to conform to the existing footpath layout along Templetonia Rise and Figtree Avenue.

7.10 Access To Public Transport

Not applicable as there are no public transport links or facilities within the proposed structure plan amendment area.

Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

8 ANALYSIS OF EXTERNAL TRANSPORT NETWORKS

8.1 Extent of Analysis

A SIDRA assessment was not conducted because the volume of development traffic is below 100 vehicles per peak hour and is within the “moderate impact” range as per WAPC TIA guidelines. Given this relatively low traffic volume, it was determined that a detailed SIDRA analysis was not necessary to assess the impact on traffic flow and performance.

8.2 Base Flows for Assessment Year(s)

Not applicable as development traffic is less than 100 vehicles per peak hour.

8.3 Total Traffic Flows

Not applicable as development traffic is less than 100 vehicles per peak hour.

8.4 Road Cross-Sections

Not applicable as no changes are proposed to external transport networks.

8.5 Intersection Layouts & Controls

Not applicable as no changes are proposed to external transport networks.

8.6 Pedestrian/Cycle Networks

As volume of development traffic is fewer than 100 vehicles per peak hour, it is expected that there will be minimal to no impact on the surrounding pedestrian and cycle network.

Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

9 SUMMARY AND CONCLUSIONS

This report has been prepared in accordance with the Western Australian Planning Commission (WAPC) Transport Assessment Guidelines for Developments: Volume 2 – Planning Schemes, Structure Plans and Activity Centre Plans (2016); the checklist is included at **Appendix A**.

The following conclusions can be drawn from this TIA:

- » The LSP amendment comprises of approximately 60 residential dwellings, with R30 and R40 zoning.
- » The LSP amendment is estimated to generate 58-59 peak hour trips and 642 daily trips. This represents a net increase of 15-16 peak hour trips and 192 daily trips compared to the existing LSP yield.
- » As the volume of traffic generated by the development is less than 100 peak hour vehicle trips, the impact is within the 'moderate' range as per WAPC TIA guidelines and no detailed traffic analysis is warranted.
- » The proposed changes to the internal road network are considered to have minimal impact on vehicle trips, while retaining pedestrian and cycling permeability for local journeys and access to the POS.
- » Public transport services in the vicinity of the LSP are limited, with only a single bus route towards Fremantle operating on Rockingham Road. There are no plans for the PTA to expand services in this area.
- » The existing pedestrians and cycling network in the area is improving in line with development occurring.
- » Overall, the proposed LSP Amendment is unlikely to have any material impact on the transport network.



Appendix A

WAPC CHECKLIST FOR INDIVIDUAL
DEVELOPMENT - TRANSPORT
IMPACT STATEMENT



Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

APPENDIX A – WAPC CHECKLIST

Item	Status	Comments/Proposal
Summary	Section 9	
Introduction/Background	Section 1	
Structure Plan Proposal		
Regional Context	Section 2	
Proposed Land Uses	Section 2	
Table Of Land Uses and Quantities	Section 2	
Major Attractors/Generators	Section 2	
Specific Issues	Section 2	
Existing Situation		
Existing Land Uses Within Structure Plan	Section 3	
Existing Land Uses Within 800 Metres of Structure Plan Area	Section 3	
Existing Road Network Within Structure Plan Area	Section 3	
Existing Pedestrian/Cycle Networks Within Structure Plan Area	Section 3	
Existing Public Transport Services Within Structure Plan Area	Section 3	
Existing Road Network Within 2 (Or 5) km of Structure Plan Area	Section 3	
Traffic Flows on Roads Within Structure Plan Area (PM and/or AM Peak Hours)	Section 3	
Traffic Flows on Roads Within 2 (Or 5) km of Structure Plan Area (AM and/or PM Peak Hours)	Section 3	
Existing Pedestrian/Cycle Networks Within 800m of Structure Plan Area	Section 3	
Existing Public Transport Services Within 800m of Structure Plan Area	Section 3	
Proposed Internal Transport Networks		
Changes/Additions to Existing Road Network or Proposed New Road Network	Section 4	
Road Reservation Widths	Section 4	
Road Cross-Sections & Speed Limits	Section 4	
Intersection Controls	Section 4	
Pedestrian/Cycle Networks and Crossing Facilities	Section 4	
Public Transport Routes	Section 4	
Changes to External Transport Networks		
Road Network	Section 5	
Intersection Controls	Section 5	
Pedestrian/Cycle Networks and Crossing Facilities	Section 5	
Public Transport Services	Section 5	

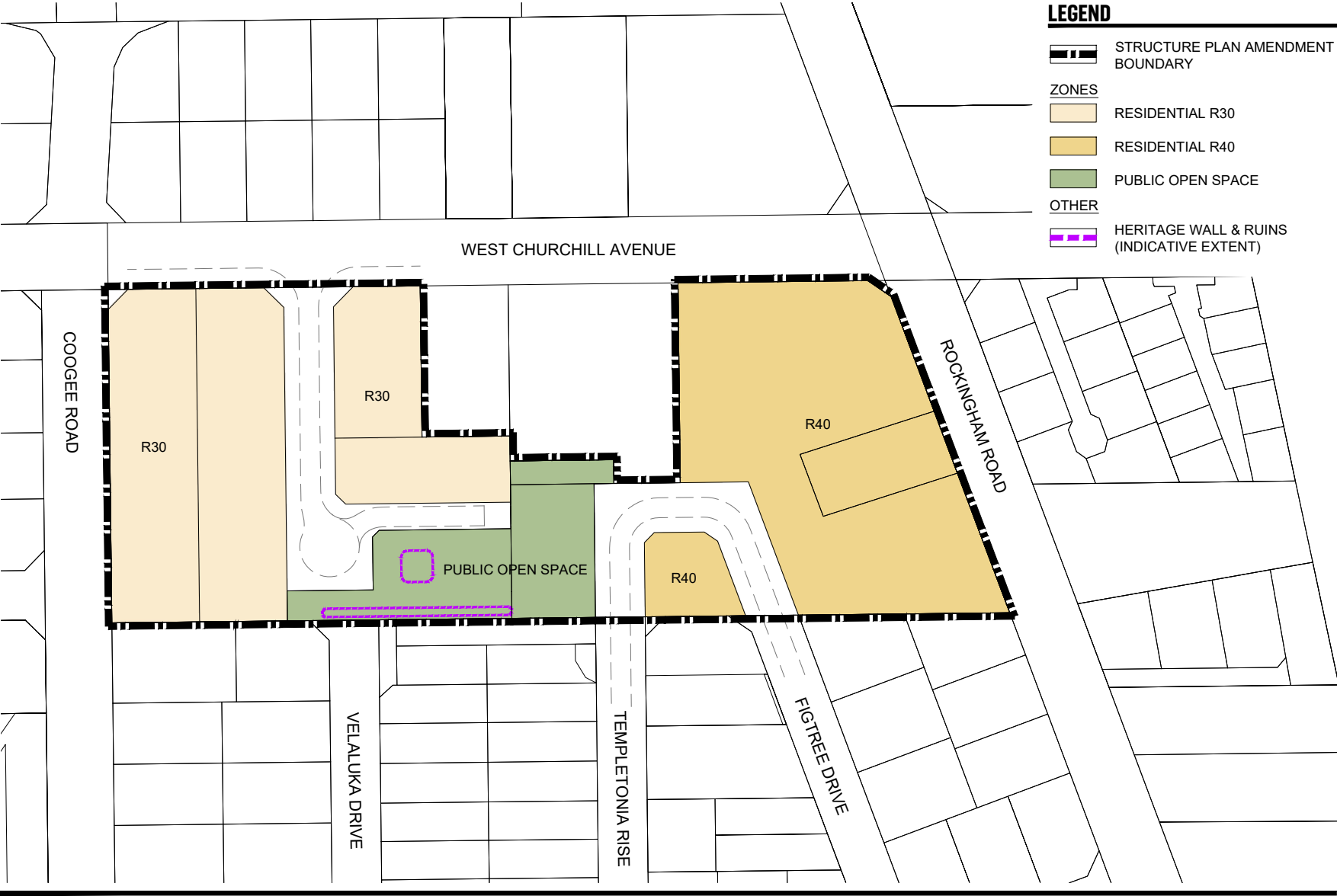
Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

Integration With Surrounding Area		
Trip Attractors/Generators Within 800 Metres	Section 6	
Proposed Changes to Land Uses Within 800 Metres	Section 6	
Travel Desire Lines from Structure Plan to These Attractors/Generators	Section 6	
Adequacy of External Transport Networks	Section 6	
Deficiencies in External Transport Networks	Section 6	
Remedial Measures to Address Deficiencies	Section 6	
Analysis of Internal Transport Networks		
Assessment Year(s) and Time Period(s)	Section 7	
Structure Plan Generated Traffic	Section 7	
Extraneous (Through) Traffic	Section 7	
Design Traffic Flows (That is, Total Traffic)	Section 7	
Road Cross-Sections	Section 7	
Intersection Controls	Section 7	
Access Strategy	Section 7	
Pedestrian/Cycle Networks	Section 7	
Safe Routes to Schools	Section 7	
Pedestrian Permeability & Efficiency	Section 7	
Access to Public Transport	Section 7	
Analysis of External Transport Networks		
Extent of Analysis	Section 8	
Base Flows for Assessment Year(s)	Section 8	
Total Traffic Flows	Section 8	
Road Cross-Sections	Section 8	
Intersection Layouts & Controls	Section 8	
Pedestrian/Cycle Networks	Section 8	
Conclusions	Section 9	

Transport Impact Assessment – 645 Rockingham Road, Lake Coogee – Proposed Local Structure Plan Amendment

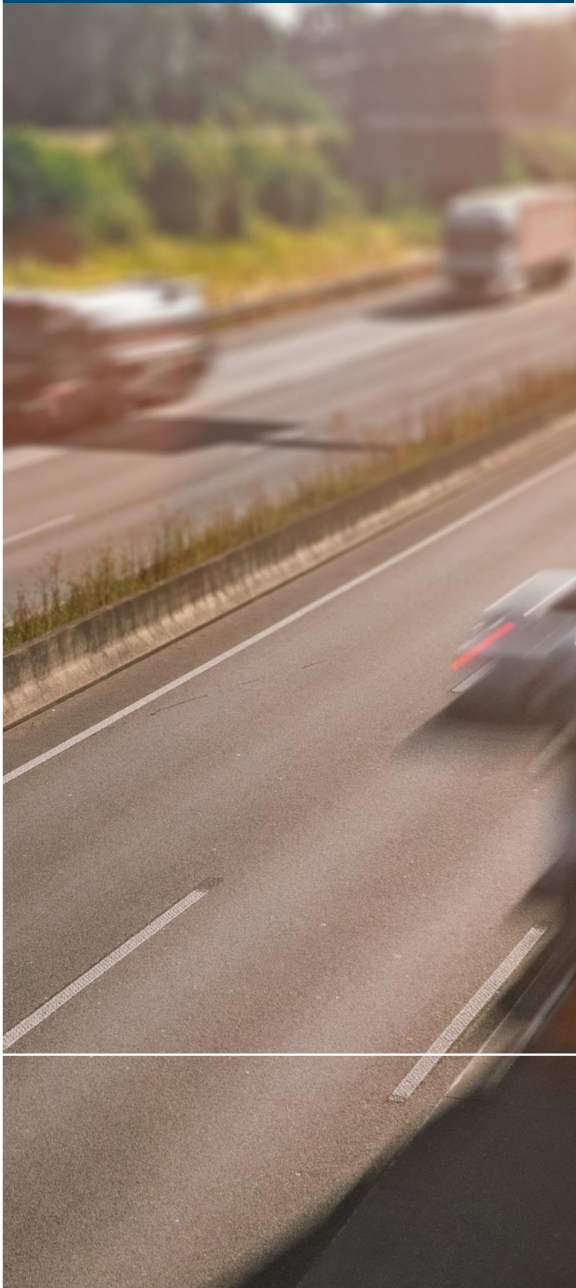
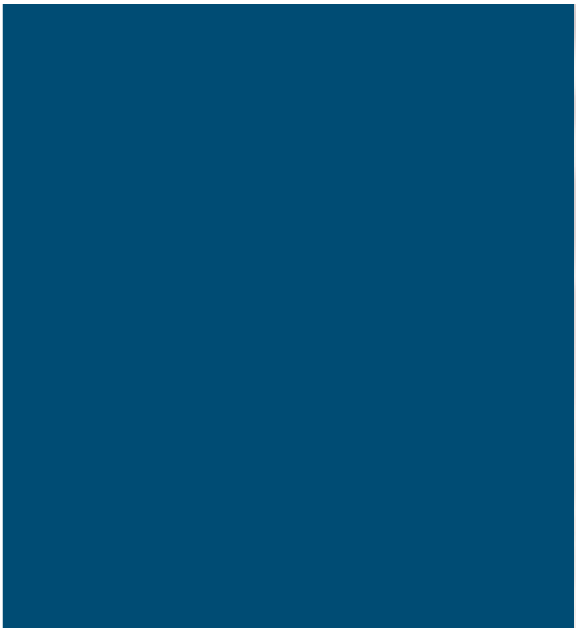
APPENDIX B – CONCEPT LOCAL STRUCTURE PLAN





LEGEND

- STRUCTURE PLAN AMENDMENT BOUNDARY
- ZONES**
 - RESIDENTIAL R30
 - RESIDENTIAL R40
 - PUBLIC OPEN SPACE
- OTHER**
 - HERITAGE WALL & RUINS (INDICATIVE EXTENT)



ptg
consulting
www.ptgconsulting.com.au



APPENDIX B STORMWATER MANAGEMENT TECHNICAL NOTE





Jim Davies & Associates Pty Ltd
ABN 24 067 295 569
Suite 1, 27 York Street, Subiaco WA 6008
PO Box 117, Subiaco WA 6904
Ph: (08) 9388 2436
info@jdahydro.com.au
www.jdahydro.com.au

Our Ref: J7604b
15 August 2024

TECHNICAL NOTE

West Churchill Avenue, Lake Coogee
Structure Plan Amendment - Stormwater Management

This Technical Note has been prepared on behalf of Darriwell Investments Pty Ltd to outline the stormwater management strategy for the proposed structure plan amendment for West Churchill Avenue, Lake Coogee.

PLANNING BACKGROUND

A structure plan report was prepared for the “Lake Coogee Estate – Proposed Structure Plan Development Area 5 Munster” (Urban Focus, 2007). It covers an area of approximately 21.76 ha and the existing structure plan is shown in Figure 1.

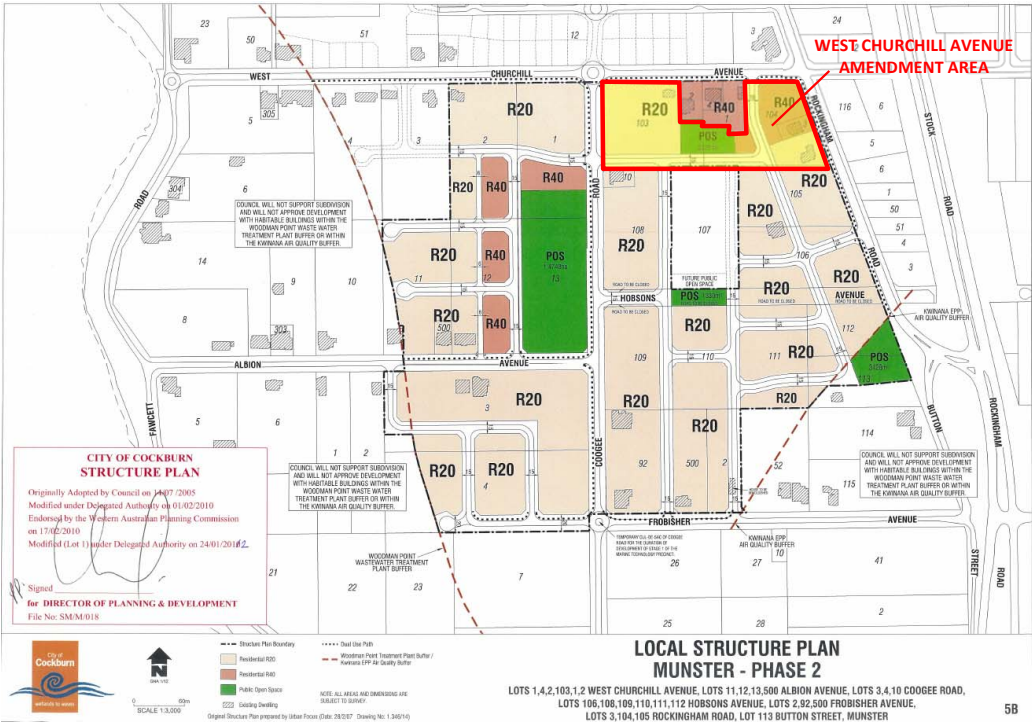


Figure 1: Local Structure Plan Munster – Phase 2 (City of Cockburn, 2012)



JDA Consultant Hydrologists

The West Churchill Avenue Structure Plan Amendment, Lake Coogee (Urbis, 2024) covers an area of approximately 2.14 ha and is comprised of 66 West Churchill Avenue and 645 Rockingham Rd, Lake Coogee (Figure 2). It proposes a mix of Residential Lots (R30 and R40) and Public Open Space, consistent with the existing structure plan.

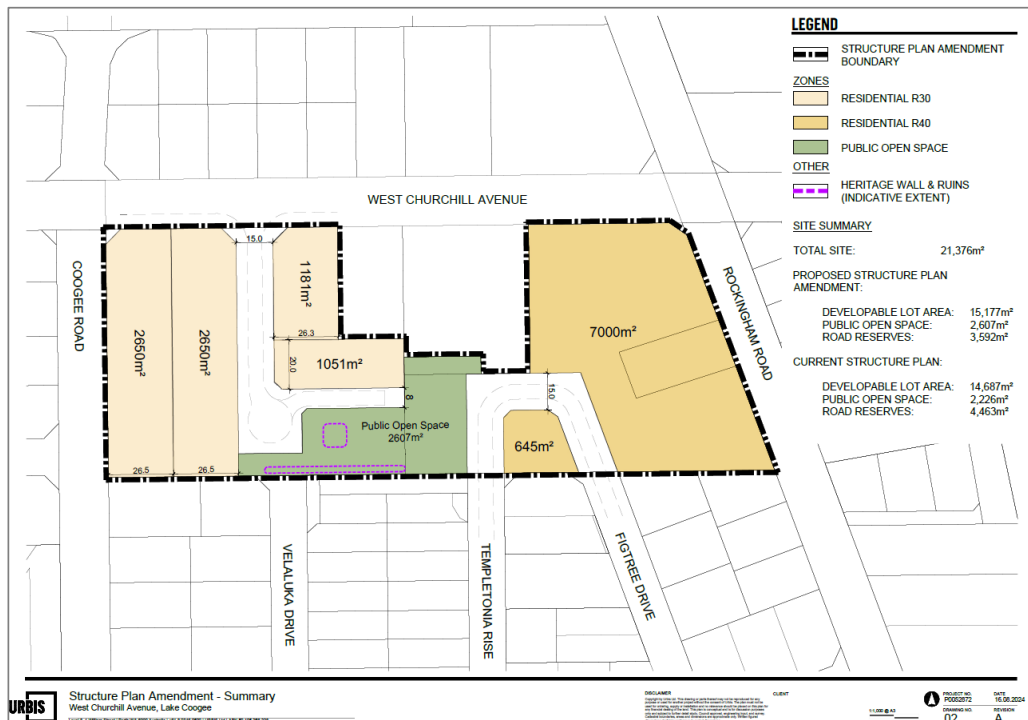


Figure 2: Structure Plan Amendment – West Churchill Avenue, Lake Coogee (Urbis, 2024)

EXISTING SITE CHARACTERISTICS

Natural surface contours show topography ranges from 10 m AHD in the centre of the site to 4 m AHD in the west and 7 m AHD to the east. Long term annual average rainfall since 1974 to 2023 is 812 mm based on Bureau of Meteorology Jandakot Aero station.

Surface geology mapping by Gozzard (1983) indicates the site is situated in the Tamala Limestone System with Limestone (Ls1) under 66 West Churchill Avenue and Sand (S7) under 645 Rockingham Rd. Presence of limestone and sand is generally conducive to high infiltration rates.

The site is classified as 'no known risk' of acid sulphate soil occurring less than 3m from the surface. There are no classified wetlands or surface water features located within the Study Area. The nearest conservation wetland is Lake Coogee which is approx. 500m west from study area.

DWER online mapping indicates groundwater flow east to west with maximum groundwater level of approximately 1.7 m AHD, indicating 2.3 m to 8.3 m separation to natural surface.



STORMWATER MANAGEMENT

The "Lake Coogee Draft Structure Plan – Drainage Area" (DEC, 18 July 2004) (attached as Appendix A) outlined a drainage strategy to support the structure plan report (Urban Focus, 2007). It divided the area into eastern and western drainage catchments with stormwater disposal via soakage in two drainage basins.

The West Churchill Avenue Amendment Area is also located within both catchments. The majority is within the East Catchment as shown in extract of the DEC (2004) East drainage catchment plan (see Figure 3). A proposed road in the south-west portion of the amendment area is located in the West Catchment.

City of Cockburn Online Mapping Hub indicates both the east and west drainage basins have already been constructed. A pipe drainage system also exists in Figtree Avenue from the southern boundary of the amendment area to the east drainage basin to allow for stormwater flow from the amendment area (Appendix B).

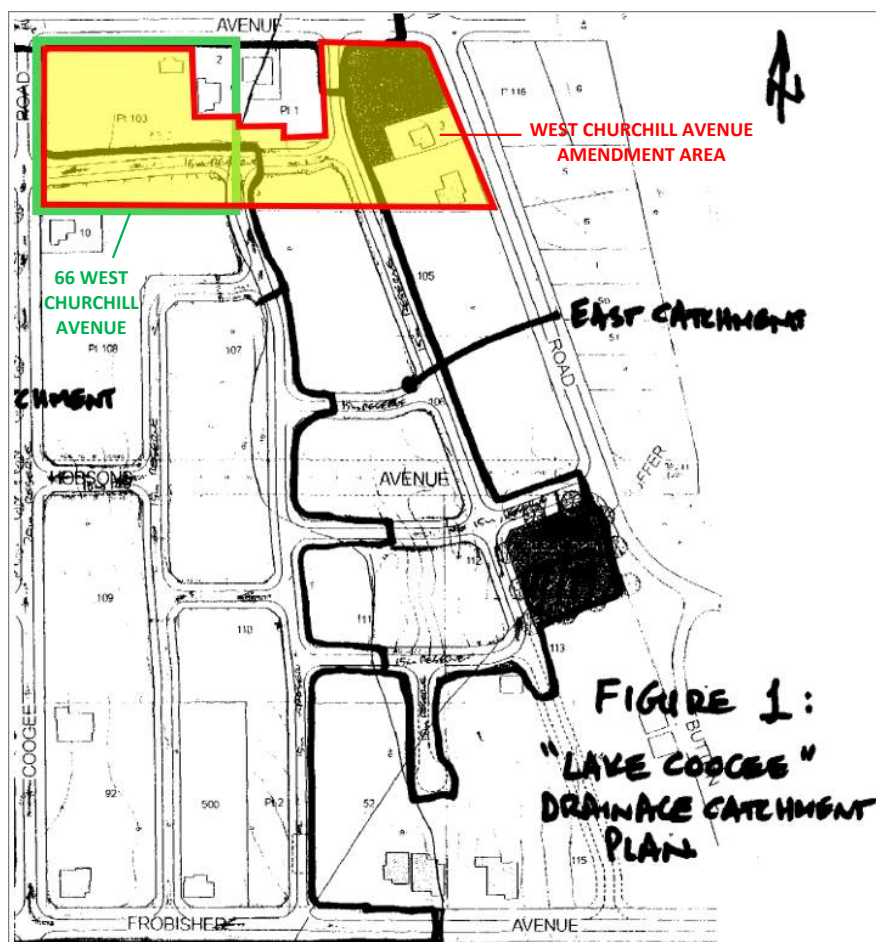


Figure 3: Lake Coogee Draft Structure Plan – Drainage Areas (DEC, 2004)

The contributing impervious road area calculated by DEC (2004) for the East Catchment is 11,100 m².

Within the amendment area, the road area based on the current structure plan is 4,463 m², and will reduce by approximately 20% to 3,592 m² in the proposed structure plan amendment (Figure 2).



JDA Consultant Hydrologists

In addition, it is proposed that stormwater runoff generated within the amendment area will be infiltrated and managed at source in the public open space area and may include underground infiltration cells. Whilst no discharge to the greater structure plan area is proposed for the small event (15 mm) and minor rainfall events, overland flow to existing street connections may occur in the major event to pre-development rates consistent with DEC (2004).

Therefore, with an overall reduction in the contributing road catchment to existing drainage basins, and stormwater infiltrated and managed on site, the proposed structure plan amendment does not adversely impact existing drainage infrastructure.

Further detail on the stormwater management design for the proposed structure plan amendment area, will be presented as part of the subdivision approval process in an Urban Water Management Plan (UWMP), consistent with the *Better Urban Water Management* (WAPC, 2008) water reporting framework.

The UWMP will include detail on groundwater level, infiltration rate, catchment area, hydraulic modelling and required storage volumes for water quality treatment of the first 15 mm of rainfall and the critical 20% AEP and 1% AEP storm events.

References

City of Cockburn (2012) *Local Structure Plan Munster – Phase 2*, Modified (Lot 1) under delegated authority on 24/01/2012.

Development Engineering Consultants [DEC] (2004) *Lake Coogee Draft Structure Plan – Drainage Area*, 18 July 2004, Report ref: Pro13804.

Urban Focus (2007) *Lake Coogee Estate – Proposed Structure Plan Development Area 5, Munster*, March 2007.

Urbis (2024) *Structure Plan Amendment, West Churchill Avenue, Lake Coogee*, P0052872 Drawing 02, 16 August 2024.

West Australian Planning Commission [WAPC] (2008) *Better Urban Water Management*

Attachments

Appendix A: *Lake Coogee Draft Structure Plan – Drainage Area* (DEC, 2004)

Appendix B: City of Cockburn Online Mapping Hub – Drainage Infrastructure

Should you have any queries, please do not hesitate to contact Matthew Yan on 6380 3423 or by email

matt@idahydro.com.au.

Yours sincerely,

JDA Consultant Hydrologists

DISCLAIMER

This document is published in accordance with and subject to an agreement between JDA Consultant Hydrologists ("JDA") and the client for whom it has been prepared ("Client"), and is restricted to those issues that have been raised by the Client in its engagement of JDA. It has been prepared using the skill and care ordinarily exercised by Consultant Hydrologists in the preparation of such documents.

Any person or organisation that relies on or uses the document for purposes or reasons other than those agreed by JDA and the Client without first obtaining a prior written consent of JDA, does so entirely at their own risk and JDA denies all liability in tort, contract or otherwise for any loss, damage or injury of any kind whatsoever (whether in negligence or otherwise) that may be suffered as a consequence of relying on this document for any purpose other than that agreed with the Client.

APPENDIX A

20.7.04

DEVELOPMENT
ENGINEERING
CONSULTANTS

Telephone: (08) 9481 1900

Facsimile: (08) 9481 1700

Ground Floor "The Atrium"

Suite 3, 123A Colin Street

West Perth W.A. 6005

Our Ref: Prol3804

July 18, 2004

Mr Colin Evans
Urban Focus
14 Prowse Street
WEST PERTH WA 6005

Dear Colin,

URBAN FOCUS**LAKE COOGEE DRAFT STRUCTURE PLAN – DRAINAGE AREA**

Further to our conversation in regard to the drainage for the area south of West Churchill Ave in Munster, we confirm that we have assessed your plan entitled "Lake Coogee Draft Structure Plan" dated 12 May 2004.

As requested we have further analysed the drainage and attached a comprehensive report for your information and submission to the various authorities.

We trust that this is to your satisfaction.

If you have any queries on this matter, please call me on the above numbers at any time.

Yours faithfully,

DEVELOPMENT ENGINEERING CONSULTANTS PTY LTD

STEPHEN R. ALLEN

PRINCIPAL CIVIL ENGINEER

Development Engineering Consultants Pty Ltd ACN 084 639 887 ATF The DEC Trust



DEVELOPMENT
ENGINEERING
CONSULTANTS

Our Ref: MunSthUfmPro138drainrep
July 18, 2004

LAKE COOGEE – AREA SOUTH OF WEST CHURCHILL AVE AND WEST OF ROCKINGHAM ROAD, MUNSTER

DRAINAGE STRATEGY REPORT

1. General

The drainage strategy is to dispose of stormwater by soakage and use of water sensitive design methods. The total area will be directed to two drainage areas, one is for the western catchment which is a large drainage basin located in the area of central Public Open Space off Hobsons Ave. The second basin, being for the eastern catchment is proposed to be located in the area of Public Open Space located just north of the intersection between Button Street and Rockingham Road. Figure 1 shows the design catchments and the location of the proposed drainage areas.

The required footprint area for each of the basins is dependent on the strategy adopted for the drainage basin, that is whether the drainage is “wet” or “dry”. A dry basin is typically installed as a swale. Its base is located a minimum of 0.4m above maximum recorded groundwater level, thereby ensuring the area is dry in all situations. To maximise usability as public open space, underfloor storage such as soakwells and other soakage mechanisms such as Atlantis Cells or other proprietary products are installed. This means that each time it rains, water does not flood the basin until the capacity of the soakage areas is exceeded.

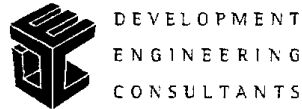
The various alternatives are listed in the table below:

Basin Description	Catchment (Ha)	Storage required (100Yr)	Storage required (10Yr)	Site Area Required (100Yr)(Sqm)	Site Area Required (10Yr) (Sqm)
Western Basin – LWL0.9mAHD (Wet Basin)	6.11	6,900	3,700	5,700	4,600
Western Basin – LWL1.9mAHD (Dry Basin)	6.11	5,000	2,500	9,000	8,200
Eastern Basin – LWL2.0mAHD (Dry Basin)	1.11	1,350	780	1,540	1,200
Total	7.22	8,250	4,480	7,240	5,800

In addition to the soakage areas, the practice approved by the Waters and Rivers Commission of installing baseless manholes and maximising soakage prior to outflow to the drainage system will be used for this development. Where suitable roads abut open space, flush kerbs will be installed to maximize soakage opportunities.

2. Western Basin

According to the Water and Rivers Commission Groundwater Atlas, the maximum groundwater level at the site is RL 1.5m AHD. Based on the geotechnical work undertaken in March 2000 the groundwater level was recorded at approximately RL 0.3m AHD. The WRC information probably represents an absolute maximum figure, however the recorded level is more likely to be the lower annual level. Some investigation on the likely groundwater fluctuations in the area was undertaken by Rockwater Pty Ltd in August 1996 for the City of Cockburn. In this study, they found that there was generally a 0.7m fluctuation between summer minimum and winter



maximum groundwater levels. Assuming that this is correct, the groundwater level in the proximity of the proposed basin will fluctuate between 0.3m AHD and 1.0m AHD. Rockwater had advised that the general summer minimum for Market Garden Swamps 1 and 2 would be between 0.6m and 0.75m AHD for wetter periods. This is consistent with the levels used for this investigation. An ambient level of 0.9m AHD has been used for the purposes of our calculations.

Given that the road levels in the vicinity of the western basin will be at around RL2.5m AHD, there is minimal opportunity to provide cover and grade for drainage pipework to grade to the basin. There is also minimal level difference between maximum groundwater level and minimum road levels. In addition, groundwater levels could feasibly fluctuate from say RL0.0m AHD to RL1.5m AHD there will be a difficulty in presentation of the basin.

Two main options have been examined:

- (a) The first is to excavate a lake. In this instance the base would need to be excavated to say RL-2.0 to ensure that water will be in place year round, however we understand that the new Waters and Rivers Commission guidelines do not support drainage basins intersecting the water table. This is defined as a "wet" basin. In this case, the area of the lake would be approximately 3200 square metres at RL0.9m AHD. In the event that a lake is not supported, the 10 year basin area could be constructed as a wetland. The base would be set at RL0.9m AHD and planted with wetland vegetation. Its ecological operation would be similar to that of the surrounding market garden swamps although during periods of high water table, as per the market garden swamps it will not dry out which may cause some eutrophication issues.
- (b) The second alternative examined was to construct a true "dry" basin. The base of the basin would need to be conservatively set at around RL1.9m AHD, being 0.4m above the maximum likely groundwater level, thereby ensuring a dry oval area all year around year in and year out. Given the excellent soakage characteristics in the area, water would not be expected to stand in the area for much longer than 24hours for a major storm.

3. Eastern Basin

The groundwater in the vicinity of the eastern basin is slightly higher than that of the western basin, but probably only 0.1m. Therefore the maximum likely groundwater level in the area will be around 0.1m above those discussed above.

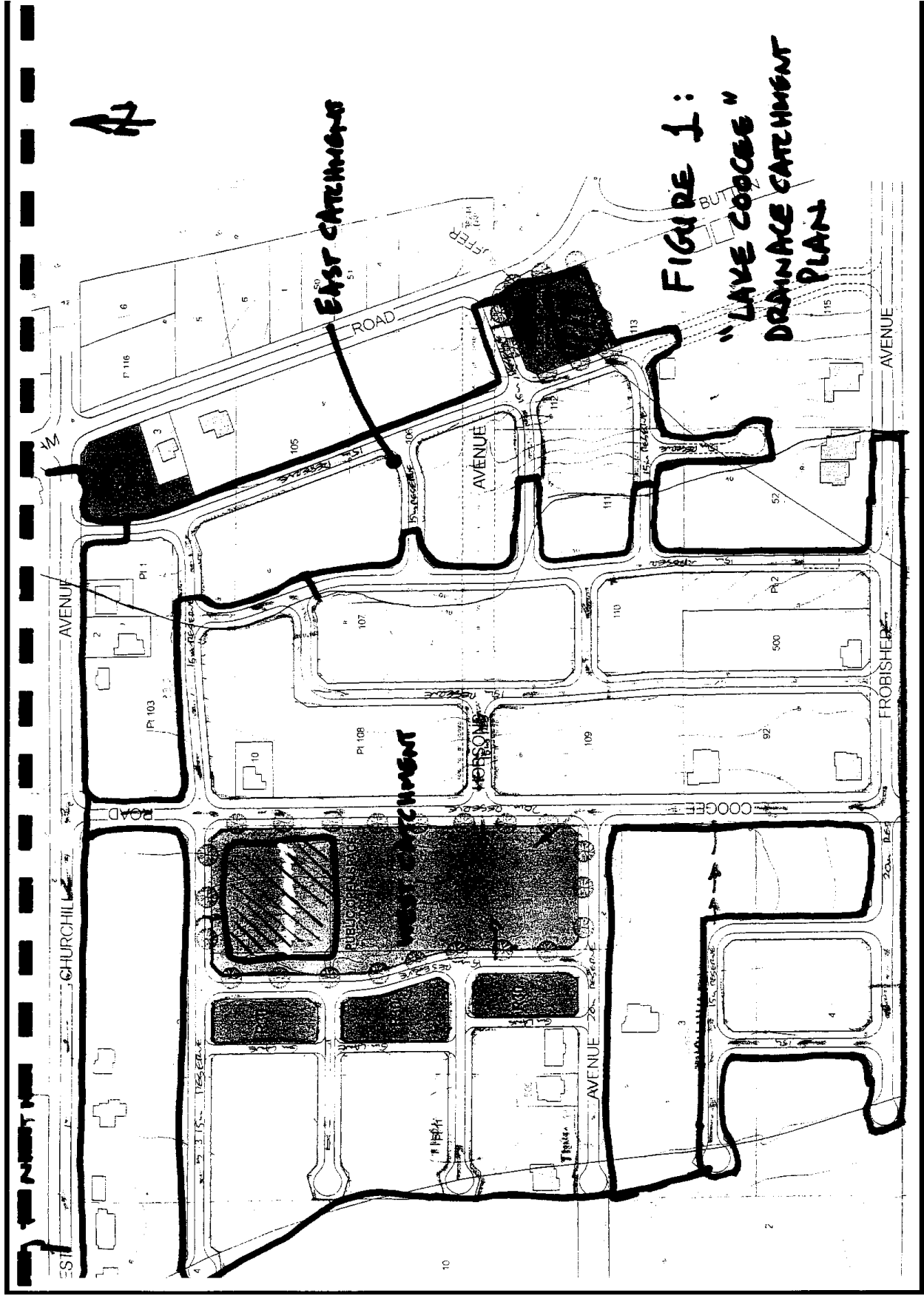
The minimum road levels in the area are however much higher, making it simpler and more practical to install a dry park basin area. The basin will be approximately 1.5m deep for the 1 in 100 year storm. Detention times will also be minimal given the good soakage characteristics of the area. Subsurface storage will be installed in conjunction with subdivision works.



DEVELOPMENT
ENGINEERING
CONSULTANTS

ATTACHMENT 1: CATCHMENT PLAN

Development Engineering Consultants Pty Ltd ACN 084 639 887 ATF The DEC Trust





DEVELOPMENT
ENGINEERING
CONSULTANTS

ATTACHMENT 2: DRAINAGE CALCULATIONS

Development Engineering Consultants Pty Ltd ACN 084 639 887 ATF The DEC Trust

Development Engineering Consultants - Drainage Basin Spreadsheet



DEVELOPMENT
ENGINEERING
CONSULTANTS

Project: Urban Focus Management

Location: South of West Churchill Ave "Lake Coogee" - West Catchment

Option 1: Lake for Storage LWL 0.9m AHD TWL: 2.5m AHD (100Yr), 1.85m AHD (10Yr)

Data to be Input

Rainfall ARI (Years)	100
Run-off Coefficient	0.9
Impervious Area (Ha):	6.11
Req'd Storage (10 year) (m3)	3,665.52
Req'd Storage (100 year) (m3)	8,125.24
Soakage Rate (l/s/m2)	0.005

Data From A, R & R Volume 2

Location	Perth WA
Map 1	2 ₁₁ 20.6
Map 2	2 ₁₁₂ 4.5
Map 3	2 ₁₇₂ 1.3
Map 4	50 ₁₁ 35.5
Map 5	50 ₁₁₂ 7
Map 6	50 ₁₇₂ 2.1
Map 7	G 0.68
Map 8	F2 4.82
Map 9	F50 17

Tc(mins)	Tc(hrs)	I(mm/hr)	Q(l/s)	Total V in	Preliminary Height(m)	Q out (Soakage)(l/s)	V out	Net Storage
40	0.667	61.34	936.81	2248.333216	0.63	15.77	37.84567684	2210.487539
50	0.833	52.08	795.49	2386.476997	0.66	15.77	47.31018543	2339.166812
60	1.000	45.44	693.97	2498.283204	0.69	15.77	56.77518894	2441.508015
90	1.500	38.81	592.69	3200.52536	0.85	15.78	85.18976019	3115.3356
120	2.000	31.59	482.46	3473.73218	0.91	15.78	113.5997845	3360.132395
240	4.000	19.11	291.94	4203.866699	1.07	15.78	227.2686914	3976.598008
480	8.000	11.66	176.58	5085.597271	1.25	15.79	454.6951329	4630.902138
960	16.000	8.08	123.37	7106.214504	1.63	15.80	910.053546	6196.160959
1440	24.000	6.08	92.85	8021.845337	1.79	15.80	1365.499223	6656.346114
2880	48.000	3.65	55.69	9623.719793	2.05	15.81	2732.393425	6891.326368
4320	72.000	2.62	40.08	10388.7784	2.18	15.82	4099.551479	6289.226916

West of Ridge			
Catchment Area:	RR Width(m)	Length(m)	Area (Total)
	24	0	-
	22	0	-
	20	1300	26,000
	18	0	-
	15	2700	40,500
	14	0	-
	11	0	-
	10	0	-
	6	230	1,380
			67,880

Drainage Basin Base Dimensions: (Option 1 - Wet Lake Available Storage Depth From RL0.9 to RL2.5m AHD)

Side Slopes	Length(m)	Breadth(m)
6	63	50

				Site Area (0m)				
Height(m)	A(TWL)	Average Area	Vol(m ³)	Revised H	freeboard, 0m berm)	Minimum Breadth	Constraining Breadth	Other Dimension
2.18772266	6805.7547	19222.307	10638.9176	1.417090661	6805.754703	83.85267188	80	85.07193379
1.41709066	5360.74795	16732.323	5961.95332	1.637892401	5360.747952	74.60508793	80	67.00934939
1.6379924	5757.47245	17428.59	7189.71173	1.570012908	5757.472447	77.25590881	80	71.96840556
1.57001291	5633.88894	17212.826	6802.52979	1.590507016	5633.88894	76.44015489	80	70.42361174
1.59050702	5671.00612	17277.734	6918.37145	1.584289456	5671.006123	76.68608419	80	70.86757654
1.58428946	5659.73263	17258.029	6883.14668	1.586172189	5659.732625	76.61147347	80	70.74665782
1.58617217	5663.14513	17263.995	6893.80555	1.585601743	5663.145131	76.63406603	80	70.78931414
1.58560174	5662.1111	17262.187	6890.57544	1.585774541	5662.1111	76.62722092	80	70.77638875
1.58577454	5662.42433	17262.735	6891.55387	1.585722193	5662.424327	76.62929449	80	70.78034009
1.58572219	5662.32944	17262.669	6891.25745	1.585738051	5662.329436	76.62866632	80	70.77911795

18/7/2004 2:31 PM

Page 1

SWChurchillAvSoakOpt1

Development Engineering Consultants - Drainage Basin Spreadsheet



DEVELOPMENT
ENGINEERING
CONSULTANTS

Project: Urban Focus Management

Location: South of West Churchill Ave "Lake Coogee" - West Catchment

Option 2: Dry Park for Storage LWL 1.9mAHD TWL: 2.5mAHD (100Yr), 2.2mAHD (10Yr)

Data to be Input

Rainfall ARI (Years)	100
Run-off Coefficient	0.9
Impervious Area(Ha):	6.11
Req'd Storage (10 year) (m3)	3,665.52
Req'd Storage (100 year) (m3)	8,125.24
Soakage Rate (l/s/m2)	0.005

Data From A, R & R Volume 2

Location	Perth WA
Map 1 z_{11}	20.6
Map 2 z_{12}	4.5
Map 3 z_{172}	1.3
Map 4 s_{01}	35.5
Map 5 s_{012}	7
Map 6 s_{0172}	2.1
Map 7 G	0.68
Map 8 F2	4.82
Map 9 F50	17

Tc(mins)	Tc(hrs)	I(mm/hr)	Q(l/s)	Total V in	Preliminary Height(m)	Q out (Soakage)(l/s)	V out	Net Storage
40	0.667	61.34	936.81	2248.333216	0.29	37.51	90.02097832	2158.312238
50	0.833	52.08	795.49	2386.476997	0.30	37.51	112.5277658	2279.949231
60	1.000	45.44	693.97	2498.283204	0.32	37.51	135.034811	2363.248393
90	1.500	38.81	592.69	3200.52536	0.40	37.51	202.5660814	2997.959278
120	2.000	31.59	482.46	3473.73218	0.43	37.51	270.095185	3203.638995
240	4.000	19.11	291.94	4203.866699	0.52	37.52	540.2275867	3663.639112
480	8.000	11.56	176.58	5085.597271	0.62	37.52	1080.542824	4005.054447
960	16.000	8.08	123.37	7106.214504	0.84	37.53	2161.470569	4944.743935
1440	24.000	6.06	92.85	8021.845337	0.94	37.53	3242.456976	4779.388361
2880	48.000	3.65	55.69	9623.719793	1.10	37.53	6485.76428	3137.955513
4320	72.000	2.62	40.08	10388.7784	1.17	37.54	9729.237879	659.5405163

West of Ridge			
Catchment Area:	RR Width(m)	Length(m)	Area (Total)
	24	0	-
	22	0	-
	20	1300	26,000
	18	0	-
	15	2700	40,500
	14	0	-
	11	0	-
	10	0	-
	6	230	1,380
			67,880

Drainage Basin Base Dimensions: (Option 2 - Dry Parkland Area Available Storage Depth From RL1.9 to RL2.5m AHD)

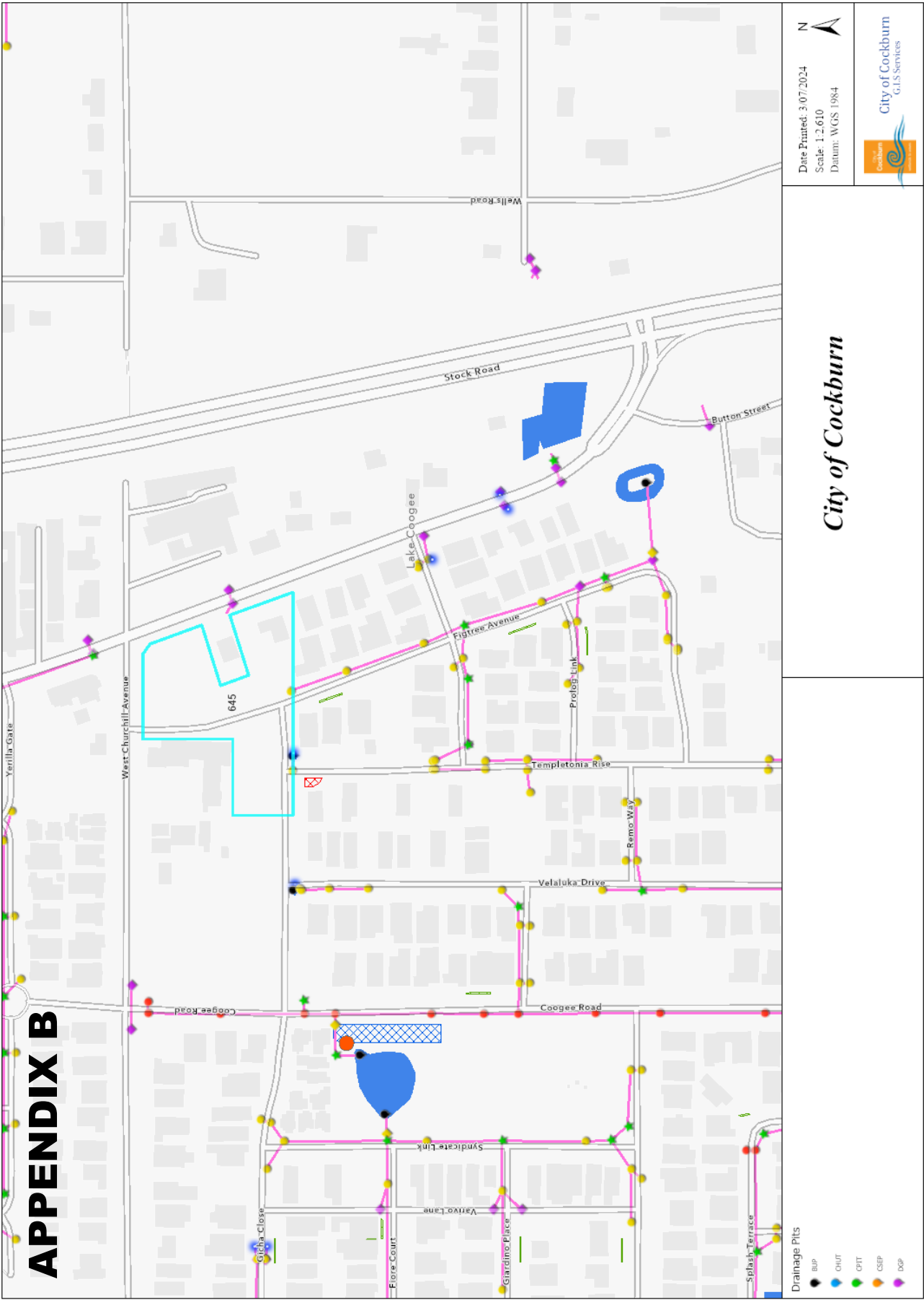
Side Slopes	Length(m)	Breadth(m)
6	125	60

		Site Area (0.0m freeboard, 0m berm)		Minimum Breadth	Constraining Breadth	Other Dimension
Height(m)	A(TWL)	Average Area	Vol(m ³)	Revised H		
0.65929919	9026.23747	32989.882	5440.98955	0.599167789	9026.237466	75.5115903
0.59916779	8881.84878	32712.001	4902.5756	0.604321388	8881.848785	74.79001346
0.60432139	8894.18291	32735.776	4948.38087	0.603877228	8894.182906	74.85185666
0.60387723	8893.11959	32733.727	4944.43066	0.603915489	8893.119595	74.84652673
0.60391549	8893.21119	32733.904	4944.77092	0.603912193	8893.21119	74.84698587
0.60391219	8893.2033	32733.888	4944.74161	0.603912477	8893.203299	74.84694632
0.60391248	8893.20398	32733.89	4944.74414	0.603912452	8893.203979	74.84694972
0.60391245	8893.20392	32733.89	4944.74392	0.603912455	8893.20392	74.84694943
0.60391245	8893.20393	32733.89	4944.74394	0.603912454	8893.203925	74.84694945
0.60391245	8893.20392	32733.89	4944.74393	0.603912454	8893.203925	74.84694945
0.60391245	8893.20392	32733.89	4944.74393	0.603912454	8893.203925	74.84694945

18/7/2004 2:26 PM

Page 1

SWChurchillAvSoakOpt2



DISCLAIMER - The City of Cockburn provides the information contained herein and bears no responsibility or liability whatsoever for any errors, faults, defects or omissions of information contained in this document.

APPENDIX C STRUCTURAL ASSESSMENT



AT VAN DER MEER TRUST as Trustee for
AT VAN DER MEER PTY LTD
10 Hepworth Road TRIGG 6029
ABN: 36 950 276 845

Mob: 0430 239 450
Email: andrewvandermeer46@gmail.com

R E P O R T

LIMESTONE DRY WALLS
66 WEST CHURCHILL AVENUE, MUNSTER

BY

A.T VAN DER MEER B.E. M.Eng.Sc. M.I.E

27th MAY 2024



1. I Andrew T van der Meer advise that I reside at 10 Hepworth Road, TRIGG in the State of Western Australia.
2. I have been practicing as a consulting structural engineer since 1970.
3. I have attached my CV to this report.
4. I was requested by Mr Matthew Groom representing Otherside Property to inspect and assess several low height stone walls existing on land situated in West Churchill Avenue, Munster.
5. I attended site on 9 May 2024 and inspected a boundary wall (wall) and the lower remains of the building (ruins).
6. The walls are shown in plan on Plate 1.
7. The walls were constructed in about 1946 using roughly flattish limestone boulders dry stacked. Both the wall and ruins were constructed as double skin walls with smaller rubble infill between the skins.
8. Part of the wall is shown in Plate 2 and the ruins are shown in Plate 3.
9. The wall measured up to 1800 high with a width varying between about 1 metre to 1800mm wide. Part of the eastern end of the wall was retaining sand fill.
10. The ruins stood up to about 1 metre high with a width of about 1 metre.
11. Both the wall and the ruins can be considered as being structurally stable and capable of withstanding the prescribed wind loading for this area. The imposition of backfill to a part of the wall does not appear to have affected the stability of the wall.
12. Measures should be taken to prevent vehicle impact on the wall and ruins.
13. The rocks within the walls are facially discoloured but remain in a structurally sound condition.
14. The stonework should remain in a structurally safe condition for at least 50 years.

Should you have any queries with regard to the above, please do not hesitate to contact the undersigned on 0430 239 450.

Yours faithfully



A.T. van der Meer
B.E. M.Eng.Sc. M.I.E.
AT VAN DER MEER PTY LTD

Encl – Andrew van der Meer – CV
Plate 1-3



PLATE 1



PLATE 2



PLATE 3

APPENDIX D NOISE MANAGEMENT PLAN





OTHERSIDE PROPERTY

**RESIDENTIAL DEVELOPMENT
645 ROCKINGHAM ROAD
LAKE COOGEE**

SPP 5.4 NOISE MANAGEMENT PLAN

AUGUST 2024

OUR REFERENCE: 33243-2-24245

Rochdale Holdings Pty Ltd A.B.N. 85 009 049 067 trading as:
HERRING STORER ACOUSTICS
P.O. Box 219, Como, W.A. 6952
(08) 9367 6200
hsa@hsacoustics.com.au



Herring Storer Acoustics

DOCUMENT CONTROL PAGE

SPP 5.4 NOISE MANAGEMENT PLAN
645 ROCKINGHAM ROAD
LAKE COOGEE

Job No: 24245

Document Reference: 33243-2-24245

DOCUMENT INFORMATION				
Author:	Geoff Harris	Checked By:	Paul Daly	
Date of Issue:	23 August 2024			
REVISION HISTORY				
Revision	Description	Date	Author	Checked
1	Original Issue	23/08/24	GH	PLD
2	Minor Clarifications	02/09/24	GH	PLD
DOCUMENT DISTRIBUTION				
Copy No.	Version No.	Destination	Hard Copy	Electronic Copy
1	1	Otherside Property Attn: Matthew Groom Email: matt@othersideproperty.com.au		✓



Herring Storer Acoustics

CONTENTS

1.	INTRODUCTION	1
2.	ACOUSTIC CRITERIA	1
2.1	Noise	1
3.	MEASUREMENTS	4
4.	MODELLING	4
5.	TRAFFIC NOISE ASSESSMENT	5
6.	CONCLUSION	5

APPENDICES

A	Site Layout
B	Future Day Time Noise Contours
C	Lots Requiring “Quiet House Design” Packages
D	MRWA Traffic Flows



1. INTRODUCTION

Herring Storer Acoustics were commissioned by Otherside Property to carry out an acoustic study with regards to traffic related noise for the proposed residential development located at 645 Rockingham Road, Lake Coogee.

The purpose of the study was to:

- Assess the noise that would be received within the development area from vehicles travelling on Stock Road for future traffic volumes.
- Compare the results with accepted criteria and if exceedances exist, develop the framework for the management of noise.

A plan is attached in Appendix A.

2. ACOUSTIC CRITERIA

2.1 NOISE

The Western Australian Planning Commission (WAPC) released on 6th September 2019 State Planning Policy 5.4 *"Road and Rail Noise"*. The requirements of State Planning Policy 5.4 are outlined below.

POLICY APPLICATION (Section 4)

When and where it applies (Section 4.1)

SPP 5.4 applies to the preparation and assessment of planning instruments, including region and local planning schemes; planning strategies, structure plans; subdivision and development proposals in Western Australia, where there is proposed:

- a) noise-sensitive land-use within the policy's trigger distance of a transport corridor as specified in **Table 1**;*
- b) New or major upgrades of roads as specified in **Table 1** and maps (**Schedule 1, 2 and 3**); or*
- c) New railways or major upgrades of railways as specified in maps (**Schedule 1, 2 and 3**); or any other works that increase capacity for rail vehicle storage or movement and will result in an increased level of noise.*

Policy trigger distances (Section 4.1.2)

Table 1 identifies the State's transport corridors and the trigger distances to which the policy applies.

*The designation of land within the trigger distances outlined in **Table 1** should not be interpreted to imply that land is affected by noise and/or that areas outside the trigger distances are un-affected by noise.*

*Where any part of the lot is within the specified trigger distance, an assessment against the policy is required to determine the likely level of transport noise and management/mitigation required. An initial screening assessment (**guidelines: Table 2: noise exposure forecast**) will determine if the lot is affected and to what extent."*

Herring Storer Acoustics
Our ref: 33243-2-24245

2

TABLE 1: TRANSPORT CORRIDOR CLASSIFICATION AND TRIGGER DISTANCES

Transport corridor classification	Trigger distance	Distance measured from
Roads		
Strategic freight and major traffic routes Roads as defined by Perth and Peel Planning Frameworks and/or roads with either 500 or more Class 7 to 12 Austroads vehicles per day, and/or 50,000 per day traffic volume	300 metres	Road carriageway edge
Other significant freight/traffic routes These are generally any State administered road and/or local government road identified as being a future State administered road (red road) and other roads that meet the criteria of either >=23,000 daily traffic count (averaged equivalent to 25,000 vehicles passenger car units under region schemes)	200 metres	Road carriageway edge
Passenger railways		
	100 metres	Centreline of the closest track
Freight railways		
	200 metres	Centreline of the closest track

Proponents are advised to consult with the decision making authority as site specific conditions (significant differences in ground levels, extreme noise levels) may influence the noise mitigation measures required, that may extend beyond the trigger distance.

POLICY MEASURES (Section 6)

The policy applies a performance-based approach to the management and mitigation of transport noise. The policy measures and resultant noise mitigation will be influenced by the function of the transport corridor and the type and intensity of the land-use proposed. Where there is risk of future land-use conflict in close proximity to strategic freight routes, a precautionary approach should be applied. Planning should also consider other broader planning policies. This is to ensure a balanced approach takes into consideration reasonable and practical considerations.

Noise Targets (Section 6.1)

Table 2 sets out noise targets that are to be achieved by proposals under which the policy applies. Where exceeded, an assessment is required to determine the likely level of transport noise and management/mitigation required.

In the application of the noise targets the objective is to achieve:

- indoor noise levels as specified in **Table 2** in noise sensitive areas (for example, bedrooms and living rooms of houses, and school classrooms); and
- a reasonable degree of acoustic amenity for outdoor living areas on each residential lot. For non-residential noise-sensitive developments, for example schools and child care centres the design of outdoor areas should take into consideration the noise target.

It is recognised that in some instances, it may not be reasonable and/or practicable to meet the outdoor noise targets. Where transport noise is above the noise targets, measures are expected to be implemented that balance reasonable and practicable considerations with the need to achieve acceptable noise protection outcomes.

TABLE 2: NOISE TARGETS

Proposals	New/Upgrade	Noise Targets		
		Outdoor		Indoor
		Day ($L_{Aeq}(\text{Day})$ dB) (6 am-10 pm)	Night ($L_{Aeq}(\text{Night})$ dB) (10 pm-6 am)	(L_{Aeq} dB)
Noise-sensitive land-use and/or development	New noise sensitive land use and/or development within the trigger distance of an existing/proposed transport corridor	55	50	$L_{Aeq}(\text{Day})$ 40(Living and work areas) $L_{Aeq}(\text{Night})$ 35 (bedrooms)
Roads	New	55	50	N/A
	Upgrade	60	55	N/A
Railways	New	55	50	N/A
	Upgrade	60	55	N/A

Notes:

- The noise target is to be measured at one metre from the most exposed, habitable façade of the proposed building, which has the greatest exposure to the noise-source. A habitable room has the same meaning as defined in State Planning Policy 3.1 Residential Design Codes.
- For all noise-sensitive land-use and/or development, indoor noise targets for other room usages may be reasonably drawn from Table 1 of Australian Standard/New Zealand Standard AS/NZS 2107:2016 Acoustics – Recommended design sound levels and reverberation times for building interiors (as amended) for each relevant time period.
- The 5dB difference in the criteria between new and upgrade infrastructure proposals acknowledges the challenges in achieving noise level reduction where existing infrastructure is surrounded by existing noise-sensitive development.
- Outdoor targets are to be met at all outdoor areas as far as is reasonable and practical to do so using the various noise mitigation measures outlined in the guidelines. For example, it is likely unreasonable for a transport infrastructure provider to achieve the outdoor targets at more than 1 or 2 floors of an adjacent development with direct line of sight to the traffic.

Noise Exposure Forecast (Section 6.2)

When it is determined that SPP 5.4 applies to a planning proposal as outlined in Section 4, proponents and/or decision makers are required to undertake a preliminary assessment using **Table 2**: noise exposure forecast in the guidelines. This will provide an estimate of the potential noise impacts on noise-sensitive land-use and/or development within the trigger distance of a specified transport corridor. The outcomes of the initial assessment will determine whether:

- no further measures is required;
- noise-sensitive land-use and/or development is acceptable subject to deemed-to-comply mitigation measures; or
- noise-sensitive land-use and/or development is not recommended. Any noise-sensitive land-use and/or development is subject to mitigation measures outlined in a noise management plan.”

Herring Storer Acoustics
Our ref: 33243-2-24245

4

3. MEASUREMENTS

The noise measurements were conducted on 12 June 2023 for a short term period during peak hour to determine the L_{A10} noise level.

Utilising this measurement, reference to the DEFRA publication has been sought and the difference between the $L_{A10,18hr}$ and the $L_{Aeq,8hr}$ and the $L_{Aeq,16hr}$ has been calculated. The results of the measurement and the determination of the $L_{Aeq(Day)}$ and $L_{Aeq(Night)}$ are shown in Table 3.1.

Noise measurements were conducted with a Larson Davis 831 Sound Level Meter. The Sound Level Meter was calibrated prior to and after use with a Bruel and Kjaer 4230 Calibrator. All equipment used is currently NATA laboratory calibrated. Calibration certificates are available on request.

TABLE 3.1 : SUMMARY OF MEASURED NOISE LEVELS

Measurement Location	Measured/Calculated Noise Level, dB(A)		
	L_{A10}	$L_{Aeq, day}$ (6am to 10pm)	$L_{Aeq, night}$ (10pm to 6am)
Stock Road	73.8	71.2	62.6

4. MODELLING

To determine the noise levels from traffic on Stock Road, acoustic modelling was carried out using SoundPlan, using the Calculation of Road Traffic Noise (CoRTN)¹ algorithms.

The input data for the model included:

- Plans supplied by client (Shown in Appendix A).
- Traffic data as per Table 4.1 (And Sourced in Appendix C).
- Adjustments as listed in Table 4.2.

TABLE 4.1 - NOISE MODELLING INPUT DATA

Parameter	Stock Road (Current) 2021	Stock Road (Future) 2041
Traffic Volumes	22,000 vpd	50,700 vpd
Percentage traffic 0600 – 2400 hours (Assumed)	94%	94%
Heavy Vehicles (%) (Assumed)	11.6%	11.6%
Speed (km/hr)	80 km/hr	80 km/hr
Road Surface	Chip Seal	Dense Graded Asphalt

TABLE 4.2 – ADJUSTMENTS FOR NOISE MODELLING

Description	Value
Façade Reflection Adjustment	+2.5 dB
Conversion from L_{A10} (18 hour) to L_{Aeq} (16 hour) (Day)	-2.6 dB*

* Based on measured results listed in Table 3.1.

¹ Calculation of Road Traffic Noise UK Department of Transport 1987

5. TRAFFIC NOISE ASSESSMENT

Using the data contained in Tables 4.1 and 4.2, noise modelling was conducted for the future planning window, with noise contours shown in Appendix B.

Additionally, Appendix A contains a site plan for reference.

It is noted that all requirements pertain to only acoustic advice in regard to *State Planning Policy 5.4* and may be superseded by other requirements (BAL, Thermal, etc).

6. CONCLUSION

In accordance with the WAPC Planning Policy 5.4, an assessment of the noise that would be received within the development located at 645 Rockingham Road, Lake Coogee from vehicles travelling on Stock Road has been undertaken.

In accordance with the Policy, the following would be the acoustic criteria applicable to this project:

External	
Day	55 dB(A) L _{Aeq}
Night	50 dB(A) L _{Aeq}
Internal	
Sleeping Areas	35 dB(A) L _{Aeq(night)}
Living Areas	40 dB(A) L _{Aeq(day)}

The results of the acoustic assessment indicate that noise received at the development from future traffic on Stock Road, do not exceed external noise level criteria. Therefore, no “Quiet House Design” is required for single or two storey houses.

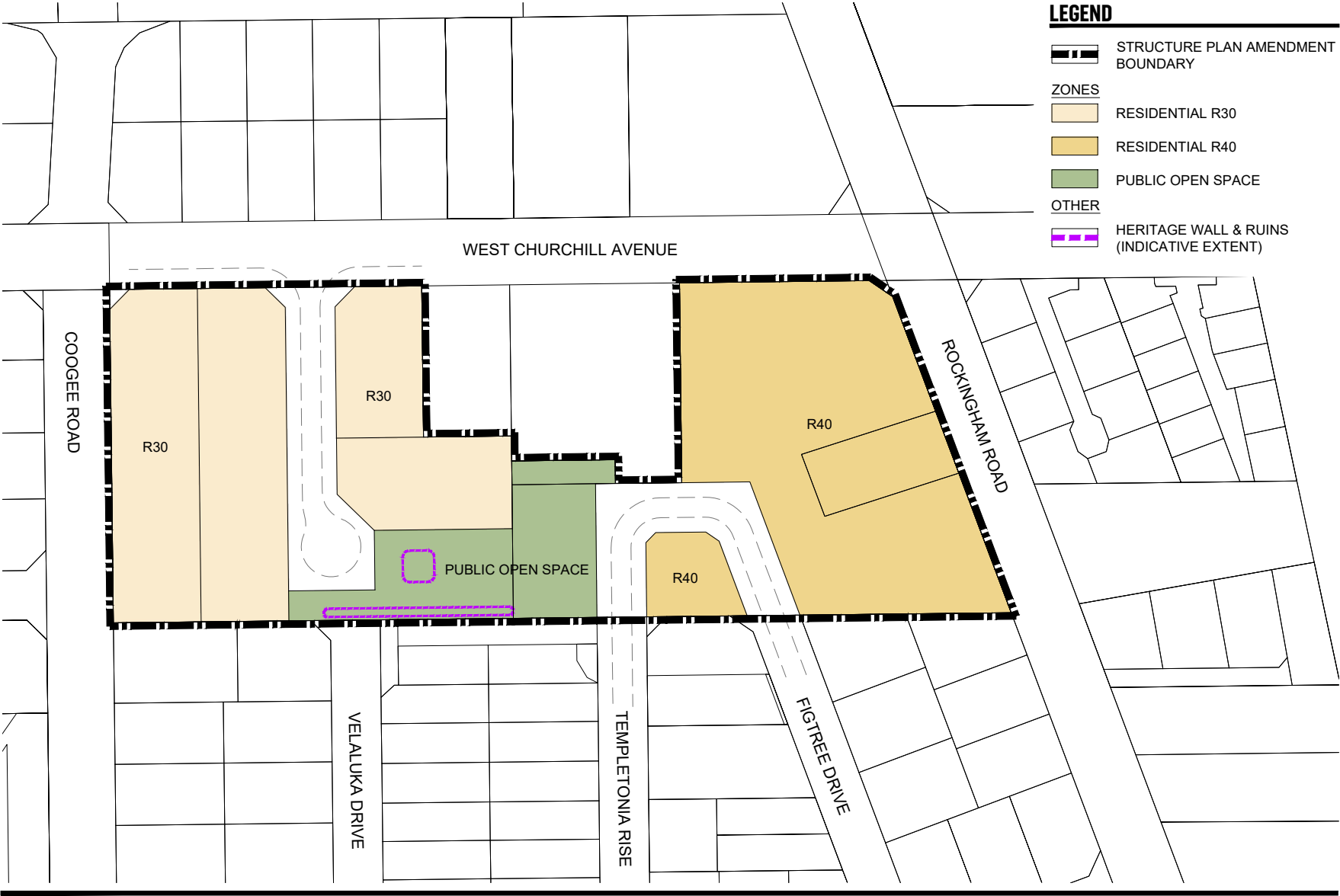
.



APPENDIX A

Site Layout





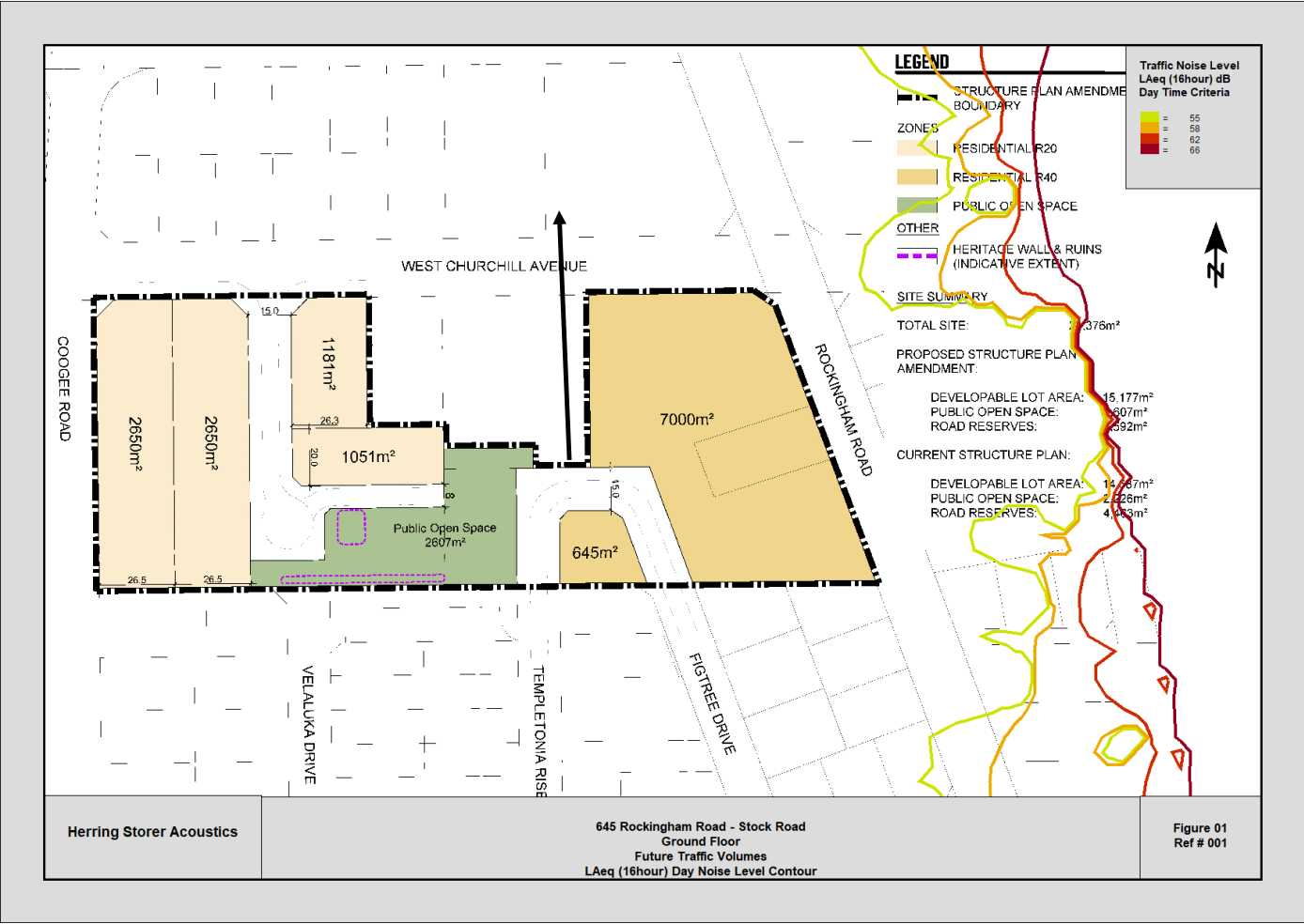
LEGEND

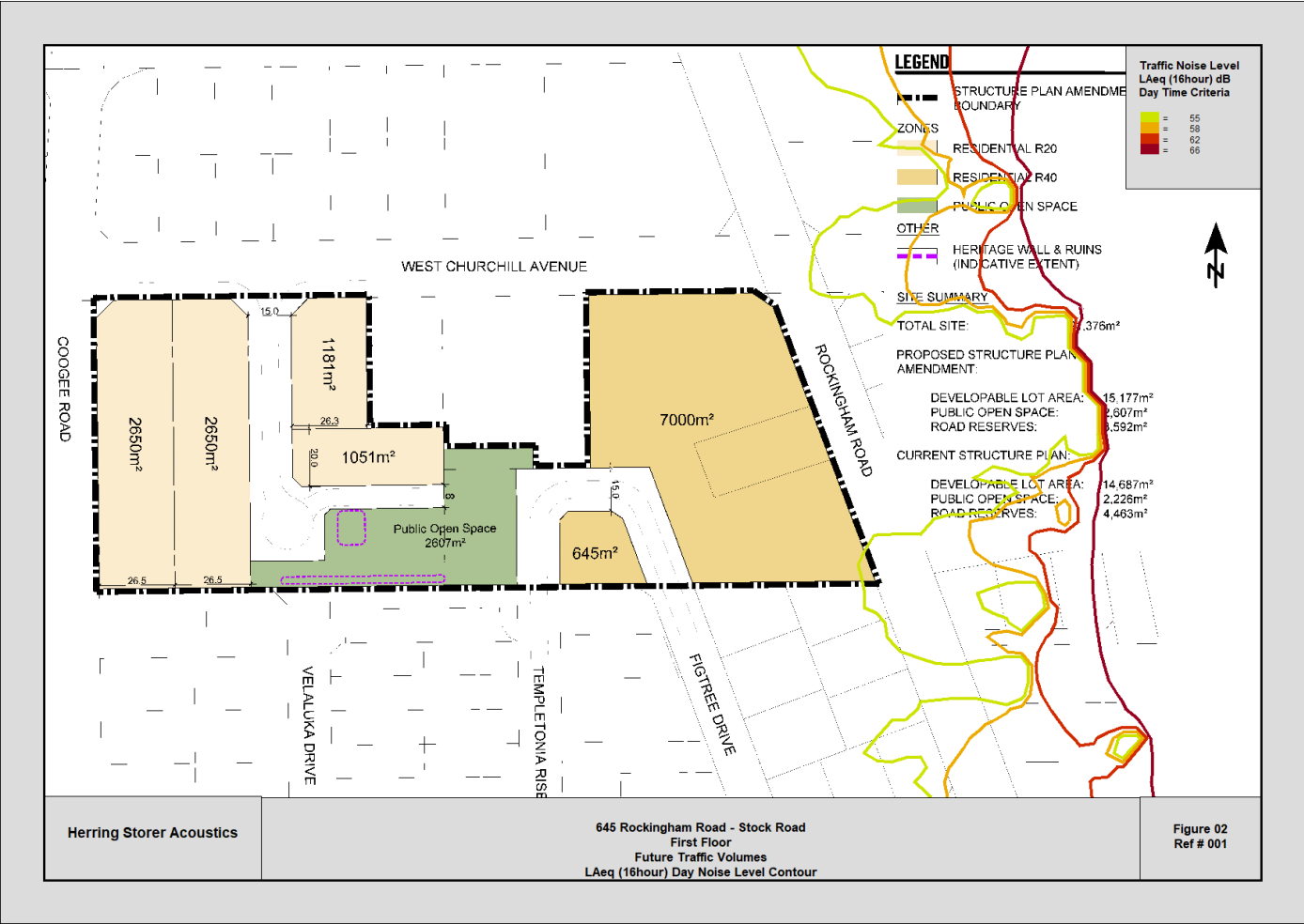
- STRUCTURE PLAN AMENDMENT BOUNDARY
- ZONES**
 - RESIDENTIAL R30
 - RESIDENTIAL R40
 - PUBLIC OPEN SPACE
- OTHER**
 - HERITAGE WALL & RUINS (INDICATIVE EXTENT)

APPENDIX B

Future Day Time Noise Contours





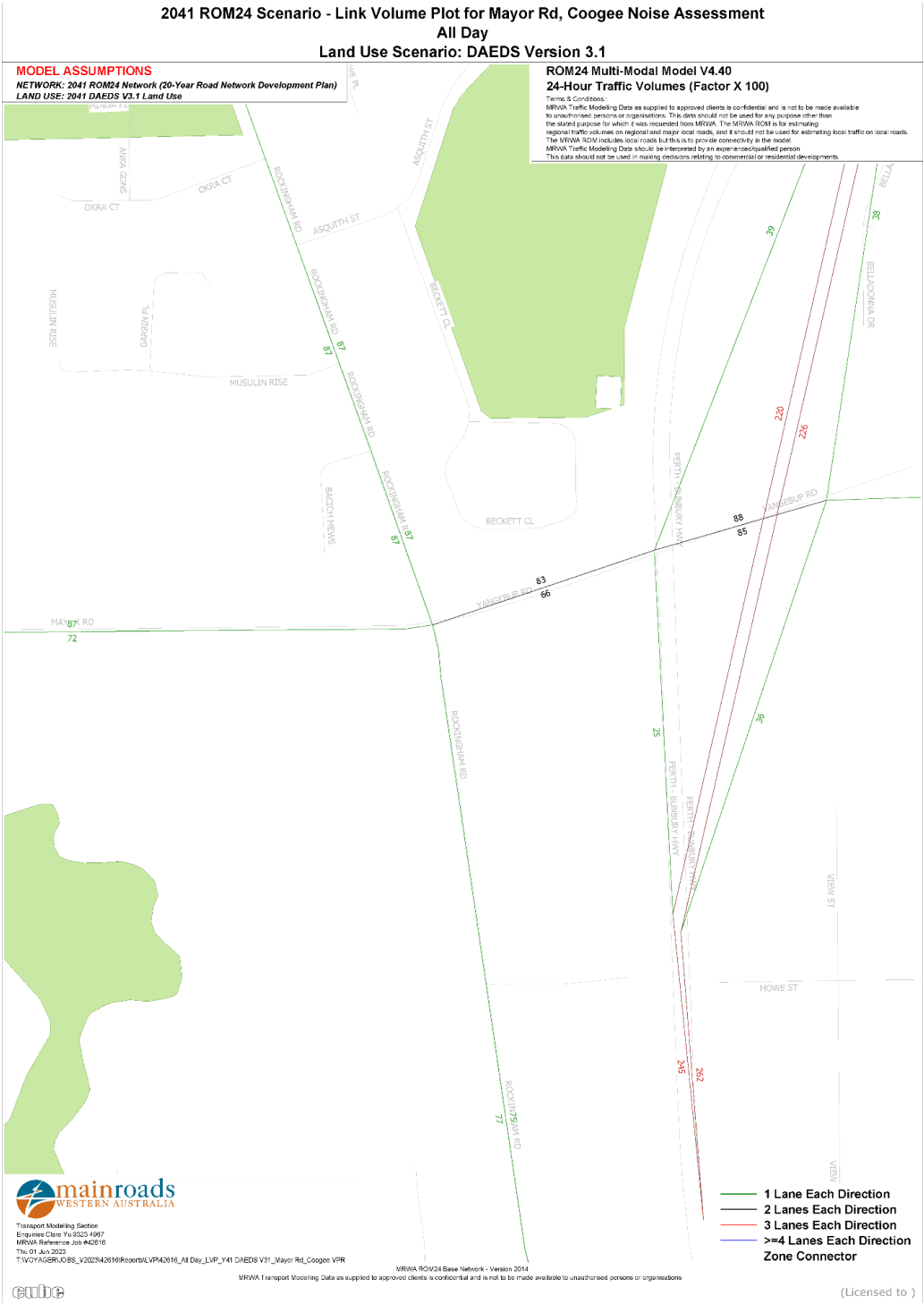


APPENDIX C

MRWA Traffic Flows







APPENDIX E LANDSCAPE CONCEPT PLAN





LEGEND:

EXTENT OF WORKS

EXISTING TREES TO BE RETAINED

PROPOSED TREES

PROPOSED GARDEN BED SHRUBS (1-3M)

PROPOSED GARDEN BED SHRUBS (LESS THAN 1M)

PROPOSED GARDEN BED GROUNDCOVERS

PROPOSED CONCRETE FOOTPATH TO FUTURE DETAIL

PROPOSED DECO FOOTPATH TO FUTURE DETAIL

HERITAGE LISTED ELEMENT A HERITAGE WALL

HERITAGE LISTED ELEMENT B HERITAGE WALL

PROPOSED SEATING TO FUTURE DETAIL

PROPOSED PLAY ELEMENTS TO FUTURE DETAIL

PLANTING SCHEDULE:

Key	Botanical Name	Common name	Pot / Installation size	Size at maturity (HxW)
TREES				
AGT (1)	<i>Agave attenuata</i>	Proserpinqua	45 L / 1.8m	1.2m x 8m
BAN att	<i>Banksia attenuata</i>	Candle or Slender Banksia	45 L / 1.8m	8m x 8m
EUC tod	<i>Eucalyptus totara</i>	Coastal Blackbutt	45 L / 1.8m	8m x 7m
XAN pre	<i>Xanthorrhoea preissii</i>	Grass Tree	45 L / 1.8m	3m x 2m
SHRUBS (1-3m)				
AGO fle	<i>Agave attenuata</i>	Proserpinqua	140mm	2m x 2.5m
CON can	<i>Conostylis canadensis</i>	Common Smilax	140mm	1.5m x 1m
OLE av	<i>Oleandra avellana</i>	Coastal Daisy Bush	140mm	2m x 2m
SHRUBS (less than 1m)				
ER gl	<i>Erremophila glabra</i>	Tar Bush	140mm	0.5m x 2m
LEU brow	<i>Leucophyta brownii</i>	Cushion Bush	140mm	0.5m x 1m
SCA fra	<i>Scabiosa fraxinifolia</i>	Thick Leaved Fan Flower	140mm	0.8m x 1.5m
WES dam	<i>Westringia damierii</i>	Native Rosemary	140mm	0.5m x 1m
GROUNDCOVERS				
CON can	<i>Conostylis canadensis</i>	Native Pigeon	140mm	0.5m x 0.5m
CON can	<i>Conostylis canadensis</i>	Grey Cottonheads	140mm	0.5m x 0.5m
DIA rev	<i>Dianella revoluta</i>	Blueberry Lily	140mm	1m x 1.5m
HEM pur	<i>Hemerocallis purpurea</i>	Blackberry	140mm	0.5m x 1m

PROPOSED PLANTING PALETTE:

LANDSCAPE DETAILS:

Ensure plants are placed so as to match crown of plant with surrounding surface level. Clearly define water runoff pattern according to water management plan. Soil ring levels forming a minimum 100mm rise around immediate crown of plant to hold at least 50mm of water.

Spread 100mm layer of mulch over rootball and backfill.

NOTE:

Width of planting hole is:
1. 3 times rootball diameter in highly compacted soil.
2. 2 times rootball diameter otherwise in all others.

Apply 100mm layer of mulch over rootball and backfill.

Extend stakes into undisturbed soil.

1 TYPICAL TREE PLANTING DETAIL

Shrub Planting Notes:

1. Dig hole twice as deep as rootball and allow at least 200 mm around sides for backfilling with topsoil.
2. Apply fertilizer to base of hole, cover with topsoil (100mm) & mix as per label. Avoid root contact.
3. Place plant in centre of hole, backfill with approved topsoil, firming progressively.
4. Water well into source around crown of plant.
5. Stake larger shrubs where necessary, using 50 x 50 x 1200 mm hardwood stakes.

2 TYPICAL SHRUB PLANTING DETAIL

SHRUB PLANTING TO BE PLACED OFF-CENTRE TO ACHIEVE A NATURAL, GROUPED, PLANTING OF VARIOUS SPECIES TO BE PLANTED IN GROUPS OF 3 OR 5 AND OF 10 TO 15 FOR LARGE GROUPS.

3 SHRUB PLANTING - TYPICAL LAYOUT

APPENDIX F BUSHFIRE ATTACK LEVEL ASSESSMENT





AS 3959 Bushfire Attack Level Assessment

**645 Rockingham Road,
Lake Coogee WA 6166**

DATE: 16 October 2024

REV: 2



BCSWA Pty Ltd

ABN 99 650 304 644

PH: 6102 6401



PO Box 1293

East Victoria Park WA 6981

admin@bcswa.com.au

www.bcswa.com.au

DOCUMENT CONTROL

Description:		AS 3959 Bushfire Attack Level Assessment	
Revision	Date	Certified By	
1	11 July 2024 AS 3959 Bushfire Attack Level Assessment	Name:	Matthew Sobelik Senior Building Surveyor BPAD Level 1 - 36534
		Signature:	
2	16 October 2024 AS 3959 Bushfire Attack Level Assessment	Name:	Matthew Sobelik Senior Building Surveyor BPAD Level 1 - 36534
		Signature:	

Liability limited by a scheme approved under Professional Standards Legislation



BCSWA Pty Ltd
ABN 99 650 304 644
www.bcswa.com.au
admin@bcswa.com.au



JOB DETAILS

Client:	Otherside Property
Address:	645 Rockingham Road, Lake Coogee
Local Government Area:	City of Cockburn
Description of Building Works:	Proposed Subdivision

ASSESSMENT DETAILS

Assessment Date:	10 July 2024
Determined BAL Rating:	Low
BAL Exposure Level:	There is insufficient risk to warrant specific construction requirements
Applicable Construction:	AS 3959-2018 Section 4, requirements listed in Appendix 3 of this document



BCSWA Pty Ltd
ABN 99 650 304 644
www.bcswa.com.au
admin@bcswa.com.au



SITE ASSESSMENT & SITE PLAN

The assessment of this site / development was undertaken on 10/07/24 by Building Certification Services WA for the purpose of determining the Bushfire Attack Level on the Proposed Subdivision in accordance with AS 3959-2018 Simplified Procedure (Method 1).

Designated Bushfire Prone Area

The following map identifies the area designated by the Department of Fire and Emergency Services (DFES) as being subject, or likely to be subject, to bushfire attack.



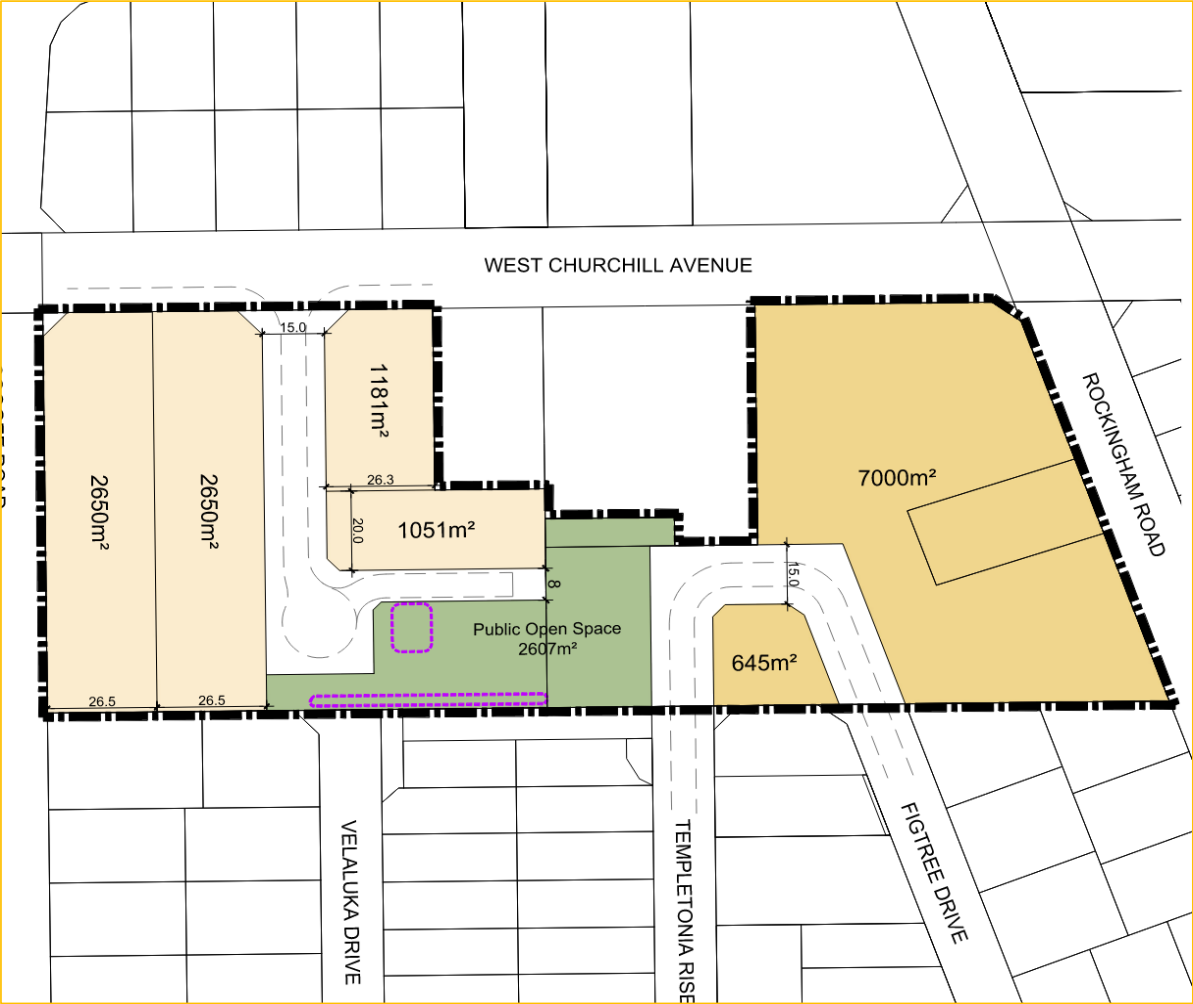
BCSWA Pty Ltd
ABN 99 650 304 644
www.bcswa.com.au
admin@bcswa.com.au

AS 3959 BUSHFIRE ATTACK LEVEL ASSESSMENT | PAGE 4



Proposed Site Plan

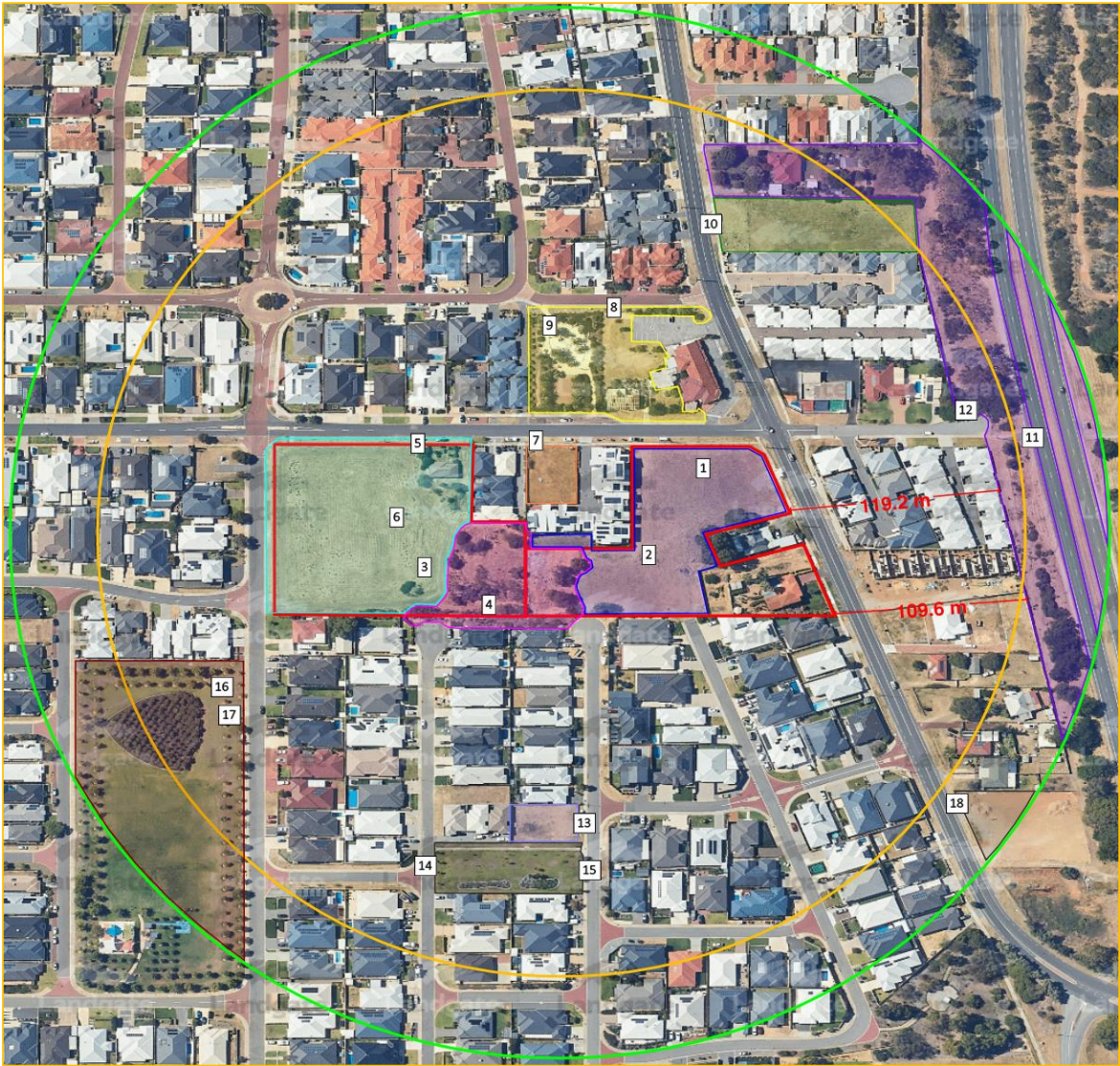
The site assessment has been undertaken in conjunction with the site plan provided by the client, as detailed below, and is limited to the surrounding environment within 150m of the proposed building at the time of the inspection.



BCSWA Pty Ltd
ABN 99 650 304 644
www.bcswa.com.au
admin@bcswa.com.au



The following map identifies the plots that impact on the bushfire attack level assessment of the subject lot.



LEGEND



North Point



100m Assessment Area



150m Assessment Area



Subject lot and works



Photo ID



Plot A - Exclusion 2.2.3.2(f)



Plot B - Exclusion 2.2.3.2(b)



Plot C - Exclusion 2.2.3.2(f)



Plot D - Exclusion 2.2.3.2(f)



Plot E - Exclusion 2.2.3.2(f)



Plot F - Exclusion 2.2.3.2(f)



Plot G - Exclusion 2.2.3.2(a)



Plot H - Exclusion 2.2.3.2(f)



Plot I - Exclusion 2.2.3.2(f)



Plot J - Exclusion 2.2.3.2(f)



Plot K - Exclusion 2.2.3.2(e)



BCSWA Pty Ltd
ABN 99 650 304 644
www.bcswa.com.au
admin@bcswa.com.au



VEGETATION CLASSIFICATION

All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.

Plot :	A	Classification or Exclusion Clause:	Exclusion 2.2.3.2(f)
Description / Justification for Classification:			
Low threat vegetation, lot currently in a low fuel state and subject to proposed subdivision			
Photo ID: 1		Photo ID: 2	



Plot :	B	Classification or Exclusion Clause:	Exclusion 2.2.3.2(b)
Description / Justification for Classification:			
Single areas of vegetation less than 1ha in area and not within 100m of other areas of vegetation being classified			
Photo ID: 3		Photo ID: 4	

Plot :	C	Classification or Exclusion Clause:	Exclusion 2.2.3.2(f)
Description / Justification for Classification:			
Low threat vegetation, lot currently in a low fuel state and subject to proposed subdivision			
Photo ID: 5		Photo ID: 6	



BCSWA Pty Ltd
 ABN 99 650 304 644
www.bcswa.com.au
admin@bcswa.com.au

AS 3959 BUSHFIRE ATTACK LEVEL ASSESSMENT | PAGE 8



Plot :	D	Classification or Exclusion Clause:	Exclusion 2.2.3.2(f)
Description / Justification for Classification:			
Low threat vegetation, including grassland managed in a minimal fuel condition. Lot subject to City of Cockburn's fire control order, grasses to trimmed to a maximum height of 50mm			
Photo ID: 7			

Plot :	E	Classification or Exclusion Clause:	Exclusion 2.2.3.2(f)
Description / Justification for Classification:			
Low threat vegetation, including grassland managed in a minimal fuel condition, maintained lawns, golf courses, maintained public reserves, vineyards, orchards, cultivated gardens, commercial nurseries, nature strips and windbreaks			
Photo ID: 8		Photo ID: 9	



BCSWA Pty Ltd
ABN 99 650 304 644
www.bcswa.com.au
admin@bcswa.com.au




Plot :	F	Classification or Exclusion Clause:	Exclusion 2.2.3.2(f)
Description / Justification for Classification:			
Low threat vegetation, including grassland managed in a minimal fuel condition. Lot subject to City of Cockburn's fire control order, grasses to trimmed to a maximum height of 50mm			
Photo ID: 10			

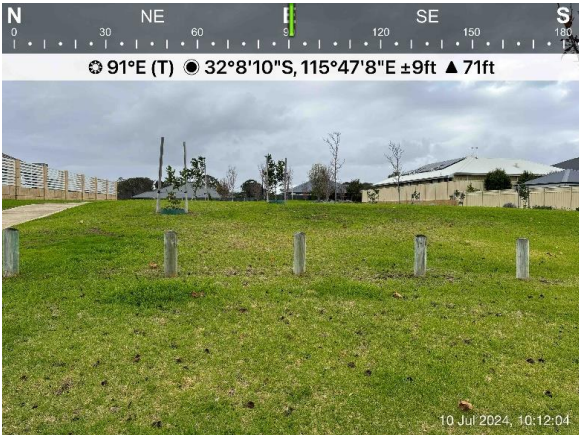

Plot :	G	Classification or Exclusion Clause:	Exclusion 2.2.3.2(a)
Description / Justification for Classification:			
Vegetation of any type that is more than 100m from the site			
Photo ID: 11		Photo ID: 12	



BCSWA Pty Ltd
ABN 99 650 304 644
www.bcswa.com.au
admin@bcswa.com.au



Plot :	H	Classification or Exclusion Clause:	Exclusion 2.2.3.2(f)
Description / Justification for Classification:			
Low threat vegetation, including grassland managed in a minimal fuel condition. Lot subject to City of Cockburn's fire control order, grasses to trimmed to a maximum height of 50mm			
			
Photo ID: 13			

Plot :	I	Classification or Exclusion Clause:	Exclusion 2.2.3.2(f)
Description / Justification for Classification:			
Low threat vegetation, including grassland managed in a minimal fuel condition, maintained lawns, golf courses, maintained public reserves, vineyards, orchards, cultivated gardens, commercial nurseries, nature strips and windbreaks			
			
Photo ID: 14		Photo ID: 15	



BCSWA Pty Ltd
ABN 99 650 304 644
www.bcswa.com.au
admin@bcswa.com.au



Plot :	J	Classification or Exclusion Clause:	Exclusion 2.2.3.2(f)
Description / Justification for Classification:			
Shrubs greater than 2m high, less than 30% foliage cover, understorey containing smaller dense shrubs			
Photo ID: 16		Photo ID: 17	

Plot :	K	Classification or Exclusion Clause:	Exclusion 2.2.3.2(e)
Description / Justification for Classification:			
Shrubs greater than 2m high, less than 30% foliage cover, understorey containing smaller dense shrubs			
Photo ID: 18			



BCSWA Pty Ltd
ABN 99 650 304 644
www.bcswa.com.au
admin@bcswa.com.au



RELEVANT FIRE DANGER INDEX

The fire danger index for this site has been determined in accordance with Table 2.1 or otherwise determined in accordance with a jurisdictional variation applicable to the site.

Fire Danger Index							
FDI 100 - Table 2.4	<input type="checkbox"/>	FDI 80 - Table 2.5	<input checked="" type="checkbox"/>	FDI 50 - Table 2.6	<input type="checkbox"/>	FDI 40 - Table 2.7	<input type="checkbox"/>

Potential Bushfire Impacts

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
A	Exclusion 2.2.3.2(f)			Low
B	Exclusion 2.2.3.2(b)			Low
C	Exclusion 2.2.3.2(f)			Low
D	Exclusion 2.2.3.2(f)			Low
E	Exclusion 2.2.3.2(f)			Low
F	Exclusion 2.2.3.2(f)			Low
G	Exclusion 2.2.3.2(a)			Low
H	Exclusion 2.2.3.2(f)			Low
I	Exclusion 2.2.3.2(f)			Low

Table 1: BAL Analysis

Determined Bushfire Attack Level (BAL)

The determined bushfire attack level has been calculated using the above Table 1: BAL Analysis and represents the highest BAL rating for the site/development where there is no requirement for additional vegetation to be modified or cleared. The rating represents the site's current state.

Determined Bushfire Attack Level (BAL)	BAL Low
--	---------



APPENDIX 1 - VEGETATION CLASSIFICATION

Vegetation Classification

Vegetation shall be classified in accordance with Table 2.3 and Figures 2.4(A) to 2.4(G). Where there is more than one vegetation type, each type shall be classified separately with the worst case scenario (predominant vegetation is not necessarily the worst case scenario) applied.

2.2.3.2 Exclusions - Low threat vegetation and non-vegetated areas

The Bushfire Attack Level shall be classified BAL - LOW where the vegetation is one or a combination of any of the following:

- (a) Vegetation of any type that is more than 100m from the site
- (b) Single areas of vegetation less than 1ha in area and not within 100m of other areas of vegetation being classified
- (c) Multiple areas of vegetation less than 0.25ha in area and not within 20m of the site, or each other
- (d) Strips of vegetation less than 20m in width regardless of length and not within 20m of the site, or each other, or other areas of vegetation being classified
- (e) Non-vegetated areas, including waterways, roads, footpaths, buildings and rocky outcrops
- (f) Low threat vegetation, including grassland managed in a minimal fuel condition, maintained lawns, golf courses, maintained public reserves, vineyards, orchards, cultivated gardens, commercial nurseries, nature strips and windbreaks

Table 2.3 Classification of Vegetation

Vegetation Classification	Vegetation Type	Description
A Forest	Tall open forest Tall woodland	Trees over 30m high; 30-70% foliage cover. Found in areas of high reliable rainfall. Typically dominated by eucalyptus
	Open forest Low open forest	Trees 30m high; 30-70% foliage cover. Typically dominated by eucalyptus
	Pine Plantation	Trees 30m in height at maturity, generally comprising Pinus species or other softwood species, planted as a single species
	Woodland Open Woodland	Trees 10-30m high; 10-30% foliage cover dominated by eucalyptus; understorey or low trees to tall shrubs
B Woodland	Low woodland Low open woodland Open shrubland	Low trees and shrubs 2-10m high; foliage cover less than 10%. Dominated by eucalyptus and Acacias. Often have a grassy understorey or low shrubs
	Closed heath Open heath	Found in wet areas and/or areas affected by poor soil fertility or shallow soils. Shrubs 1-2m high
	Low shrubland	Shrubs <2m high; greater than 30% foliage cover. Understorey may contain grasses
C Shrubland	Closed scrub	Found in wet areas and/or areas affected by poor soil fertility or shallow soils; >30% foliage cover. Shrubs >2m high
	Open scrub	Shrubs greater than 2m high; 10-30% foliage cover with a mixed species composition
D Scrub		



BCSWA Pty Ltd
ABN 99 650 304 644
www.bcswa.com.au
admin@bcswa.com.au

AS 3959 BUSHFIRE ATTACK LEVEL ASSESSMENT | PAGE 14



E Mallee/ Mulga	Tall shrubland	Vegetation dominated by shrubs with a multi-stemmed habit; usually greater than 2m in height; <30% foliage cover. Understorey of widespread to dense low shrubs or sparse grasses
F Rainforest	Tall closed forest Closed forest Low closed forest	Trees 10-40m in height; >90% foliage cover; understorey may contain a large number of species with a variety of heights
G Grassland	Low open shrubland Tussock grassland Hummock grassland Herbfield	All forms, including situations with shrubs and trees, if the overstorey foliage cover is less than 10%



BCSWA Pty Ltd
 ABN 99 650 304 644
www.bcswa.com.au
admin@bcswa.com.au

AS 3959 BUSHFIRE ATTACK LEVEL ASSESSMENT | PAGE 15



APPENDIX 2 - BUSHFIRE ATTACK LEVEL

Bushfire Attack Level Assessment Explained

A Bushfire Attack Level (BAL) Assessment is a means of measuring the severity of a buildings potential exposure to ember attack, radiant heat and direct flame contact in a bushfire event, and thereby determining the construction measures required for the dwelling.

The methodology used for the determination of the BAL rating, and the subsequent building construction standards, are directly referenced from Australian Standard AS 3959-2018 Construction of buildings in bushfire prone areas.

The BAL rating is determined through identification and assessment of the following parameters:

- Fire Danger Index (FDI) rating; assumed to be FDI-80 for WA;
- All classified vegetation within 100m of the subject building;
- Separation distance between the building and the classified vegetation source/s; and
- Slope of the land under the classified vegetation.

AS 3959-2018 has six (6) levels of BAL, based on the radiant heat flux exposure to the building, and also identifies the relevant sections for building construction, as detailed below:

Bushfire Attack Level (BAL)	Heat flux exposure thresholds	Description of predicted bushfire attack and levels of exposure	Construction Section (within AS 3959)
BAL Low	See clause 2.2.3.2	There is insufficient risk to warrant specific construction requirements	4
BAL 12.5	$\leq 12.5\text{kW/m}^2$	Ember attack	3 & 5
BAL 19	$> 12.5\text{kW/m}^2 \leq 19\text{kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 & 6
BAL 29	$> 19\text{kW/m}^2 \leq 29\text{kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 & 7
BAL 40	$> 29\text{kW/m}^2 \leq 40\text{kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux with the increased likelihood of exposure to flames	3 & 8
BAL FZ	$> 40\text{kW/m}^2$	Direct exposure to flames from the front in addition to heat flux and ember attack	3 & 9



APPENDIX 3 - CONSTRUCTION REQUIREMENTS

SECTION 4 BAL - LOW

This standard does not provide construction requirements for buildings assessed in bushfire-prone areas in accordance with section 2 as being BAL-LOW

The bushfire attack level BAL-LOW is based on insufficient risk to warrant specific bushfire construction requirements. It is predicated on low threat vegetation and non-vegetated areas (see clause 2.2.3.2)





Bushfire Attack Level (BAL) Certificate

Determined in accordance with AS 3959-2018

This Certificate has been issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme. The certificate details the conclusions of the full Bushfire Attack Level Assessment Report (full report) prepared by the Accredited Practitioner.

Property Details and Description of Works

Address Details	Unit No	Street No	Lot No	Street Name/Plan Reference		
		645		Rockingham Road		
Local government area	Suburb			State		Postcode
	Lake Coogee			W.A.		
Main BCA class of the building	City of Cockburn					
Description of the building or works		Use(s) of the building				
	Proposed Subdivision					

Determination of Highest Bushfire Attack Level

AS3959 Assessment Procedure	Vegetation Classification	Effective Slope	Separation Distance (m)	BAL
Method 1	Exclusion 2.2.3.2(f)			Low

BPAD Accredited Practitioner Details

Name
Matthew Sobelik
Company Details
BCSWA Pty Ltd
I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level stated above in accordance with the requirements of AS 3959-2018 (Incorporating Amendments 1, 2 and 3)

I hereby declare that I am a BPAD accredited bushfire practitioner.	
Accreditation No.	BPAD36534
Signature	
Date	16/10/2024

Authorised Practitioner Stamp

Reliance on the assessment and determination of the Bushfire Attack Level contained in this certificate should not extend beyond a period of 12 months from the date of issue of the certificate. If this certificate was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated certificate issued.

DISCLAIMER & LIMITATION

This assessment has been carried out in accordance with AS 3959-2018 for the purpose of calculating the potential Bushfire Attack Level (BAL).

A fire event is unpredictable and can be influenced by many factors such as, but not limited to, temperature, wind speed, wind direction, humidity, the slope of the land, vegetation fuel load, growth, planting or removal, level of implementation and maintenance of fire prevention measures and the construction of additional structures upon the property that are not included as part of this assessment. If you are concerned or notice that factors have changed a new Bushfire Attack Level should be undertaken.

As permitted by the law and to its greatest extent, BCSWA Pty Ltd and its associated employees excludes all liability whatsoever for: Damage, loss, injury, death or claim to any property and/or person caused by a fire regardless of how that fire was caused and Errors and/or omissions in this report with the client expressly acknowledging that such exclusion of liability is reasonable in all circumstances.

This assessment is not a Bushfire Management Plan and does not in any way certify that the proposed structure has been built in accordance with the assessed BAL rating. In providing this report as part of a development application or building licence the client and landowner acknowledges that they understand, approve and will comply with all requirements to maintain the separation distances detailed in this report. Furthermore, the client/landowner acknowledges and accepts all responsibility in maintaining the required building protection zone defined in AS 3959-2018.

This report is valid for 12 months only from the date of issue.





Government of Western Australia
Department of Water and Environmental Regulation

Your Ref:
Our Ref: DWERTV15938
Enquiries: Kristie Weil
Phone: 9550 4205

Darriwell Investments Pty Ltd
3/438 Riverton Drive East
RIVERTON WA 6148

Matthew Groom – Project Manager
matt@othersideproperty.com.au

c/o: Matthew Yan – Principal Environmental
Hydrologist
matt@jdahydro.com.au

Dear Applicant,

Invitation to comment on proposed decision

Property:

**LOT 104 ON PLAN 3563 - Volume/Folio 1635/646 - Lot 104 ROCKINGHAM RD
LAKE COOGEE**

Thank you for your application received 16 August 2024 for a licence to take water and construct a non-artesian well to draw 1,500 kilolitres per annum from the Cockburn, Kogalup, Perth - Superficial Swan resource for irrigation of up to 0.2 hectares of public open space (POS) on the above property.

This letter is notifying you under Schedule 1, Clause 6 of the *Rights in Water and Irrigation Act 1914* of the department's proposed decision.

After careful consideration of all the available information, I am advising that the department proposes to refuse your application because abstraction from the Perth - Superficial Swan aquifer within the Kogalup Sub-area of the Cockburn Groundwater Area has reached the allocation limit.

Please note that this is a proposed decision.

The Cockburn, Kogalup, Perth - Superficial Swan resource is fully allocated and has therefore reached the sustainable allocation limit. Approving an application which results in the allocation limit being exceeded has the potential to cause water levels to decline and water quality to deteriorate, both of which threaten the ability of the water resource to supply the required quantity and quality of groundwater in perpetuity, and adversely impact water dependent environmental values. As a result, the department is likely to not accept or refuse new applications that further over allocate the resource.

The department therefore recommends that the following water source options are considered.

- Design a dry park with no turf and native landscaping, which would not require long-term or permanent irrigation. The department could consider a temporary (non-renewable, non-transferable) licensed allocation for establishment of POS for two years only. The irrigation would be required to be turned off prior to handover to City.
- Seek a trade of entitlement or negotiate a transfer of a part entitlement with the City of Cockburn from their licence within the same groundwater resource (if the City want a groundwater bore irrigated park). For more information refer to <https://www.water.wa.gov.au/licensing/water-licensing/transfers.-tradesandagreements>.
- Use scheme water for establishment and/or long-term irrigation of the POS.

Please advise which of the above options is preferred and also consult with the City of Cockburn to ensure that they are supportive of the preferred option, as they will take over the management/maintenance of the POS in the long term.

Considering the proposed development is within a groundwater constrained area, the department also recommends that water efficient design is implemented.

You now have the opportunity to comment and provide further information in support of your position. Your comments are important and will be considered by the department before a final decision is made.

In order for your comments to be considered you must provide a **written submission** within **thirty (30) days** from the date you receive this letter outlining a clear reason why your application should be approved.

If we do not receive a written submission from you, we will proceed with the course of action outlined above. After we have made a final decision, you will be advised of the outcome in writing.

If you have any queries relating to the above matter, please contact Kristie Weil by telephone on 9550 4205.

Yours faithfully,



Carlie Slodecki
District/Program Manager
Peel Region
21 October 2024

File No. 110/253

Schedule of Submissions
Amendment 1 – Munster Phase Two Local Structure Plan, Lake Coogee

No.	Name/Address	Submission	Recommendation
1	Name and Address withheld	<p>OBJECTION:</p> <p>As lot 107 of the structural plan that does not expire until 2035 no longer seems to be earmarked and reserved for "future public open space" I feel that changing of the zoning to an increase R rating in the amendment to be inappropriate.</p> <p>I also see there being an issue with midges from Lake Coogee and feel that the public spaces with trees and vegetation should be a priority over and above changing the R rating for the properties, whereby more houses with buildings and fewer trees would not in any negate the midge issue. I therefore reject the amendment.</p>	<p>NOT SUPPORTED:</p> <ol style="list-style-type: none"> The existing Munster Phase 2 Local Structure Plan (LSP) <i>indicatively</i> shows an area of Public Open Space (POS) on Lot 107 to demonstrate how Lot 107 may allocate its minimum 10% POS in accordance with Liveable Neighbourhoods. Lot 107 is within the Lot 107 Hobson Avenue LSP, rather than within this proposal. Notwithstanding the above, Lot 107 Hobson Avenue LSP did provide its required 10% POS. The City's Local Planning Policy 1.10 - Planning Around Mosquito and Midge Infested Wetlands acknowledges the amendment is within an area known for Midge nuisance. Part one, clause 1.3.5 of the LSP report requires notifications on title(s) advising of the midge nuisance given the proximity to Lake Coogee and Lake Binjar.
2.	Department of Biodiversity, Conservation and Attractions (DBCA)	No Comment:	Noted
3.	ATCO Gas Australia	<p>No Objection:</p> <p>ATCO Gas Australia (ATCO) has no objection to the proposed application, based on the information and plan provided.</p> <p>Advice notes:</p> <ul style="list-style-type: none"> Anyone proposing to carry out construction or excavation works must contact 'Before You Dig Australia' (www.byda.com.au) to determine the location of buried gas infrastructure. Refer to ATCO document AGA-O&M-PR24- Additional Information for Working Around Gas Infrastructure https://www.atco.com/en-au/for-home/natural-gas/wa-gas-network/working-around-gas.html 	Noted

		<ul style="list-style-type: none"> Proposed construction and excavation works need to be managed in accordance with the ATCO document <i>Additional Information for Working Around Gas Infrastructure - AGA-O&M-PR24</i> https://www.atco.com/en-au/for-home/natural-gas/wa-gas-network/working-around-gas.html 	
4	Name and Address withheld	<p>OBJECTION:</p> <p>I'm the owner of <i>address redacted</i>. On review of the proposed structural plan arrangement I am not in favour of making the land across from me (<i>address redacted</i>) more dense. It is already a busy street and now with the daycares nearby on Rockingham Road it will get worse.</p> <p>I'm also concerned of the potential increased street parking as a result of the increased density on an already busy road will be dangerous. Also, having a T junction now at the front of my house which didn't exist isn't ideal as my main bedroom is there and headlights into the room will be unfavourable.</p>	<p>NOT SUPPORTED:</p> <ol style="list-style-type: none"> The amendment is estimated to create an additional 192 daily vehicle trips when compared to the existing LSP amendment area. As the net trip generation is less than 100 vehicle per hour, it is considered of 'moderate' impact under the WAPC Traffic Impact Guidelines. Whilst the proposed cul-de-sac servicing Lot 103 may result in glare from headlights being directed towards existing dwellings, the volume of traffic expected to use the road is not considered to constitute an unreasonable impact, that if experienced is capable of being managed via front fencing (or similar) within the submitter's own landholding.
5.	Department of Health	<p>Comment:</p> <p>The DoH provides the following comment.</p> <p>1. Water supply and wastewater disposal</p> <p>No objection subject to connecting to drinking water and sewage services provided by a licensed service provider.</p> <p>2. Medical Entomology</p> <p>To protect the health and lifestyle of communities, all land use planning decisions should include consideration of mosquitoes and their management.</p> <p>The City of Cockburn (the City) is a member of the South Metro Contiguous Local Authorities Group, which undertakes an extensive program of health-driven mosquito monitoring and management in conjunction with the DoH. Despite considerable efforts to manage mosquitoes and mosquito-borne disease in the City, there continues to be cases of Ross River virus and Barmah Forest virus disease, including at Lake Coogee. Although the amendment warns of the midge risk DoH recommends that:</p>	<p>Noted:</p> <ol style="list-style-type: none"> A standard requirement of subdivision or development will be connection to scheme water and sewerage services. With respect to the requirement for a Mosquito Management Plan (MMP), as the proposal does not include any water bodies or drainage within the proposed Public Open Space (POS), the risk of mosquitos from the site is minimal and should not require an MMP. Furthermore, an Urban Water Management Plan (UWMP) will be required at the subdivision stage and implements principles of water sensitive urban design that may assist in reducing potential mosquito breeding sites.

		<ul style="list-style-type: none"> The proponents liaise with the City to determine the extent of risk from mosquitoes and mosquito-borne disease for the location. If that risk is considered medium or high by the City, a mosquito management plan should be developed and adequately funded. The City ensures they have sufficient resources to continue mosquito management for any future development associated with the proposed plan. 	
6.	Public Transport Authority	No Objection	Noted
7.	Department of Water and Environment Regulation (DWER)	<p>Comment:</p> <p>The Department does not object to the proposed amendment to the Munster Phase 2 Structure Plan and provides the following advice.</p> <p><u>Urban Water Management Plan</u></p> <p>An Urban Water Management Plan (UWMP) will be required as a condition of subdivision in the future, in accordance with DUWM (WAPC, 2008) and shall describe and illustrate information for storm water design principles and infrastructure to be implemented.</p> <p><u>Contaminated Sites</u></p> <p>As the site has been historically used for market gardening (i.e. has been subject to a potentially contaminating activity), a contamination condition is likely to be recommended for any future subdivision or development applications proposing a change to a more sensitive land use (such as the residential housing and public open space within the proposed amendment).</p> <p>The contamination condition would require investigation for soil and groundwater contamination to be carried out to determine if remediation is required. Investigations and remediation would be carried out in compliance with the Act and relevant guidelines.</p> <p>Given the proximity of the proposed amendment area to land subject to a restriction on land use associated with historical market gardening in the area, an advice note is likely to be recommended for any future subdivision or development applications recommending that groundwater be tested prior to abstraction to ensure it is suitable for the intended use. It is also possible that investigations may demonstrate the need to apply a restriction on abstraction of groundwater. This would result in a classification under the Act as <i>remediated for restricted use</i>.</p>	<p>SUPPORTED:</p> <ol style="list-style-type: none"> In Part 2, section 3.4 of the Explanatory Report advises that an Urban Water Management Plan will be required at the subdivision stage. A modification is proposed to introduce section 1.3.7 - Contamination Sites into Part One of the LSP, to reflect comments from DWER, that a contamination report will be required prior to subdivision or development.

		In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.	
8	Tenille C Shepherd, West Churchill Ave, Lake Coogee 6166	<p>OBJECTION:</p> <p>Would like to ensure the dwellings to be built along the fencing line of complex at 70 West Churchill to be single dwelling.</p> <p>ENVIRONMENTAL IMPACT TO EXISTING DWELLINGS:</p> <p>If higher than single dwelling this will impact on existing apartment courtyards, windows, balconies where natural light enters the home. Apartments are currently receiving the morning period sunshine to heat the apartment naturally and gain natural light best possible throughout the day. There is no other natural light throughout the afternoon/evening for the dwellings on the East side of 70 West Churchill Avenue. The natural heating and natural light ensures additional resources are not required to be used like air conditioning or electrical lights, this is at an expense to the environment and a cost to the resident.</p> <p>IMPACT ON PRIVACY:</p> <p>All of the apartments on the East fencing line have open balconies, facing windows and glass sliding doors that directly face this east side. If there is a new dwelling higher than single level, this will prove impact to privacy and residents' rights to have a fair balance between current and new residents in this close space.</p> <p>IMPACT ON NOISE LEVELS & POLLUTION:</p> <p>The indicative bin storage area aligns my apartment in the southeast corner of the existing dwellings, with a bin pad for garbage pickup. This will significantly increase noise to this area with bin pickup days and moving of the bins to/from kerbside. This can also impact pollution from smell of community bins so close to existing dwellings that have outdoor use to their properties with courtyards and balconies.</p>	<p>SUPPORTED (IN PART):</p> <ol style="list-style-type: none"> 1. A modification is proposed to include within section 1.3.4 - Local Development Plan/s of Part One of the LSP, a single storey height restriction for R40 development directly abutting the apartment development on 70 West Churchill Avenue, Beeliar. 2. The waste management solution for the structure plan will be resolved via a future Local Development Plan. Notwithstanding, the indicative bin pad location shown on the concept plan is in approximately the same location as the road being removed which would have accommodated bin pads in any case. The previous waste collection and that indicatively proposed will be largely the same.
9	Department of Transport	<p>No Objection:</p> <p>We have reviewed the submitted documents and advise we have no objection to the proposed amendment.</p>	Noted
10	Water Corporation	Comment:	Noted

		<p>The proposed changes to the access road and subdivision pattern appear to be relatively minor in nature and should not impact the ability to service the subdivision with water and sewerage.</p> <p>The proponent should be advised that any changes required to the existing water and sewer network to service the modified layout will need to be addressed by the subdivider/s at the subdivision clearance stage through the submission of revised reticulation designs to the Corporation's Land Servicing team.</p>	
11	Department of Education	<p>No Objection:</p> <p>The proposed Amendment would not significantly impact on the accommodation capacity of school sites within the locality. Furthermore, any requirement for primary school developer contributions will be assessed and applied at the subdivision stage.</p> <p>In view of the above, the Department has no in principle objections to the proposed Structure Plan amendment. Any further changes to the zoning, residential density coding and/or dwelling numbers which may result in an increase to the student yield within the Structure Plan will require prior consultation with the Department.</p>	Noted

File No. 110/253

Schedule of Modifications
Amendment No. 1 to Munster Phase 2 Local Structure Plan

No.	Reference	Modification	Reason
Local Structure Plan Map			
1	LSP Map	Modify the existing LSP map to reflect the change proposed by the amendment. <ul style="list-style-type: none"> Identify the Public Open Space as 'dry-park' if a water license cannot be reached. 	For clarity when considering the overall structure plan area.
Executive Summary			
2	Summary	Modify the last paragraph of the 'Executive Summary' to include a sentence referencing the intent of the Structure Plan to retain the heritage wall and ruins located on Lot 103 (#66) West Churchill Avenue, Lake Coogee.	Retention and facilitating the future protection of the heritage wall and ruins are a critical element of the amended LSP, which previously did not consider the heritage structures.
Part One – Implementation			
3	Section 1.3.4	Modify 'Local Development Plan' in the following manner: <ul style="list-style-type: none"> Include a provisions specifying a maximum one (1) storey building height for the R40 land directly abutting 70 West Churchill Avenue. 	The existing development at 70 West Churchill Avenue were constructed in a manner to surveil a future road, which is now proposed to be removed. Limiting the height to single storey along the western edge of the proposal will limit privacy and natural light/ventilation issues for existing residents of 70 West Churchill Avenue.
4	Section 1.3.7	Include 'Possible contaminated site' as an additional item, to detail the following: <ul style="list-style-type: none"> An investigation for soil and groundwater contamination report being required at subdivision and/or development stage, to determine any remediation requirements. 	The amendment area's historical use as a market garden may have been subject to potentially contaminating activities.
Part Two – Explanatory			
5	Section 2.3.1	Modify 'Zone and Structure Plans' in the following manner: <ul style="list-style-type: none"> Capitalise 'Development' where referred to in the first sentence. Include a paragraph, following the first paragraph which discusses 'Development Contribution Plans 6 & 13' and includes commentary that subdivision and/or development will condition to requirement to contribute to both Developer Contribution Plans. 	For clarity as the amendment does not detail the requirement under TPS 3 to contribute to both DCA 6 and 13.

No.	Reference	Modification	Reason
6	Section 2.4	<p>Modify 'Local Planning Policies' in the following manner:</p> <ul style="list-style-type: none"> • Modify reference of "LPP 1.11 – Midge infested wetlands" to "LPP 1.10 - Planning Around Mosquito and Midge Infested Wetlands" • Modify reference of "LPP 5.1 – Public Open Space" to "LPP 5.1 - Development of the Public Realm" • Modify reference of "LPP 5.3 – Control of Measures for protecting Water Resources in Receiving Environments" to "LPP 5.3 - Engineering, Drainage and Construction Standards" • Modify reference of "LPP 5.11 – Filling of Land" to "LPP 5.11 - Filling and Retaining of Land" • Delete reference of "LPP 5.15 – Access Street – Road Reserves and Pavement Standards" 	To reflected recent amendments to policy numbers and titles.
7	Section 3.3	<p>Modify 'Public Open Space' in the following manner:</p> <ul style="list-style-type: none"> • Modify Figure 6 to include 'Hobson Park' as an area of Public Open Space; • Modify the last paragraph relating to irrigation of the POS to reflect the final outcome, whether that be an irrigated POS or a 'dry POS'. 	To reflect the constructed Hobson Park and to detail the ultimate outcome whether an irrigated park can be achieved or a dry park if a water license cannot be sought.
Appendices			
8	Appendix E – Landscape Concept Plan	<p>Subject to modification 7, above, modify the 'Landscape Plan' to reflect the requirements of a 'dry park' should an irrigation agreement not be reached. The Landscape Plan shall be modified to include:</p> <ul style="list-style-type: none"> • Consideration of alternate water wise/local endemic plant species; • Suitable soil enhancing products for water retention; and • Additional management practices and inspections regarding plant attrition rates. 	To detail adequate requirements for a 'dry park' should a water license not be obtained.



14.1.3 (2025/MINUTE NO 0019) Initiation of (Standard) Scheme Amendment No.179 - Additional Use No.1 - Lots 704-706 Jandakot Road (Urban Stone), Jandakot

Executive	Director Planning and Sustainability
Author	Senior Strategic Planner
Attachments	1. Proponent requested AU1 Amendments ↓ 2. Full Scheme Amendment Request ↓ 3. City proposed Amendments to AU1 ↓

Officer Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council:

(1) INITIATES, pursuant to section 75 of the *Planning and Development Act 2005*, an amendment to the City of Cockburn Town Planning Scheme No.3 for the following purposes:

1. Modifying Additional Use 1 to:
 - A. Update the description of land (column 2) to Lots 807, 808, 809, 810 and 811 Jandakot Road, Jandakot.
 - B. Insert (D) after all Additional Uses (column 3).
 - C. Include the following Additional Uses (column 3):
 - *Fast Food Outlet (D)*
 - *Hardware Store (D)*
 - *Health Studio (D)*
 - *Industry – Light (D)*
 - *Industry – Service (D)*
 - *Lunch Bar (D)*
 - *Motor Vehicle, Boat and Caravan Sales (D)*
 - *Place of Worship (D)*
 - *Recreation-Private (D)*
 - *Trade Display (D)*
 - *Veterinary Services (D)*
 - D. Modifying the conditions (column 4) of AU1 as follows:
 - i. Delete conditions 1(f) and 6.
 - ii. Modify condition 2 to replace reference to Lot 702 with Lot 808.
 - iii. Modify condition 3 to state:
“Any new development proposed must be connected to reticulated sewer.”
 - iv. Inclusion of a new condition (1) stating:
“All development shall comply with the following objective: To accommodate light industrial and a limited range of commercial activities which require good vehicular access and/or large sites; which do not negatively impact existing or planned Activity Centres; and which are compatible with the Jandakot Groundwater mound and environmental values of the area.”
 - v. Inclusion of a new condition (9) stating:
“Within AU1 all ‘fast food outlet’ land uses shall have a maximum aggregate Gross Floor Area (GFA) of 1200m².”

- vi. Renumber the conditions.
- vii. Correct spelling/typographical errors.
- E. Modify all references to 'Storage' with 'Storage yard'.

- (2) DETERMINES the Amendment is 'standard' under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* as it satisfies the following criteria of Part 5, Division 1, Regulation 34:
- *It is an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and*
 - *would not constitute a complex or basic amendment as defined in Part 5 Division 1 Regulation 34;*
- (3) Upon preparation of the amending documents by the proponents to reflect resolution (1) above, REFERS the Amendment to the:
- Environmental Protection Authority (EPA), pursuant to Section 81 of the *Planning and Development Act 2005*, by giving 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 *Environmental Protection Act 1986* in relation to the proposal;
 - Western Australian Planning Commission, pursuant to Part 5, Division 3, Regulation 46A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for consideration;
 - Minister for Planning, pursuant to Section 83A of the *Planning and Development Act 2005*, for permission to advertise the proposal; and
- (4) Upon compliance with Sections 81, 82 and 83A of the *Planning and Development Act 2005*, ADVERTISES the proposed Amendment pursuant to the details prescribed within Part 5, Division 3, Regulation 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

CARRIED 7/0

Background

The subject site is approximately 53 hectares comprising Lots 704 – 706 Jandakot Road, bound by Jandakot Road to the southwest, Berrigan Drive / Pilatus Street to the northwest, Jandakot Airport to the northeast, and existing rural-residential ('Resource' zoned) lots to the southeast.

The subject site has been historically used for sand extraction and has also accommodated a manufacturing, showroom and storage facility for paving stone manufacturer 'Urban Stone' since the mid 1990's.

Approximately 13ha of the northern portion of the subject area is now Bush Forever (site 388).

Additional Use No.1 (AU1) for masonry production was originally created via Amendment No.271 to former Town Planning Scheme No.1 and has been carried forward into former District Zoning Scheme No.2 and the current Town Planning Scheme No.3 (TPS3).

Since the 2002 gazettal of TPS3, the land has formed the subject of several other Scheme Amendments, as summarised below:

- Scheme Amendment No.44 (gazetted 26/6/2008) – changed the AU1 boundary and added a range of environmental conditions
- Scheme Amendment No.91 (gazetted 21/6/2013) – expanded the area of AU1 and included a range of other commercial land uses (showroom, warehouse, nursery) where associated with masonry production
- Scheme Amendment No.112 (gazetted 2/3/2018) – further expansion of AU1, and changes to provide a range of commercial land uses with low risk of polluting the Jandakot Groundwater Mound.

Over the past five years the site has been substantially reworked in preparation for future commercial and warehousing development.

This has included clearing the remaining developable portions of the site, earth working and servicing the land consistent with subdivision approval for the site, and demarcation of the land to be transferred to the State as 'Bush Forever'.

Submission

The proposed Scheme Amendment has been lodged by Taylor Burrell Barnett Planning Consultants on behalf of Schaffer Corporation (the landowner).

Report

The purpose of this report is for Council to consider initiating a Scheme Amendment for 'Additional Use No.1' (AU1) that applies to a portion of Lots 704-706 Jandakot Road, Jandakot (Scheme Amendment No.179 – see Figure 1).

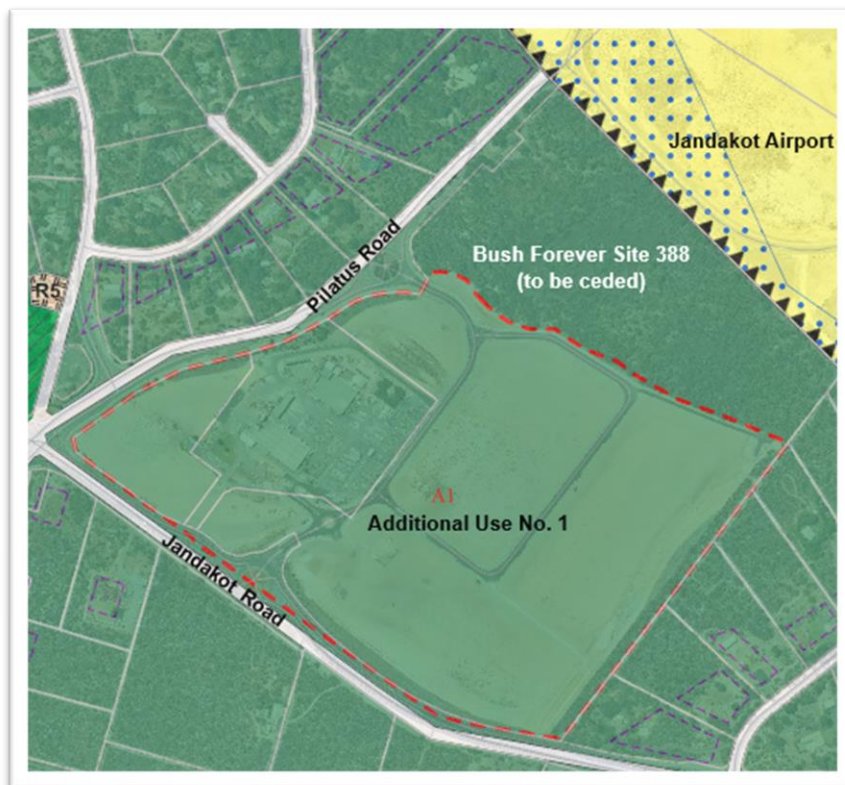


Figure 1: Location Plan – Additional Use No. 1

The proposed amendments to AU1 requested by the proponent are included at Attachment 1. A full copy of the Scheme Amendment Request (that seeks to justify the proposed modifications) is included at Attachment 2.

The key change proposed, is inclusion of the following additional land uses:

- Fast Food Outlet
- Hardware Store
- Health Studio
- Industry – Light
- Industry – Service
- Lunch Bar
- Motor Vehicle, Boat and Caravan Sales
- Place of Worship
- Recreation-Private
- Trade Display
- Veterinary Services.

Current planning framework

The subject site is currently zoned 'Rural Water Protection' under the Metropolitan Region Scheme (MRS), due to its location within the Jandakot Groundwater Protection area.

At present the land is zoned 'Resource' under TPS3, for which AU1 allows the following additional uses to be considered:

- Masonry Production
- Nursery
- Warehouse*
- Showroom*
- Storage*

*only where the display, selling, hiring or storage of goods, equipment, plant or materials and the incidental site activities do not pose risk of pollution to the below ground public drinking water source.

AU1 also includes a range of conditions regarding revegetation, building design, noise mitigation, lot sizes and other measures principally aimed at ensuring protection of the groundwater mound.

This means while the land is subject to SPP 2.3 Jandakot Groundwater Protection (SPP 2.3), and the underlying land use guidance of Water Quality Protection Note #25, TPS3 provides for a range of commercial land uses that otherwise would not be permissible in the 'Resource' zone.

SPP 2.3 still applies to development and subdivision of land, whereby there is an expectation of specific management practices to ensure there is no increased risk of pollution to the groundwater resource.

The intent is that each development application within the AU1 area is assessed, from a land use perspective, on its merits in accordance with the Scheme provisions and SPP 2.3.

The AU1 provisions also require the Bush Forever site to the north to be ceded free of cost upon subdivision of the land.

The AU1 provisions require all development to have due regard to a Local Development Plan (LDP). Adopted by the City on 8 March 2023, the LDP addresses matters such as building design, parking and access requirements, interface with the 'Resource' zone, building setbacks and landscaping.

Perth and Peel @3.5million and the City's Local Planning Strategy provide some direction for the future of the subject site, discussed below.

Perth and Peel @3.5million

The subject site is shown as 'Industrial Investigation' in the Perth and Peel @3.5million South Metropolitan Peel Sub-regional Framework (SRF), outlining the following key considerations (Table 7):

- *Impacts, risks and management of Jandakot groundwater resources (existing Priority 2 Source Protection Area)*
- *Land to form part of the Jandakot Airport Specialised Centre*
- *Determine specific land uses (e.g. light industrial in nature) and zoning to form part of the Jandakot Airport Specialised Centre and that are compatible with the P3 Drinking Water Source Area and the land's proximity to Jandakot Airport.*

Whilst it states the land is to form part of the Jandakot Specialised Activity Centre, neither the City's *Local Commercial and Activity Centre Strategy (LCACS)* or *Local Planning Strategy* include the subject site within the spatial boundaries of this centre.

While the subject site may have an inter-relationship with the Jandakot Specialised Activity Centre, it has not been subject to the type of strategic planning, master planning or integrated planning that would provide parameters for development of the subject land, such as confirming an appropriate range of land uses and floorspace areas.

There has been no further investigation into its consideration as part of the Jandakot Specialised Activity Centre.

The Jandakot Specialised Activity Centre is unique because under s112 of the *Airports Act 1996* (Commonwealth), Perth and Jandakot Airports are not subject to the Western Australian planning framework, including SPP 4.2 'Activity Centres'.

Instead, Part 5 of the *Airports Act 1996* (Commonwealth) regulates land use planning through requiring the preparation of periodic review of Airport master plans and Major development plans.

These plans must consider their impacts on, among other things, "the local and regional economy and community, including... commercial and retail development in the adjacent area".

City of Cockburn Local Planning Strategy (2024)

The subject land is identified in the *Local Planning Strategy* as 'Planning Area C: Jandakot Industrial Investigation Area'. This includes the Planning Direction and Action (shown in the following table) to include a range of specifically tailored additional uses, supporting the intent behind the proposed amendment.

Planning Area C: Jandakot Industrial Investigation Area				
	Planning Direction	Action	Rationale	Timeframe
1.0	Investigate the appropriateness of providing a range of commercial and industrial uses on lots of a minimum of 2ha that do not have a negative impact on the groundwater mound, environmental values, and surrounding character and amenity, or that impact on the activity centre hierarchy.	1. Inclusion of a range of specifically tailored uses and conditions set in the local planning scheme through an 'Additional Use' or other appropriate mechanism, as shown in TPS3.	To take advantage of the site's location near the Jandakot Specialised Activity Centre and respond to the historical land uses and planning framework.	0-5 years
		2. Ensure the local planning scheme provides an appropriate framework to manage any potential negative impacts of commercial uses.	To ensure land uses do not negatively impact the groundwater mound, environmental values, and surrounding character and amenity.	0-5 years

The Local Planning Strategy includes a plan of the City's network of Activity Centres and defines the spatial boundary of all centres based on the LCACS and subsequent approved structure plans/amendments that included changes to Activity Centres.

It defines the spatial extent of the Jandakot Specialised Activity Centre based on the LCACS, which does not include the subject land.

State Planning Policy 4.2 Activity Centres

SPP 4.2 aims to ensure planning, development and decision making adequately consider the distribution, function, broad land use, access and urban form considerations for activity centres. It seeks to provide for sustainable development that benefits the community through efficient and equitable access to goods, services and employment.

SPP 4.2 sets out two types of Activity Centres uses: A and B.

'Activity Centre A' uses are critical to activity centres and include 'Shop', 'Fast food outlet / Lunch bar', and 'Restaurant/café'. These uses trigger various policy requirements when exceeding the major development threshold (which is dependent on the type of centre).

'Activity Centre B' uses include uses such as 'Bulky goods showroom', 'Motor vehicle, boat or caravan sales', 'Medical centre' and 'Office', 'Recreation – private' which only trigger policy requirements when preparing new or amendments to planning instruments.

The proposed new commercial additional uses are all Activity Centre B uses except for 'Fast Food Outlet'.

These proposed Activity Centre B 'Additional Uses' are not those which are generally considered desirable in Activity Centres, given the built form, large floorspace requirements (which could negatively impact the diversity of an Activity Centre); and the car-based nature of the uses which means it is unlikely to be accessed by walking, cycling or public transport.

In terms of the proposed 'Activity Centre B' uses, there are no proposed Planning Land Use Categories (PLUC) 'Shop/Retail' uses (such as Service Station or Convenience Store) or 'Office/Business' (office or medical centre) uses.

These 'Shop/Retail' and 'Office/Business' PLUC uses are the type of Activity Centre B uses that are most desirable in Activity Centres to ensure a diversity of land uses to meet the needs of the community.

It is important to note 'Showroom' is an existing permissible use for the subject land, which provides the potential for the area to effectively become a 'service commercial' precinct.

Service commercial precincts generally include commercial activities which because of their nature require good vehicular access and/or large sites.

Their scale, character, operational or land requirements mean they are not generally appropriate in or cannot conveniently or economically be accommodated in Activity Centre or industrial zones.

Given 'Showroom' is an existing permissible use, the inclusion of a small and limited range of additional supporting commercial uses which largely excludes Activity Centre A uses does not significantly change the likely function and land use outcomes of the precinct.

The inclusion of 'Industry – light' and 'Industry – service' as Additional Uses is appropriate, consistent with the SRF (industrial investigation designation) and the Local Planning Strategy.

Any such uses must comply with the conditions of AU1, including storage of hazardous materials; and SPP 2.3 (or draft State Planning Policy 2.9 'Planning for Water' when gazetted).

Fast food outlet

Given 'fast food outlet' is the only proposed 'Activity Centre A' use, it is considered reasonable to introduce additional controls to minimise the potential impact of these uses on nearby Activity Centres.

It is noted SPP4.2 specifies 'fast food outlet' as a 'desired land use' in Local, Neighbourhood, District, Secondary and Strategic Activity Centres.

Without a limit to the aggregate floor area of 'fast food outlet' land uses there is a risk the precinct could accommodate a wide range and number of fast-food outlets.

This could negatively impact the viability of nearby Activity Centres including the Glen Iris Local Centre and the potential future Neighbourhood Centre in the draft Jandakot District Structure Plan area.

The intention is that AU1 serves as a light industrial/service commercial precinct, and 'fast food outlet' uses should be incidental land uses. To ensure this occurs, it is recommended a condition be included within AU1 stating all 'fast food outlet' land uses shall have a maximum aggregate Gross Floor Area (GFA) of 1200m².

This would allow for approximately three fast-food outlets and aligns with the number and scale of potential fast-food outlets proposed on the concept plan presented by the proponent for the subject site.

This proposed requirement aligns with the Local Planning Strategy 'Planning Direction' to ensure additional land uses in the precinct do not negatively impact the activity centre hierarchy.

Precinct Structure Plan

In accordance with SPP4.2, a precinct structure plan is generally required for specialised activity centres unless the WAPC is satisfied that one is not required.

In this instance, given:

- the ambiguity regarding the site's inclusion within the Jandakot Specialised Activity Centre
- Jandakot Airport already forming the subject to an approved Master Plan
- the adopted LDP and existing subdivision approvals (creating the internal road network).

it is not considered a precinct structure plan is necessary or would be of any benefit.

It is noted the LDP pre-dates an Amendment to the City's TPS3 car parking landscaping provisions for commercial land uses (clause 4.9.2).

Clause 5.4 of the LDP requires 1 shade tree for each 10 bays, applying to the primary setback area only. However, clause 4.9.2(f) of TPS3 requires 1 shade tree for every 3 parking bays, and these are required in all car parking areas, not just street setback areas.

To ensure the subject area provides car parking landscaping to the standard of TPS3, the City will liaise with the proponent to undertake this minor update to clause 5.4 of the LDP to ensure the provision of trees within car parking areas is the same as required by TPS3.

This requirement is considered important to contribute to tree canopy cover, reduce the urban heat island effect and improve amenity within car parking areas.

Impact on Jandakot Groundwater Protection Area

The subject site falls within the boundary of the Jandakot Groundwater Protection Area and is therefore subject to SPP 2.3.

The primary objective of this policy is to ensure all development and changes to land use within the policy area are compatible with maximising the long-term protection and management of groundwater, in particular for public drinking water supply.

The Department of Water (DoW) previously had no objection to the expansion of AU1 and inclusion of additional land uses (proposed by Amendment No.112), subject to the employment of best management practices.

Their submission recognised that whilst the Urbanstone facility currently operating on the site is deemed an incompatible land use in the Jandakot Underground Water Pollution Control Area (UWPCA), it is an operation that is a pre-existing, and a non-conforming land use that was established prior to the gazettal of SPP 2.3. Therefore, the land use is permitted to continue to operate in line with the best management practices under non-conforming use rights of this policy.

The proposed new uses pose no greater risk to groundwater pollution than the existing additional uses of 'Showroom', 'Warehouse' or 'Masonry Production' available for the site. The existing AU1 conditions provide for groundwater protection and will apply to the further uses outlined in this proposal.

If initiated, the proposed Amendment will be referred to the Environmental Protection Authority (EPA) to determine whether it requires formal environmental assessment, and during formal advertising it will be referred to Department of Water and Environmental Regulation (DWER) for comment on the proposed land uses.

Their feedback will be considered when the proposal is presented back to Council for a recommendation on Final Approval.

Recommended modifications

The range of additional uses proposed by the proponent for AU1 are generally supported, however the City is recommending some modification (Attachment 3).

It is recommended that an objective be included, given the underlying zoning of 'Resource' means there is no clear objective or vision for the subject land against which to assess the appropriateness of subdivision and development applications.

It is therefore recommended an objective for the precinct be included in AU1, as follows:

"To accommodate light industrial and a limited range of commercial activities which require good vehicular access and/or large sites; which do not negatively impact existing or planned Activity Centres; and which are compatible with the Jandakot Groundwater mound and environmental values of the area."

To ensure 'fast food outlet' land uses remain incidental and do not negatively impact the activity centre hierarchy, it is recommended a condition be included stating all 'fast food outlet' land uses shall have a maximum aggregate Gross Floor Area (GFA) of 1200m².

It is also recommended a condition be added that all additional land uses will be treated as 'D' uses (requiring development approval) to clarify the permissibility.

The requirement for development approval will ensure assessment of proposed development (including matters such as traffic, noise etc.) and will allow for the imposition of appropriate conditions as necessary, particularly to ensure protection of the groundwater mound.

Other minor updates proposed by the proponent are supported, including the following:

- Deleting conditions 1(f) and 6 which refer to land already ceded for Jandakot Road
- Updating lot details to reflect current land descriptions
- Modify/correct all references to 'Storage' with 'Storage yard' to reflect the correct land use definition in TPS3.

Type of Amendment

The Amendment is considered a 'standard amendment' under the provisions of the LPS Regulations on the basis it is an amendment that:

- does not result in any significant environmental, social, economic or governance impacts on land in the scheme area
- would not constitute a complex or basic amendment as defined in Part 5 Division 1 Regulation 34.

Conclusion

It is recommended Council initiate Scheme Amendment No.179 as set out in the Council recommendation (refer Attachment 3) to ensure a clear objective for the precinct, and to control the aggregate floor area of 'fast food outlet' land uses.

The proposed Amendment is consistent with the City's *Local Planning Strategy* and will provide for a specific range of commercial and light industrial land uses to support the subject land as a service commercial precinct.

Scheme Amendment No.179 would be advertised for public comment (after referral to the WAPC and the Environmental Protection Authority as required), and the outcomes of consultation presented to Council for further consideration.

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.

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.

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.

Budget/Financial Implications

The cost of processing the Scheme Amendment was calculated in accordance with the *Planning and Development Regulations 2009* and has been paid by the landowner.

Legal Implications

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015

Community Consultation

The *Planning and Development (Local Planning Schemes) Regulations 2015* identifies three amendment types: basic, standard, and complex.

Scheme Amendment No.179 meets the definition of 'Standard' Scheme Amendment. Part 5, Division 3, Regulation 47 requires advertising for a minimum period of 42 days.

If it proceeds, the proposal will be referred to government agencies and adjacent landowners for comment.

Risk Management Implications

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

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil.

Proponent requested Amendments to Additional Use 1

The existing Additional Use 1 (AU1) provisions are outlined in black in the table below, with the amendments as requested by the proponent included as red text.

No.	Description of Land	Additional Use	Conditions
AU 1	<p>Lots 807, 808, 809, 810 and 811 Jandakot Road, Jandakot Lots 701, 702 and 703 (excluding Bush Forever Area 388C) Jandakot Road, Jandakot. (Formerly Lots 101, 103 and 104 Jandakot Road, Jandakot)</p> <p><i>Please note – we have suggested a change here to reflect the intended creation of Lots 807-811 in accordance with WAPC 160955, as the new lots will be created prior to the finalisation of the Scheme Amendment.</i></p>	<ul style="list-style-type: none"> Nursery Masonry Production Warehouse, Showroom and Storage Yard where the display, selling, hiring or storage of goods, equipment, plant or materials and the incidental site activities do not pose risk of pollution to the below ground public drinking water source. Fast Food Outlet Hardware Store Health Studio Industry – Light Industry - Service Lunch Bar Motor Vehicle, Boat and Caravan Sales Place of Worship Recreation-Private Trade Display Veterinary Services 	<ol style="list-style-type: none"> All development is to have due regard to a Local Development Plan prepared for the Additional Use No. 1 area. The Local Development Plan is to address the following: <ol style="list-style-type: none"> The standards to be applied for physical development in order to ensure the protection of the below ground public drinking water source; Building design, and vehicle access and egress arrangements to minimise the amenity impact to surrounding properties; Noise mitigation measures pursuant to the details of an acoustic report where required; Interface controls and/or measures with regard to Bush Forever Area 388, including, but not limited to; a hard road edge within the AU1 area abutting the Bush Forever area and/or bushland identified for protection; Bushfire mitigation measures being provided outside the Bush Forever area within the AU1 area; an appropriate wetland buffer, if considered relevant by the assessing authority, and; drainage to be contained within the AU1 area; Identify revegetation areas to be used as a buffer between adjoining environmental and rural living land uses; and Identify land on Lot 703 required for the upgrade of Jandakot Road, which may form part of Additional Use No. 1 area. No bulk storage of green-waste, compost or Toxic or Hazardous Substances (THS) are permitted above 25 litres in total volume, excluding fuel within vehicle fuel tanks. THS includes pesticides, herbicides, fuel (storage), explosives, flammable liquids, cleaners, alcohol, fertilisers (other than on Lot 702 808 under current development approvals), medical or veterinary chemicals, pool chemicals and corrosive substances; inclusive of the substances listed in the Poisons Act 1964 (Appendix B). These substances may only be stored in volumes above 25 Litres if contained within domestic sized packages ready for end use in domestic situations.

			<div>3. Any new development proposed of any Warehouse, Showroom, or Storage land use must be connected to reticulated sewer.</div> <div>4. Any applications for the development of any Warehouse, Showroom or Storage Yard land use is subject to the preparation, implementation and update the following documents to the satisfaction of the local government:<div><div>a) Site Chemical Risk Assessment report;</div><div>b) Dust Management Plan; and</div><div>c) Acoustic report.</div></div></div> <div>5. No below ground storage is permitted.</div> <div><div>6. As part of any future application for subdivision and/or development, land identified for the upgrade of Jandakot Road is to be ceded free of cost and constructed by the Applicant as follows:<div><div>a) The amount of land to be ceded from the Additional Use No. 1 area is to form a single carriage way as depicted on an approved Local Development Plan; and</div><div>b) The Applicant is required to construct the ceded land as one additional carriage way to Jandakot Road.</div></div></div></div> <div>7. As part of the first application for subdivision and/or development, the Applicant shall cede land within the Bush Forever Site free of cost to the Crown.</div> <div>8. Notwithstanding any subdivision provisions in the Scheme, the minimum lot size for subdivision is 2 hectares.</div>
--	--	--	--



Scheme Amendment Request

South Connect Estate
Lots 704 - 706 Jandakot Road, Jandakot

Prepared for Schaffer Corporation Ltd
22/016A
November 2024



Document Information

Scheme Amendment Request

South Connect Estate

Schaffer Corporation Ltd

22/016A

Prepared By: Taylor Burrell Barnett

Level 7, 160 St Georges Terrace

PERTH WA 6000

PO Box 7130

Cloisters Square

PERTH WA 6850

Phone: 9226 4276

Email: admin@tbbplanning.com.au

Doc ID: 22~016 South Connect Amendment Request Report v1.1 Nov2024

Revision	Status	Author	Approved by	Date Issue
1.0	Final	Eoghan McElwee	Jarrold Ross	Aug 2024
1.1	Final	Eoghan McElwee	Jarrold Ross	Nov 2024

Disclaimer

This document was prepared for Schaffer Corporation Ltd for the purposes of submission and may only be used in accordance with the executed agreement between Taylor Burrell Barnett and the Client.

The report may contain information gathered from a number of sources using a variety of methods. Taylor Burrell Barnett does not attempt to verify the accuracy, validity or comprehensiveness of any information supplied to Taylor Burrell Barnett by third parties.

This document cannot be copied or reproduced in whole or part for any purpose without the prior written consent of Taylor Burrell Barnett.

Table of Contents

Executive Summary	5	Appendices	
1.0 Introduction	6	Appendix A	Scheme Text Amendment Proposal
1.1 Purpose of Report	6	Appendix B	Estate Masterplan and Subdivision Approval
1.2 Site Overview	6	Appendix C	Approved Local Development Plan for South Connect Estate
1.3 Legal Description and Ownership	7	Appendix D	Environmental Assessment
1.4 Preliminary Engagement	7	Appendix E	Bushfire Management Plan
		Appendix F	Transport Impact Assessment
		Appendix G	Approved Urban Water Management Plan
2.0 Planning Framework	8		
2.1 State Planning Framework	8		
2.2 City of Cockburn Planning Framework	14		
3.0 Site Context	18		
3.1 Existing Approvals	18		
3.2 Environmental Considerations	20		
3.3 Bushfire Management	20		
3.4 Movement and Access	20		
3.5 Drainage and Utility Infrastructure	21		
4.0 Scheme Amendment	22		
4.1 Amendment Proposal	22		
4.2 Estate Masterplan	22		
4.3 Additional Use Considerations	24		
5.0 Conclusion	28		



Executive Summary

This report has been prepared on behalf of Schaffer Corporation Ltd, as the owners of the South Connect Estate, to outline a proposed request for amendment to the City of Cockburn's *Local Planning Scheme No. 3* to expand upon the additional uses available under the existing Additional Use No. 1.

The subject site, which consists of Lots 704 - 706 Jandakot Road, Jandakot, forms part of the Jandakot Airport Specialised Activity Centre and is in the process of being subdivided and developed for commercial and freight and logistics purposes consistent with the shared vision for the site and the existing additional uses available.

As a component of progressing the Estate the project team has noted the evolving strategic planning for the surrounding region, and in particular:

- The growth in employment and logistics operations within the broader Jandakot Airport Specialised Activity Centre; and
- The existing and proposed residential development immediately surrounding the site to the south, west and east.

The expansion of development within the surrounding precinct has resulted in demand for a range of commercial services, and given its strategic location and site characteristics, the South Connect Estate is well placed to meet these needs.

In seeking to meet this demand Schaffer Corporation has further progressed masterplanning for the South Connect Estate and integrated the opportunities for diversification of land uses. This analysis has particularly focused on the Jandakot Road frontage of the site given the volume of commuter traffic passing this frontage and its positioning in terms of the future urban development to occur.

The development of the subject site is an outstanding opportunity to deliver an integrated commercial hub to provide goods and services to the significant workforce which visits the specialised activity centre on a daily basis, in addition the broader surrounding community.

Under *Local Planning Scheme No. 3* the Estate is able to accommodate the uses of Showroom, Warehouse, Storage, Nursery and Masonry Production, subject to development approval and compliance with the conditions contained within Additional Use No. 1.

In progressing the Estate masterplan the proponent is seeking the support of the City of Cockburn in the initiation of an amendment which seeks to expand upon the uses available within the precinct to include:

- **Convenience uses:** including the defined uses of Fast Food Outlet and Lunch Bar.
- **Commercial and Light Industrial Uses:** which extend to the defined uses of Industry-Light, Industry-Service, Hardware Showroom, Health Studio, Motor Vehicle, Boat and Caravan Sales, Recreation-Private, Storage Yard, Trade Display and Veterinary Services.

Each of these uses is well suited to the estate, complementary to the existing uses available, and unlikely to result in any land use conflict or impact on surrounding landowners.

No modifications are proposed to the City's Scheme Maps, as the depiction of Additional Use No. 1 correctly identifies the extent of the subject area, which includes all of Lots 704 and 705, but excludes the identified Bush Forever area within Lot 706.

As a result it is requested that the City of Cockburn support the initiation of an amendment to include these uses as permitted within the Scheme subject to the conditions applicable, and subject to further consideration of each use at the development application stage.

1.0 Introduction

1.1 Purpose of Report

This report has been prepared on behalf of Schaffer Corporation Ltd to support a proposal to amend the City of Cockburn *Local Planning Scheme No. 3* (LPS3) to modify and expand upon the additional uses available in the Scheme for the South Connect Estate (the subject site) to include a selection of other uses complementary to those already available.

1.2 Site Overview

The subject site is located within the southern metropolitan area in the suburb of Jandakot. The estate is strategically located adjacent to the Jandakot Airport Specialised Activity Centre, an area which is undergoing rapid development to accommodate a range of industrial and distribution operations, reinforcing the area as a major freight and logistics hub (**Figure 1**).

The subject site spans approximately 53 hectares of land comprising of Lots 704 - 706 Jandakot Road, and is bound by Jandakot Road to the southwest, Berrigan Drive / Pilatus Street to the northwest, rural-residential lots to the southeast and Jandakot Airport to the northeast (**Figure 2**).

The subject site has been historically used for sand extraction and has also accommodated a manufacturing, showroom and storage facility for paving stone manufacturer 'Urban Stone' since the mid 1990's.

Over the past five years the site has been redeveloped in preparation for future commercial and warehousing development consistent with the existing 'Additional Use' provisions of LPS3 and the broader Jandakot Airport Estate.

This has included the clearing and grading of the remaining developable portions of the site, earthworking consistent with subdivision approval, and demarcation of the land to be ceded as a 'Bush Forever' reserve in the north-east portion of Lot 706.

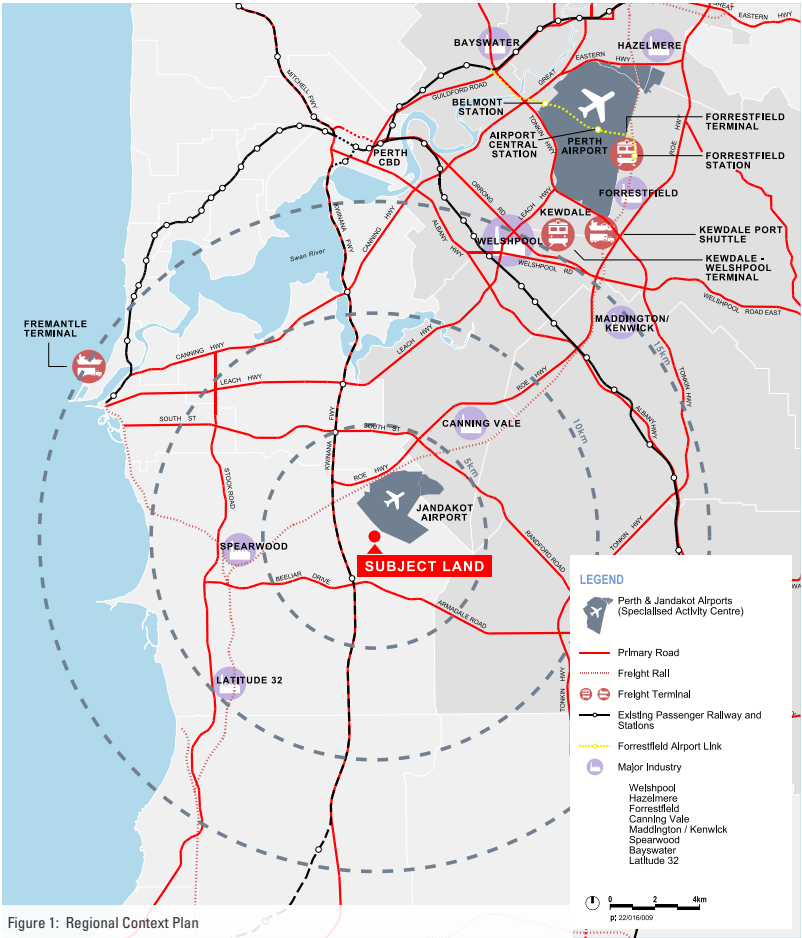


Figure 1: Regional Context Plan

Progressive development of the precinct is set to occur over the next five years following completion of the approved internal road network and delivery of all required civil infrastructure to facilitate commercial and freight and logistics development.

1.3 Legal Description and Ownership

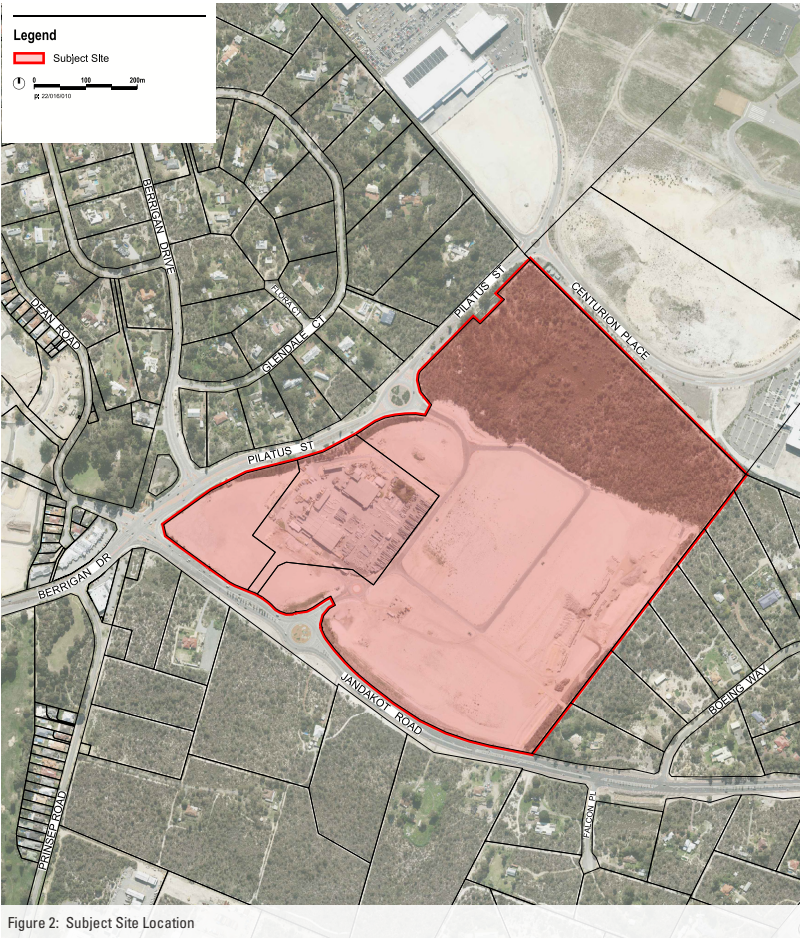
The subject site is entirely within the control and ownership of the proponent, Schaffer Corporation Ltd. The details of the three land parcels included are outlined in **Table 1**.

Table 1: Lot summary details

Lot Address	Land Area (ha)	Volume / Folio	Plan No	Owner
Lot 704 Jandakot Road, Jandakot	3.2215	2999/304	417614	Schaffer Corporation Ltd
Lot 705 Jandakot Road, Jandakot	6.1878	2999/305	417614	Schaffer Corporation Ltd
Lot 706 Jandakot Road, Jandakot	43.6438	2999/306	417614	Schaffer Corporation Ltd

1.4 Preliminary Engagement

Schaffer Corporation has been regularly engaging with the City of Cockburn on the progression of the South Connect Estate over the past 10 years, and commenced discussion on a proposed Scheme amendment in early 2022.



2.0 Planning Framework

2.1 State Planning Framework

2.1.1 South Metropolitan Sub-Regional Planning Framework

The *Perth and Peel @ 3.5 million* land use planning and infrastructure framework sets an over arching strategic plan for the City with a population of 3.5 million people by 2050. The framework provides guidance on where sustainable development should occur over the next 35 to 40 years to ensure the impact of urban growth on areas of environmental significance is minimised; to protect heritage; and to maximise the benefits of available land and existing infrastructure.

The subject site falls within the *South Metropolitan Sub-Regional Framework*, and is identified as an 'Industrial Investigation' area. These areas are noted as those which 'require further detailed planning to be undertaken prior to consideration for rezoning under the MRS or PRS. The classification of these areas is not to be construed as a commitment by the WAPC to support any rezoning as this will depend upon the outcome of further detailed planning investigations' (Figure 3).

The key considerations for the subject site are outlined in the framework as:

- Impacts, risks and management of Jandakot groundwater resources (existing Priority 2 Source Protection Area).
- Land to form part of the Jandakot Airport Specialised Centre.
- Determine specific land uses (e.g. light industrial in nature) and zoning to form part of the Jandakot Airport Specialised Centre and that are compatible with the P3 Drinking Water Source Area and the lands proximity to Jandakot Airport.

It is also noted that land surrounding the subject site is identified as 'Urban Expansion'. This allocation is the result of an amendment to the framework in August 2023 to modify these sites from 'Urban Investigation' to 'Urban Expansion' in recognition of the progression of groundwater monitoring and analysis to demonstrate the suitability of the land to accommodate urban development.

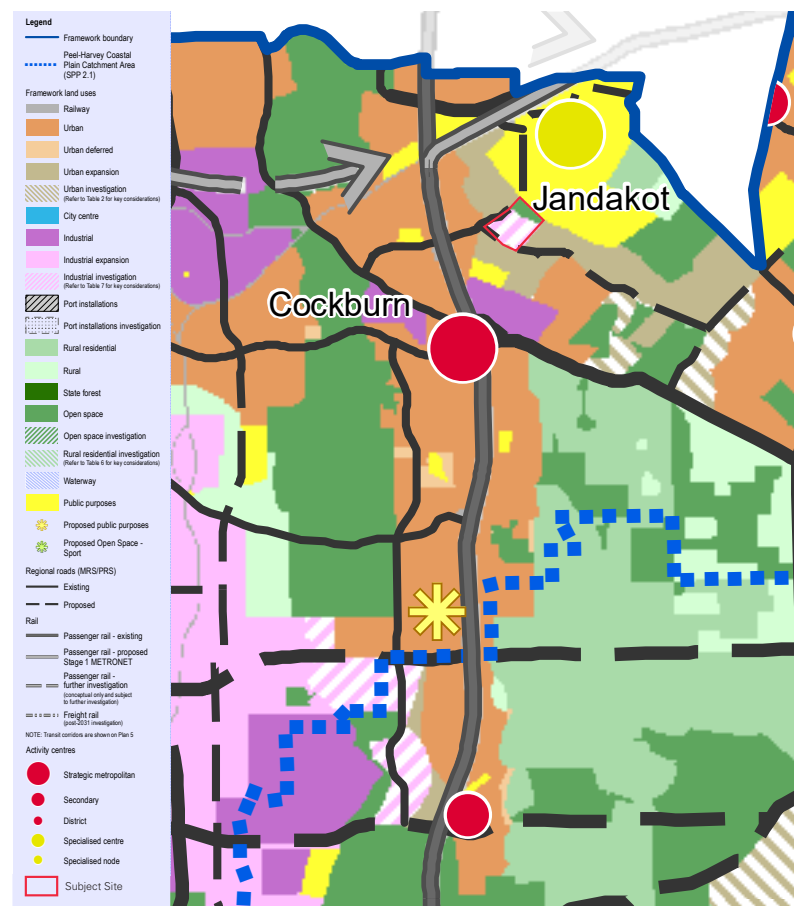


Figure 3: Perth and Peel @ 3.5 million - South Metropolitan Sub-Regional Framework

The proponent is keen to see the progression of the *Metropolitan Region Scheme* (MRS) rezoning for both the industrial investigation area and the urban expansion area in Jandakot.

It is anticipated, however, that given the groundwater sensitivity of the broader area, an ‘Industry’ rezoning under the MRS for the subject site is unlikely, as this would facilitate more general industrial uses which likely pose a greater risk to groundwater contamination. On this basis it is considered likely that both the industrial investigation area and the urban expansion area will be zoned ‘Urban’ at some point in the future.

The likely MRS rezoning is important context to the proposed additional uses outlined within this request, as the future urban development of the broader region will provide additional demand for local employment opportunities and commercial services to provide for the growing population of the area.

The South Connect Estate will already provide this in the form of showroom and warehouse opportunities, and it will be highly beneficial for the functionality of the precinct and the surrounding area to expand on these to include other commercial and service opportunities.

2.1.2 Metropolitan Region Scheme

The subject site is currently zoned ‘Rural - Water Protection’ under the MRS as shown in **Figure 4**. This zoning also currently applies to the surrounding land to the south, east and west, and is defined as ‘Rural land over public groundwater areas, where land use is controlled to avoid contamination’.

As outlined in section 2.1.2, given the broader area is identified as ‘Urban Expansion’ and ‘Industrial Investigation’ under the *South Metropolitan Sub-Regional Framework*, the area is likely to be the subject of a future MRS Amendment to rezone the land for urban purposes.

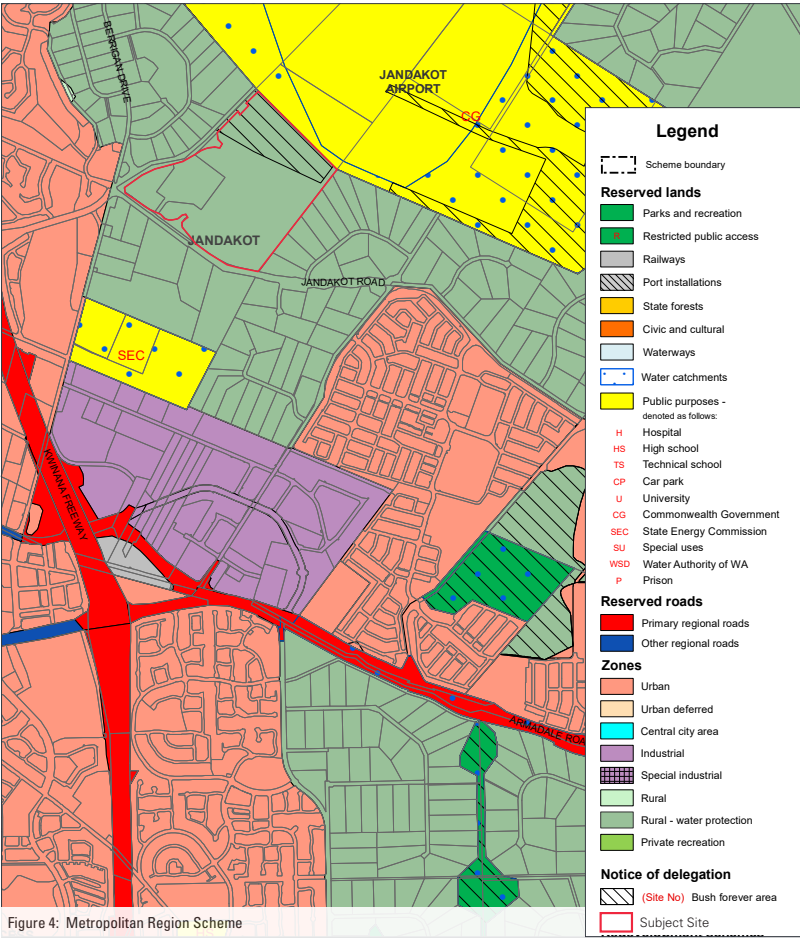


Figure 4: Metropolitan Region Scheme

2.1.3 State Planning Policies

2.1.3.1 State Planning Policy 2.3 – Jandakot Groundwater Protection

State Planning Policy 2.3 (SPP2.3) aims to protect the Jandakot Groundwater Protection Area from development and land uses that may have detrimental impact on the water resource. The Jandakot Groundwater Protection area provides a significant volume of high quality drinking and as such, land use planning within the groundwater protection zone must follow the requirements outlined throughout SPP2.3.

The subject site is zoned Rural – Water Protection and is classified as a P2 area under SPP2.3. The permissibility of land uses located within a P2 area is based on sufficiently meeting the objectives of risk minimisation. The policy outlines that low risk and intensity development consistent with the Resource zoning is generally supported.

Noting that the use classes of showroom, warehouse, nursery and masonry production have already been deemed appropriate in the context of SPP2.3, the further additional uses proposed are not considered to pose any greater threat to groundwater contamination than those already available.

2.1.3.2 State Planning Policy 2.8 – Bushland Policy for the Perth Metropolitan Region

State Planning Policy 2.8 (SPP2.8) aims to provide a framework that will ensure bushland protection and management issues within the Perth Metropolitan Region are appropriately addressed and integrated with the surrounding land use planning.

The northeast portion of Lot 706 is identified as Bush Forever Site 388 and therefore is subject to the environmental guidelines and criteria defined within SPP2.8. The proposed additional uses outlined throughout this report are not proposed within the Bush Forever area and as such are not considered to impact the key environmental and biodiversity traits contained within the Bush Forever site.

2.1.3.3 State Planning Policy 3.7 – Planning in Bushfire Prone Areas

State Planning Policy 3.7 (SPP3.7) assists in reducing the risk of bushfire to property and infrastructure by encouraging a conservative approach to strategic land use planning and practices. A comprehensive bushfire management plan was prepared as component of the subdivision application and approval for the entire subject site, and this is included in **Appendix C**. Each development application within the precinct, where likely to be impacted by bushfire risk, will be reviewed and a BAL Contour plan will be prepared to demonstrate that risks are minimised in accordance with SPP3.7.

2.1.3.4 State Planning Policy 5.3 – Land Use Planning in the Vicinity of Jandakot Airport

State Planning Policy 5.3 (SPP5.3) applies to land in the vicinity of Jandakot Airport, which is, or may be affected in the future by aircraft noise associated with air traffic movement. The objectives of SPP5.3 are to protect encroachment of noise sensitive land uses within proximity to Jandakot airport and minimise the impact of airport operations on existing and future communities.

The vast majority of the site sits within the 25 ANEF contour, and as a result sensitive land uses (such as place of worship) are conditionally acceptable under SPP5.3 subject to site design and built form considerations.

2.1.3.5 State Planning Policy 4.2 – Activity Centres

State Planning Policy 4.2 - Activity Centres (SPP4.2) is intended to guide the preparation and assessment of planning instruments and approvals that relate to activity centres within the Perth Metropolitan Area. The policy seeks to ensure that (inter alia):

- The activity centre network meets different levels of community need and enables employment, housing, goods and services to be accessed efficiently and equitably by the community.

- New activity centres or the intensification of activity centres do not unreasonably undermine existing centres.

The subject site falls immediately adjacent to the Jandakot Airport Estate which is identified in SPP4.2 as a ‘Specialised Activity Centre’.

SPP4.2 provides limited guidance on the progression of planning for specialised activity centres other than identification that a precinct structure plan should be prepared to guide future subdivision and development within these precincts. It also recognises, however, that Perth and Jandakot Airports are not subject to the Western Australian planning framework, and as such the preparation of precinct structure plans for these precincts is highly unlikely.

Instead the airport precincts are guided by the preparation of an Airport Masterplan under Part 5 of the *Airports Act 1996 (Commonwealth)*. The current *Jandakot Airport Masterplan* (2020) land use precinct plan is shown in **Figure 5**, and outlines the vision for the Airport Estate to be developed for aviation services and mixed business uses, inclusive of warehousing, manufacturing and office uses.

The development of the subject site is an outstanding opportunity to deliver an integrated commercial hub to provide goods and services to the significant workforce which visits the specialised activity centre on a daily basis, in addition the broader surrounding community.

The shared planning of the two estates is further strengthened by the *South Metropolitan Peel Sub-Regional Planning Framework* which specifies that the subject site is to be considered part of the Jandakot Airport Specialised Activity Centre, and that land uses within the subject site should be compatible with those across the Airport Estate. The spatial relationship is shown as an overlay to the Jandakot Airport Precinct Plan in **Figure 5**.

SPP4.2 notes that whilst precinct structure plans are the preferred mechanism to guide

subdivision and development within centres, in limited circumstances the WAPC may agree that a precinct structure plan is not required for an activity centre where:

- The local planning scheme already provides sufficient land which is appropriately zoned;
- There are sufficient built form controls in place to guide development; and
- The local planning scheme or strategy shows the location and boundaries of the relevant activity centre.

These conditions are further explored in **Table 2**, and provide a clear outline for why a precinct structure plan should not be required for the subject sites as part of the progression of this scheme amendment proposal.

SPP4.2 also outlines that where the expansion of activity centre uses is proposed, a Net Benefit Test is to be prepared to outline considerations and analysis with respect to:

- the supportable retail/commercial floorspace for an appropriate service population
- the implications for and optimal use of public and private infrastructure and services provided or planned in the locality
- the overall costs and benefits of the proposal to the community, considering the objectives, outcomes and measures of SPP 4.2.

In considering these provisions it is noted that a Net Benefit Test is not necessary as a component of this Scheme Amendment proposal as:

- The Scheme Amendment is not an ‘Out of Centre’ Development, as the precinct falls within the Jandakot Airport Specialised Activity Centre.
- The Scheme Amendment does not propose or facilitate a ‘Major Development’, as the extent of ‘Category A’ uses proposed only relates to ‘Fast Food Restaurant’ and the floorspace for these uses will not exceed the Table 1 threshold of 3,000m² NLA for a Specialised Activity Centre.





Figure 5: Jandakot Airport Masterplan (2020) - with additional annotations included as part of this proposal

Table 2: Precinct Structure Plan need assessment

SPP4.2 Precinct Structure Plan Consideration	Comment
The local planning scheme already provides sufficient land that is appropriately zoned.	<p>The City's <i>Local Planning Scheme No. 3</i> already provides for the subject site to be subdivided and developed for commercial and logistics purposes through the additional uses available in Additional Use 1, including showrooms, warehouse, masonry production and nursery operations.</p> <p>The subject site is highly capable of accommodating other complementary land uses which are traditionally co-located with showroom and logistics operations, including convenience, commercial and light industrial uses.</p>
There are sufficient built form controls in place to guide development.	<p>Whilst the Scheme provisions do not specify built form controls for the subject site, they do require the preparation of a Local Development Plan to outline applicable built form and site design controls to ensure coordination of development outcomes across the site.</p> <p>A Local Development Plan has been prepared and endorsed for the subject site since the approval of the existing Additional Use provisions, but this will need to be revised should further additional uses become available. A Local Development Plan is considered to be the most appropriate planning instrument to guide development in the precinct given the estate is owned by a single landowner and will be progressively developed in accordance with an agreed Masterplan.</p>
The local planning scheme or strategy shows the location and boundaries of the relevant activity centre.	<p>The local planning scheme does not depict the boundary of the Jandakot Airport Specialised Activity Centre, but the City's draft Local Planning Strategy (2022) does identify the Jandakot Airport Estate as 'Activity Centre-Specialised'.</p> <p>It is further noted that the <i>South Metropolitan Peel Sub-Regional Planning Framework</i> specifically notes that the subject site, as part of its identification as an 'Industrial Investigation Area' should be considered as part of the Specialised Activity Centre.</p>



2.2 City of Cockburn Planning Framework

2.2.1 Draft Local Planning Strategy (2020)

The City's existing Local Planning Strategy is currently under review, with a new draft Local Planning Strategy prepared in 2019 and advertised in late 2022. It is understood that the City is in the process of finalising modifications to the draft Strategy as a result of public advertising, and working with the WAPC to progress the draft Strategy for final approval.

On the basis that the draft Strategy has been publicly advertised and is currently under final consideration for approval it is considered to be a seriously entertained planning proposal, and therefore relevant to the assessment of subsequent planning proposals such as this scheme amendment request.

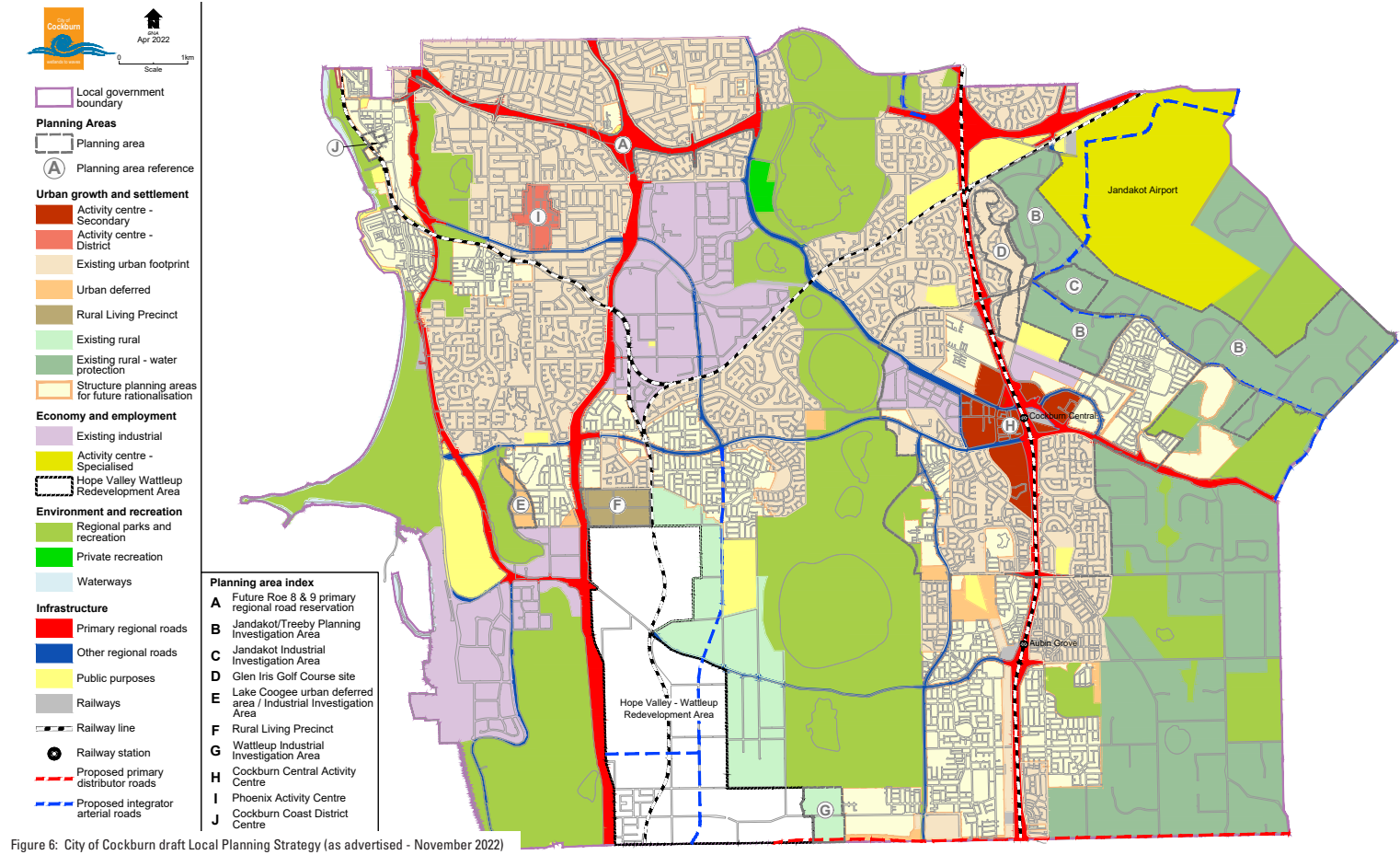
The draft Strategy identifies the subject site as within the 'Existing Rural - Water Protection' precinct for the purpose of the Local Planning Strategy Map which is included as **Figure 6**. This precinct allocation is reflective of the existing zoning of the subject site under the *Metropolitan Region Scheme*, rather than the strategic vision provided by the *South-Metropolitan Peel Sub-Regional Planning Framework* to rezone the subject site and surrounding land for urban purposes.

The draft Strategy does make reference to the future visioning for the subject site, however, in its identification as 'Planning Area C - Jandakot Industrial Investigation Area' as shown in **Figure 6**.

The considerations for this Planning Area are outlined in **Table 3**, with an assessment against each which demonstrates the consistency of this proposal with the planning direction identified.

Table 3: Assessment against Planning Area C Planning Direction as outlined in the draft City of Cockburn Local Planning Strategy

Planning Direction	Action	Rationale	Assessment Commentary
Investigate the appropriateness of providing a range of commercial and industrial uses on lots of a minimum of 2ha that do not have a negative impact on the groundwater mound, environmental values, and surrounding character and amenity.	Inclusion of a range of specifically tailored uses and conditions set in the local planning scheme through an 'Additional Use' or other appropriate mechanism, as shown in TPS3. To take advantage of the site's location near the Jandakot Specialised Activity Centre and respond to the historical land uses and planning framework. 0-5 years	To take advantage of the site's location near the Jandakot Specialised Activity Centre and respond to the historical land uses and planning framework.	The subject proposal actions the proposed investigation of a broader range of commercial and light industrial uses which are complementary to, and will have no impact upon the groundwater mound, environmental values, surrounding character or local amenity.
	Ensure the local planning scheme provides an appropriate framework to manage any potential negative impacts of commercial uses.	To ensure land uses do not negatively impact the groundwater mound, environmental values, and surrounding character and amenity.	
Protection of groundwater resource.	Local planning scheme and framework that appropriately controls the range of uses, including specific requirements and conditions for uses including (but not limited to) storage of materials.	To ensure land uses do not negatively impact the groundwater mound.	The further additional uses proposed will have no impact on the groundwater mound or sensitive environmental values of the local area.
	Advocate for a comprehensive study demonstrating protection of the groundwater resource; in addition to the groundwater impacts on the wetland systems and other environmental values.	Any land use changes have the potential to negatively impact environmental values.	
An interface that respects the character of the surrounding area.	Requirement for an appropriate vegetated buffer in the local planning scheme and framework.	To screen the land uses from the surrounding area to minimise their visual impact.	The requirement for vegetated buffers and land use controls already forms part of the Scheme provisions, and are being implemented through a Local Development Plan. This requirement is proposed to be maintained as part of this proposal.
	Land use planning controls that ensure built form and access does not detract from the character of the surrounding area.	To protect the intended character of the surrounding area.	
An appropriate interface with Bush Forever site 388.	Inclusion of appropriate interface requirements in the local planning scheme and framework.	To protect the environmental values of Bush Forever site 388.	The Bush Forever site is in the process of being ceded to the Crown, and nothing in this proposal will impact the interface with or environmental values of the Bush Forever site.
Appropriate protection of the operational needs and viability of the Jandakot Airport.	Ensure land use planning is cognisant of the operational needs of the airport to ensure its viability.	Protection of operational needs critical given the airport provides access for essential service organisations.	The proposed furthering of additional uses is complementary to the operations of Jandakot Airport, and will have no impact or limitation on these continued operations.



2.2.2 Local Planning Scheme No. 3

The subject site is zoned ‘Resource’ under the City of Cockburn’s *Local Planning Scheme No. 3* (LPS3) (**Figure 7**) which is intended 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.’ The zone does not have a specified land use permissibility, with development to be considered against provisions outlined in clause 4.10.11.

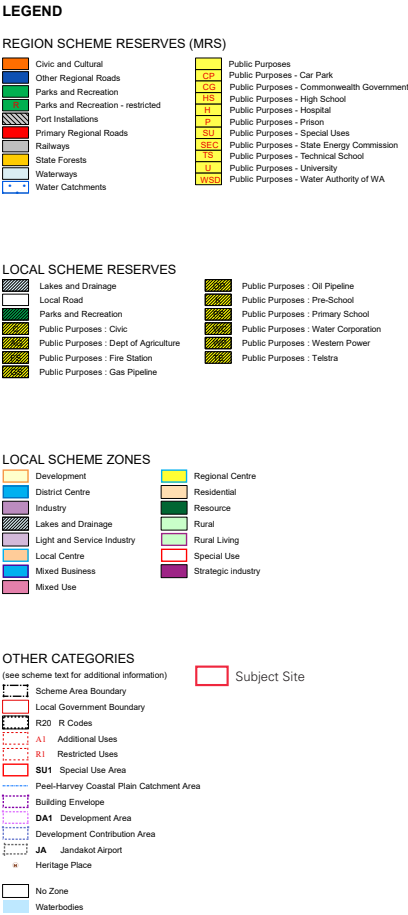
It is anticipated that this zone, and the specific provisions associated, are likely to be rationalised as part of the new local planning scheme prepared by the City given the zone and provisions aren’t likely to be consistent with the Model Scheme Text.

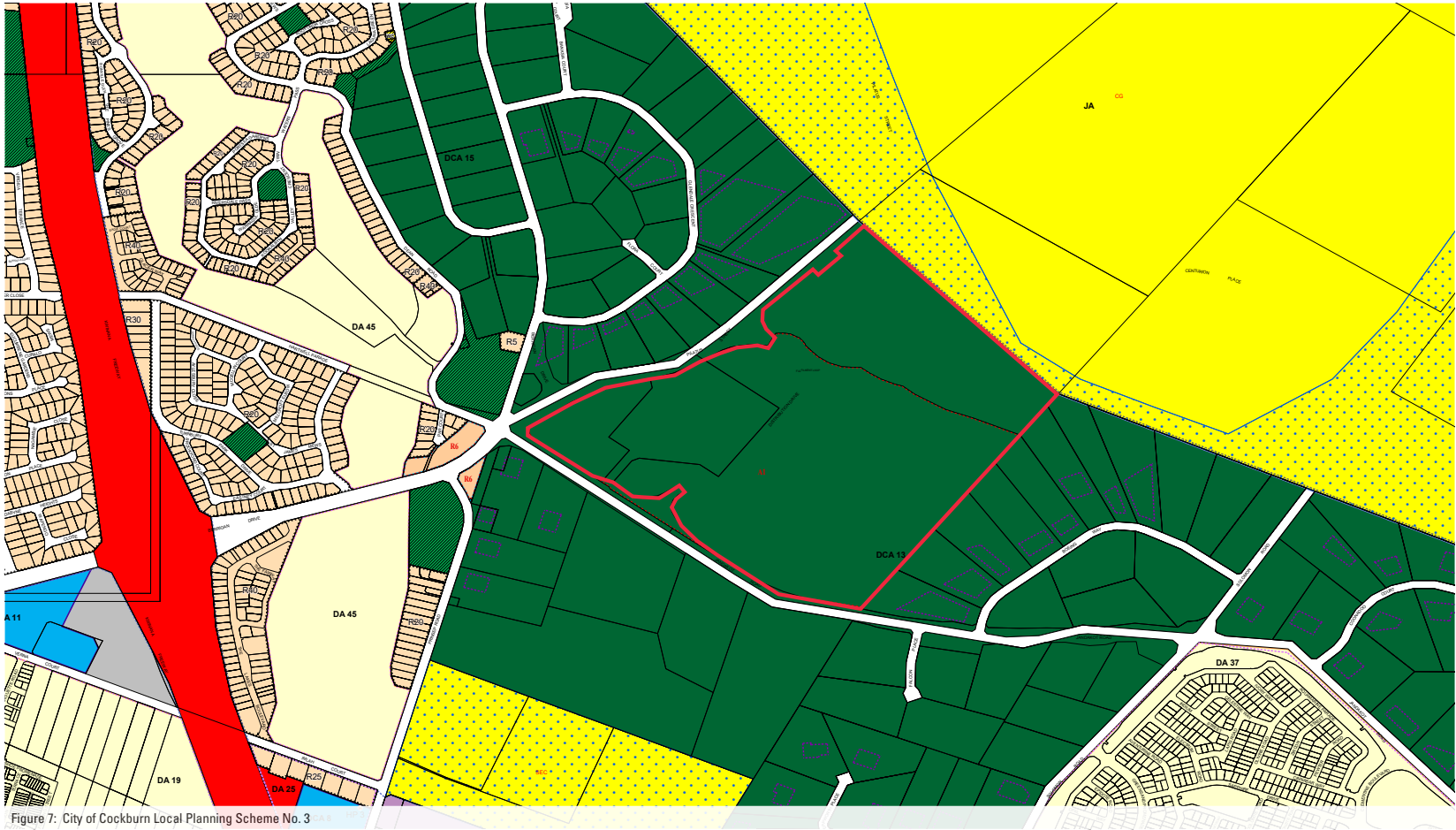
In 2018 an amendment was approved and published in the *Government Gazette* which amended the Additional Use area to include the whole of Lots 701, 702 and 703 Jandakot Road (excluding road widening and Bush Forever Site 388C) and replaced the provisions outlining the permissibility of land uses and conditions applied thereto.

The permitted uses outlined in LPS3 include:

- **Nursery;**
- **Masonry Production;**
- **Warehouse, Showroom and Storage** where the display, selling, hiring or storage of goods, equipment, plant or materials and the incidental site activities do not pose risk of pollution to the below ground public drinking water source.

The provisions of AU1 are outlined further in **Appendix A**, inclusive of the proposed amendments which are the subject of this proposal.





3.0 Site Context

3.1 Existing Approvals

There are a number of existing approvals across the subject site which are relevant in considering the Scheme amendment proposal. These are summarised as follows:

3.1.1 Subdivision Approval (WAPC 160955)

The subject sites were approved for subdivision on 3 September 2021 to create 11 lots serviced by a new road network connecting the new lots to Jandakot Road and Pilatus Street. The subdivision also provided for the ceding of land for road widening, new road connections, drainage reservations and the declared 'Bush Forever' site, as outlined in **Appendix B**.

The approved Plan of Subdivision was modified in July 2022 to reduce the total number of developable lots from 11 lots to 5 larger lots, with no significant modification to the road network proposed to service these lots. This modification also removed the originally proposed battleaxe leg to the southernmost drainage basin, as access can be gained via Jandakot Road frontage, with secondary access via easement across adjacent lots. The approved revised Plan of Subdivision is shown as **Figure 9**.

The subdivision is currently being implemented, with works anticipated to be complete during the last quarter of 2024, and a deposited plan set to be lodged shortly thereafter. It should be noted that further minor variations are anticipated as part of the finalisation of the Deposited Plan prior to creation of titles.

3.1.2 Local Development Plan

As a condition of the existing AU1 provisions the landowner is required to prepare and seek approval for a Local Development Plan (LDP) which outlines key planning controls and considerations to guide assessment of development applications. The proponent prepared the required Local Development Plan and this was approved by the City of Cockburn in 2020. A further amendment to this LDP was sought to align the development provisions with the final approved subdivision design, and this Amended LDP was approved in 2023. A copy is provided as **Appendix C**.

The approved LDP provides comprehensive guidance on key development controls and considerations to ensure that the Estate is developed in accordance with best practice standards and impacts on the local environment and surrounding amenity are ameliorated insofar as possible.

3.1.3 Development Approval - Proposed Lot 811 Warehouse (DA22/0933)

Lot 706 was the subject of a development application for 'Warehouse and Incidental Office' in December 2022. The development, pictured in **Figure 8**, was approved by the City in February 2023 and is intended to be developed across the proposed Lot 811 as per **Figure 8**. The development will consist of two main buildings accommodating the five warehouse tenancies, with frontage to the new internal road being delivered as part of the subdivision.

The proponent is currently liaising with key tenants for the warehouse development, and it is anticipated that works will commence during the first quarter of 2025.



Figure 8: Development Perspective - Proposed Lot 811 Warehouse

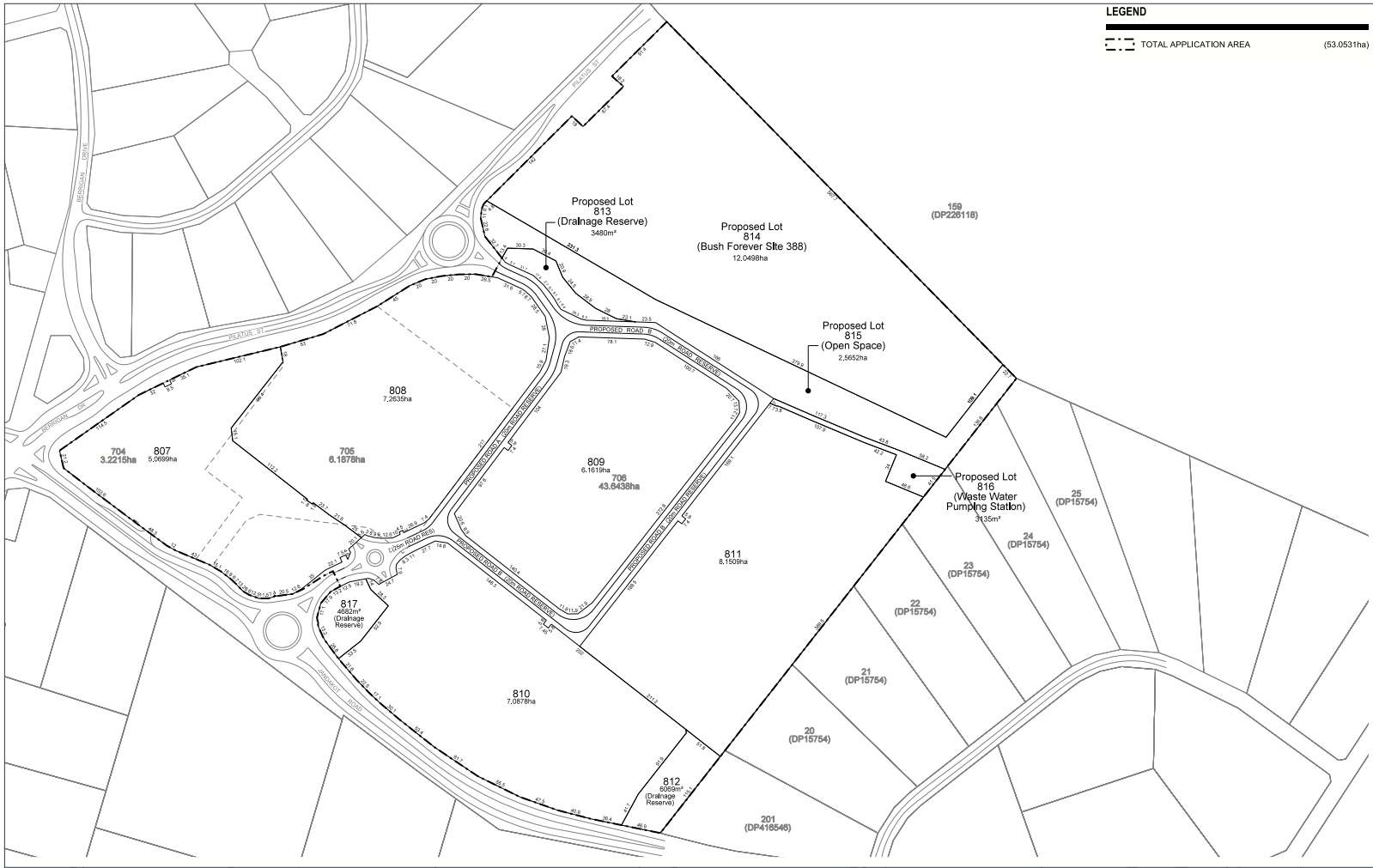


Figure 9: Subdivision Approval WAPC 160955

3.1.4 **Masonry Production (Urban Stone)**

Lot 705 (future Lot 808) Jandakot Road currently operates as a masonry production facility producing cement blocks and paving stones primarily for use in commercial and residential development throughout Western Australia. The site consists of the production facility and storage of finished products, in addition to incidental administrative offices and showroom facilities. The operation of Urban Stone is not proposed to be modified as a result of the proposed Scheme amendment, as the existing approved operation is intended to continue without further modification.

3.2 **Environmental Considerations**

3.2.1 **Topography**

The natural topographic contours for the subject site have been significantly altered as a result of the sand extraction occurring over the past 30 years.

The site falls to approximately 26m AHD upon the intersection of Jandakot Road and Berrigan Drive and has a notable rise to 42m AHD at the eastern boundary of the site.

3.2.2 **Flora and Fauna**

The subject site has been cleared and earthworked over several years of resource extraction, and more recently in accordance with the works to implement the approved Plan of Subdivision. The area subject of the Additional Use contains no native vegetation or features of environmental significance.

The remaining area of higher value remnant vegetation is identified as ‘Bush Forever’ and is required to be ceded to the Crown in accordance with the subdivision approval.

3.2.3 **Groundwater**

PGV Environmental undertook an Environmental Assessment which supported the approved TPS3 Amendment 112 over the subject site.

This assessment identified that there are very few impediments caused to groundwater as a result of expanding the permitted land uses of Masonry Production, Nursery, Warehouse, Showroom and Storage over additional landholdings, and is included as **Appendix D**.

It is considered that the intended land uses that form part of this amendment are appropriate in comparison to the existing permitted uses in AU1 and will not result in the intensification of hazardous land uses that may impact the Jandakot Groundwater Protection area.



3.3 Bushfire Management

The site is designated as a ‘bushfire prone area’ in the state Map of Bush Fire Prone Areas, and accordingly bushfire hazards are required to be considered in accordance with SPP 3.7.

A comprehensive Bushfire Management Plan was prepared as component of the subdivision application and approval for the entire subject site, and this is included in **Appendix E**.

Each development application within the precinct, where likely to be impacted by bushfire risk, will be reviewed and a BAL Contour plan will be prepared to demonstrate that risks are minimised in accordance with SPP3.7.

3.4 Movement and Access

Access to the site is currently available from the newly constructed Jandakot Road roundabout, with future access to be attained via the roundabout extension from Pilatus Street which transitions into Berrigan Drive further west.

The construction of the two roundabouts along key distributor transport routes provides essential access and egress to the site and is intended to support future commercial and logistics uses on site through the movement network of Restricted Access Vehicles (RAV) routes.

In support of progressing the Estate Masterplan a comprehensive Transport Impact Assessment has been prepared and included as **Appendix F** which:

- Assesses the internal transport network accessibility, circulation and safety for all modes of transportation; and
- Evaluates the level of transport integration between the Estate and surrounding land uses, and the impact of traffic generated on surrounding land uses and transport networks.

3.5 Drainage and Utility Infrastructure

Civil works are currently being undertaken throughout the estate consistent with the subdivision approval to provide the necessary drainage and utility infrastructure consistent with the requirements of the utility infrastructure providers and the City of Cockburn.

These works, inclusive of the delivery of drainage basins and the wastewater pump station, will be completed during 2024. The infrastructure being provided is to an urban standard, and there is more than sufficient capacity to accommodate the needs of these uses as development progresses. This has been demonstrated to the satisfaction of the City of Cockburn in accordance with the approved Urban Water Management Plan included as **Appendix G**.

4.0 Scheme Amendment

4.1 Amendment Proposal

This proposal seeks the City's support for the initiation of an amendment to *Local Planning Scheme No. 3* for the inclusion of further additional use classifications for the subject sites via modification to the 'Additional Use 1' (AU1) provisions of Table 6 of the Scheme text. The full extent of modifications to the Scheme text are outlined in **Appendix A**, and there are no changes proposed to the Scheme maps resulting from the textual amendments.

The inclusion of these additional uses will provide tangible benefit to the local community and is justified for the following reasons:

1. The proposed uses are benign from an environmental perspective, and pose no greater risk to groundwater pollution than the existing additional uses of 'Showroom', 'Warehouse' or 'Masonry Production' available for the site. The existing conditions aligned to the additional uses provide for groundwater protection in any event, and will apply to the further uses outlined in this proposal.
2. Each of the proposed uses is complementary to the development of the estate as a service commercial precinct consisting primarily of warehouse and showroom developments. The proposed uses have been selected based on their potential to provide convenience goods and services for visitors and employees of the estate, ensuring that they don't need to travel outside of the area for these needs, in addition to providing for the growing population of the surrounding local and regional area.

Minor modifications are also proposed to update the AU1 conditions, including:

- Updated lot description, on the assumption that by the time the Scheme amendment has progressed the new lots will be created in accordance with WAPC 160955.
- Deletion of Condition 1(f) and Condition 6, as the land required for Jandakot Road upgrade has now been ceded and upgrades have been completed.
- Minor modifications to Condition 3 to reflect the potential for development beyond Warehouse, Showroom or Storage uses.

4.2 Estate Masterplan

In progressing the development of the subject site the proponent has engaged Meyer Shircore Architects to prepare a comprehensive Masterplan for the South Connect Estate which is outlined in **Figure 10**.

The masterplanning reflects the existing planning approvals attained for the estate, and outlines the vision moving forward for the remaining development sites, including:

- The ceding of the Bush Forever site and the embellishment of abutting recreational areas to provide additional amenity for employees and visitors to the estate.
- The creation of a well designed road network which accommodates safe and efficient access and egress to the estate for commercial and commuter vehicles.
- The ceding of land to accommodate areas required for stormwater drainage retention.
- The creation of a temporary wastewater pump station which will be located on proposed Lot 811 and subject to an easement in favour of the Water Corporation.
- The retention of the existing Urban Stone operation across proposed Lot 808.
- The facilitation of predominantly warehouse developments across proposed Lots 809 - 811, which may consist of multiple warehouse tenancies per development site.
- The development of commercial hub across proposed Lots 807 and 810, fronting Jandakot Road and sleeving the primary entry point to the estate.

The masterplan has been prepared as an initial draft to assist in project visioning only, and will be further iterated as development progresses and further engagement with the City and potential tenants evolves.

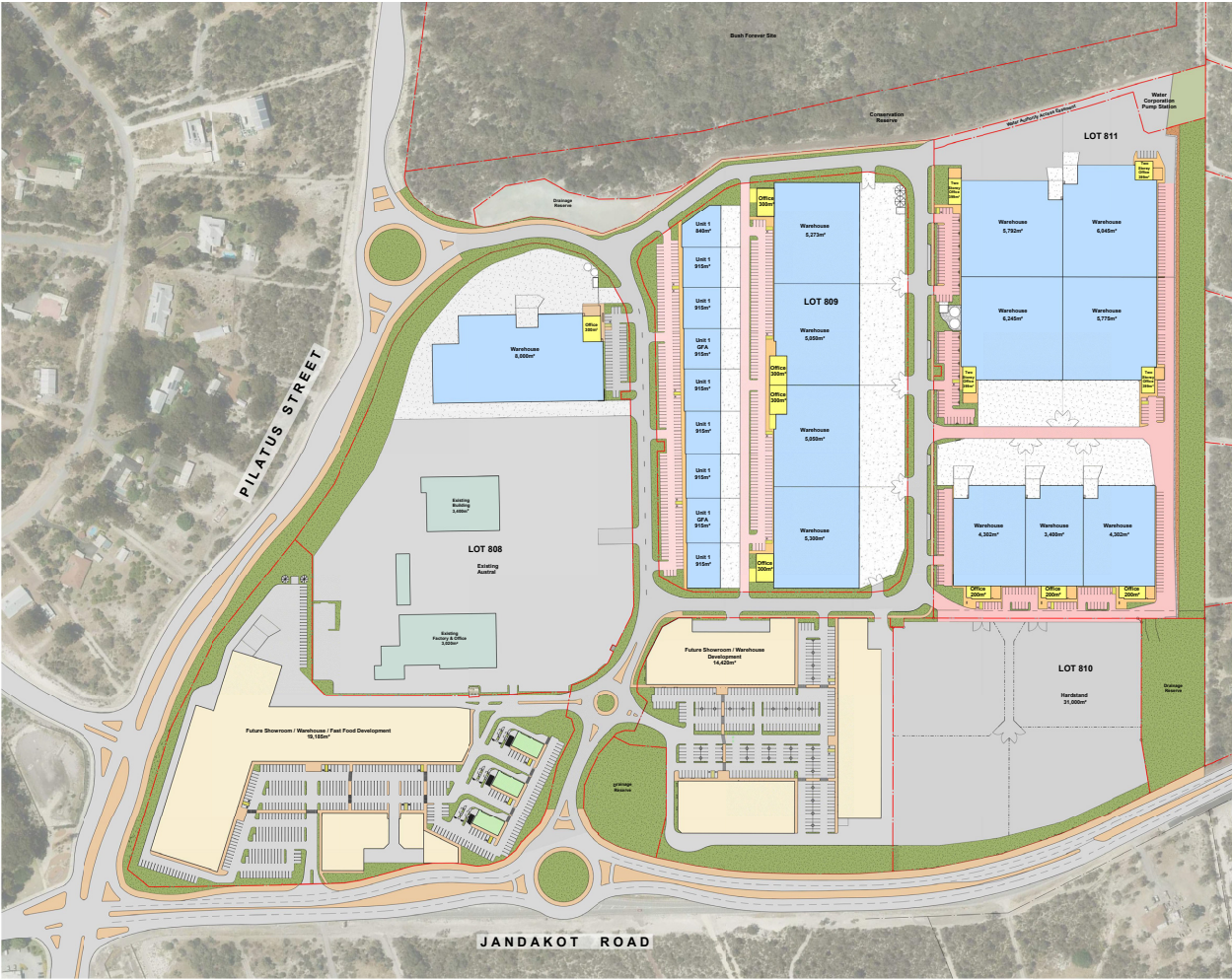


Figure 10: South Connect Estate Draft Masterplan

4.3 Additional Use Considerations

Each of the additional uses has been carefully considered in the context of the overall vision for the estate and the needs of the surrounding region. These considerations are further outlined in the following sections.

4.3.1 Convenience Uses

Given the accessibility of the estate, frontage to major roads and separation from existing and proposed residential areas, there are a range of convenience and service use classifications appropriate for inclusion within the Estate, and these are further outlined in **Table 4**.

Table 4: Convenience Uses proposed for inclusion Additional Use 1 (AU1)

Land Use	Scheme Definition	Proposed Permissibility	Commentary
Fast Food Outlet	means premises used for the preparation, sale and serving of food to customers in a form ready to be eaten without further preparation, primarily off the premises but does not include a lunch bar.	P	<p>Given the prime frontage to a major distributor road and the customer base both within the estate and within the surrounding catchment, the demand for fast food outlets is very strong and easily able to be accommodated within the precinct.</p> <p>This use is considered to be highly complementary to the other uses available in the estate, and subject to assessment of vehicle movements is not considered to pose any land use conflict potential.</p>
Lunch Bar	means premises or part of premises used for the sale of takeaway food (in a form ready to be consumed without further preparation) within industrial or commercial areas.	P	<p>The opportunity to accommodate a traditional 'lunch bar' within the estate is considered a logical extension of the existing commercial and industrial uses available within the precinct, and is not considered to have any potential for land use conflict given the use is specifically designed to be accommodated in industrial and commercial areas.</p>

4.3.2 Commercial and Light Industrial Uses

Based on existing and anticipated growth of the surrounding region there are substantial opportunities to provide further commercial and light industrial uses to provide goods and services to employees and residents within the regional area.

The proposed uses which are considered appropriate to include within Additional Use 1 are outlined further in **Table 5**.

Table 5: Commercial and Recreation uses proposed for inclusion Additional Use 1 (AU1)

Land Use	Scheme Definition	Proposed Permissibility	Commentary
Hardware Store	means land and buildings used for the storage, display and sale of building products, construction equipment and other similar items used primarily for domestic purposes.	P	The defined use of 'Hardware Store' is somewhat unique to LPS3, as a hardware store is more often classified as a showroom and warehouse development. Whilst it is considered that the existing permitted uses of 'Showroom' and 'Warehouse' could adequately accommodate a hardware store tenant within the estate if the opportunity arises, it is preferable that the defined use class be specified as permitted to avoid confusion or misinterpretation. This use is considered to be highly complementary to the other uses available in the estate, and is not considered to pose any land use conflict potential.
Health Studio	means land and buildings designed and equipped for physical exercise, recreation and sporting activities including outdoor recreation.	P	The opportunity to locate a private or public 'gym' facility within the estate will provide for employees and visitors looking to use these facilities as part of their visit to the estate, and provide this service for the broader catchment. A 24hr facility will also provide a level of nighttime activation of the estate which assists in safety and security, and will be complementary to the other land uses available throughout the precinct.

Land Use	Scheme Definition	Proposed Permissibility	Commentary
Industry - Light	means an industry - (a) in which the processes carried on, the machinery used, and the goods and commodities carried to and from the premises do not cause any injury to or adversely affect the amenity of the locality; (b) the establishment or conduct of which does not, or will not, impose an undue load on any existing or proposed service for the supply or provision of essential services	D	The accommodation of light industrial activities which are designed and demonstrated not to have an impact to the amenity of the locality, or risk to the local natural environment, should be capable of support within the precinct. These uses are considered complementary to the warehouse and showroom uses already available in the estate, and subject to demonstrating best practice stormwater and wastewater management, are not considered to pose any land use conflict potential.
Industry - Service	means - (a) an industry - light carried out from premises which may have a retail shop front and from which goods manufactured on the premises may be sold; or (b) premises having a retail shop front and used as a depot for receiving goods to be serviced.	D	

Land Use	Scheme Definition	Proposed Permissibility	Commentary
Motor Vehicle, Boat and Caravan Sales	means premises used to sell or hire motor vehicles, boats or caravans.	D	The location and scale of the subject site presents as a suitable opportunity to accommodate the motor vehicle, boat and caravan sales land use. The use is considered to be highly complementary to the warehouse, showroom and office uses and will provide a diversification to the employment market. Considering the nature of the land use, there will be no impact on the Jandakot Groundwater Protection (P2) area, and the land use is consistent with existing permitted uses.
Place of Worship	means premises used for religious activities such as a church, chapel, mosque, synagogue or temple.	D	<p>The opportunity for new places of worship to develop within the metropolitan area is challenging as they often need larger land areas to accommodate buildings and parking, and need to be close to residential catchments without necessarily being within a residential area.</p> <p>The South Connect estate forms an opportunity to accommodate a Place of Worship on a suitably sized site in close proximity to existing and future residential areas, which will not present a land use conflict with other uses available in the precinct.</p>
Recreation - Private	means premises used for indoor or outdoor leisure, recreation or sport which are not usually open to the public without charge.	D	The accommodation of indoor leisure and recreation facilities in commercial and industrial areas is increasingly common, as these facilities often require large format enclosed areas with good access to parking. These uses are considered complementary to the warehouse and showroom uses already available in the estate, and subject to consideration of provision of sufficient parking to accommodate patrons, are not considered to pose any land use conflict potential.

Land Use	Scheme Definition	Proposed Permissibility	Commentary
Storage Yard	means premises use for the storage of goods, equipment, plant or materials.	D	<p>It should be noted that the use of 'Storage' is already capable of approval under LPS3, but is not defined within the Scheme. It is proposed that this is replaced with the defined use of 'Storage Yard'.</p> <p>Storage yards are land uses that are typically acceptable within industrial areas due to its complementary nature. The accommodation of this use within the estate would be suitable within the broader estate and not along prime road frontage locations. The land use is not considered to pose any land use conflict potential and will have no impact on the below ground public drinking water source.</p>
Trade Display	means premises used for the display of trade goods and equipment for the purpose of advertisement.	P	The use of trade display is a logical extension of existing uses which are capable of approval within the Estate, and would most often be incidental to a predominant use of 'Showroom' or 'Warehouse'. Inclusion of this use will not result in any potential for land use conflict, and does not pose any risk to pollution of the public drinking water source.
Veterinary Services	means premises used to diagnose animal diseases or disorders, to surgically or medically treat animals, or for the prevention of animal diseases or disorders and includes the accommodation of sick animals.	D	<p>Veterinary services are often sought to be located within commercial and industrial precincts due largely to their need for separation from noise sensitive premises.</p> <p>Again, the estate is well positioned to accommodate these uses, as they are complementary to other commercial and industrial uses available within the estate, and will not pose any land use conflict or impact on surrounding properties.</p>

5.0 Conclusion

The successful progression of the South Connect estate over the past five years has been the result of visionary leadership of the City of Cockburn and the hard work and coordination of the landowner working in conjunction with government agencies and other stakeholders.

The further review and expansion of land use permissibility for the estate is a logical response to the progression of planning for the broader region, and a recognition of the strategic location of the site and the opportunities to deliver a more expansive array of commercial and service offering to employees, visitors and residents to the area.

The further support of the City of Cockburn for initiation of this amendment will ensure that these uses can be further interrogated, and ultimately facilitated in a well planned and coordinated manner.



Proposed Scheme Amendment 179: Additional Use 1

City recommended modifications

The existing TPS3 Additional Use 1 (AU1) provisions are outlined in black in the table below, with the City proposed amendments included as **red** text.

No.	Description of Land	Additional Use	Conditions
AU 1	Lots 807, 808, 809, 810 and 811 Jandakot Road, Jandakot Lots 701, 702 and 703 (excluding Bush Forever Area 388C) Jandakot Road, Jandakot (Formerly Lots 101, 103 and 104 Jandakot Road, Jandakot)	<ul style="list-style-type: none"> Nursery (D) Masonry Production (D) Warehouse, Showroom and/or Storage Yard where the display, selling, hiring or storage of goods, equipment, plant or materials and the incidental site activities do not pose risk of pollution to the below ground public drinking water source. (D) Fast Food Outlet (D) Hardware Store (D) Health Studio (D) Industry – Light (D) Industry – Service (D) Lunch Bar (D) Motor Vehicle, Boat and Caravan Sales (D) Place of Worship (D) Recreation-Private (D) Trade Display (D) Veterinary Services (D) 	<ol style="list-style-type: none"> All development shall comply with the following objective: <i>To accommodate light industrial and a limited range of commercial activities which require good vehicular access and/or large sites; which do not negatively impact existing or planned Activity Centres; and which are compatible with the Jandakot Groundwater mound and environmental values of the area.</i> All development is to have due regard to a Local Development Plan prepared for the Additional Use No. 1 area. The Local Development Plan is to address the following: <ol style="list-style-type: none"> The standards to be applied for physical development in order to ensure the protection of the below ground public drinking water source; Building design, and vehicle access and egress arrangements to minimise the amenity impact to surrounding properties; Noise mitigation measures pursuant to the details of an acoustic report where required; Interface controls and/or measures with regard to Bush Forever Forever Area 388, including, but not limited to; a hard road edge within the AU1 area abutting the Bush Forever area and/or bushland identified for protection; Bushfire mitigation measures being provided outside the Bush Forever area within the AU1 area; an appropriate wetland buffer, if considered relevant by the assessing authority, and; drainage to be contained within the AU1 area; Identify revegetation areas to be used as a buffer between adjoining environmental and rural living land uses; and <i>Identify land on Lot 703 required for the upgrade of Jandakot Road, which may form part of Additional Use No. 1 area.</i> No bulk storage of green-waste, compost or Toxic or Hazardous Substances (THS) are permitted above 25 litres in total volume, excluding fuel within vehicle fuel tanks. THS includes pesticides, herbicides, fuel (storage), explosives, flammable liquids, cleaners, alcohol, fertilisers (other than on Lot 702 808 under current development approvals), medical or veterinary chemicals, pool chemicals and corrosive substances; inclusive

		<p>of the substances listed in the Poisons Act 1964 (Appendix B). These substances may only be stored in volumes above 25 Litres if contained within domestic sized packages ready for end use in domestic situations.</p> <p>4. Any new development proposed of any Warehouse, Showroom, or Storage land use must be connected to reticulated sewer.</p> <p>5. Any applications for the development of any Warehouse, Showroom or Storage Yard land use is subject to the preparation, implementation and update the following documents to the satisfaction of the local government:</p> <p>a) Site Chemical Risk Assessment report;</p> <p>b) Dust Management Plan; and</p> <p>e) Acoustic report.</p> <p>6. No below ground storage is permitted.</p> <p>As part of any future application for subdivision and/or development, land identified for the upgrade of Jandakot Road is to be ceded free of cost and constructed by the Applicant as follows:</p> <p>a) The amount of land to be ceded from the Additional Use No. 1 area is to form a single carriage way as depicted on an approved Local Development Plan; and</p> <p>b) The Applicant is required to construct the ceded land as one additional carriage way to Jandakot Road.</p> <p>7. As part of the first application for subdivision and/or development, the Applicant shall cede land within the Bush Forever Site free of cost to the Crown.</p> <p>8. Notwithstanding any subdivision provisions in the Scheme, the minimum lot size for subdivision is 2 hectares.</p> <p>9. Within AU1 all 'fast food outlet' land uses shall have a maximum aggregate Gross Floor Area (GFA) of 1200m².</p>
--	--	--

14.2 Corporate and System Services

14.2.1 (2025/MINUTE NO 0020) Monthly Financial Report - January 2025

Executive Author Attachments Director Corporate and System Services
Head of Finance
1. Monthly Financial Report January 2025 [↓](#)

Officer Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council ADOPTS the Monthly Financial Report containing the Statement of Financial Activity and other financial information for the month of January 2025, as attached to the Agenda.

CARRIED 7/0

Background

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

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

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

Regulation 34(4)(a) prescribes that the Statement of Financial Activity and accompanying documents are to 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 reports the information according to nature or type and organisational business structure.

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

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

The materiality threshold has been set by Council at \$300,000 for 2024-25(FY25).

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



Submission

N/A

Report

The attached Financial Report for January 2025 has been prepared in accordance with the *Local Government Act 1995* and the associated Financial Management Regulations.

This has been reviewed by management and the following commentary addresses the key financial results and budgetary performance to the end of January.

Statement of Comprehensive Income

A Statement of Comprehensive Income is included in the monthly report, replicating the statutory annual budget. This statement shows the net operating result for the City, which is a key indicator of financial sustainability.

The adopted budget initially forecasted annual operating deficit of \$4.2 million. However, after in-year budget adjustments, this has improved to a deficit of \$3.6 million. The City's budget repair strategy aims to return this result to a surplus over the next few years.

Statement of Financial Position

This statement of financial position shows the City's financial status at the end of the month, compared to the end of the previous financial year. Net assets total \$1.891 billion at the end of the month (\$1.826 billion end of June 2024), as represented by total comprehensive income during this period.

Statement of Financial Activity***Opening Surplus***

The City has an audited opening surplus of \$19.69 million, \$12.78 million higher than the annual budget allowance (inclusive of carry forwards funding). The additional funds were transferred into the City's financial reserves in line with Council policy.

Closing Surplus

The City's YTD closing surplus to the end of January was \$99.31 million, compared to a YTD budget of \$75.59 million.

This represents a favourable budget variance of \$23.7 million, comprising the variances across the FY25 operating and capital budgets further detailed in this report.

The full year closing surplus is currently budgeted at \$0.16 million, slightly lower than the adopted budget surplus of \$0.3 million. This figure fluctuates throughout the year due to budget amendments adopted by Council.

Operating Revenue

Operating revenue of \$177.28 million was \$1.42 million behind the YTD budget for January.



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

Revenue from operating activities	Amended		YTD Actual \$	YTD Variance \$
	Full Year Budget \$	YTD Budget \$		
Rates	133,975,858	133,838,464	133,900,586	62,122
Specified Area Rates	657,000	657,000	650,893	(6,107)
Fees & Charges	43,159,446	28,812,354	28,253,109	(559,245)
Service Charges	250,000	158,333	247,110	88,777
Operating Grants, Subsidies, Contributions	16,609,254	6,540,746	5,534,342	(1,006,404)
Interest Earnings	13,635,100	8,287,142	8,403,728	116,586
Profit/Loss on Sale of Assets	796,619	413,204	295,513	(117,691)
Total	209,083,277	178,707,243	177,285,281	(1,421,962)

Material variances in the City's operating revenue include the following budget items:

- Landfill fees were \$1.26 million below the YTD budget, but only due to a mid-year review adjustment of \$1.8 million inadvertently applied all in January (should be evenly distributed each month to June).
- Operating grants & subsidies were \$1.0 million under the YTD budget, with Cockburn Care showing a \$0.90 timing variance and family day care having a \$0.32 million shortfall in parent subsidies.

Operating Expenditure

Operating expenditure of \$114.07 million to the end of January was under the YTD budget by \$7.04 million.

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

Expenditure from Operating Activities	Amended		YTD Actual \$	YTD Variance \$
	Full Year Budget \$	YTD Budget \$		
Employee costs	82,578,660	47,567,825	46,554,561	1,013,264
Materials & Contracts	58,224,208	29,751,710	25,802,895	3,948,815
Utility charges	6,550,521	3,773,675	3,561,212	212,463
Interest/Finance Costs	260,312	93,509	135,818	(42,309)
Insurance expenses	2,838,923	2,613,984	2,736,338	(122,354)
Other expenditure	15,244,525	11,104,528	8,889,166	2,215,362
Depreciation/Amortisation	46,190,627	26,206,636	26,387,325	(180,689)
Total	211,887,776	121,111,867	114,067,315	7,044,552

Material variances in City operating expenditure included the following budget items:

- Employee costs (\$1.01 million under YTD budget) mainly due to savings from unfilled positions and structure changes.
- Materials and contracts (\$3.95 million under YTD budget):
 - Cockburn ARC operating contract costs were \$0.42 million under YTD budget
 - Waste collection service costs were \$0.39 million under YTD budget
 - Streets maintenance costs (streetscapes, verges) were \$0.73 million under YTD budget.
 - Sustainability & Environment business unit costs were \$0.33 million under the YTD budget.
 - Organisation Review related costs are under YTD budget by \$0.37 million.
 - Community Development service costs collectively under by \$0.54 million
 - Facilities maintenance is showing a variance of \$0.34 million over YTD budget.
 - Landfill operation costs were running over YTD budget by \$0.31 million, but mid-review adjustment will address this.
- Other expenditure (\$2.21 million under the YTD budget)
 - Landfill levy costs were \$1.60 million under the YTD budget due to a mid-year review upwards adjustment of \$2.34 million being allocated to January (instead of even monthly distribution to June).
 - Community grants program was tracking \$0.43 million under the YTD budget.

Capital Expenditure

Council adopted a capital works program of \$53.73 million in the FY25 annual budget, that is now \$71.80 million following recognition of carry forwards and other adjustments adopted by Council (including the recent mid-year review).

The City has spent \$28.25 million on its capital program to the end of January, representing an underspend of \$13.70 million against YTD budget.

While the capital budget is showing a YTD cash underspend, the City has committed procurement contract expenditure of \$19.0M. This represents a total spend/commitment of \$47.25 million (66%) against the full year budget.

The following table shows the budget performance by asset class:

Capital Acquisitions	Amended		YTD Actual \$	YTD Variance \$
	Budget \$	YTD Budget \$		
Buildings	23,642,754	12,362,812	9,729,978	2,632,834
Furniture & Equipment	994,100	719,100	418,800	300,300
Plant and Equipment	9,538,844	6,136,029	3,901,886	2,234,143
Information Technology	810,659	555,858	366,021	189,837
Infrastructure - Roads	8,440,691	5,611,090	2,743,783	2,867,307
Infrastructure - Drainage	7,747,152	5,659,164	2,916,168	2,742,997
Infrastructure - Footpath	2,327,819	941,619	445,949	495,670

Capital Acquisitions	Amended		YTD Actual \$	YTD Variance \$
	Budget \$	YTD Budget \$		
Infrastructure - Parks hard	7,990,280	4,793,672	3,243,907	1,549,765
Infrastructure - Landscaping	90,686	90,686	43,246	47,440
Infrastructure - Landfill site	8,373,377	3,813,145	3,477,330	335,815
Infrastructure - Marina	282,385	25,385	47,585	(22,200)
Infrastructure - Coastal	1,567,592	1,236,620	911,517	325,103
Total	71,806,339	41,945,180	28,246,169	13,699,010

Major variances identified in the City's capital program budget were identified as follows:

- Buildings (\$2.63 million under YTD budget):
 - ARC Expansion - \$0.99 million under YTD budget.
 - Omeo amenities - \$0.25 million under YTD budget
- Roads Infrastructure (\$2.87 million under YTD budget):
 - Hamilton Road (Phoenix to Rockingham) \$0.33 million under YTD budget
 - Carrington & Forrest Road Blackspot Program - \$1.04 million under YTD budget
 - Carrington Street (Winterfold to Healy) - \$0.30 million under YTD budget.
- Drainage Infrastructure (\$2.74 million under YTD budget):
 - Marvell Avenue Drainage Improvements - \$0.99 million under YTD budget
 - Edeline Street Drainage Improvements - \$0.65 million under YTD budget
 - Parks Infrastructure Renewal Allocation - \$0.36 million under YTD budget.
- Footpath Infrastructure (\$0.50 million under YTD budget):
 - Footpaths rehabilitation program - \$0.35 million under YTD budget
- Parks infrastructure (\$1.55 million under YTD budget):
 - Len Packham Court Rehabilitation - \$0.28 million under YTD budget
 - Rose Shanks Vehicle Access Tracks - \$0.20 million under YTD budget
 - Balboa tile repairs - \$0.19 million under YTD budget.
 - Waterbuttons Park New Playground - \$0.18 million under YTD budget
- Coastal Infrastructure (\$0.32 million under YTD budget):
 - Port Coogee revetment renewals - \$0.28 million under YTD budget.
- Plant & Machinery (\$2.23 million under YTD budget):
 - Major plant replacement program - \$1.47 million under YTD budget
 - Light fleet replacement program - \$0.59 million under YTD budget.

Non-Operating Grants, Subsidies and Contributions

The City's budget for capital grants and contributions is a net \$13.56 million. This included \$9.98 million in grant funding, mostly for roads, and another \$3.57 million of developer contributions towards specified costs.



There was \$1.83 million in non-operating grants or contributions recognised to the end of January, tracking under the YTD budget of \$1.88 million. Recognition of this capital revenue is tied to project completion (as per the Australian Accounting Standards).

Financial Reserves

A detailed schedule of the City's financial reserves is included in the financial report, showing a balance of \$201.43 million held at the end of January.

General revenue reserves were \$167.73 million, with the balance of \$33.70 million held for restricted purposes (including \$15.21 million from developer contributions).

Transfers in and out of financial reserves are made in accordance with budgetary and statutory requirements with the budget showing an end of year forecasted balance of \$218.64 million.

Cash and Financial Assets

The City's closing cash and financial assets holding at the end of January totalled \$282.19 million (slightly down from \$285.73 million last month).

This balance included financial assets (term deposits and investments) of \$272.74 million, and cash and cash equivalent holdings (cash at bank and at call deposits) of \$9.45 million.

\$201.43 million of these funds are internally and externally restricted.

The remaining \$80.76 million represent unrestricted municipal funds for the City's operating activities and liabilities.

Investment Performance, Ratings and Maturity

The City's term deposit portfolio running yield has slightly increased to an annualised 4.95 percent (slightly higher on 4.92 percent the month before). Maturity of earlier placed investments at comparatively lower rates is helping to sustain the running yield.

There were no cash rate changes made by the Reserve Bank of Australia (RBA) during the reporting period, with the portfolio running yield continuing to outperform the City's KPI target rate of 4.85 percent (cash rate of 4.35 percent plus 0.50 percent performance margin).

This target rate will reduce by 25 basis points next month given the cut in the official cash rate by the RBA at its February 2025 meeting.

New investments placed during the month were at rates between 4.69% and 5.05% over terms of 6 to 17 months.



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

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

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

These have a face value of \$2.316 million and market value of \$1.49 million, although the City currently carries them at a book value of \$0.741 million (net of a \$1.575 million impairment provision made several years ago).

The City receives interest and capital payments, with \$0.69million returned to date of the original \$3.0 million invested.



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

Issuer	Market Value	% Total Value
AMP Bank Ltd	6,703,711.08	2.38%
Australian Military Bank Limited	3,080,933.43	1.10%
Auswide Bank Limited	3,006,916.44	1.07%
Bank of Queensland Ltd	19,581,572.63	6.96%
Credit Union Australia Ltd t/as Great Southern Bank	6,233,654.82	2.22%
Defence Bank Ltd	10,865,232.90	3.86%
Emerald Reverse Mortgage Trust	1,488,736.48	0.53%
ING Bank Australia Limited	77,836,408.26	27.68%
Judo Bank	22,676,986.33	8.06%
National Australia Bank Ltd	40,164,215.68	14.28%
Rabobank Australia Ltd	78,923,309.42	28.06%
Suncorp Bank (Norfinia Ltd) - Subsidiary of ANZ	8,158,013.68	2.90%
Westpac Banking Corporation Ltd	2,504,921.23	0.89%
Portfolio Total	281,224,612.35	100.00%

The City's short-term deposits (less than 12 months) comprise 54.9 percent (\$154.5 million) of the City's portfolio, compared to 52.0 percent (\$144.9 million) last month.

These were classified under the following credit ratings:

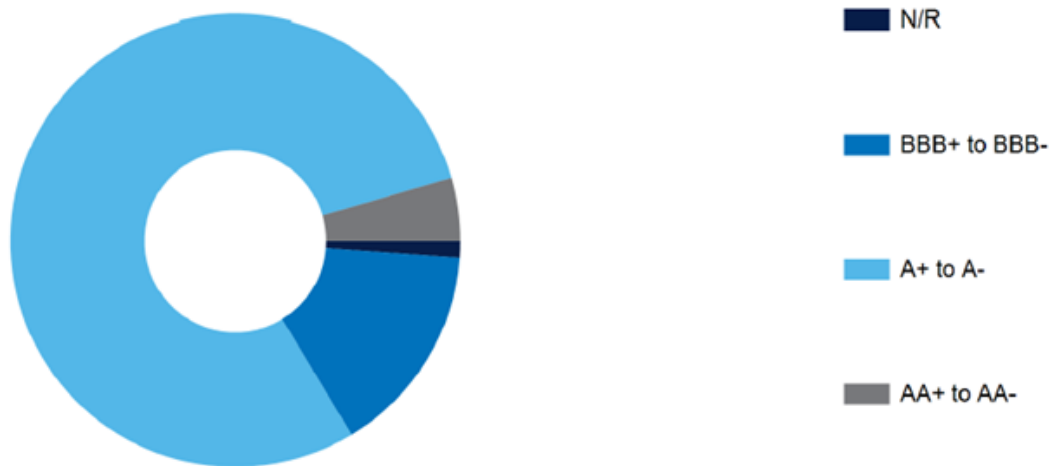
Market Value by Security Rating Group (Short Term)



Deposits invested between one and three years made up 45.1 percent (\$126.7 million) of the City's portfolio, compared to 48.0 percent (\$133.5 million) last month.

These were classified under following credit ratings:

Market Value by Security Rating Group (Long Term)



Investment in Fossil Fuel Free Banks

At month end, the City held \$79.82 million (29.1 percent) of its investment portfolio with banks considered non-funders of fossil fuel related industries \$77.82 million (28.6 percent last month).

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

The City will endeavour to prioritise a fossil fuel free investment, provided they are at a similar rate.

Rates Debt Recovery

The collectible rates and charges currently raised for 2024-25 (comprising net arrears, annual levies, and part year rating) totals \$159.95 million.

At the end of January, the City had collected \$123.74 million (77.4 percent), leaving a balance outstanding of \$36.21 million (22.6 percent).

The City also held prepayments for the following year's rates totalling \$1.22 million.

The City has levied \$0.25 million for underground power charges this year, being year two of a ten-year repayment plan.

In terms of overdue rates accounts under formal or legal debt recovery processes, the City had 383 properties owing a total of \$1.43 million in combined rates and legal fees (150 properties and \$0.80 million last month).

This increase reflects more focus and effort on debt recovery for properties falling into arrears with their 2024-25 annual rates.

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

Trade and Sundry Debtors

The City had \$5.81 million in outstanding trade and sundry debtors to the end of January (\$3.39 million last month). The increase was due to two large invoices for commercial waste disposal charges and a sale of land transaction.

Those debts overdue by more than 90 days reduced to \$0.21 million (3.6 percent) of total debts outstanding (\$0.41 million or 12.0 percent last month).

The 90-day debtors included \$76k from Naval Base shacks and \$73k from landfill customers. These debts are actively managed.

Strategic Plans/Policy Implications

Listening & Leading

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

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

Budget amendments are largely referred to Council's Expenditure Review Committee for recommendation to Council.

Council's adopted budget surplus for FY25 of \$300,000 has since decreased to \$166,617 due to Council decisions made throughout the year. Budget surplus changes are listed at Note 8 in the financial report.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

It is important that Council reviews the performance of its adopted budget monthly, focusing on revenue, expenditure, and the closing financial position.

This regular review ensures that Council remains informed and can identify any potential financial risks promptly.



Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil



CITY OF COCKBURN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 January 2025

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

TABLE OF CONTENTS

Monthly Summary Information	2
Statement of Comprehensive Income	4
Statement of Financial Activity by Nature or Type	5
Statement of Financial Activity by Business Unit	7
Statement of Financial Position	8
Basis of Preparation	9
Note 1 Statement of Financial Activity Information	10
Note 2 Cash and Financial Assets	11
Note 3 Disposal of Assets	12
Note 4 Capital Acquisitions	13
Note 5 Borrowings	14
Note 6 Cash Reserves	15
Note 7 Other Current Liabilities	17
Note 9 Budget Amendments	18
Note 10 Explanation of Material Variances	19



**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2025**

SUMMARY INFORMATION

Funding surplus / (deficit) Components

	Funding surplus / (deficit)			
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$19.69 M	\$19.69 M	\$19.69 M	(\$0.00 M)
Closing	\$0.17 M	\$75.60 M	\$99.31 M	\$23.72 M
Refer to Statement of Financial Activity				

Cash and financial assets		
	\$282.19 M	% of total
Unrestricted Cash	\$80.76 M	28.6%
Restricted Cash	\$201.43 M	71.4%
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)
\$42.59 M	\$83.39 M	\$92.39 M	\$9.00 M
Refer to Statement of Financial Activity			

Employee Cost		
YTD Actual	(\$46.55 M)	% Variance
YTD Budget	(\$47.57 M)	(2.1%)
Refer to Statement of Financial Activity		

Rates Revenue		
YTD Actual	\$134.55 M	% Variance
YTD Budget	\$134.50 M	0.0%
Refer to Statement of Financial Activity		

Fees and Charges		
YTD Actual	\$28.25 M	% Variance
YTD Budget	\$28.81 M	(1.9%)
Refer to Statement of Financial Activity		

Materials & Contracts		
YTD Actual	(\$25.80 M)	% Variance
YTD Budget	(\$29.75 M)	(13.3%)
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)
(\$55.97 M)	(\$36.95 M)	(\$25.42 M)	\$11.53 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.99 M	%
Amended Budget	\$2.27 M	43.6%
Refer to Note 3 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$28.25 M	% Spent
Amended Budget	\$71.81 M	39.3%
Refer to Note 4 - Capital Acquisition		

Capital Grants		
YTD Actual	(\$1.83 M)	% Received
Amended Budget	(\$10.60 M)	17.3%
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)
(\$6.15 M)	\$9.47 M	\$12.65 M	\$3.18 M
Refer to Statement of Financial Activity			

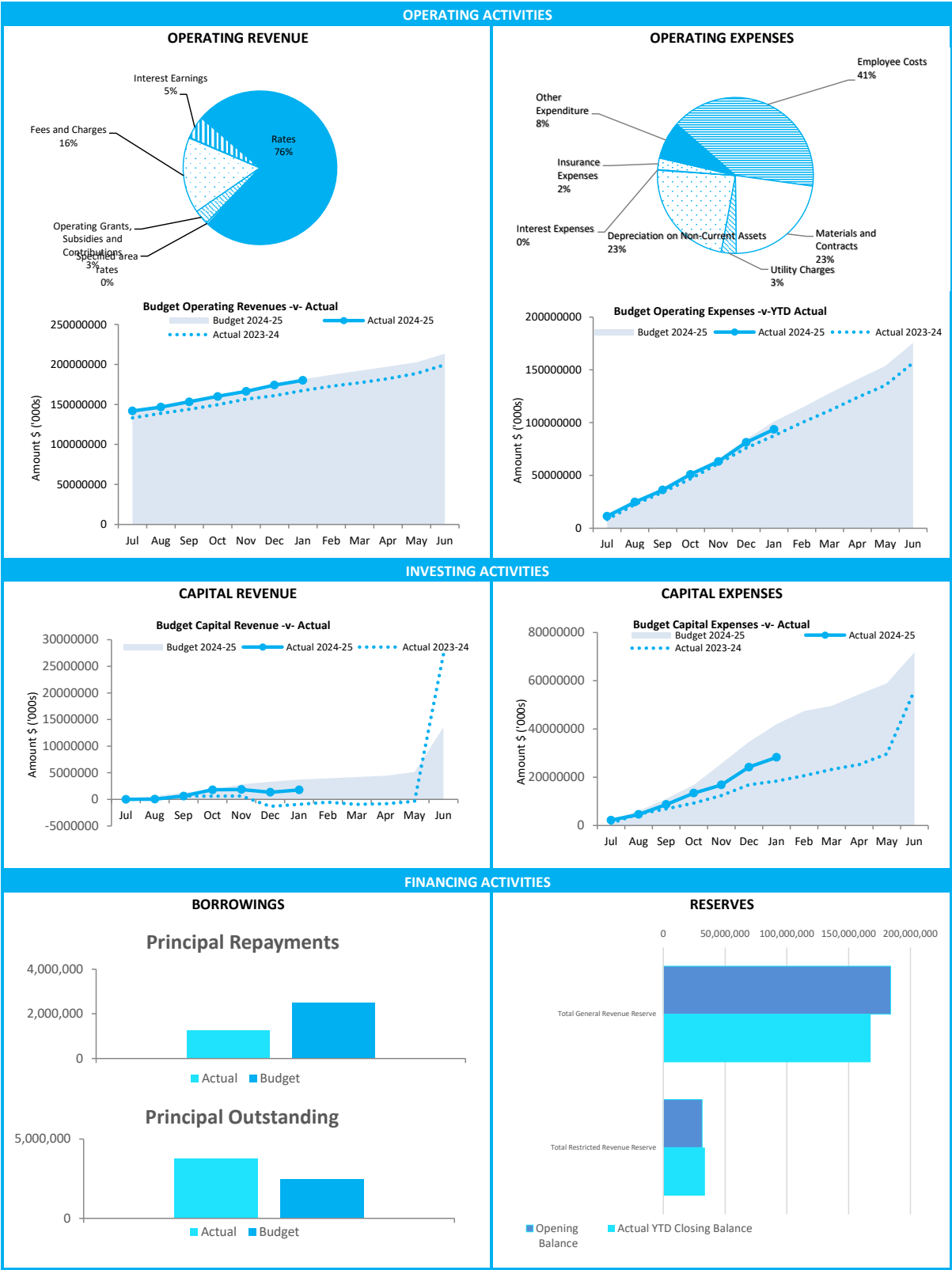
Borrowings	
Principal repayments	\$1.25 M
Interest expense	\$0.11 M
Principal due	\$3.75 M
Refer to Note 5 - Borrowings	

Reserves	
Reserves balance	\$201.43 M
Interest earned	\$0.61 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 JANUARY 2025

SUMMARY INFORMATION - GRAPHS



**STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDED 31 JANUARY 2025**

	2024/25 YTD Actual	2024/25 Amended Budget	2024/25 Adopted Budget
	\$	\$	\$
Revenue			
Rates	134,551,479	134,632,858	134,416,025
Grants, subsidies and contributions	5,534,342	16,609,254	15,340,964
Fees and charges	28,253,109	43,159,446	40,088,009
Service charges	247,110	250,000	220,000
Interest revenue	8,403,728	13,635,100	12,835,100
	176,989,768	208,286,658	202,900,098
Expenses			
Employee costs	(46,554,561)	(82,578,660)	(82,696,329)
Materials and contracts	(25,802,895)	(58,224,208)	(56,178,433)
Utility charges	(3,561,212)	(6,550,521)	(6,521,338)
Depreciation	(26,387,325)	(46,190,627)	(46,190,627)
Finance costs	(135,818)	(260,312)	(260,312)
Insurance	(2,736,338)	(2,838,923)	(2,570,579)
Other expenditure	(8,889,166)	(15,244,525)	(12,682,412)
	(114,067,315)	(211,887,776)	(207,100,030)
Net operating result	62,922,453	(3,601,118)	(4,199,932)
Capital grants, subsidies and contributions	1,831,895	13,565,100	11,600,128
Profit/(loss) on disposal of assets	295,513	796,619	(406,184)
	2,127,408	14,361,719	11,193,944
Net result for the period	65,049,861	10,760,601	6,994,012
Other comprehensive income for the period			
<i>Items that will not be reclassified subsequently to profit or loss</i>			
Changes in asset revaluation surplus	0	0	0
Share of comprehensive income of associates accounted for using the equity method	0	0	0
Total other comprehensive income for the period	0	0	0
Total comprehensive income for the period	65,049,861	10,760,601	6,994,012

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

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)	19,690,453	19,690,453	19,688,757	(1,696)	(0.01%)	
Revenue from operating activities							
Rates		133,975,858	133,838,464	133,900,586	62,122	0.05%	
Specified area rates		657,000	657,000	650,893	(6,107)	(0.93%)	
Operating grants, subsidies and contributions		16,609,254	6,540,746	5,534,342	(1,006,404)	(15.39%)	▼
Fees and charges		43,159,446	28,812,354	28,253,109	(559,245)	(1.94%)	▼
Service charges		250,000	158,333	247,110	88,777	56.07%	
Interest earnings		13,635,100	8,287,142	8,403,728	116,586	1.41%	
Fair value adjustments to financial assets at fair value through profit or loss		0	0	0	0	0.00%	
Profit/(loss) on disposal of assets		796,619	413,204	295,513	(117,691)	(28.48%)	
		209,083,277	178,707,243	177,285,281	(1,421,962)	(0.80%)	
Expenditure from operating activities							
Employee costs		(82,578,660)	(47,567,825)	(46,554,561)	1,013,264	2.13%	▲
Materials and contracts		(58,224,208)	(29,751,710)	(25,802,895)	3,948,815	13.27%	▲
Utility charges		(6,550,521)	(3,773,675)	(3,561,212)	212,463	5.63%	
Depreciation on non-current assets		(46,190,627)	(26,206,636)	(26,387,325)	(180,689)	(0.69%)	
Interest expenses		(260,312)	(93,509)	(135,818)	(42,309)	(45.25%)	
Insurance expenses		(2,838,923)	(2,613,984)	(2,736,338)	(122,354)	(4.68%)	
Other expenditure		(15,244,525)	(11,104,528)	(8,889,166)	2,215,362	19.95%	▲
		(211,887,776)	(121,111,867)	(114,067,315)	7,044,552	5.82%	
Non-cash amounts excluded from operating activities	1(a)	45,394,008	25,793,432	29,173,022	3,379,590	13.10%	▲
Amount attributable to operating activities		42,589,509	83,388,808	92,390,988	9,002,180		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions		13,565,100	3,715,994	1,831,895	(1,884,099)	(50.70%)	▼
Proceeds from disposal of assets	3	2,273,903	1,274,953	991,480	(283,473)	(22.23%)	
Payments for property, plant and equipment and infrastructure	4	(71,806,339)	(41,945,180)	(28,246,169)	13,699,010	32.66%	▲
Amount attributable to investing activities		(55,967,336)	(36,954,233)	(25,422,794)	11,531,438		
Financing Activities							
Transfer from reserves	6	64,315,847	21,612,899	27,401,183	5,788,284	26.78%	▲
Payments for principal portion of lease liabilities		0	0	(158,737)	(158,737)	0.00%	
Repayment of debentures	5	(2,500,000)	(1,250,000)	(1,250,000)	0	0.00%	
Transfer to reserves	6	(67,961,856)	(10,892,303)	(13,337,888)	(2,445,585)	(22.45%)	▼
Amount attributable to financing activities		(6,146,009)	9,470,596	12,654,558	3,183,962		
Closing funding surplus / (deficit)	1(c)	166,617	75,595,624	99,311,508	23,715,884		

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 JANUARY 2025****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 JANUARY 2025

STATUTORY REPORTING BY BUSINESS UNIT

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	19,690,453	19,690,453	19,688,757	(1,696)	(0.01%)	
Revenue from operating activities							
Office of the CEO		0	0	427	427	0.00%	
Strategy & Integrated Planning		0	0	(5)	(5)	0.00%	
Legal and Compliance		1,653	964	982	18	1.87%	
Finance		155,159,878	143,540,634	143,805,004	264,370	0.18%	
Library & Cultural Services		237,860	106,798	107,850	1,052	0.99%	
Recreation Infrastructure & Services		16,041,627	9,873,499	9,814,828	(58,671)	(0.59%)	
Community Development & Services		8,612,680	5,207,918	4,250,431	(957,487)	(18.39%)	▼
Community Safety & Ranger Services		1,411,933	642,719	754,510	111,791	17.39%	
Development and Compliance		3,358,618	2,239,949	2,479,572	239,623	10.70%	
Planning		253,306	157,256	59,207	(98,049)	(62.35%)	
Sustainability & Environment		612,000	345,618	221,773	(123,845)	(35.83%)	
Operations & Maintenance		17,891,419	13,299,583	12,225,365	(1,074,218)	(8.08%)	▼
Projects		127,701	(255,414)	275,952	531,366	(208.04%)	
Property & Assets		5,267,602	3,485,302	3,055,854	(429,448)	(12.32%)	▼
Business and Economic Development		0	0	532	532	0.00%	
People Culture and Safety		107,000	62,417	232,997	170,580	273.29%	
		209,083,277	178,707,243	177,285,279	(1,421,964)		
Expenditure from operating activities							
Office of the CEO		(2,900,374)	(1,491,615)	(1,458,644)	32,971	2.21%	
Strategy & Integrated Planning		(881,268)	(465,726)	(342,036)	123,690	26.56%	
Legal and Compliance		(2,088,753)	(1,201,333)	(1,036,122)	165,211	13.75%	
Finance		(6,827,912)	(4,625,216)	(4,737,666)	(112,450)	(2.43%)	
Information & Technology		(10,996,963)	(6,606,805)	(6,854,321)	(247,516)	(3.75%)	
Procurement		(1,087,480)	(605,453)	(542,999)	62,454	10.32%	
Library & Cultural Services		(8,605,710)	(4,851,904)	(4,581,362)	270,542	5.58%	
Recreation Infrastructure & Services		(19,091,463)	(11,079,404)	(10,217,739)	861,665	7.78%	▲
Community Development & Services		(14,591,679)	(8,463,848)	(7,411,503)	1,052,345	12.43%	▲
Community Safety & Ranger Services		(7,162,641)	(4,005,542)	(3,865,343)	140,199	3.50%	
Development and Compliance		(7,335,469)	(4,156,834)	(3,766,274)	390,560	9.40%	▲
Planning		(4,047,061)	(2,117,694)	(1,777,232)	340,462	16.08%	▲
Sustainability & Environment		(5,214,795)	(2,434,159)	(2,094,711)	339,448	13.95%	▲
Operations & Maintenance		(97,143,206)	(56,421,418)	(53,140,071)	3,281,347	5.82%	▲
Projects		(1,300,936)	(816,543)	(546,014)	270,529	33.13%	
Property & Assets		(13,858,945)	(7,081,789)	(7,175,505)	(93,716)	(1.32%)	
Advocacy and Engagement		(1,324,504)	(797,234)	(759,082)	38,152	4.79%	
Communications and Marketing		(2,168,302)	(1,223,031)	(1,194,795)	28,236	2.31%	
Customer Experience		(1,479,644)	(795,275)	(786,533)	8,742	1.10%	
Business and Economic Development		(1,104,622)	(601,413)	(528,560)	72,853	12.11%	
People Culture and Safety		(5,074,355)	(2,832,716)	(2,552,881)	279,835	9.88%	
Internal Recharging		2,398,307	1,563,085	1,302,079	(261,006)	16.70%	
		(211,887,775)	(121,111,867)	(114,067,314)	7,044,553		
Non-cash amounts excluded from operating activities	1(a)	45,394,008	25,793,432	29,173,022	3,379,590	13.10%	▲
Amount attributable to operating activities		42,589,510	83,388,808	92,390,987	9,002,179		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions		13,565,100	3,715,994	1,831,895	(1,884,099)	(50.70%)	▼
Proceeds from disposal of assets	3	2,273,903	1,274,953	991,480	(283,473)	(22.23%)	
Payments for property, plant and equipment and infrastructure	4	(71,806,339)	(41,945,180)	(28,246,169)	13,699,010	32.66%	▲
Amount attributable to investing activities		(55,967,336)	(36,954,233)	(25,422,794)	11,531,438		
Financing Activities							
Transfer from reserves	6	64,315,847	21,612,899	27,401,183	5,788,284	26.78%	▲
Payments for principal portion of lease liabilities		0	0	(158,737)	(158,737)	0.00%	
Repayment of debentures	5	(2,500,000)	(1,250,000)	(1,250,000)	0	0.00%	
Transfer to reserves	6	(67,961,856)	(10,892,303)	(13,337,888)	(2,445,585)	(22.45%)	▼
Amount attributable to financing activities		(6,146,009)	9,470,596	12,654,558	3,183,962		
Closing funding surplus / (deficit)	1(c)	166,617	75,595,624	99,311,508	23,715,882		

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 2024-25 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 JANUARY 2025**

STATEMENT OF FINANCIAL POSITION

	Year to Date 31 January 2025	Last Year Closing 30 June 2023
	\$	\$
Current Assets		
Cash and cash equivalents	9,450,668	12,990,274
Financial assets	154,000,000	157,000,000
Trade and other receivables	52,545,504	21,289,887
Inventories	27,819	34,392
Total Current Assets	216,023,991	191,314,553
Non-Current Assets		
Trade and other receivables	1,352,176	1,422,960
Other financial assets	118,907,528	77,951,928
Property, plant and equipment	413,527,903	405,648,836
Infrastructure	1,233,848,389	1,240,564,580
Total Non-Current Assets	1,767,635,994	1,725,588,304
Total Assets	1,983,659,985	1,916,902,857
Current Liabilities		
Trade and other payables	16,026,890	18,323,043
Other liabilities	5,701,681	3,512,697
Lease liabilities	21,239	179,976
Borrowings	1,250,000	2,500,000
Employee related provisions	9,714,956	9,886,824
Total Current Liabilities	32,714,766	34,402,540
Non-Current Liabilities		
Other liabilities	17,788,884	14,579,630
Borrowings	2,500,000	2,500,000
Employee related provisions	2,002,390	1,816,599
Other provisions	37,144,875	37,144,875
Total Non-Current Liabilities	59,436,149	56,041,104
Total Liabilities	92,150,916	90,443,644
Net Assets	1,891,509,069	1,826,459,213
Equity		
Retained surplus	706,682,466	627,569,311
Reserve accounts	201,433,250	215,496,546
Revaluation surplus	983,393,355	983,393,355
Total Equity	1,891,509,069	1,826,459,213

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2025**

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 January 2025

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 JANUARY 2025**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash and non-current items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: (Profit)/loss on asset disposals	3	(796,619)	(413,204)	(295,513)
Less: Movement in liabilities associated with restricted cash				2,824,635
Add: Movement in other liabilities (non-current)		0	0	70,784
Movement in employee benefit provisions (non-current)		0	0	185,791
Add: Depreciation on assets		46,190,627	26,206,636	26,387,325
Total non-cash items excluded from operating activities		45,394,008	25,793,432	29,173,022

(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 2024	This Time Last Year 31 January 2024	Year to Date 31 January 2025
Adjustments to net current assets				
Less: Reserves - restricted cash	6	(215,496,545)	(223,382,983)	(201,433,249)
Less: Bonds & deposits		(2,192,268)	(3,859,561)	(2,576,887)
Add: Borrowings	5	2,500,000	2,500,000	1,250,000
Add: Lease liabilities		179,976	104,531	21,239
Add: Financial assets at amortised cost - non-current	2	77,785,586	56,832,654	118,741,186
Total adjustments to net current assets		(137,223,251)	(167,805,359)	(83,997,711)
Cash and cash equivalents	2	12,990,274	10,975,810	9,450,668
Financial assets at amortised cost	2	157,000,000	210,000,000	154,000,000
Rates receivables		2,136,208	59,453,532	34,642,947
Receivables		15,794,445	10,417,967	15,149,179
Other current assets		3,393,626	3,752,838	2,781,197
Less: Current liabilities				
Payables		(18,323,043)	(18,551,104)	(16,026,890)
Borrowings	5	(2,500,000)	(2,500,000)	(1,250,000)
Contract liabilities	7	(3,512,697)	(2,206,528)	(5,701,681)
Lease liabilities		(179,976)	(104,531)	(21,239)
Provisions	7	(9,886,824)	(9,413,922)	(9,714,956)
Less: Total adjustments to net current assets	1(b)	(137,223,251)	(167,805,359)	(83,997,711)
Closing funding surplus / (deficit)		19,688,757	94,018,706	99,311,508

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 JANUARY 2025

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Institution
		\$	\$	\$	
Cash on hand					
Cash at bank	Cash and cash equivalents	426,047	0	426,047	NATIONAL AUSTRALIA BANK
Cash on hand	Cash and cash equivalents	24,621	0	24,621	
Term deposits - current	Cash and cash equivalents	9,000,000	0	9,000,000	NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	13,500,000		13,500,000	BANK OF QUEENSLAND
Term deposits - current	Financial assets at amortised cost	28,500,000		28,500,000	ING BANK
Term deposits - current	Financial assets at amortised cost	3,000,000		3,000,000	AUSWIDE BANK
Term deposits - current	Financial assets at amortised cost	2,500,000		2,500,000	WESTPAC
Term deposits - current	Financial assets at amortised cost	23,807,937	9,692,063	33,500,000	NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	0	8,000,000	8,000,000	SUNCORP
Term deposits - current	Financial assets at amortised cost	0	14,000,000	14,000,000	JUDO BANK
Term deposits - current	Financial assets at amortised cost	0	5,000,000	5,000,000	AMP
Term deposits - current	Financial assets at amortised cost	0	10,000,000	10,000,000	DEFENCE BANK
Term deposits - current	Financial assets at amortised cost	0	36,000,000	36,000,000	RABOBANK
Other investment - non current	Financial assets at amortised cost	0	741,186	741,186	BARCLAYS BANK
Other investment - non current	Financial assets at amortised cost	0	5,500,000	5,500,000	BANK OF QUEENSLAND
Other investment - non current	Financial assets at amortised cost	0	8,000,000	8,000,000	JUDO BANK
Other investment - non current	Financial assets at amortised cost	0	5,500,000	5,500,000	NATIONAL AUSTRALIA BANK
Other investment - non current	Financial assets at amortised cost	0	6,000,000	6,000,000	CREDIT UNION AUSTRALIA
Other investment - non current	Financial assets at amortised cost	0	1,500,000	1,500,000	AMP
Other investment - non current	Financial assets at amortised cost	0	41,500,000	41,500,000	RABOBANK
Other investment - non current	Financial assets at amortised cost	0	3,000,000	3,000,000	AMB
Other investment - non current	Financial assets at amortised cost	0	47,000,000	47,000,000	ING BANK
Total		80,758,605	201,433,249	282,191,854	
Comprising					
		\$	\$	\$	
Cash and cash equivalents		9,450,668	0	9,450,668	
Financial assets at amortised cost		71,307,937	201,433,249	272,741,186	
		80,758,604	201,433,249	282,191,854	

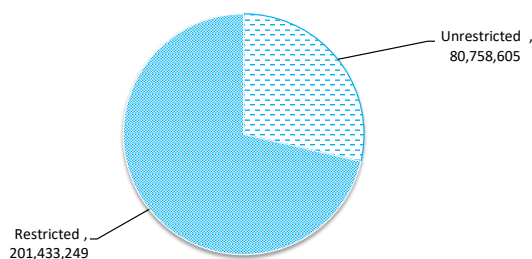
KEY INFORMATION

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.

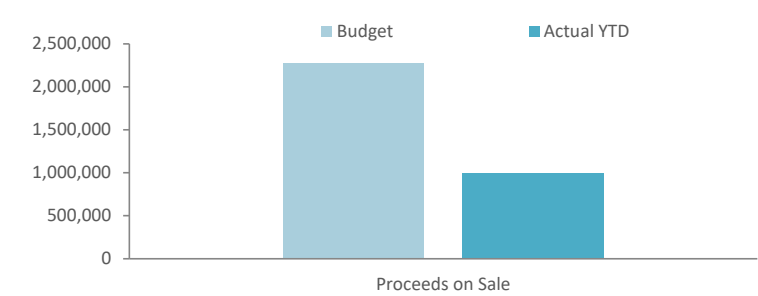
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

OPERATING ACTIVITIES
NOTE 3
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Machinery								
		1,477,284	1,605,285	128,001	0	27,349	304,680	277,331	0
	Freehold Land								
	Lot 100 32 Plantagenet, Hamilton Hill	0	668,618	668,618	0	668,618	668,618	(0)	0
	Lot 303 Wattleup Road, Hammond Park		0	0	0		18,182	18,182	0
		1,477,284	2,273,903	796,619	0	695,967	991,480	295,513	0



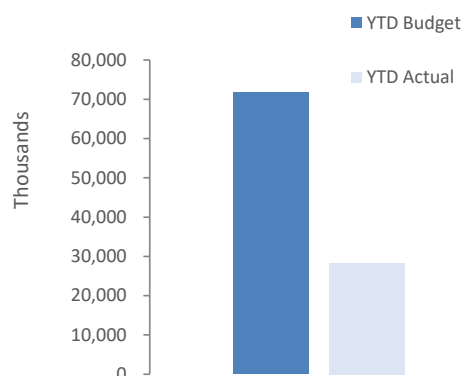
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**INVESTING ACTIVITIES
NOTE 4
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	23,642,754	12,362,812	9,729,978	(2,632,834)
Furniture and equipment	994,100	719,100	418,800	(300,300)
Plant and equipment	9,538,844	6,136,029	3,901,886	(2,234,143)
Information technology	810,659	555,858	366,021	(189,837)
Infrastructure - roads	8,440,691	5,611,090	2,743,783	(2,867,307)
Infrastructure - drainage	7,747,152	5,659,164	2,916,168	(2,742,997)
Infrastructure - footpath	2,327,819	941,619	445,949	(495,670)
Infrastructure - parks hard	7,990,280	4,793,672	3,243,907	(1,549,765)
Infrastructure - parks landscaping	90,686	90,686	43,246	(47,440)
Infrastructure - landfill site	8,373,377	3,813,145	3,477,330	(335,815)
Infrastructure - marina	282,385	25,385	47,585	22,200
Infrastructure - coastal	1,567,592	1,236,620	911,517	(325,103)
Payments for Capital Acquisitions	71,806,339	41,945,180	28,246,169	(13,699,010)
Total Capital Acquisitions	71,806,339	41,945,180	28,246,169	(13,699,010)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	(10,596,129)	(2,021,601)	(1,831,895)	189,706
Other (disposals & C/Fwd)	(2,273,903)	(1,274,953)	(991,480)	283,473
Cash backed reserves				
Open Space Infrastructure	(6,843,079)	0	(2,329,858)	(2,329,858)
Plant & Equipment	(6,978,821)	(3,284,438)	(2,586,729)	697,709
Building Infrastructure	(20,914,303)	(6,408,818)	(8,066,338)	(1,657,521)
Roads Infrastructure	(8,927,489)	(1,565,265)	(4,267,857)	(2,702,592)
Waste Management	(1,902,230)	(1,425,000)	(1,144,191)	280,809
Project Contingency	(5,923,150)	(4,238,277)	(3,793,431)	444,846
Contribution - operations	(7,447,235)	(21,726,829)	(3,234,390)	18,492,438
Capital funding total	(71,806,339)	(41,945,180)	(28,246,169)	13,699,010

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 JANUARY 2025**

FINANCING ACTIVITIES

NOTE 5

BORROWINGS

Repayments - borrowings

Information on borrowings		1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture										
To assist fund the Cockburn Central West development	8	5,000,000	0	0	1,250,000	2,500,000	3,750,000	2,500,000	113,243	350,000
C/Fwd Balance		5,000,000	0	0	1,250,000	2,500,000	3,750,000	2,500,000	113,243	350,000
Total		5,000,000	0	0	1,250,000	2,500,000	3,750,000	2,500,000	113,243	350,000
Current borrowings		2,500,000					1,250,000			
Non-current borrowings		2,500,000					2,500,000			
		5,000,000					3,750,000			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
General Revenue									
Open Space Infrastructure	2,957,823	0	0	8,300,000	975,000	(7,043,079)	(2,418,179)	4,214,744	1,514,644
Plant & Equipment	11,903,412	0	0	3,000,500	0	(6,978,821)	(2,586,729)	7,925,091	9,316,683
Technology	4,996,707	0	0	500,000	0	(1,317,151)	(209,655)	4,179,556	4,787,052
Building Infrastructure	81,909,811	0	0	16,450,980	921,725	(21,348,310)	(8,244,897)	77,012,481	74,586,639
Commercial Landfill	30,626,038	0	0	8,540,085	0	(6,577,443)	(2,262,503)	32,588,680	28,363,534
Land Management	2,496,160	0	0	1,052,618	668,618	(153,451)	(63,451)	3,395,327	3,101,327
Roads Infrastructure	17,551,013	0	0	17,500,000	500,000	(8,957,435)	(4,297,802)	26,093,578	13,753,211
Naval Base Shacks	1,441,186	0	0	200,000	0	(150,000)	(69,322)	1,491,186	1,371,865
Risk	2,148,515	0	0	0	0	(268,344)	0	1,880,171	2,148,515
Climate Change Mitigation	1,308,938	0	0	1,280,000	0	(257,500)	(1,828)	2,331,438	1,307,110
Waste Management	10,219,333	0	0	3,728,335	0	(2,002,230)	(1,186,191)	11,945,438	9,033,142
Project Contingency	14,041,447	0	0	5,910,453	6,422,795	(7,236,268)	(4,454,576)	12,715,632	16,009,666
Port Coogee Marina	2,441,833	0	0	505,989	0	(297,000)	0	2,650,822	2,441,833
Total General Revenue Reserve	184,042,217	0	0	66,968,960	9,488,139	(62,587,032)	(25,795,134)	188,424,144	167,735,222
Restricted Revenue									
Port Coogee Waterways WEMP	1,015,087	0	23,117	0	0	(594,352)	(12,000)	420,735	1,026,204
Port Coogee Special Maintenance SAR	2,259,408	0	57,116	460,000	456,191	(441,546)	(245,126)	2,277,862	2,527,588
Port Coogee Waterways SAR	436,484	0	12,420	122,000	120,829	0	0	558,484	569,733
Naval Base Shack Removal	961,449	0	21,458	50,000	0	(18,372)	(13,750)	993,077	969,157
Cockburn Coast SAR	183,240	0	5,280	75,000	73,872	(124,066)	(17,505)	134,174	244,887
POS Cash in Lieu	5,649,812	0	125,235	0	0	0	0	5,649,812	5,775,047
Developer Contribution Plans - Various	12,387,362	0	346,153	0	2,593,009	0	(114,527)	12,393,160	15,211,997
Restricted Funding	8,561,487	0	15,069	285,896	0	(550,479)	(1,203,141)	7,792,175	7,373,415
Total Restricted Revenue Reserve	31,454,328	0	605,848	992,896	3,243,902	(1,728,815)	(1,606,049)	30,219,479	33,698,029
Total Cash Reserve	215,496,545	0	605,848	67,961,856	12,732,040	(64,315,847)	(27,401,183)	218,643,623	201,433,251

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**OPERATING ACTIVITIES
NOTE 7
OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2024	Liability Increase	Liability Reduction	Closing Balance 31 January 2025
Other current liabilities		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements - non-operating		3,512,697	4,419,404	(2,230,420)	5,701,681
Total unspent grants, contributions and reimbursements		3,512,697	4,419,404	(2,230,420)	5,701,681
Provisions					
Annual leave		4,783,341	35,596,693	(35,768,561)	4,611,473
Long service leave		5,103,483	0	0	5,103,483
Total Provisions		9,886,824	35,596,693	(35,768,561)	9,714,956
Total other current liabilities		13,399,521	40,016,097	(37,998,981)	15,416,637
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 JANUARY 2025**

**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 2024-25 year is \$300,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Revenue from operating activities				
Community Development & Services	(957,487)	(18.39%)	▼ Timing	Revenue delayed
Operations & Maintenance	(1,074,218)	(8.08%)	▼ Timing	Revenue delayed
Property & Assets	(429,448)	(12.32%)	▼ Timing	Revenue delayed
Expenditure from operating activities				
Recreation Infrastructure & Services	861,665	7.78%	▲ Timing	Expenditure delayed
Community Development & Services	1,052,345	12.43%	▲ Timing	Expenditure delayed
Development and Compliance Planning	390,560	9.40%	▲ Timing	Expenditure delayed
Sustainability & Environment	340,462	16.08%	▲ Timing	Expenditure delayed
Operations & Maintenance	339,448	13.95%	▲ Timing	Expenditure delayed
	3,281,347	5.82%	▲ Timing	Expenditure delayed
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(1,884,099)	(50.70%)	▼ Timing	Grant delayed
Payments for property, plant and equipment and infrastructure	13,699,010	32.66%	▲ Timing	Expenditure delayed
Financing activities				
Transfer from reserves	5,788,284	26.78%	▲ Timing	Expenditure delayed
Transfer to reserves	(2,445,585)	(22.45%)	▼ Timing	Revenue brought forward

14.2.2 (2025/MINUTE NO 0021) Payments Made from Municipal Fund and Local Procurement Summary - January 2025

Executive	Director Corporate and System Services
Author	Chief Financial Officer
Attachments	<ol style="list-style-type: none"> 1. Payments Listing - January 2025 ↓ 2. Credit Cards - January 2025 ↓ 3. Purchase Cards - January 2025 ↓ 4. Fuel Cards - January 2025 ↓

Officer Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich
That Council:

- (1) RECEIVES the list of payments from the Municipal Fund during the month of January 2025, as attached to the Agenda; and
- (2) RECEIVES the lists of transactions paid by credit and other purchase cards during the month of January 2025, as attached to the Agenda.

CARRIED 7/0

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.

Regulation 13A requires a list of payments to be prepared and presented to Council each month for those made by employees using credit, debit, or other purchasing cards.

Submission

N/A

Report

Payments made under delegation in January totalled \$23.34 million. All payment amounts reported are inclusive of GST (impact to budget is GST exclusive cost).

The following table provides a summary of payment types and detailed lists are included as attachments:

Net EFT payments (suppliers, sundry creditors)	\$19,181,107
Payroll payments	\$4,080,082
Corporate credit cards	\$68,222
Bank transactional fees (BPay and merchant fees)	\$14,976

The City makes several payment runs each month to ensure suppliers and other payees are paid on a timely basis, particularly local and small businesses.

Attached is a listing of credit card transactions made in December (paid in January), grouped by cardholder position. The CEO's credit card had six transactions totalling \$446.35 this period.

The following table summarises all purchases made by corporate credit cards, equating to 0.4% of the City's monthly supplier spend:

Description	Dec 24 \$	Major Items
Advertising	378	Facebook & Google Advertisements
Application, Licence, Registration Fees	2,288	Clearing Permit, NDIS application fee
Bank and Other Fees	-8	
Conferences and Seminars	112	
Disputed Transactions	130	Disputed transactions
Equipment Purchases	3,943	eftpos stands, bird deterrent, cameras, safety items
Events and Functions	19,284	Seniors centre outing, EOY staff recognition catering, Welcome to Country
Hire of Equipment and Facilities	1,083	Various Hall hire
Meeting/Workshop Catering	2,738	ARG end of year dinner, bushfire training catering, refreshments library community jazz night, business & economic development meetings
Motor Vehicle Expenses	503	Shock absorbers, car cleaning, fuel card subscription (fire vehicles)
Office Supplies	1,014	Stationery and other office supplies
Parking Expenses	177	Parking for various meetings and conferences
Professional Services	1,292	Reptile handler at Spring Fair, veterinary services
Program Costs	3,714	Youth, ARC and community development programs
Subscriptions and Memberships	12,057	Google advertisement, Facilities Management Australia membership,

		various library marketing platform & software subscriptions, e-News platform
Supplies and Materials Purchases	11,791	Sit stand desks, library stock/supplies, , senior home care package supplies, personal protective equipment, ARC chemical signage & plant supplies
Training & Professional Development	5,950	Women in management training workshop, Les Mills program training, recruitment training, annual budget workshop, first aid training.
Travel and Accommodation	1,779	Cockburn Care interstate conference
Total	68,223	

Several types of purchase cards are also used across the City for business purchases, and these are governed by the City's procurement policy and procedures.

Detailed lists showing all card transactions are included and summarised below:

Type	Nov 24 \$	Purpose
Woolworths (6 cards)	2,966	Seniors centre, youth centre & amenities
Bunnings (15 cards)	4,575	Facilities, fleet, fire & emergency, parks & environment, waste
BP fuel cards	33,786	Plant & light fleet

Local Procurement

The Monthly statistics on local and regional procurement spend are summarised below, detailing the spend amounts and percentages relative to the total spend:

Procurement Report - Monthly Summary & Trends

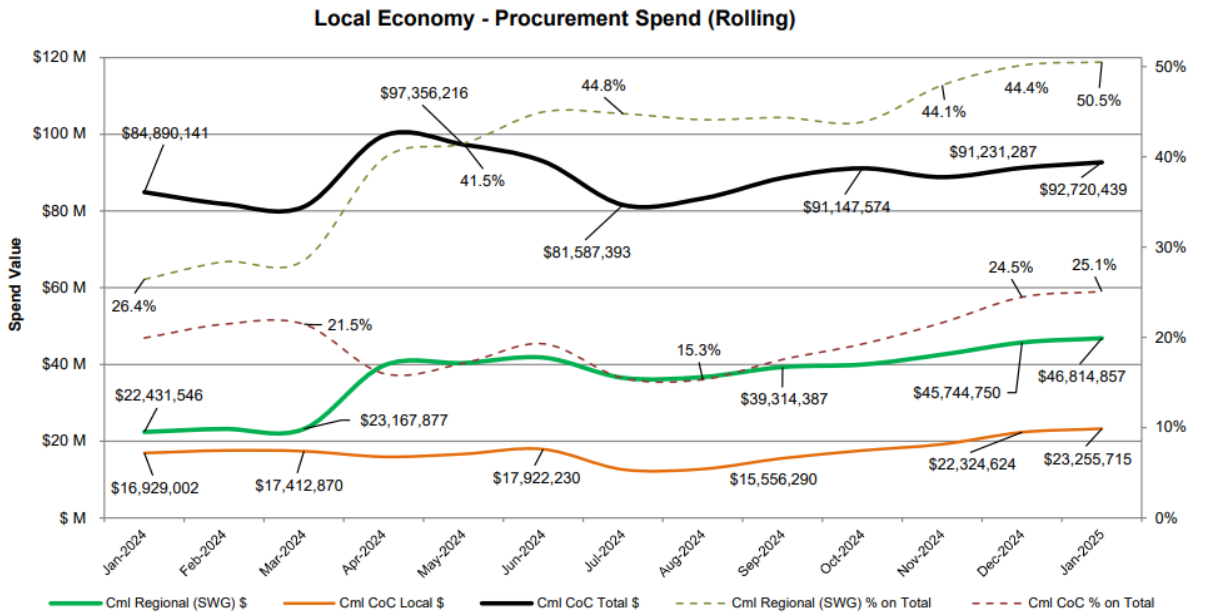
January 2025

Monthly Statistics

Committed spend	\$4,748,499	Local CoC Value	37.07%	CoC Local Qty	20.42%
Orders raised	402	Local/Regional Value	45.78%	Local/Regional Qty	24.03%
Suppliers used	223	Contract/Exempt Value	82.24%	Non-compliance	2.24%
Categories used	90				

Local spending within Cockburn made up 37.1 percent of the City's monthly spend value and 20.4 percent of procurement transactions. This increased to 45.8 percent spend value and 24 percent of transactions within the Perth South West Metropolitan Alliance (PSWMA) region.

The following one year rolling chart to January 2025 tracks the City’s procurement spend with businesses located within Cockburn and the PSWMA region:



The 12-month rolling local Cockburn spend to the end of January was \$23.25 million or 25.1 percent of the City’s total spend, increasing to \$46.81 million or 50.5 percent of total spend within the PSWMA region.

These results have been trending upwards with the current levels at near all-time highs.

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

Social Procurement

At the end of January, the City had engaged 13 Aboriginal businesses, with a total YTD committed spend of \$377,102. This compares to 13 businesses and \$373,808 last month.

This result doubles last year’s total spend of \$184,167.

Strategic Plans/Policy Implications

Local Economy

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

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

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

Budget/Financial Implications

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

Legal Implications

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

Community Consultation

N/A

Risk Management Implications

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

This is a statutory requirement and allows Council to review and clarify any payments made.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil



31st January 2025 PAYMENT LISTING

MUNICIPAL FUND

Payment Number	Account Number	Payee Name	Payment Listing Description	Date	Alloc Amount
EF175914	99997	Family Day Care	Fdc Payment W/E 29/12/2024	2/01/2025	31,645.75
EF175915	26987	Cti Risk Management	Security - Cash Collection	7/01/2025	1,476.25
EF175916	27031	Downer Edi Works Pty Ltd	Asphalt Services	7/01/2025	274,928.90
EF175917	27831	Butler And Brown	Event Management	7/01/2025	28,875.00
EF175918	23250	Department Of Planning, Lands & Heritage	Dap Applications & Dap Fees	10/01/2025	16,529.00
EF175919	88888	David Phippard	Bond Refund	10/01/2025	5,250.00
EF175920	88888	G & L Thayer	Bond Refund	10/01/2025	1,500.00
EF175921	88888	Croker Construction	Bond Refund	10/01/2025	43,000.00
EF175922	88888	Don Brooker	Bond Refund	10/01/2025	500.00
EF175923	99997	Southern Cross Seniors	Reimbursement For Bus	10/01/2025	125.00
EF175924	99997	Cockburn Toy Library Inc	Donation-Cockburn Toy Library	10/01/2025	8,000.00
EF175925	99997	Cockburn Central Youthcare Council (Chur	Donation-Cockburn Central Youthcare Coun	10/01/2025	20,000.00
EF175926	99997	Pineview Community Kindergarten Inc	Donation-Pineview Community Kindergarten	10/01/2025	5,000.00
EF175927	99997	The Hub 6163 Inc	Donation-The Hub 6163	10/01/2025	12,000.00
EF175928	99997	St Vincent De Paul Society Wa Inc	Donation-St Vincent De Paul Society Yang	10/01/2025	10,000.00
EF175929	99997	Dance Ability Performing Arts Kelete (Da	Donation-Dapak	10/01/2025	4,800.00
EF175930	99997	Phoenix Park Little Athletics Club	Invoice No: 002-2024	10/01/2025	1,000.00
EF175931	99997	Bibra Lake Primary School	Invoice No: 26-24 Bus Hire	10/01/2025	410.00
EF175932	99997	David Tabrett	Reimbursement For First Aid Training	10/01/2025	99.00
EF175933	99997	Spearwood Primary School	Invoice No: 4433 Sand Subsidy	10/01/2025	557.27
EF175934	99997	Beeliar Primary School	Bus	10/01/2025	200.00
EF175935	99997	Geraldine Anne Stanton	Refund - Christmas Party Event	10/01/2025	322.78
EF175936	99997	Arjun Conley	Cloth Nappy Rebate	10/01/2025	100.00
EF175937	99997	Claire Ross	Cloth Nappy Rebate	10/01/2025	65.40
EF175938	99997	Siobhan Capaul	Bird Bath Rebate Refund	10/01/2025	49.99
EF175939	99997	Christina Van Eijk	Bird Bath Rebate Refund	10/01/2025	49.50
EF175940	99997	Chad Harris	Sub Licence Payment - F212	10/01/2025	143.50
EF175941	99997	Megan Leitner	Bird Bath Rebate Refund	10/01/2025	49.99
EF175942	99997	Marc Lane	Invoice S 191224 - Santa's Visit	10/01/2025	255.00
EF175943	99997	Natasha Trandos	Invoice 307: Dj Services	10/01/2025	450.00
EF175944	99997	Sarah-Anne Peel	Nappy & Sanitary Product Rebate	10/01/2025	100.00
EF175945	99997	Annika Mendonca	Compost Bin Rebate	10/01/2025	50.00
EF175946	99997	Tarsha G Doubikin	Compost Bin Rebate	10/01/2025	49.99
EF175947	99997	Charley Christian	Nappy & Sanitary Product Rebate	10/01/2025	100.00
EF175948	99997	Katherine M Huxley	Nappy & Sanitary Product Rebate	10/01/2025	48.00
EF175949	99997	Rj & Re Bailey	Bird Bath Rebate Refund	10/01/2025	24.75
EF175950	99997	Jing Sun	Nappy & Sanitary Product Rebate	10/01/2025	43.65
EF175951	99997	Etienne Capaul	Bird Bath Rebate Refund	10/01/2025	49.99
EF175952	99997	Danae Pearl Blennerhassett	Compost Bin Rebate	10/01/2025	49.99
EF175953	99997	Raghu Vamshee Medam	Compost Bin Rebate	10/01/2025	50.00
EF175954	99997	Wai Mun Yen	Compost Bin Rebate	10/01/2025	50.00
EF175955	99997	Leon Yates	Nappy & Sanitary Product Rebate	10/01/2025	100.00

EF175956	99997	Salem Grant	Nappy & Sanitary Product Rebate	10/01/2025	56.43
EF175957	99997	Pb & SI Phillips	Refund Henderson Waste Recovery Park	10/01/2025	80.00
EF175958	99997	Fam-Ally Hulme	Economic Development Grant	10/01/2025	645.00
EF175959	99997	Cixel Hender	Economic Development Grant	10/01/2025	1,500.00
EF175960	99997	Helena Tilley Design Tilley	Economic Development Grant	10/01/2025	1,549.00
EF175961	99997	Allied Health For Wellness Budworth	Economic Development Grant	10/01/2025	1,980.00
EF175962	99997	Co.Fit Studio Edwards	Economic Development Grant	10/01/2025	1,980.00
EF175963	99997	Cts Pty Ltd Selvanaraham	Economic Development Grant	10/01/2025	2,000.00
EF175964	99997	Australian Training Management Leafe	Economic Development Grant	10/01/2025	2,000.00
EF175965	99997	Swim Mechanix Success Dowse	Economic Development Grant	10/01/2025	2,000.00
EF175966	99997	Churna Lo Presti	Economic Development Grant	10/01/2025	2,200.00
EF175967	99997	Progressive Aviation Solutions Pty Ltd A	Economic Development Grant	10/01/2025	2,218.00
EF175968	99997	Vivid Safety Purcell	Economic Development Grant	10/01/2025	2,953.12
EF175969	99997	Francesca Arena Massage Therapist Arena	Economic Development Grant	10/01/2025	3,587.99
EF175970	99997	Nursing The Nurse Harvey-Bridges	Economic Development Grant	10/01/2025	3,850.00
EF175971	99997	Corporate Team Building Co Andrews	Economic Development Grant	10/01/2025	3,970.00
EF175972	99997	White Space Mental Health Jakovcevich	Economic Development Grant	10/01/2025	4,000.00
EF175973	99997	Jkd Design Dickinson	Economic Development Grant	10/01/2025	4,000.00
EF175974	99997	Melanie Maclou Maclou	Economic Development Grant	10/01/2025	4,000.00
EF175975	99997	Incite Solutions Group Pty Ltd T/A Incit	Economic Development Grant	10/01/2025	4,400.00
EF175976	99997	Ccs Rentals Pty Ltd Tsorvas	Economic Development Grant	10/01/2025	4,400.00
EF175977	99997	Roar Physiotherapy Connelly	Economic Development Grant	10/01/2025	4,400.00
EF175978	99997	Yeah Mate Apparel Pty Ltd Carter	Economic Development Grant	10/01/2025	4,400.00
EF175979	99997	Chisel Consulting Wells	Economic Development Grant	10/01/2025	4,400.00
EF175980	99997	The Strategy Agency Buttgerit	Economic Development Grant	10/01/2025	4,400.00
EF175981	99997	Sum Effect Reed	Economic Development Grant	10/01/2025	4,400.00
EF175982	99997	Ask Fleur Allen	Economic Development Grant	10/01/2025	4,400.00
EF175983	99997	Harry's Handymen Pty Ltd Aston	Economic Development Grant	10/01/2025	4,400.00
EF175984	99997	Gronbek Security Bennett	Economic Development Grant	10/01/2025	4,400.00
EF175985	99997	Emma Jensen Beauty Therapist Jensen	Economic Development Grant	10/01/2025	5,000.00
EF175986	99997	Squadrone Pty Ltd Lujan Rocha	Economic Development Grant	10/01/2025	5,000.00
EF175987	99997	Entela Lile Curtains & More Lile	Economic Development Grant	10/01/2025	5,257.51
EF175988	99997	Seabreeze Kitesurf School	Economic Development Grant	10/01/2025	2,049.07
EF175989	99997	Seabreeze Kitesurf School	Economic Development Grant	10/01/2025	3,450.93
EF175990	99997	G And L Thayer	Crossover Rebates	10/01/2025	500.00
EF175991	99997	Michael Rotondella	Crossover Rebates	10/01/2025	500.00
EF175992	99997	Tori Rae Davies	Sundry Payment Inv0001	10/01/2025	100.00
EF175993	99997	Farran Forsyth & Luke Corbet	Refund To A Customer	10/01/2025	82.00
EF175994	99997	Department Of Health And Aged Care	Home Support Program	10/01/2025	219,151.01
EF175995	99997	Tahlia Bassett	Sponsorship - 181224	10/01/2025	1,000.00
EF175996	99997	MariannaTabain	Individual Sponosrship	10/01/2025	500.00
EF175997	99997	Lucy Bettegacci	Senior Security Rebate	10/01/2025	300.00
EF175998	99997	Shirley Mavor	Senior Security Rebate	10/01/2025	300.00
EF175999	99997	David Bell	Senior Security Rebate	10/01/2025	500.00
EF176000	99997	Nevenka Barbir	Senior Security Rebate	10/01/2025	80.00
EF176001	99997	Richard Browton	Senior Security Rebate	10/01/2025	500.00
EF176002	99997	Andrew Jerovich	Senior Security Rebate	10/01/2025	200.00
EF176003	99997	Saad Malik	Crossover Rebates	10/01/2025	500.00

EF176004	99997	Rhea Ahlanu	Employee Reimbursement	10/01/2025	50.25
EF176005	99997	K.Hitchens	Compost Bin Rebate	10/01/2025	50.00
EF176006	99997	Yangebup Progress Association	Resident Groups Grant Prog Invoice Ypa01	10/01/2025	994.65
EF176007	99997	Colleen Crowley	Employee Reimbursement	10/01/2025	495.00
EF176008	11794	Synergy	Electricity Usage/Supplies	10/01/2025	421,354.05
EF176009	28571	Perth Energy Pty Ltd	Energy Supply	10/01/2025	5,433.26
EF176010	10747	linet Limited	Internet Services	10/01/2025	910.59
EF176011	11758	Req Officers Do Not Use - Water Corp Utility Account Only - Please Refer To 1	Water Usage / Sundry Charges	10/01/2025	6,275.24
EF176012	11760	Water Corporation	Sewer Easement	10/01/2025	5,224.49
EF176013	99996	Harry Sonnenberg	Property and Rates related refunds	10/01/2025	18.00
EF176014	99996	Jesus Reigns Ministries Perth Australia	Property and Rates related refunds	10/01/2025	118.30
EF176015	99996	Quality Outdoor Improvements	Property and Rates related refunds	10/01/2025	171.65
EF176016	99996	Pamela Henson	Property and Rates related refunds	10/01/2025	535.88
EF176017	99996	Patricia Ann Edwards	Property and Rates related refunds	10/01/2025	441.00
EF176018	99996	Housing Authority	Property and Rates related refunds	10/01/2025	52.75
EF176019	99996	Housing Authority	Property and Rates related refunds	10/01/2025	428.10
EF176020	99996	Hale Legal	Property and Rates related refunds	10/01/2025	169.70
EF176021	99996	Chloe Beckwith	Property and Rates related refunds	10/01/2025	436.35
EF176022	99996	Carolyn C Macri	Property and Rates related refunds	10/01/2025	5,951.23
EF176023	99996	Settlement Talk Trust Account	Property and Rates related refunds	10/01/2025	703.36
EF176024	99996	Hazel J Brough	Property and Rates related refunds	10/01/2025	250.00
EF176025	10035	Adventure World	Entertainment Services	10/01/2025	1,339.00
EF176026	10058	Alsco Pty Ltd	Hygiene Services/Supplies	10/01/2025	385.84
EF176027	10086	Arteil Wa Pty Ltd	Ergonomic Chairs	10/01/2025	3,757.60
EF176028	10097	Blackwoods Atkins	Engineering Supplies	10/01/2025	939.26
EF176029	10118	Australia Post	Postage Charges	10/01/2025	15,749.12
EF176030	10207	Boc Gases	Gas Supplies	10/01/2025	2,168.02
EF176031	10209	Boffins Books Boffins Bookshop Pty Ltd T/As Boffins Books	Books	10/01/2025	576.50
EF176032	10221	Bp Australia Pty Ltd	Diesel/Petrol Supplies	10/01/2025	28,696.18
EF176033	10226	Bridgestone Australia Ltd	Tyre Services	10/01/2025	34,711.39
EF176034	10239	Busby Investments Pty Ltd. Budget Rent A Car - Perth	Motor Vehicle Hire	10/01/2025	3,234.52
EF176035	10244	Building & Const Industry Training Fund	Levy Payment	10/01/2025	33,379.61
EF176036	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	10/01/2025	1,407.10
EF176037	10279	Castrol Australia Pty Ltd	Grease/Lubricants	10/01/2025	5,178.80
EF176038	10287	Centreline Markings	Linemarking Services	10/01/2025	5,060.00
EF176039	10352	Cockburn Bowling & Recreational Club Inc Cockburn Barc	Recreation Club	10/01/2025	1,400.00
EF176040	10354	Cockburn Community And Cultural Council	Poster Boards	10/01/2025	10,000.00
EF176041	10359	Cockburn Painting Service	Painting Supplies/Services	10/01/2025	330.00
EF176042	10367	Marine Rescue Cockburn Cockburn Volunteer Sea Search & Rescue Incl.	Donation	10/01/2025	15,950.00
EF176043	10368	Cockburn Wetlands Education Centre	Community Grant	10/01/2025	64,683.30
EF176044	10483	Landgate	Mapping/Land Title Searches	10/01/2025	474.00
EF176045	10526	E & Mj Roshier Pty Ltd	Mower Equipment	10/01/2025	12,900.00
EF176046	10535	Workpower Incorporated	Employment Services - Planting	10/01/2025	24,443.24
EF176047	10683	Gronbek Security	Locksmith Services	10/01/2025	10,777.22
EF176048	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	10/01/2025	4,821.03
EF176049	10991	Beacon Equipment	Mowing Equipment	10/01/2025	488.00
EF176050	11036	Northlake Electrical Pty Ltd	Electrical Services	10/01/2025	161,544.77
EF176051	11307	Satellite Security Services Pty Ltd	Security Services	10/01/2025	5,377.70

EF176052	11387	Bibra Lake Soils	Soil & Limestone Supplies	10/01/2025	40.00
EF176053	11449	Spearwood Florist Ultimate Co Pty Ltd	Floral Arrangements	10/01/2025	125.00
EF176054	11470	Sportsworld Of Wa	Sport Supplies	10/01/2025	7,115.90
EF176055	11531	Sunny Industrial Brushware Pty Ltd	Brush/Road Broom Supplies	10/01/2025	374.00
EF176056	11625	Nutrien Water	Reticulation Supplies	10/01/2025	4,731.77
EF176057	11699	Vernon Design Group	Architectural Services	10/01/2025	7,570.00
EF176058	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	10/01/2025	132,398.48
EF176059	11841	Yangebup Family Centre Inc	Venue Hire / Grants & Donations	10/01/2025	15,000.00
EF176060	12153	Hays Personnel Services Pty Ltd	Employment Services	10/01/2025	1,998.54
EF176061	12458	Kite Kinetics	Entertainment Services	10/01/2025	550.00
EF176062	12656	Coogee Beach Surf Lifesaving Club Inc	Poore Grove Slsc Development Costs	10/01/2025	500.00
EF176063	12672	Norman Disney & Young	Consultancy Services	10/01/2025	1,430.00
EF176064	13102	Michael Page International (Australia) Pty Ltd	Employment Services	10/01/2025	4,925.75
EF176065	13779	Porter Consulting Engineers	Engineering Consultancy Services	10/01/2025	12,435.50
EF176066	13825	Jackson Mcdonald	Legal Services	10/01/2025	14,127.30
EF176067	13873	Cockburn Ses	Traffic Management Services	10/01/2025	650.00
EF176068	14297	Artref Pty Ltd	Printing Cartridges	10/01/2025	231.00
EF176069	15850	Ecoscope Australia Pty Ltd	Environmental Consultancy	10/01/2025	2,260.01
EF176070	16064	Cms Engineering	Airconditioning Services	10/01/2025	41,272.27
EF176071	18272	Austraclear Limited	Investment Services	10/01/2025	116.65
EF176072	18533	Friends Of The Community Inc.	Donation	10/01/2025	5,000.00
EF176073	19533	Woolworths Group Ltd (Woolworths & Big W)	Groceries	10/01/2025	878.90
EF176074	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	10/01/2025	1,715.56
EF176075	20146	Data#3 Limited	Contract It Personnel & Software	10/01/2025	70,226.46
EF176076	21469	John Hughes Volkswagon	Purchase Of New Vehicle	10/01/2025	40,897.85
EF176077	21744	Jb Hi Fi - Commercial	Electronic Equipment	10/01/2025	1,646.67
EF176078	21934	Phoenix Podiatry	Podiatry Services	10/01/2025	75.00
EF176079	22388	Carrington's Traffic Services	Traffic Management Services	10/01/2025	1,149.50
EF176080	22553	Brownes Food Operations	Catering Supplies	10/01/2025	96.69
EF176081	22589	Jb Hi Fi - Cockburn	Electrical Equipment	10/01/2025	544.56
EF176082	22613	Vicki Royans	Artistic Services	10/01/2025	300.00
EF176083	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	10/01/2025	1,388.00
EF176084	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	10/01/2025	120,928.02
EF176085	22854	Lgiswa	Insurance Premiums	10/01/2025	744.70
EF176086	23332	Wrights Heavy Recovery	Towing Services	10/01/2025	880.00
EF176087	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	10/01/2025	1,744.05
EF176088	23457	Totally Workwear Fremantle	Clothing - Uniforms	10/01/2025	5,941.05
EF176089	23579	Daimler Trucks Perth	Purchase Of New Truck	10/01/2025	2,261.61
EF176090	23872	Asb Marketing	Promotional Products	10/01/2025	279.95
EF176091	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	10/01/2025	330.97
EF176092	24298	Tanks For Hire	Equipment Hire	10/01/2025	726.00
EF176093	24643	Bibliotheca Rfid Library Systems Australia Pty Ltd	Purchase Of Library Tags	10/01/2025	2,214.30
EF176094	24655	Automasters Spearwood	Vehicle Servicing	10/01/2025	5,301.60
EF176095	24736	Zenien	Cctv Camera Licences	10/01/2025	7,441.50
EF176096	24983	Dynamic Gift International Pty Ltd The Pin Factory	Promotional Products	10/01/2025	1,326.60
EF176097	25102	Fremantle Mobile Welding	Welding Services	10/01/2025	2,959.00
EF176098	25264	Acurix Networks Pty Ltd	Wifi Access Service	10/01/2025	68,452.56
EF176099	25418	Cs Legal	Legal Services	10/01/2025	1,294.46

EF176100	25586	Envirovap Pty Ltd	Hire Of Leachate Units	10/01/2025	34,848.00
EF176101	25644	Dymocks Garden City	Purchase Of Books	10/01/2025	369.27
EF176102	25989	Cultural Learning Centre Mosaica Inc.	Cultural Grant	10/01/2025	3,300.00
EF176103	26114	Grace Records Management	Records Management Services	10/01/2025	1,542.23
EF176104	26121	Cockburn Community Men's Shed Inc	Fabrication Services	10/01/2025	750.00
EF176105	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance C100932	10/01/2025	394,814.39
EF176106	26403	Ches Power Group Pty Ltd	Engineering Solutions / Back Up Generato	10/01/2025	759.00
EF176107	26423	Alpha Pest Animal Solutions Invasive Species Pty Ltd	Pest Control Services	10/01/2025	8,870.50
EF176108	26449	Eco Shark Barrier Pty Ltd	Leasing Fee For Shark Barrier	10/01/2025	10,569.00
EF176109	26470	Scp Conservation	Fencing Services	10/01/2025	41,317.65
EF176110	26574	Eva Bellydance	Entertainment - Belly Dancing	10/01/2025	225.00
EF176111	26623	Cromag Pty Ltd (Sigma Chemicals) Sigma Telford Group	Chemicals - Pool	10/01/2025	4,167.13
EF176112	26679	La Mint Events & Catering	Catering	10/01/2025	719.40
EF176113	26705	Creative Adm	Marketing Services	10/01/2025	2,662.00
EF176114	26735	Shane McMaster Surveys	Survey Services	10/01/2025	5,390.00
EF176115	26754	Connect Call Centre Services	Call Centre Services	10/01/2025	5,306.57
EF176116	26771	Instant Products Hire	Portable Toilet Hire	10/01/2025	3,145.31
EF176117	26791	Monsterball Amusement & Hire	Amusement Hire	10/01/2025	346.50
EF176118	26812	Brooks Choice Removals	Removalists	10/01/2025	1,402.50
EF176119	26876	Integrity	Software Development	10/01/2025	10,444.50
EF176120	26888	Media Engine	Graphic Design, Marketing, Video Product	10/01/2025	2,765.00
EF176121	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	10/01/2025	660.00
EF176122	26904	Green Services	Sustainability Education For Households	10/01/2025	3,429.50
EF176123	26929	Elan Energy Matrix Pty Ltd	Recycling Services	10/01/2025	4,698.28
EF176124	26946	Av Truck Services Pty Ltd	Truck Dealership	10/01/2025	3,605.00
EF176125	26957	Jbs & G Australia Pty Ltd	Consultancy - Enviromental	10/01/2025	15,986.85
EF176126	26972	Les Mills Asia Pacific Industries	Excercise Equipment	10/01/2025	2,955.92
EF176127	26985	Access Icon Pty Ltd	Drainage Products	10/01/2025	10,274.00
EF176128	26987	Cti Risk Management	Security - Cash Collection	10/01/2025	1,321.98
EF176129	27002	Cockburn Party Hire	Hire Services	10/01/2025	2,299.50
EF176130	27010	Quantum Building Services Pty Ltd	Building Maintenance	10/01/2025	34,435.29
EF176131	27015	Intelli Trac	Gps Tracking	10/01/2025	495.00
EF176132	27031	Downer Edi Works Pty Ltd	Asphalt Services A000152	10/01/2025	119,907.80
EF176133	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	10/01/2025	18,447.00
EF176134	27053	Readspeaker	Software	10/01/2025	7,440.40
EF176135	27059	Frontline Fire & Rescue Equipment	Manufacture-Fire Vehicles/Equipment	10/01/2025	323.84
EF176136	27065	Westbooks	Books	10/01/2025	3,305.00
EF176137	27080	Task Exchange Pty Ltd	Computer Software	10/01/2025	7,530.73
EF176138	27082	Kulbardi Pty Ltd	Stationery Supplies	10/01/2025	2,186.82
EF176139	27100	Sea Jewels Swimwear	Swimwear	10/01/2025	10,160.00
EF176140	27198	Green Promotions Pty Ltd	Promotional Supplies	10/01/2025	3,028.30
EF176141	27225	Wsp Australia Pty Ltd	Engineering	10/01/2025	52,159.80
EF176142	27241	Landscape Elements	Landscaping Services	10/01/2025	3,296.14
EF176143	27246	Veale Auto Parts	Spare Parts Mechanical	10/01/2025	104.40
EF176144	27288	Urbis	Consultancy - Property	10/01/2025	25,894.00
EF176145	27291	Auslan Stage Left	Consultancy - Interpreting	10/01/2025	1,705.00
EF176146	27334	Westcare Print	Printing Services	10/01/2025	806.30
EF176147	27362	The Mighty Booths	Photobooth	10/01/2025	2,098.00

EF176148	27381	Fit For Life Exercise Physiology	Exercise Classes	10/01/2025	2,508.00
EF176149	27385	Programmed Electrical Technologies	Electrical Services	10/01/2025	363.00
EF176150	27401	Emprise Mobility	Mobility Equipment	10/01/2025	3,142.50
EF176151	27403	Freedom Fairies Pty Ltd	Amusement	10/01/2025	8,024.50
EF176152	27404	K2 Audiovisual Pty Ltd	Audio Visual Equipment	10/01/2025	21,175.00
EF176153	27427	Home Chef	Cooking/Food Services	10/01/2025	222.42
EF176154	27518	Kyocera Document Solutions Australia Pty Ltd	Photocopying Machines	10/01/2025	3,581.92
EF176155	27539	Jasmin Carpentry & Maintenance	Carpentry	10/01/2025	3,897.19
EF176156	27548	Standing Fork	Catering	10/01/2025	425.70
EF176157	27566	Thuroona Services	Asbestos Removal	10/01/2025	2,079.00
EF176158	27596	Allwest Plant Hire Australia Pty Ltd	Plant Hire And Civil Contracting	10/01/2025	9,322.50
EF176159	27613	Redimed Pty Ltd	Medical & Health Services	10/01/2025	3,096.50
EF176160	27622	Trugrade Medical Supplies	Medical Supplies	10/01/2025	1,345.17
EF176161	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	10/01/2025	4,199.27
EF176162	27641	Office Of The Auditor General	Auditor General A000001 (A1)	10/01/2025	110,550.00
EF176163	27650	Datacom Systems (Au) Pty Ltd	It Sales, Consulting & Service	10/01/2025	19,884.81
EF176164	27658	Wa Hardwood Floors Pty Ltd	Flooring Services	10/01/2025	17,660.00
EF176165	27676	Blue Force Pty Ltd	Security Services	10/01/2025	41,656.49
EF176166	27695	Qtm Pty Ltd	Traffic Management	10/01/2025	75,401.70
EF176167	27699	Microway	Software	10/01/2025	5,077.56
EF176168	27720	Bj Systems	Security Services	10/01/2025	885.83
EF176169	27722	Metra Australia	Software	10/01/2025	123.13
EF176170	27751	Es2 Pty Ltd	Cyber Space Security	10/01/2025	21,952.43
EF176171	27755	Vitality Works	Health Vaccinations	10/01/2025	1,570.80
EF176172	27780	Big Sky Entertainment (Wa) Pty Ltd	Entertainment - Booking Agent	10/01/2025	8,305.00
EF176173	27803	Born To Sparkle	Entertainment	10/01/2025	1,058.00
EF176174	27813	Namisartrroom	Education/Training	10/01/2025	700.00
EF176175	27819	Axis Contracting Pty Ltd	Concrete Works	10/01/2025	34,532.85
EF176176	27829	Smec Australia Pty Ltd	Consultancy - Engineering	10/01/2025	29,366.70
EF176177	27850	Dowsing Group Pty Ltd	Concreting Services	10/01/2025	39,727.82
EF176178	27894	Homecare Physiotherapy	Healthcare	10/01/2025	7,109.70
EF176179	27914	Fleetcare	Software	10/01/2025	11.00
EF176180	27917	Go Doors Advanced Automation	Door Maintenance & Repair	10/01/2025	14,414.58
EF176181	27946	Kambarang Services Pty Ltd	Training Indigenous Cultute	10/01/2025	3,850.00
EF176182	27965	Stantec Australia Pty Ltd	Engineering Services	10/01/2025	1,231.73
EF176183	27969	Perfect Gym Solutions	Software For Gym's	10/01/2025	32,671.32
EF176184	28001	Corsign Wa Pty Ltd	Sign Making Material	10/01/2025	1,227.60
EF176185	28003	Taylor Made Design	Graphic Design	10/01/2025	2,475.00
EF176186	28006	Terra Firma Laboratories (Wa)	Construction Materials Testing	10/01/2025	1,287.00
EF176187	28049	Copy Magic	Printing Services	10/01/2025	5,348.20
EF176188	28061	Go2cup	Paper Cups	10/01/2025	8,554.70
EF176189	28168	Sifting Sands	Sand Cleaning	10/01/2025	27,598.79
EF176190	28197	Lite N Easy Pty Ltd	Food Supplies	10/01/2025	1,084.30
EF176191	28206	Destination Perth	Marketing	10/01/2025	3,190.00
EF176192	28231	Typeset Pty Ltd	Editorial And Business Communications Se	10/01/2025	3,300.00
EF176193	28241	Swift Flow Pty Ltd	Plumbing	10/01/2025	20,332.79
EF176194	28246	Hendercare	Nursing Services	10/01/2025	977.24
EF176195	28261	Hazed Services Pty Ltd	Safety - Roof	10/01/2025	866.25

EF176196	28264	Garden Organics	Organics Processing	10/01/2025	54,351.41
EF176197	28265	Tree Care Wa	Vegetation Maintenance Services	10/01/2025	91,555.49
EF176198	28277	Gesha Coffee Co	Coffee Supplies	10/01/2025	200.00
EF176199	28289	Grafton General Products	Mobility Equipment	10/01/2025	385.00
EF176200	28303	Miracle Recreation Equipment	Playground Equipment	10/01/2025	8,264.52
EF176201	28361	Indoor Gardens Pty Ltd	Hiring Indoor Plants	10/01/2025	803.88
EF176202	28371	Flexi Staff	Employment Services	10/01/2025	67,000.77
EF176203	28392	Mcs Civil Contracting	Engineering/Earthworks	10/01/2025	2,530.00
EF176204	28401	Halytech Pty Ltd	Design & Manufacture Of Electronic Equip	10/01/2025	3,960.00
EF176205	28407	Engine Protection Equipment Pty Ltd	Spare Parts	10/01/2025	122.97
EF176206	28426	Power Paving Pty Ltd	Paving Services	10/01/2025	5,060.00
EF176207	28437	Building & Industrial Cleaning Services	Cleaning Services C100913	10/01/2025	133,795.37
EF176208	28448	Enchanted Stiltwalking	Roving Entertainment	10/01/2025	3,388.00
EF176209	28454	Aussie Natural Spring Water	Water Supplies	10/01/2025	618.02
EF176210	28516	Classic Hire	Equipment Hire	10/01/2025	3,075.60
EF176211	28522	Bing Technologies Pty Ltd	Mailing Services	10/01/2025	306.11
EF176212	28527	Insight Urbanism	Urban Design/ Design Management	10/01/2025	720.00
EF176213	28532	Oil & Energy Pty. Ltd.	Lubricant Supplier	10/01/2025	4,152.08
EF176214	28569	Choiceone Pty Ltd	Recruitment Services	10/01/2025	88,008.89
EF176215	28580	Successful Projects	Project Management, Planning &Scheduling	10/01/2025	4,941.33
EF176216	28603	Vision 6 Pty Ltd	Sms & Email Marketing	10/01/2025	12,896.40
EF176217	28610	Green Values Australia	Environmental Consultancy	10/01/2025	4,785.00
EF176218	28621	Imprint Plastic	Printing	10/01/2025	40.15
EF176219	28637	Site Safe Security Rentals Pty Ltd	Rental Of Security Equipment	10/01/2025	96.80
EF176220	28646	Cameo Rascale R.L Borromei & J.J Capener	Entertainment	10/01/2025	5,665.00
EF176221	28659	Harvey Norman Av/lt O'connor (Ococenta Pty Ltd) The Trustee For Ococenta N	Electronics	10/01/2025	548.00
EF176222	28663	Freestyle Now Shaun Travis Jarvis	Skatepark Activation	10/01/2025	880.00
EF176223	28664	Vero Photography Perth Ross, David Alexander	Photography And Videography	10/01/2025	660.00
EF176224	28667	Nuturf Australian Agribusiness Holdings Pty Ltd	Landscaping - Turf	10/01/2025	12,210.00
EF176225	28767	The Trustee For Bugbusters Unit Trust Bug Busters	Pest Control	10/01/2025	858.00
EF176226	28778	Isubscribe Pty Limited	Magazine Subscription Company	10/01/2025	7,879.68
EF176227	28785	Sanity Music Stores Pty Ltd Sanity Entertainment	Retail Of Entertainment Products	10/01/2025	340.85
EF176228	28787	Blue Assist Pty Ltd	Supply And Install Emergency Help Device	10/01/2025	20.00
EF176229	28797	Wa International Pty Ltd Plunge & Co	Catering - Cafe & Restaurant	10/01/2025	125.00
EF176230	28831	Safepath Pty Ltd	Concrete Footpath Grinding To Remove T	10/01/2025	1,141.25
EF176231	28873	The Trustee For Sciorio Family Trust Aaa Windscreens & Tinting	Automotive Glass Replacement And Tinting	10/01/2025	1,011.00
EF176232	28889	Perocin Pty Limited Lange Consulting & Software	Tender Management Services	10/01/2025	1,540.00
EF176233	28897	Mcleods Lawyers Pty Ltd Mcleods Lawyers	Legal Service	10/01/2025	3,205.41
EF176234	28902	Biota Environmental Sciences Pty Ltd Biota Environmental Sciences Pty Ltd	Environmental Consultancy	10/01/2025	2,453.00
EF176235	28906	Chg-Meridan Australia Pty Limited	Leasing	10/01/2025	116,468.14
EF176236	28907	Bin Bath Corporation Pty Ltd Bin Bath	Bin Cleaning	10/01/2025	189.42
EF176237	28910	The Trustee For The Pennant Unit Trust Pennant Construction Pty Ltd	Construction A001538	10/01/2025	405,283.82
EF176238	28927	Veolia Recycling & Recovery (Perth) Pty Ltd Veolia Recycling & Recovery (Perth)	Waste Recycling And Recovery	10/01/2025	867.34
EF176239	28934	Playpro Australia Pty Ltd	Playground Installation	10/01/2025	11,605.00
EF176240	28947	Baroness Holdings Pty Ltd Tree Planting And Watering	Tree Watering	10/01/2025	3,948.02
EF176241	28961	Qed Environmental Services Pty Ltd	Built Environmental Consulting Services	10/01/2025	6,946.50
EF176242	28965	The Trustee For The Yang Family Trust Tcm Health Care	Acupuncture And Chinese Medicine	10/01/2025	88.00
EF176243	28967	D.V Battams & Others Hopgoodganim Lawyers	Legal Services	10/01/2025	2,420.00

EF176244	28968	Sheree Schonian I Am Sheree	Lived Experienced Advocate	10/01/2025	300.00
EF176245	28969	Walker Street Corporation Pty Ltd Crowd Barriers Wa	Providing Temporary Fencing And Crowd Ba	10/01/2025	992.20
EF176246	28970	Fliptease Pty Ltd	Entertainment And Workshops	10/01/2025	1,650.00
EF176247	28973	Civcon Civil & Project Management Pty Ltd	Civil Construction A001558	10/01/2025	262,354.25
EF176248	28978	Doolee Construction Pty Ltd	Trade - Civil Construction A001562	10/01/2025	424,234.54
EF176249	28988	Cengraph Pty Ltd - Centre Graphics Centre Graphics	Design, print and signage	10/01/2025	1,618.65
EF176250	99997	Family Day Care	Fdc Payment W/E 05/01/2025	9/01/2025	10,048.23
EF176251	11741	Western Australian Treasury Corporation	Loan Repayments	14/01/2025	1,324,000.00
EF176252	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	14/01/2025	51.19
EF176253	26987	Cti Risk Management	Security - Cash Collection	14/01/2025	1,835.05
EF176254	28471	Telstra Limited	Telecommunications	14/01/2025	18,447.23
EF176255	29005	Ronald James Christopher Bradfield Yarns R Us	Artist	14/01/2025	920.00
EF176256	99997	Andrew Kandie	One Arc Meeting Attended	14/01/2025	415.00
EF176257	99997	Mr Warwick Gately	One Arc Meeting Attended	14/01/2025	415.00
EF176258	10152	Aust Services Union	Payroll Deductions	17/01/2025	701.50
EF176259	10154	Australian Taxation Office	Payroll Deductions	17/01/2025	626,796.00
EF176260	10305	Child Support Agency	Payroll Deductions	17/01/2025	3,592.85
EF176261	19726	Health Insurance Fund Of Wa	Payroll Deductions	17/01/2025	824.80
EF176262	27874	Smartsalary	Salary Packaging/Leasing Administration	17/01/2025	13,820.25
EF176263	28458	Easi Group	Novated Leasing	17/01/2025	16,180.58
EF176264	28741	The Local Government, Racing & Cemeteries Employees Union Wa Lgrceu	Union	17/01/2025	44.00
EF176265	28890	Construction Forestry Mining Energy Union - Construction & G Cfmeu Wa - Co	Payroll Deductions	17/01/2025	30.00
EF176266	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	21/01/2025	3,052.26
EF176267	10333	Cjd Equipment Pty Ltd	Hardware Supplies	21/01/2025	3,613.35
EF176268	10359	Cockburn Painting Service	Painting Supplies/Services	21/01/2025	15,739.80
EF176269	18126	Dell Australia Pty Ltd	Computer Hardware	21/01/2025	10,942.80
EF176270	22106	Intelife Group	Services - Daip	21/01/2025	7,350.42
EF176271	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	21/01/2025	307.87
EF176272	26987	Cti Risk Management	Security - Cash Collection	21/01/2025	1,569.05
EF176273	27154	Veolia Recycling & Recovery Pty Ltd	Waste Services	21/01/2025	28,578.34
EF176274	28522	Bing Technologies Pty Ltd	Mailing Services	21/01/2025	1,375.75
EF176275	99997	Philip Charles	Mayor's Donation	21/01/2025	200.00
EF176276	99997	Servau Offcl. Departmental Recpts&Paymen	Document Number : 180161680	21/01/2025	243.54
EF176277	99997	Alison Waller	Habitat For Homes Bird Bath Rebate	21/01/2025	26.39
EF176278	99997	Julie Lockley	Bird Bath Rebate	21/01/2025	29.99
EF176279	99997	Emma Patterson	Bird Bath Rebate	21/01/2025	47.50
EF176280	99997	Ashleigh Crabbe	Bird Bath Rebate	21/01/2025	49.99
EF176281	99997	Bethany Porteous	Bird Bath Rebate	21/01/2025	50.00
EF176282	99997	Bibra Lake Residents Association	Newsletter/Flyers October & December	21/01/2025	715.24
EF176283	99997	South Coogee Volunteer Bush Fire Brigade	South Coogee Vbfb Reimbursement	21/01/2025	2,530.52
EF176284	99997	Jandakot Bushfire Brigade Reimbursement	Reimbursement	21/01/2025	3,520.00
EF176285	99997	Lilijana De Boni	Junior Sport Travel Assistance Grant	21/01/2025	400.00
EF176286	99997	Kaylen Moh	Junior Sport Travel Assistance Grant	21/01/2025	400.00
EF176287	99997	Ellena Poedjokerto	Junior Sport Travel Assistance Grant	21/01/2025	400.00
EF176288	99997	Bonni Davies	Junior Sport Travel Assistance Grant	21/01/2025	400.00
EF176289	99997	Ava Hurlle	Junior Sport Travel Assistance Grant	21/01/2025	400.00
EF176290	99997	Ava Antonio	Junior Sport Travel Assistance Grant	21/01/2025	400.00
EF176291	99997	Austin Crowe-St Jack	Junior Sport Travel Assistance Grant	21/01/2025	400.00

EF176292	99997	Addison Keig	Junior Sport Travel Assistance Grant	21/01/2025	400.00
EF176293	99997	Spinifex Brewing	Sundry Payment Inv-Sinv04652	21/01/2025	255.48
EF176294	99997	Shirley Colleen Cleary	Bird Bath Rebate	21/01/2025	50.00
EF176295	99997	Cassandra Edgar	Bird Bath Rebate	21/01/2025	24.75
EF176296	99997	Catherine Point	Cancel EFT	21/01/2025	2,949.00
EF176297	99997	Lucy Atkinson	Employee Reimbursement	21/01/2025	256.63
EF176298	99997	Craig Scott	Bird Bath Rebate Refund	21/01/2025	24.75
EF176299	99997	Certex Lifting Pty Ltd	Refund - H802703 - Cancelled	21/01/2025	392.78
EF176300	99997	Andrew Abreu	Bird Bath Rebate Refund	21/01/2025	50.00
EF176301	99997	Fabia Caldieri	Bird Bath Rebate Refund	21/01/2025	26.39
EF176302	99997	Vj Hartill & Gl Maker	Christmas On The Coast Prizes	21/01/2025	126.96
EF176303	99997	J.M Meyers-Sluggett	Bird Bath Rebate	21/01/2025	26.39
EF176304	99997	Shariful Malik	Reimbursement Of Fees - Sharif Malik	21/01/2025	4,458.75
EF176305	99997	Michael Kirby	Volunteer First Aid Reimbursement	21/01/2025	99.00
EF176306	99997	Yi Sheng Foo	Floodlight Token Refund Request	21/01/2025	10.00
EF176307	99997	Kiteboarding Australia Ltd	Invoice No: Inv0609	21/01/2025	8,250.00
EF176308	99997	Wv & Dk May	Bird Bath Rebate	21/01/2025	50.00
EF176309	99997	Jr Lowe & Jm Willett	Bird Bath Rebate	21/01/2025	22.99
EF176310	99997	Marcela Paz Jones	50% Council Contribution	21/01/2025	2,240.00
EF176311	99997	Hong Jiang	Bird Bath Rebate	21/01/2025	15.99
EF176312	99997	Sk Greville	Bird Bath Rebate	21/01/2025	50.00
EF176313	99997	Tess Beattie	Refund Request Cockburn Arc	21/01/2025	70.30
EF176314	99997	Treeby Community Association Inc.	Invoice No: 2025/01 Resident Grant	21/01/2025	5,000.00
EF176315	99997	Jared Hardy	Refund Request Cockburn Arc	21/01/2025	183.65
EF176316	99997	Garden Island Pirates Para Ice Hockey Cl	Donation	21/01/2025	200.00
EF176317	99997	Matthew Partridge	Bird Bath Rebate	21/01/2025	49.99
EF176318	99997	Wv & Dk May	Bird Bath Rebate	21/01/2025	50.00
EF176319	99997	Gauri Tripathi	Sanitary Product Rebate	21/01/2025	43.00
EF176320	99997	Courtney Smith	Invoice 002 - Sundry Invoice	21/01/2025	122.00
EF176321	99997	Ying Jia	50% Of Cpa Membership	21/01/2025	433.25
EF176322	99997	Stephen Young	Cctv Home Rebate	21/01/2025	500.00
EF176323	99997	Paul Bezgovsek	Cctv Home Rebate	21/01/2025	126.00
EF176324	99997	Tammy Everett	Cctv Home Rebate	21/01/2025	500.00
EF176325	99997	Judith Rowe	Cctv Home Rebate	21/01/2025	500.00
EF176326	99997	Lauren Mais	Cctv Home Rebate	21/01/2025	500.00
EF176327	99997	Bernadette Moore	Cctv Home Rebate	21/01/2025	500.00
EF176328	99997	Justin De Abreu	Cctv Home Rebate	21/01/2025	500.00
EF176329	27277	Department Of Water And Environmental Regulation	Quarterly Land Fill Levy	28/01/2025	2,653,262.66
EF176330	27492	Superchoice Services Pty Limited	Payroll Deductions	22/01/2025	1,267,663.52
EF176331	99997	Family Day Care	Fdc Payment W/E 19/01/2025	23/01/2025	42,863.44
EF176332	11794	Synergy	Electricity Usage/Supplies	28/01/2025	35,211.83
EF176333	19533	Woolworths Group Ltd (Woolworths & Big W)	Groceries	28/01/2025	1,680.24
EF176334	26987	Cti Risk Management	Security - Cash Collection	28/01/2025	603.80
EF176335	11741	Western Australian Treasury Corporation	Loan Repayments	28/01/2025	17,523.97
EF176336	10091	Aslab Pty Ltd	Asphalting Services/Supplies	31/01/2025	5,341.60
EF176337	10097	Blackwoods Atkins	Engineering Supplies	31/01/2025	2,445.11
EF176338	10118	Australia Post	Postage Charges	31/01/2025	4,186.68
EF176339	10184	Benara Nurseries	Plants	31/01/2025	171.82

EF176340	10207	Boc Gases	Gas Supplies	31/01/2025	999.38
EF176341	10226	Bridgestone Australia Ltd	Tyre Services	31/01/2025	24,112.90
EF176342	10239	Busby Investments Pty Ltd. Budget Rent A Car - Perth	Motor Vehicle Hire	31/01/2025	8,160.90
EF176343	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	31/01/2025	481.12
EF176344	10247	Bunzl Australia Ltd	Paper/Plastic/Cleaning Supplies	31/01/2025	214.04
EF176345	10287	Centreline Markings	Linemarking Services	31/01/2025	1,210.00
EF176346	10368	Cockburn Wetlands Education Centre	Community Grant	31/01/2025	550.00
EF176347	10422	Reitsema Packaging	Road Litter Bags	31/01/2025	1,078.00
EF176348	10456	Datanet	Software Modifications	31/01/2025	1,178.10
EF176349	10483	Landgate	Mapping/Land Title Searches	31/01/2025	469.20
EF176350	10526	E & Mj Rosher Pty Ltd	Mower Equipment	31/01/2025	3,176.32
EF176351	10528	Easifleet	Vehicle Lease	31/01/2025	522.74
EF176352	10535	Workpower Incorporated	Employment Services - Planting	31/01/2025	5,735.19
EF176353	10590	Department Of Fire And Emergency Services	Esl Levy & Related Costs	31/01/2025	40,089.18
EF176354	10683	Gronbek Security	Locksmith Services	31/01/2025	32,995.29
EF176355	10879	Les Mills Aerobics	Instruction/Training Services	31/01/2025	1,467.82
EF176356	10912	M2 Technology Group	Messaging Services	31/01/2025	396.00
EF176357	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	31/01/2025	5,316.24
EF176358	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	31/01/2025	4,414.89
EF176359	10982	Modern Teaching Aids Pty Ltd	Teaching Aids	31/01/2025	3,070.27
EF176360	10991	Beacon Equipment	Mowing Equipment	31/01/2025	1,376.00
EF176361	11036	Northlake Electrical Pty Ltd	Electrical Services	31/01/2025	61,076.82
EF176362	11307	Satellite Security Services Pty Ltd	Security Services	31/01/2025	25,081.28
EF176363	11333	Shelford Constructions Pty Ltd	Construction Services A001492	31/01/2025	1,118,025.13
EF176364	11334	Shenton Pumps	Pool Equipment/Services	31/01/2025	14,786.60
EF176365	11387	Bibra Lake Soils	Soil & Limestone Supplies	31/01/2025	200.00
EF176366	11469	Sports Turf Technology Pty Ltd	Turf Consultancy Services	31/01/2025	825.00
EF176367	11470	Sportsworld Of Wa	Sport Supplies	31/01/2025	21,963.70
EF176368	11483	St John Ambulance Aust Wa Operations	First Aid Courses	31/01/2025	2,431.20
EF176369	11533	Superbowl Melville	Entertainment Services	31/01/2025	540.00
EF176370	11619	Titan Ford	Purchase Of Vehicles & Servicing	31/01/2025	57,683.39
EF176371	11625	Nutrien Water	Reticulation Supplies	31/01/2025	2,569.66
EF176372	11651	Tree Watering Services	Tree Watering Services	31/01/2025	29,568.00
EF176373	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	31/01/2025	455.57
EF176374	11773	Nutrien Ag Solutions	Chemical Supplies	31/01/2025	594.00
EF176375	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	31/01/2025	17,904.88
EF176376	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	31/01/2025	2,366.99
EF176377	11841	Yangebup Family Centre Inc	Venue Hire / Grants & Donations	31/01/2025	257.80
EF176378	11873	Wattleup Tractors	Hardware Supplies	31/01/2025	3,393.90
EF176379	12028	City Of Armadale	Animal Disposal Services	31/01/2025	5,342.63
EF176380	12153	Hays Personnel Services Pty Ltd	Employment Services	31/01/2025	9,324.60
EF176381	12207	Civica Pty Ltd	Software Support/Licence Fees	31/01/2025	2,271.50
EF176382	12295	Stewart & Heaton Clothing Co. Pty Ltd	Clothing Supplies	31/01/2025	201.91
EF176383	13102	Michael Page International (Australia) Pty Ltd	Employment Services	31/01/2025	2,006.79
EF176384	13475	The Trustee For Burgess Rawson Wa Unit Trust Burgess Rawson (Wa) Pty Ltd	Property Management	31/01/2025	41,841.43
EF176385	13563	Green Skills Inc	Employment Services	31/01/2025	10,841.08
EF176386	13825	Jackson Mcdonald	Legal Services	31/01/2025	643.50
EF176387	13834	Sulo Mgb Australia Pty Ltd	Mobile Garbage Bins	31/01/2025	49,867.16

EF176388	14350	Baileys Fertiliser	Fertiliser Supplies	31/01/2025	432.96
EF176389	15393	Stratagreen	Hardware Supplies	31/01/2025	951.37
EF176390	15588	Natural Area Consulting Management Services	Weed Spraying	31/01/2025	26,661.37
EF176391	16064	Cms Engineering	Airconditioning Services	31/01/2025	26,143.93
EF176392	16107	Wren Oil	Waste Disposal Services	31/01/2025	660.00
EF176393	16979	Japanese Truck And Bus Spares Pty Ltd	Spare Parts - Automotive	31/01/2025	1,900.40
EF176394	16985	Wa Premix	Concrete Supplies	31/01/2025	4,386.80
EF176395	17343	Rac Businesswise	Membership Subscription	31/01/2025	549.64
EF176396	17553	Altus Traffic Pty Ltd	Traffic Control Services	31/01/2025	11,148.82
EF176397	17600	Lightforce Asset Pty Ltd (Erections!)	Guard Rails	31/01/2025	2,645.50
EF176398	17608	Nu-Trac Rural Contracting	Beach Cleaning/Firebreak Construction	31/01/2025	12,740.54
EF176399	18073	Paramount Security Services	Security Services	31/01/2025	1,760.00
EF176400	18122	Signman	Signage	31/01/2025	3,593.70
EF176401	18165	University Of Technology Sydney	Tertiary And Research Services	31/01/2025	23,434.03
EF176402	18203	Natsync Environmental	Pest Control	31/01/2025	1,437.00
EF176403	18286	Iw Projects Pty Ltd	Consultancy Services - Civil Engineering	31/01/2025	17,729.25
EF176404	18763	Local Community Insurance Services (Part Of Jlt Group)	Community Insurance Policies	31/01/2025	2,400.75
EF176405	18801	Fremantle Bin Hire	Bin Hire - Skip Bins	31/01/2025	440.00
EF176406	18962	Sealanes (1985) P/L	Catering Supplies	31/01/2025	3,469.16
EF176407	19541	Turf Care Wa Pty Ltd	Turf Services	31/01/2025	37,874.29
EF176408	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	31/01/2025	14,783.71
EF176409	20321	Riverjet Pty Ltd	Educting-Cleaning Services	31/01/2025	6,220.50
EF176410	20547	Garrards Pty Ltd	Insecticides / Pesticides	31/01/2025	271.06
EF176411	20549	A1 Carpet, Tile & Grout Cleaning	Cleaning Services - Tiles/Carpet	31/01/2025	825.00
EF176412	21294	Cat Haven	Animal Services	31/01/2025	3,100.92
EF176413	21469	John Hughes Volkswagen	Purchase Of New Vehicle	31/01/2025	221,304.70
EF176414	21744	Jb Hi Fi - Commercial	Electronic Equipment	31/01/2025	6,430.65
EF176415	21782	Westcoast Timber Flooring	Flooring Supplies	31/01/2025	32,560.00
EF176416	21946	Ryan's Quality Meats	Meat Supplies	31/01/2025	1,220.17
EF176417	22553	Brownes Food Operations	Catering Supplies	31/01/2025	362.15
EF176418	22613	Vicki Royans	Artistic Services	31/01/2025	300.00
EF176419	22639	Shatish Chauhan	Training Services - Yoga	31/01/2025	2,065.00
EF176420	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	31/01/2025	16,046.59
EF176421	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	31/01/2025	112,176.07
EF176422	22854	Lgiswa	Insurance Premiums	31/01/2025	208,371.90
EF176423	22903	Unique International Recoveries Llc	Debt Collectors	31/01/2025	320.00
EF176424	23457	Totally Workwear Fremantle	Clothing - Uniforms	31/01/2025	3,289.24
EF176425	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	31/01/2025	1,892.84
EF176426	24506	Amaranti's Personal Training	Personal Training Services	31/01/2025	720.00
EF176427	24508	Rebecca Flanagan	Educational Musical Lessons	31/01/2025	385.00
EF176428	24655	Automasters Spearwood	Vehicle Servicing	31/01/2025	9,507.10
EF176429	25102	Fremantle Mobile Welding	Welding Services	31/01/2025	990.00
EF176430	25127	Milmar Distributors	Printing Services - Id Cards	31/01/2025	38.50
EF176431	25418	Cs Legal	Legal Services	31/01/2025	2,758.89
EF176432	25774	Gold Estates Holdings Pty Ltd	Property Development	31/01/2025	99,116.30
EF176433	25813	Lg Connect Pty Ltd	Erp Systems Development	31/01/2025	3,267.26
EF176434	26211	Amcom Pty Ltd	Internet/Data Services	31/01/2025	6,142.40
EF176435	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	31/01/2025	319.00

EF176436	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance C100932	31/01/2025	100,849.84
EF176437	26403	Ches Power Group Pty Ltd	Engineering Solutions / Back Up Generato	31/01/2025	1,958.00
EF176438	26419	Equifax Australasia Credit Ratings Pty Ltd	Credit Reference Checks	31/01/2025	603.90
EF176439	26470	Scp Conservation	Fencing Services	31/01/2025	36,449.60
EF176440	26486	Bibra Lake Fabricators Pty Ltd	Fabrication Services	31/01/2025	3,795.00
EF176441	26614	Marketforce Pty Ltd	Advertising	31/01/2025	21,802.00
EF176442	26623	Cromag Pty Ltd (Sigma Chemicals) Sigma Telford Group	Chemicals - Pool	31/01/2025	20,175.39
EF176443	26625	Andover Detailers	Car Detailing Services	31/01/2025	3,350.44
EF176444	26677	Australia And New Zealand Recycling Platform Limited	Not- For-Profit Member Services Body	31/01/2025	3,989.16
EF176445	26705	Creative Adm	Marketing Services	31/01/2025	10,912.00
EF176446	26735	Shane McMaster Surveys	Survey Services	31/01/2025	16,310.00
EF176447	26745	Embroidme Myaree	Embroidery	31/01/2025	248.60
EF176448	26754	Connect Call Centre Services	Call Centre Services	31/01/2025	3,683.02
EF176449	26771	Instant Products Hire	Portable Toilet Hire	31/01/2025	725.56
EF176450	26773	Laser Corps Combat Adventrues	Entry Fees	31/01/2025	1,745.00
EF176451	26775	Bergmans Auto Group	Vehicle Purchase	31/01/2025	25,721.25
EF176452	26782	Soft Landing	Recycling Services	31/01/2025	17,442.73
EF176453	26791	Monsterball Amusement & Hire	Amusement Hire	31/01/2025	950.00
EF176454	26812	Brooks Choice Removals	Removalists	31/01/2025	2,112.00
EF176455	26887	Ccs Strategic	Consultancy - Planning	31/01/2025	53,124.78
EF176456	26888	Media Engine	Graphic Design, Marketing, Video Product	31/01/2025	8,300.00
EF176457	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	31/01/2025	7,652.24
EF176458	26923	Woodlands	Rubbish Collection Equipment	31/01/2025	22,279.35
EF176459	26929	Elan Energy Matrix Pty Ltd	Recycling Services	31/01/2025	1,535.34
EF176460	26940	Floorwest Pty Ltd	Floor Coverings	31/01/2025	18,700.00
EF176461	26946	Av Truck Services Pty Ltd	Truck Dealership	31/01/2025	4,076.32
EF176462	26950	Walcon Marine Australasia Pty Ltd	Marine Services	31/01/2025	1,584.00
EF176463	26953	Rock And Roll Mountain Biking	Mountain Bike Tours	31/01/2025	756.01
EF176464	26964	South Metropolitan Tafe	Education	31/01/2025	712.75
EF176465	26983	Hitech Sports Pty Ltd	Sporting Equipment	31/01/2025	4,907.32
EF176466	26988	Bladon Wa Pty Ltd	Promotional Products	31/01/2025	9,993.50
EF176467	27002	Cockburn Party Hire	Hire Services	31/01/2025	3,612.40
EF176468	27006	Bibra Lake Iga Xpress	Liquor Supplies	31/01/2025	6,517.58
EF176469	27010	Quantum Building Services Pty Ltd	Building Maintenance	31/01/2025	32,872.58
EF176470	27011	Baileys Marine Fuel Australia	Fuel	31/01/2025	3,305.91
EF176471	27015	Intelli Trac	Gps Tracking	31/01/2025	7,416.20
EF176472	27031	Downer Edi Works Pty Ltd	Asphalt Services	31/01/2025	85,596.30
EF176473	27032	Wtp Australia Pty Ltd	Quantity Surveyors	31/01/2025	12,258.40
EF176474	27034	Adelby Pty Ltd	Firebreak Construction	31/01/2025	462.00
EF176475	27035	Phenomenon Creative Event Services	Event Management	31/01/2025	14,654.60
EF176476	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	31/01/2025	22,192.56
EF176477	27054	Vocus Pty Ltd	Telecommunications	31/01/2025	3,949.00
EF176478	27059	Frontline Fire & Rescue Equipment	Manufacture-Fire Vehicles/Equipment	31/01/2025	745.80
EF176479	27065	Westbooks	Books	31/01/2025	3,005.97
EF176480	27076	Proludic Pty Ltd	Playground Design/Equipment	31/01/2025	30,277.50
EF176481	27082	Kulbardi Pty Ltd	Stationery Supplies	31/01/2025	1,823.75
EF176482	27085	Savills Project Management Pty Ltd	Project Management	31/01/2025	47,285.70
EF176483	27177	Rentokil Initial Pty Ltd (Initial Hygiene)	Hygiene	31/01/2025	16,838.14

EF176484	27188	Para Mobility	Disability Equipment	31/01/2025	2,589.00
EF176485	27189	Healthstrong Pty Ltd Amplar Allied Health	Mobile Allied Health Services	31/01/2025	341.00
EF176486	27198	Green Promotions Pty Ltd	Promotional Supplies	31/01/2025	682.00
EF176487	27241	Landscape Elements	Landscaping Services	31/01/2025	88,590.29
EF176488	27243	Arjohuntleigh Pty Ltd	Supply, Repairs Health Equipemnt	31/01/2025	1,058.75
EF176489	27325	National Trade Supplier	Building Modifications & Editions	31/01/2025	352.00
EF176490	27346	Office Line	Furniture Office	31/01/2025	11,343.20
EF176491	27366	The Henna Leaf	Artistic - Henna	31/01/2025	1,100.00
EF176492	27374	Southern Cross Cleaning	Commercial Cleaning	31/01/2025	21,765.74
EF176493	27377	Accidental Health And Safety - Perth	First Aid Supplies	31/01/2025	2,884.06
EF176494	27381	Fit For Life Exercise Physiology	Exercise Classes	31/01/2025	1,140.00
EF176495	27392	Axis Maintenance Services Pty Ltd	Maintenance	31/01/2025	456.50
EF176496	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	31/01/2025	222.60
EF176497	27401	Emprise Mobility	Mobility Equipment	31/01/2025	3,369.00
EF176498	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	31/01/2025	5,164.66
EF176499	27427	Home Chef	Cooking/Food Services	31/01/2025	442.53
EF176500	27438	Ertech Pty Ltd	Engineering Civil	31/01/2025	85,265.84
EF176501	27455	The Trustee For Ssh Group Safety Trust Ocula (Aus)	Cctv Parts	31/01/2025	24,899.02
EF176502	27499	Hodge Collard Preston Architects	Architects	31/01/2025	4,309.81
EF176503	27507	Serco Facilities Management Pty Ltd	Cleaning Services C100831	31/01/2025	132,805.60
EF176504	27529	Wa Library Supplies	Library Supplies & Furniture	31/01/2025	378.60
EF176505	27539	Jasmin Carpentry & Maintenance	Carpentry	31/01/2025	17,109.40
EF176506	27546	Bpa Engineering	Consultancy - Engineering	31/01/2025	5,049.00
EF176507	27548	Standing Fork	Catering	31/01/2025	3,148.20
EF176508	27566	Thuroona Services	Asbestos Removal	31/01/2025	1,775.40
EF176509	27587	New Ground Water Services Pty Ltd	Irrigation/Reticulation	31/01/2025	23,754.50
EF176510	27596	Allwest Plant Hire Australia Pty Ltd	Plant Hire And Civil Contracting	31/01/2025	18,645.00
EF176511	27613	Redimed Pty Ltd	Medical & Health Services	31/01/2025	6,007.15
EF176512	27617	Atturra Business Applications	Consultancy - It	31/01/2025	1,925.00
EF176513	27622	Trugrade Medical Supplies	Medical Supplies	31/01/2025	4,267.16
EF176514	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	31/01/2025	18,718.00
EF176515	27635	Mammoth Security Signature Security Group	Security	31/01/2025	52.60
EF176516	27650	Datacom Systems (Au) Pty Ltd	It Sales, Consulting & Service	31/01/2025	964.72
EF176517	27695	Qtm Pty Ltd	Traffic Management	31/01/2025	90,785.16
EF176518	27701	Perth Better Homes	Shade Sails	31/01/2025	20,185.00
EF176519	27762	Ponies For Any Occasion The Trustee For Freeman Trading Trust	Amusement - Pony Rides	31/01/2025	815.00
EF176520	27805	Skyward Roofing Services Pty Ltd	Roofing	31/01/2025	3,517.25
EF176521	27819	Axiis Contracting Pty Ltd	Concrete Works	31/01/2025	3,477.43
EF176522	27831	Butler And Brown	Event Management A001541	31/01/2025	101,725.02
EF176523	27850	Dowsing Group Pty Ltd	Concreting Services A001533	31/01/2025	363,764.80
EF176524	27856	My Flex Health International	Nursing Services	31/01/2025	429.00
EF176525	27894	Homecare Physiotherapy	Healthcare	31/01/2025	16,893.10
EF176526	27917	Go Doors Advanced Automation	Door Maintenance & Repair	31/01/2025	15,434.27
EF176527	27926	Sine Group Pty Ltd	Computer Software	31/01/2025	9,751.64
EF176528	27946	Kambarang Services Pty Ltd	Training Indigenous Cultute	31/01/2025	10,318.00
EF176529	27953	Truckline	Spare Parts, Truck/Trailer	31/01/2025	479.79
EF176530	27965	Stantec Australia Pty Ltd	Engineering Services	31/01/2025	605.00
EF176531	27969	Perfect Gym Solutions	Software For Gym's	31/01/2025	402.93

EF176532	27976	Melville Toyota	Motor Cars	31/01/2025	331.57
EF176533	27984	Sabrina Fenwick	Exercise Classes	31/01/2025	400.00
EF176534	27994	Fabritecture Australia Pty Ltd	Construction - Roofing	31/01/2025	5,498.57
EF176535	28003	Taylor Made Design	Graphic Design	31/01/2025	555.00
EF176536	28034	Visual Workwear	Ppe	31/01/2025	469.38
EF176537	28047	Mitchell Garlett	Ceremonial Services	31/01/2025	500.00
EF176538	28049	Copy Magic	Printing Services	31/01/2025	2,153.00
EF176539	28058	Sage Consulting Engineers Pty Ltd	Consultancy - Engineering	31/01/2025	22,266.75
EF176540	28084	Ddg Technology	Ict Services	31/01/2025	1,375.00
EF176541	28088	Ut Consulting	Technology Consulting	31/01/2025	1,100.00
EF176542	28100	Solair Group Pty Ltd	Water Systems/Pumping	31/01/2025	3,517.80
EF176543	28102	Community Data Solutions	Financial Services	31/01/2025	623.70
EF176544	28124	Air-Met Scientific Pty Ltd	Professional And Scientific Goods Wholes	31/01/2025	275.00
EF176545	28168	Sifting Sands	Sand Cleaning	31/01/2025	5,788.20
EF176546	28184	Spearwood Veterinary Hospital	Veterinary Hospital	31/01/2025	565.00
EF176547	28186	Oracle Corporation Australia Pty Ltd	Software	31/01/2025	409.20
EF176548	28191	Enviro Sweep	Sweeping Services	31/01/2025	10,518.75
EF176549	28196	Brightmark Group Pty Ltd	Cleaning Services	31/01/2025	27,313.36
EF176550	28197	Lite N Easy Pty Ltd	Food Supplies	31/01/2025	1,530.44
EF176551	28201	Select Fresh	Food Supplies	31/01/2025	732.79
EF176552	28211	Nordic Fitness Equipment	Fitness Equipment	31/01/2025	4,905.00
EF176553	28214	Beyond Skateboarding	Skateboarding Clinics	31/01/2025	8,387.50
EF176554	28215	Complete Office Supplies Pty Ltd	Stationery	31/01/2025	1,629.85
EF176555	28218	Laminar Capital Pty Ltd	Financial Services	31/01/2025	1,452.00
EF176556	28241	Swift Flow Pty Ltd	Plumbing	31/01/2025	37,422.14
EF176557	28246	Hendercare	Nursing Services	31/01/2025	4,426.62
EF176558	28247	Fremantle City Centre Podiatry	Consultancy - Heritage	31/01/2025	90.20
EF176559	28256	Simon Tan & Associates Pty Ltd	Electrical Engineering	31/01/2025	9,526.00
EF176560	28264	Garden Organics	Organics Processing	31/01/2025	53,958.69
EF176561	28265	Tree Care Wa	Vegetation Maintenance Services	31/01/2025	90,894.99
EF176562	28277	Gesha Coffee Co	Coffee Supplies	31/01/2025	1,140.00
EF176563	28289	Grafton General Products	Mobility Equipment	31/01/2025	341.00
EF176564	28303	Miracle Recreation Equipment	Playground Equipment	31/01/2025	53,224.60
EF176565	28351	Clever Designs Uniforms	Clothing	31/01/2025	2,210.40
EF176566	28354	Sauna And Steam Wa	Carpentry Services	31/01/2025	935.00
EF176567	28371	Flexi Staff	Employment Services	31/01/2025	62,690.09
EF176568	28392	Mcs Civil Contracting	Engineering/Earthworks	31/01/2025	10,452.75
EF176569	28405	Cohesis Pty Ltd	Strategic Ict Consultancy	31/01/2025	8,236.25
EF176570	28409	Sanpoint Pty Ltd (Ld Total)	Landscape Services	31/01/2025	45,676.33
EF176571	28410	Wa Temporary Fencing Supplies	Hire Fencing	31/01/2025	110.00
EF176572	28428	Wa Bolts Pty Ltd	Fixings & Fasteners	31/01/2025	220.01
EF176573	28437	Building & Industrial Cleaning Services	Clenaing Services	31/01/2025	774.14
EF176574	28454	Aussie Natural Spring Water	Water Supplies	31/01/2025	522.32
EF176575	28461	Carealert	Entertainment	31/01/2025	6.49
EF176576	28472	Mma Subsea Services Pty Ltd	Reef Installation A000265	31/01/2025	853,070.63
EF176577	28475	Host Corporation Pty Ltd	Catering Supplies	31/01/2025	504.90
EF176578	28505	Maltia Caffe The Trustee For Caruana Family Trust	Cafe And Catering Services	31/01/2025	198.50
EF176579	28517	Robowash Pty Ltd	Automatic Cleaning System Manufacturer	31/01/2025	1,045.00

EF176580	28525	Noma Pty Ltd	Architecture	31/01/2025	962.50
EF176581	28544	Forpark Australia 4Park Pty Ltd	Fitness Equipment	31/01/2025	17,963.00
EF176582	28546	Swan Event Hire	Event Hire	31/01/2025	8,505.50
EF176583	28568	Solo Resource Recovery	Waste & Recycling Collection Services	31/01/2025	20,911.00
EF176584	28569	Choiceone Pty Ltd	Recruitment Services	31/01/2025	82,168.79
EF176585	28574	Psg Eyewear	Manufacturer Prescription Safety Glasses	31/01/2025	400.00
EF176586	28580	Successful Projects	Project Management, Planning &Scheduling	31/01/2025	1,850.00
EF176587	28584	Ausco Modular Pty Ltd	Hire Services	31/01/2025	2,552.78
EF176588	28587	Sos Mechanical Solutions	Mechanical Services (Hvac)	31/01/2025	2,101.00
EF176589	28619	Salto Systems Pty Ltd	Providing Smart Lock & Locking Systems	31/01/2025	53,212.50
EF176590	28621	Imprint Plastic	Printing	31/01/2025	183.15
EF176591	28623	New Line Group Pty Ltd (Infront Technologies)	Cctv And Security Retail And Wholesale	31/01/2025	2,352.00
EF176592	28627	White Oak Home Care Services	White Oak Home Care	31/01/2025	5,129.95
EF176593	28632	Total Connections Pty Ltd	Hose, Hydraulics & Fire Protection Servi	31/01/2025	191.72
EF176594	28637	Site Safe Security Rentals Pty Ltd	Rental Of Security Equipment	31/01/2025	550.00
EF176595	28652	Omnicom Media Group Australia Pty Ltd Omnicom Media Group Australia Pty L	Media And Advertising Services	31/01/2025	2,612.50
EF176596	28656	The Event Mill Pty Ltd	Event Hire	31/01/2025	2,321.00
EF176597	28664	Vero Photography Perth Ross, David Alexander	Photography And Videography	31/01/2025	880.00
EF176598	28666	Caravan & Tonic Beard, Keziah Lee	Events - Catering	31/01/2025	1,148.00
EF176599	28667	Nuturf Australian Agribusiness Holdings Pty Ltd	Landscaping - Turf	31/01/2025	739.20
EF176600	28678	Coolroom Hire Wa	Coolrooms Hire	31/01/2025	530.00
EF176601	28679	Creditor Watch Pty Ltd	Credit Bureau	31/01/2025	722.70
EF176602	28687	Megavision	Event Business	31/01/2025	16,308.60
EF176603	28691	Kgo Enterprises Pty Ltd Perth Bouncy Castle Hire	Entertainment - Amusement & Inflatables	31/01/2025	4,053.50
EF176604	28706	Burson Automotive Pty. Ltd.	Consumables	31/01/2025	2,725.62
EF176605	28728	Australian Defence Apparel Pty Ltd Legear	Law Enforcement Gear	31/01/2025	113.19
EF176606	28739	D Lebkuecher & C.W Pelajic Lumin8 Events	Events	31/01/2025	6,745.00
EF176607	28758	Cwc Consultants Pty Ltd	Electrical Consultant	31/01/2025	5,479.38
EF176608	28760	Spawtz Pty Ltd	Competition Management And Payments Soft	31/01/2025	1,310.99
EF176609	28763	Gold Security Group (International) Pty Ltd	Security & Emergency Services	31/01/2025	10,098.00
EF176610	28767	The Trustee For Bugbusters Unit Trust Bug Busters	Pest Control	31/01/2025	2,882.00
EF176611	28769	Blak Line Industries Pty Ltd Blak Line Industries	Print Management Within The Print & Grap	31/01/2025	390.01
EF176612	28785	Sanity Music Stores Pty Ltd Sanity Entertainment	Retail Of Entertainment Products	31/01/2025	24.99
EF176613	28787	Blue Assist Pty Ltd	Supply And Install Emergency Help Device	31/01/2025	422.00
EF176614	28795	Smsglobal Pty Ltd	Sms	31/01/2025	770.00
EF176615	28823	Synergy Business Systems Pty Ltd Boss Industrial	Industrial Supply	31/01/2025	2,240.91
EF176616	28830	Carabiner Architects Pty Ltd	Architectural Services	31/01/2025	8,424.64
EF176617	28840	A T Nairn Pty Ltd Western Sheds	Retails Of Sheds And Garages	31/01/2025	9,815.00
EF176618	28852	Cti Couriers Pty Ltd	Courier Services	31/01/2025	1,861.23
EF176619	28865	Alpha J Pty Ltd Alpha Linemarking	Line Marking	31/01/2025	1,540.00
EF176620	28867	Overdrive Australia Pty Ltd	Platform And App Provider. Seller Of Dig	31/01/2025	4,743.44
EF176621	28868	City Of Kwinana Perth South West Metropolitan Alliance	Local Government	31/01/2025	171,685.80
EF176622	28870	Gadean Footwear (Australia) Pty Ltd Gadean Footwear	Medial Grade Footwear	31/01/2025	764.98
EF176623	28874	The Trustee For Alara Trust Earthside Eco Bums	Earthside Eco Bums Cloth Nappy Education	31/01/2025	330.00
EF176624	28875	Engenuity Engineering Pty Ltd	Engineering Consultant	31/01/2025	1,210.00
EF176625	28887	The Trustee For Stallworthy Business Trust Your Reformer	Reformer Pilates Manufacturer And Distri	31/01/2025	1,482.75
EF176626	28897	Mcleods Lawyers Pty Ltd Mcleods Lawyers	Legal Service	31/01/2025	14,527.16
EF176627	28900	Elevator Project Management (Wa) Pty Ltd	Vt Consultancy	31/01/2025	1,650.00

EF176628	28903	Envirotech Drilling Pty Ltd Envirotech Drilling Pty Ltd	Drilling	31/01/2025	22,000.00
EF176629	28911	Bucci Holdings Pty Ltd Visimax	Safety Product	31/01/2025	2,259.47
EF176630	28913	Write Solutions Australia Pty Ltd Write Solutions Australia Pty Ltd	Waste & Recycling Services	31/01/2025	6,387.32
EF176631	28919	Play Check Pty Ltd Play Check	Testing - Playground Auditing & Testing	31/01/2025	495.00
EF176632	28926	Shine Lisa Jane L.J Shine Design	Urban Design	31/01/2025	1,875.00
EF176633	28927	Veolia Recycling & Recovery (Perth) Pty Ltd Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Recycling And Recovery	31/01/2025	177,704.28
EF176634	28930	A.C.N. 650 414 903 Pty Ltd Aba Property Maintenance	Property Maintenance	31/01/2025	2,750.00
EF176635	28934	Playpro Australia Pty Ltd	Playground Installation	31/01/2025	11,605.00
EF176636	28937	Welton Wei	Brazilian Jiu-Jitsu Instructor	31/01/2025	2,380.00
EF176637	28946	Williams Creative Company Pty Ltd	Entertainment Supplier	31/01/2025	3,960.00
EF176638	28947	Baroness Holdings Pty Ltd Tree Planting And Watering	Tree Watering	31/01/2025	7,896.04
EF176639	28950	4Cabling Pty Ltd	It, Data & Cabling Supplier/Distributor	31/01/2025	279.75
EF176640	28956	Santana Australia Pty Ltd Santana Australia Pty Ltd	Christmas Commercial And Events	31/01/2025	4,400.00
EF176641	28965	The Trustee For The Yang Family Trust Tcm Health Care	Acupuncture And Chinese Medicine	31/01/2025	88.00
EF176642	28969	Walker Street Corporation Pty Ltd Crowd Barriers Wa	Providing Temporary Fencing And Crowd Ba	31/01/2025	1,391.50
EF176643	28974	The Trustee For Inn Thee Event Trust Inn Thee Event	Events - Dj & Equipment Hire	31/01/2025	1,259.50
EF176644	28981	Chalcedony Investments Pty Ltd Interlink Training	Training - Vocational Education	31/01/2025	11,375.00
EF176645	29008	Generators Australia Pty Ltd	Hire & Sales	31/01/2025	20,229.00
EF176646	29012	Australasian Reporting Awards Limited	Annual Report Awards	31/01/2025	590.00
EF176647	29013	Daph Pty Ltd	Consultancy - It Solutions	31/01/2025	4,400.00
EF176648	10589	Fines Enforcement Registry	Fines Enforcement Fees	31/01/2025	10,750.00
EF176649	11867	Kevin John Allen	Elected Member Sitting Fees & Allowances	31/01/2025	2,868.53
EF176650	12740	Logan Howlett	Elected Member Sitting Fees & Allowances	31/01/2025	12,377.25
EF176651	19059	Carol Reeve-Fowkes	Elected Member Sitting Fees & Allowances	31/01/2025	2,884.67
EF176652	25353	Philip Eva	Elected Member Sitting Fees & Allowances	31/01/2025	2,870.60
EF176653	27326	Michael Separovich	Elected Member Sitting Fees & Allowances	31/01/2025	2,863.65
EF176654	27327	Chontelle Stone	Elected Member Sitting Fees & Allowances	31/01/2025	4,906.14
EF176655	27871	Tom Widenbar	Elected Member Sitting Fees & Allowances	31/01/2025	2,865.99
EF176656	27872	Phoebe Corke	Elected Member Sitting Fees & Allowances	31/01/2025	2,876.82
EF176657	28238	Tarun Dewan	Elected Member Sitting Fees & Allowances	31/01/2025	2,874.11
EF176658	28717	Carol Lechun Zhang	Elected Member Sitting Fees & Allowances	31/01/2025	2,882.91
EF176659	28571	Perth Energy Pty Ltd	Energy Supply	31/01/2025	2,120.70
EF176660	99996	Gavin Van Diemen	Property and Rates related refunds	31/01/2025	30.00
EF176661	99996	Jessica Duffy	Property and Rates related refunds	31/01/2025	51.66
EF176662	99996	Diane Margaret Carmody	Property and Rates related refunds	31/01/2025	20.00
EF176663	99996	Eamon Connelly	Property and Rates related refunds	31/01/2025	150.00
EF176664	99996	Paul Donatti	Property and Rates related refunds	31/01/2025	150.00
EF176665	99996	Erika Von Kaschke	Property and Rates related refunds	31/01/2025	50.00
EF176666	99996	Sophie Silvester	Property and Rates related refunds	31/01/2025	150.00
EF176667	99996	Lang Liu	Property and Rates related refunds	31/01/2025	150.00
EF176668	99996	Jordan Lovell	Property and Rates related refunds	31/01/2025	75.00
EF176669	99996	Kayla Knudsen	Property and Rates related refunds	31/01/2025	75.00
EF176670	99996	Julian K Down	Property and Rates related refunds	31/01/2025	100.00
EF176671	99996	Chloe Taylor-Thorpe	Property and Rates related refunds	31/01/2025	90.00
EF176672	99996	Sarah H Olley	Property and Rates related refunds	31/01/2025	100.00
EF176673	99996	Jamie-Lee Koncurat	Property and Rates related refunds	31/01/2025	198.00
EF176674	99996	Laneway Construction (Wa) Pty Ltd T/A Pe	Property and Rates related refunds	31/01/2025	1,393.81
EF176675	99996	James Aikman	Property and Rates related refunds	31/01/2025	3,761.15

EF176676	99996 Kane Mathers	Property and Rates related refunds	31/01/2025	56.65
EF176677	99996 Cleverley Done Patios	Property and Rates related refunds	31/01/2025	56.65
EF176678	99996 Shane Jacob Settlements	Property and Rates related refunds	31/01/2025	53.50
EF176679	99996 Kara Headlam	Property and Rates related refunds	31/01/2025	222.00
EF176680	99996 All Carpentry Services	Property and Rates related refunds	31/01/2025	45.00
EF176681	99996 Ralmana Pty Ltd	Property and Rates related refunds	31/01/2025	45.00
EF176682	99996 Alison Parmenter	Property and Rates related refunds	31/01/2025	171.65
EF176683	99996 Humble Building Pty Ltd T/A Steel Improv	Property and Rates related refunds	31/01/2025	171.65
EF176684	99996 Vivid Property Perth	Property and Rates related refunds	31/01/2025	438.00
EF176685	99996 David J Sewell	Property and Rates related refunds	31/01/2025	1,200.00
EF176686	99996 Cambert Nominees Pty Ltd	Property and Rates related refunds	31/01/2025	230.00
EF176687	99996 Cambert Nominees Pty Ltd	Property and Rates related refunds	31/01/2025	230.00
EF176688	99996 Debra C Staveley	Property and Rates related refunds	31/01/2025	600.00
EF176689	99996 Marina T Berry	Property and Rates related refunds	31/01/2025	534.00
EF176690	99996 Keith Hurst & Associates	Property and Rates related refunds	31/01/2025	656.46
EF176691	99996 Qube Hammond West Pty Ltd	Property and Rates related refunds	31/01/2025	2,313.93
EF176692	99996 Qube Hammond West Pty Ltd	Property and Rates related refunds	31/01/2025	988.09
EF176693	99996 Wayne Arthur Enright	Property and Rates related refunds	31/01/2025	41.73
EF176694	99996 Morgan Lock	Property and Rates related refunds	31/01/2025	1,000.00
EF176695	99996 Valent J Macukat	Property and Rates related refunds	31/01/2025	147.00
EF176696	99996 Anirban Choudhury	Property and Rates related refunds	31/01/2025	111.10
EF176697	23250 Department Of Planning, Lands & Heritage	Bond refund	31/01/2025	15,848.00
EF176698	88888 Qube Hammond Link Pty Ltd	Bond refund	31/01/2025	67,711.70
EF176699	88888 Qube Hammond West Joint Venture	Bond refund	31/01/2025	97,508.73
EF176700	88888 Ryan Manning	Bond refund	31/01/2025	500.00
EF176701	88888 Robert Clifton	Bond refund	31/01/2025	500.00
EF176702	88888 Sebastiano Martella	Bond refund	31/01/2025	7,260.00
EF176703	88888 Darryl Jordan	Bond refund	31/01/2025	500.00
EF176704	88888 M Construction Wa Pty Ltd	Bond refund	31/01/2025	47,000.00
EF176705	99997 Catherine Point Community Group	Resident Groups Grant Program	31/01/2025	2,949.00
EF176706	99997 Mattel Ryan	Bird Bath Rebate	31/01/2025	24.75
EF176707	99997 Sophia Lark	Refund Enrolment Fee	31/01/2025	25.00
EF176708	99997 Ledger Campbell	Nappy And Sanitary Product Rebate	31/01/2025	100.00
EF176709	99997 Courtney Della	Refund Request For Cancellation	31/01/2025	19.50
EF176710	99997 Melissa Pickford	Refund - Bird Bath Rebate	31/01/2025	32.48
EF176711	99997 Cindy Yan Ting Kong	Refund - Bird Bath Rebate	31/01/2025	29.99
EF176712	99997 Jacqueline Snelgar	Refund - Bird Bath Rebate	31/01/2025	24.75
EF176713	99997 Andrew Kenneday	Habitat For Homes Bird Bath Rebate	31/01/2025	22.99
EF176714	99997 Eileen Cherie Cobban	Habitat For Homes Bird Bath Rebate	31/01/2025	46.00
EF176715	99997 Jandakot Bushfire Brigade Reimbursement	https://Cockburn.T1cloud.Com/T1default/C	31/01/2025	1,345.99
EF176716	99997 Christina Hazelwood	Refund Book	31/01/2025	7.70
EF176717	99997 Jodie Goodman	Refund Book	31/01/2025	14.30
EF176718	99997 Michelle Swanby	Refund Book	31/01/2025	5.50
EF176719	99997 Kerrin Delacour	Refund Book	31/01/2025	14.19
EF176720	99997 Sandhya Khadka	Refund Book	31/01/2025	9.90
EF176721	99997 Glen Zuvela	Refund Book	31/01/2025	7.70
EF176722	99997 Danyun Xing	Refund Book	31/01/2025	5.50
EF176723	99997 Nicole Patolo Schmalkuchen	Refund Book	31/01/2025	24.20

EF176724	99997	Madeleine Wijayanto	Refund Book	31/01/2025	11.42
EF176725	99997	Maria Clores	Senior Security Rebate	31/01/2025	500.00
EF176726	99997	Carmelo Paratore	Senior Security Rebate	31/01/2025	200.00
EF176727	99997	Susan Luetchford	Senior Security Rebate	31/01/2025	200.00
EF176728	99997	Murray Sorrell	Senior Security Rebate	31/01/2025	300.00
EF176729	99997	John Wood	Senior Security Rebate	31/01/2025	500.00
EF176730	99997	Dragan Brekalo	Senior Security Rebate	31/01/2025	300.00
EF176731	99997	Anna Riccardi	Senior Security Rebate	31/01/2025	300.00
EF176732	99997	Ginevra Pelliccione	Senior Security Rebate	31/01/2025	200.00
EF176733	99997	Yangebup Progress Association	Resident Groups Grant Program	31/01/2025	6,400.00
EF176734	99997	A W Clark	Sundry Payment Invoice 1222	31/01/2025	4,400.00
EF176735	10747	linet Limited	Internet Services	31/01/2025	899.84
EF176736	11758	Req Officers Do Not Use - Water Corp Utility Account Only - Please Refer To 1	Water Usage / Sundry Charges	31/01/2025	62,696.39
EF176737	11760	Water Corporation	Sewer Easement	31/01/2025	1,426.04
EF176738	10152	Aust Services Union	Payroll Deductions	31/01/2025	675.00
EF176739	10154	Australian Taxation Office	Payroll Deductions	31/01/2025	585,351.00
EF176740	10305	Child Support Agency	Payroll Deductions	31/01/2025	3,592.85
EF176741	19726	Health Insurance Fund Of Wa	Payroll Deductions	31/01/2025	824.80
EF176742	27874	Smartsalary	Salary Packaging/Leasing Administration	31/01/2025	11,373.21
EF176743	28458	Easi Group	Novated Leasing	31/01/2025	14,427.18
EF176744	28741	The Local Government, Racing & Cemeteries Employees Union Wa Lgrceu	Union	31/01/2025	44.00
EF176745	28890	Construction Forestry Mining Energy Union - Construction & G Cfmeu Wa - Co	Payroll Deductions	31/01/2025	30.00
		TOTAL OF 831 EFT PAYMENTS			19,195,861.42
		LESS: CANCELLED EFT PAYMENTS			
EF175474	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	15/01/2025	-200.00
EF176239	28934	Playpro Australia Pty Ltd	Playground Installation	24/01/2025	-11,605.00
EF176296	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	24/01/2025	-2,949.00
		TOTAL CANCELLED EFT PAYMENT			-14,754.00
		TOTAL EFT PAYMENTS (EXCL. CANCELLED PAYMENTS)			19,181,107.42
		<u>ADD: BANK FEES</u>			
		BPAY BATCH FEE			18.06
		MERCHANT FEES COC			4,106.77
		MERCHANT FEES MARINA			75.11
		MERCHANT FEES ARC			3,528.89
		MERCHANT FEES VARIOUS OUT CENTRES			1,628.80
		NATIONAL BPAY CHARGE			5,063.50
		RTGS/ACLR FEE			
		NAB TRANSACT FEE			57.00
		AMEX FEES			498.22
		MERCHANDISE / OTHER FEES			
					14,976.35

		<u>ADD: CREDIT CARD PAYMENTS</u>			68,222.80
		<u>ADD: PAYROLL PAYMENTS</u>			68,222.80
			COC03/01/25 Pmt 000278018300 City of Cockburn	3/01/2025	806.54
			COC03/01/25 Pmt 000278145333 City of Cockburn	7/01/2025	4,587.84
			COC31/12/24 Pmt 000278144666 City of Cockburn	7/01/2025	1,140.13
			COC06/01/25 Pmt 000278327194 City of Cockburn	9/01/2025	10,257.52
			COC09/01/25 Pmt 000278786287 City of Cockburn	15/01/2025	1,119.90
			COC10/01/25 Pmt 000278787213 City of Cockburn	15/01/2025	32,546.49
			COC12/01/25 Pmt 000278807205 City of Cockburn	15/01/2025	2,009,612.26
			COC16/01/25 Pmt 000278930036 City of Cockburn	16/01/2025	435.15
			COC13/01/25 Pmt 000279206960 City of Cockburn	21/01/2025	295.97
			COC17/01/25 Pmt 000279208070 City of Cockburn	21/01/2025	2,809.40
			COC20/01/25 Pmt 000279206313 City of Cockburn	21/01/2025	305.53
			COC24/01/25 Pmt 000279523880 City of Cockburn	24/01/2025	780.59
			COC23/01/25 Pmt 000279733060 City of Cockburn	29/01/2025	2,829.73
			COC26/01/25 Pmt 000279733783 City of Cockburn	29/01/2025	2,160.95
			COC26/01/25 Pmt 000279763451 City of Cockburn	29/01/2025	1,997,736.89
			COC30/01/25 Pmt 000279920122 City of Cockburn	30/01/2025	770.43
			COC24/01/25 Pmt 000279980166 City of Cockburn	31/01/2025	6,166.04
			COC29/01/25 Pmt 000279980347 City of Cockburn	31/01/2025	5,551.75
			COC31/01/25 Pmt 000280026612 City of Cockburn	31/01/2025	169.23
					4,080,082.34
		TOTAL PAYMENTS MADE FOR THE MONTH			23,344,388.91



City of Cockburn
Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
CEO		446.35	
11/12/2024	Pan Pacific	18.00	Parking Expenses
10/12/2024	Coogee Boathouse	96.06	Meeting/Workshop Catering
10/12/2024	Coogee Boathouse	101.65	Meeting/Workshop Catering
10/12/2024	Coogee Boathouse	101.65	Meeting/Workshop Catering
10/12/2024	Coogee Boathouse	101.65	Meeting/Workshop Catering
5/12/2024	WILSON PARKING PER114	27.34	Parking Expenses
Director Community and Place		2,614.69	
2/12/2024	WANEWSDTI	32.00	Subscriptions and Memberships
5/12/2024	DWER - WATER	2,000.00	Application, Licence, Registration Fees
12/12/2024	DOT - LICENSING	145.00	Subscriptions and Memberships
23/12/2024	OFFICEWORKS	405.69	Office Supplies
30/12/2024	WANEWSDTI	32.00	Subscriptions and Memberships
Waste Collection Supervisor		35.79	
20/12/2024	OFFICEWORKS 0620OFFICE	35.79	Supplies and Materials Purchases
Library Technology Coordinator		1,690.60	
23/12/2024	INTNL TRANSACTION FEE	0.28	Subscriptions and Memberships



City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
23/12/2024	CAMPSITE.BIO	11.27	Subscriptions and Memberships
20/12/2024	WWW.ADDRESSIFY.COM.AU	440.00	Subscriptions and Memberships
18/12/2024	DREAMITHOS* DREAMIT HO	234.70	Subscriptions and Memberships
16/12/2024	OPENAI *CHATGPT SUBSCR	34.65	Subscriptions and Memberships
16/12/2024	INTNL TRANSACTION FEE	0.87	Subscriptions and Memberships
11/12/2024	SPOTLIGHT PTY LTD	57.99	Supplies and Materials Purchases
11/12/2024	SP CRESCENDO MUSIC	69.95	Supplies and Materials Purchases
11/12/2024	eBay O*24-12437-29009	85.44	Supplies and Materials Purchases
5/12/2024	Intuit Mailchimp	638.56	Subscriptions and Memberships
4/12/2024	CRAZYDOMAIN	94.95	Subscriptions and Memberships
3/12/2024	CRAZYDOMAIN	4.80	Subscriptions and Memberships
2/12/2024	PORTUGUESE DELIGHTS SU	8.14	Office Supplies
2/12/2024	CRAZYDOMAIN	9.00	Subscriptions and Memberships

Senior Library Manager		922.73	
16/12/2024	WANEWSDTI	288.00	Supplies and Materials Purchases
16/12/2024	MYO*GREEN WORLD INDOOR	362.10	Hire of Equipment and Facilities
18/12/2024	WWC-COMMUNITIES	87.00	Professional Services
2/12/2024	FACEBK *P3MG3HCHE2	157.65	Advertising
9/12/2024	RED DOT STORES	27.98	Supplies and Materials Purchases

Organisational Development Coordinator		2,523.95	
13/12/2024	ST JOHN AMBULANCE AUST	178.00	Training & Professional Development
6/12/2024	OFFICEWORKS	488.95	Supplies and Materials Purchases
6/12/2024	ATI MIRAGE TRAINING	589.05	Training & Professional Development



City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
3/12/2024	AUST WIDE FIRST AID	99.00	Training & Professional Development
11/12/2024	ST JOHN AMBULANCE AUST	170.00	Training & Professional Development
5/12/2024	OFFICEWORKS	488.95	Supplies and Materials Purchases
13/12/2024	ST JOHN AMBULANCE AUST	170.00	Training & Professional Development
18/12/2024	ST JOHN AMBULANCE AUST	170.00	Training & Professional Development
19/12/2024	ST JOHN AMBULANCE AUST	170.00	Training & Professional Development

Parks Operations Coordinator

132.93

12/12/2024	BUNNINGS 303000	27.98	Supplies and Materials Purchases
17/12/2024	BUNNINGS 303000	104.95	Supplies and Materials Purchases

Reconciliation Lead

5.00

19/12/2024	BIG W 0455	5.00	Office Supplies
------------	------------	------	-----------------

Director Corporate and System

284.67

20/12/2024	APPLE R508 GARDEN CITY CARISSA LOUISE BYWATER	258.00	Office Supplies
2/12/2024	ANNUAL FEE CARISSA LOUISE BYWATER	26.67	Bank and Other Fees
27/12/2024	Uneke Lounge Trust CARISSA LOUISE BYWATER	5.00	Disputed Transaction
27/12/2024	Uneke Lounge Trust CARISSA LOUISE BYWATER	-	Disputed Transaction

Communications and Marketing Manager

3,460.26

24/12/2024	MAILSND.COM* VISION6	1,074.70	Subscriptions and Memberships
27/12/2024	INTNL TRANSACTION FEE	0.04	Bank and Other Fees
2/12/2024	Google ADS5683592141	113.17	Subscriptions and Memberships
18/12/2024	FIGMA MONTHLY RENEWAL	86.70	Subscriptions and Memberships



City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
19/12/2024	FACEBK *VRQ4PGC9H2	784.61	Subscriptions and Memberships
20/12/2024	FACEBK *ZP57QG89H2	105.63	Subscriptions and Memberships
2/12/2024	FACEBK *FG3S8ECMT2	1,069.00	Subscriptions and Memberships
20/12/2024	CANVA* I04370-18743638	164.99	Subscriptions and Memberships
27/12/2024	BITLY.COM	56.25	Subscriptions and Memberships
27/12/2024	INTNL TRANSACTION FEE	1.41	Bank and Other Fees
27/12/2024	LNK.BIO	1.59	Subscriptions and Memberships
18/12/2024	INTNL TRANSACTION FEE	2.17	Bank and Other Fees

Acting Director Corporate and System Ser

1,430.00

17/12/2024	MOORE AUSTRALIA WA PL	1,430.00	Training & Professional Development
------------	-----------------------	----------	-------------------------------------

Art and Culture Coordinator

941.68

2/12/2024	RED DOT STORES	52.90	Supplies and Materials Purchases
4/12/2024	TEMU.COM	119.21	Supplies and Materials Purchases
29/11/2024	SQ *PERTH REPTILE COMP	613.20	Professional Services
2/12/2024	SPOTLIGHT 104	100.57	Supplies and Materials Purchases
9/12/2024	BUNNINGS 303000	55.80	Supplies and Materials Purchases

City Facilities Coordinator

33.52

11/12/2024	FRANZ BUILDING SUPPL	106.17	Supplies and Materials Purchases
4/12/2024	LOTUS COMMERCIAL PTY L	55.44	Supplies and Materials Purchases
4/12/2024	LOTUS COMMERCIAL PTY L	53.43	Supplies and Materials Purchases
29/11/2024	SP CRICKET WAREHOUSE	- 209.00	Supplies and Materials Purchases
12/12/2024	BUNNINGS 303000	27.48	Supplies and Materials Purchases



City of Cockburn
Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
Fleet Manager		363.25	
2/12/2024	WA SUSPENSIONS	363.25	Motor Vehicle Expenses
Fire and Emergency Management Manager		583.46	
29/11/2024	COLES 0494COLES 0494	26.00	Meeting/Workshop Catering
4/12/2024	Subway Gateway	273.13	Meeting/Workshop Catering
4/12/2024	WEX AUSTRALIA PTY LTD	65.97	Motor Vehicle Expenses
16/12/2024	EZI*TRADECORP ACQUISIT	218.36	Equipment Purchases
Seniors and Childcare Manager		1,751.57	
4/12/2024	Roar Bar and Grill	388.75	Events and Functions
29/11/2024	Coogee Boathouse	689.70	Events and Functions
18/12/2024	AUSTRALIAN FINANCIAL	15.00	Professional Services
18/12/2024	Ink Station	90.17	Office Supplies
20/12/2024	WOOLWORTHS 4394	307.95	Events and Functions
23/12/2024	OPTIMAL PHARM PLUS	260.00	Equipment Purchases
Manager Advocacy and Engagement		61.40	
20/12/2024	CITY OF FREMANTLE	5.40	Parking Expenses
3/12/2024	WANEWSDTI	28.00	Subscriptions and Memberships
4/12/2024	WANEWSDTI	28.00	Subscriptions and Memberships
Adult Services Coordinator		352.43	
16/12/2024	SPACETOCO VENUE HIRE	18.00	Hire of Equipment and Facilities



City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
6/12/2024	WWW.NCHSOFTWARE.COM	43.58	Application, Licence, Registration Fees
6/12/2024	WOOLWORTHS 4367	40.00	Meeting/Workshop Catering
6/12/2024	WOOLWORTHS 4367	78.95	Meeting/Workshop Catering
6/12/2024	BWS LIQUOR 4097	87.30	Meeting/Workshop Catering
2/12/2024	OFFICEWORKS 0604OFFICE	29.89	Supplies and Materials Purchases
29/11/2024	WOOLWORTHS 4367	54.71	Meeting/Workshop Catering

Senior Home Care Package Coordinator

3,766.47

18/12/2024	TOP BANANA / INK MASTE	37.03	Supplies and Materials Purchases
19/12/2024	WOOLWORTHS 4435	207.95	Supplies and Materials Purchases
19/12/2024	TLC NORTH BALDIVIS	4.99	Supplies and Materials Purchases
17/12/2024	OFFICEWORKS	248.00	Supplies and Materials Purchases
3/12/2024	Woolworths Online	250.00	Supplies and Materials Purchases
29/11/2024	OFFICEWORKS	75.75	Supplies and Materials Purchases
11/12/2024	REGISTRATION FEE	2,198.90	Training & Professional Development
12/12/2024	Harvey Norman Online	28.00	Supplies and Materials Purchases
18/12/2024	PHARMACY 777 SOUTH L	299.00	Supplies and Materials Purchases
11/12/2024	BUNNINGS GROUP LTD	36.99	Supplies and Materials Purchases
20/12/2024	BUNNINGS 303000	71.91	Supplies and Materials Purchases
19/12/2024	WOOLWORTHS 4435	307.95	Supplies and Materials Purchases

Youth Services Manager

52.44

12/12/2024	CITY OF PERTH	4.96	Parking Expenses
23/12/2024	Canva* 04371-15198775	39.98	Subscriptions and Memberships
13/12/2024	CITY OF VINCENT	7.50	Parking Expenses



City of Cockburn
Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
Events Coordinator		415.50	
9/12/2024	DROPBOX*JZMDM621479Z	184.67	Subscriptions and Memberships
12/12/2024	BUNNINGS 303000	151.48	Supplies and Materials Purchases
12/12/2024	WOOLWORTHS 4367	79.35	Supplies and Materials Purchases
Ranger Services Manager		1,177.73	
16/12/2024	5.11 Australia Pty Ltd	786.93	Supplies and Materials Purchases
30/12/2024	Lucid Software Inc.	15.40	Subscriptions and Memberships
29/11/2024	Lucid Software Inc.	15.40	Subscriptions and Memberships
5/12/2024	SQ *SPEEDY HOLDINGS PT	360.00	Professional Services
Seniors Centre Coordinator		1,661.75	
27/12/2024	WOOLWORTHS 4367	19.00	Events and Functions
24/12/2024	ST JOHN AMBULANCE AUST	89.00	Training & Professional Development
16/12/2024	HOST	724.05	Events and Functions
29/11/2024	Coogee Boathouse	17.28	Events and Functions
13/12/2024	POST SPEARWOOD LPO	36.60	Supplies and Materials Purchases
2/12/2024	Byford & Districts Co	676.20	Events and Functions
29/11/2024	Coogee Boathouse	99.62	Events and Functions
Parking Operations Manager		14.00	
18/12/2024	Jaycar Jandakot MR JAMES WILLIAMS	14.00	Equipment Purchases
Young Peoples Services Librarian		46.94	



City of Cockburn
Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
10/12/2024	WOOLWORTHS 4318	24.44	Events and Functions
3/12/2024	WOOLWORTHS 4318	22.50	Events and Functions

Adult Services Coordinator		5,868.95	
10/12/2024	DEPARTMENT OF TRANSPOR	99.00	Application, Licence, Registration Fees
5/12/2024	TM *TICKETMASTERAU	3,854.45	Events and Functions
12/12/2024	CARRINGTON'S BAR & G	1,092.00	Events and Functions
16/12/2024	SPACETOCO VENUE HIRE	169.00	Hire of Equipment and Facilities
20/12/2024	PEEL MANOR HOUSE	654.50	Events and Functions

Chief of Built and Natural Environment		112.20	
20/12/2024	UDIAWA	112.20	Conferences and Seminars

Director Community and Place		171.67	
2/12/2024	ANNUAL FEE MS KYLIE JOHNSON	26.67	Bank and Other Fees
19/12/2024	DOT - LICENSING MS KYLIE JOHNSON	145.00	Application, Licence, Registration Fees

Waste Services Manager		135.50	
4/12/2024	BUNNINGS 303000	46.60	Supplies and Materials Purchases
2/12/2024	WOOLWORTHS 4367	17.50	Meeting/Workshop Catering
2/12/2024	Subway South Lakes	122.40	Meeting/Workshop Catering
29/11/2024	SPACETOCO VENUE HIRE	- 51.00	Events and Functions

Family & Community Services Manager		1,161.45	
13/12/2024	WILSON PARKING PER058	9.11	Parking Expenses



City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
16/12/2024	SPACETOCO VENUE HIRE	333.00	Hire of Equipment and Facilities
29/11/2024	SP AUSTCHILDDHOODFOUN	64.79	Supplies and Materials Purchases
4/12/2024	MISS MAUD	195.95	Meeting/Workshop Catering
9/12/2024	KMART 1362KMART 1362	77.50	Supplies and Materials Purchases
9/12/2024	MYAREE IGA L0035	410.00	Meeting/Workshop Catering
29/11/2024	WWW.HEYSIGMUND.COM	71.10	Supplies and Materials Purchases

Cockburn ARC Manager

3,325.92

6/12/2024	SQ *CASE STORE PTY LTD	647.95	Supplies and Materials Purchases
6/12/2024	SP ENVIRODRY TOWEL	236.28	Supplies and Materials Purchases
6/12/2024	COCKBURN ARC	1.00	Program Costs
9/12/2024	EZI*POS99	1,129.80	Equipment Purchases
9/12/2024	CHEMISTWAREHOUSE ONLIN	81.32	Supplies and Materials Purchases
12/12/2024	WOOLWORTHS 4394	46.89	Supplies and Materials Purchases
12/12/2024	RYNAT INDUSTRIES AUS	170.27	Supplies and Materials Purchases
12/12/2024	GOURM BASK	409.00	Supplies and Materials Purchases
27/12/2024	INTNL TRANSACTION FEE	5.99	Bank and Other Fees
27/12/2024	DELIGHTED LLC	239.47	Subscriptions and Memberships
6/12/2024	COCKBURN ARC	1.00	Program Costs
9/12/2024	SHOP FOR SHOPS	356.95	Equipment Purchases

Customer Experience Coordinator - ARC

2,857.86

3/12/2024	CHRISTMAS PRESENCE	554.25	Supplies and Materials Purchases
6/12/2024	OFFICEWORKS	71.88	Supplies and Materials Purchases
5/12/2024	NAAVI PTY LTD	25.00	Subscriptions and Memberships

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
12/12/2024	UBER* TRIP	39.24	Travel and Accommodation
23/12/2024	COLES 0490COLES 0490	85.25	Supplies and Materials Purchases
23/12/2024	COLES 0490COLES 0490	85.25	Supplies and Materials Purchases
20/12/2024	FACEBK *TM3N2D4D52	220.00	Advertising
12/12/2024	iStock.com	93.50	Subscriptions and Memberships
11/12/2024	UBER* TRIP	38.40	Travel and Accommodation
11/12/2024	GYMSALES.NET	170.50	Subscriptions and Memberships
11/12/2024	GYMSALES.NET	242.00	Subscriptions and Memberships
9/12/2024	OUTGROW	179.16	Subscriptions and Memberships
9/12/2024	INTNL TRANSACTION FEE	4.48	Bank and Other Fees
9/12/2024	GYMSALES.NET	170.50	Subscriptions and Memberships
2/12/2024	SHOP FOR SHOPS	28.20	Equipment Purchases
6/12/2024	UBER* TRIP	11.50	Travel and Accommodation
3/12/2024	Woolworths Online	90.00	Equipment Purchases
3/12/2024	THE GOOD GUYS WEB STOR	443.00	Equipment Purchases
3/12/2024	KMART 1362KMART 1362	50.00	Supplies and Materials Purchases
3/12/2024	Canva* 04353-11879823	17.99	Subscriptions and Memberships
3/12/2024	BUNNINGS 729000	50.80	Supplies and Materials Purchases
4/12/2024	KMART 1362KMART 1362	25.00	Supplies and Materials Purchases
4/12/2024	BUNNINGS 729000	161.96	Supplies and Materials Purchases

Health, Fitness and Wellbeing Coordinato

3,449.63

27/12/2024	LES MILLS AUST MR KYLE BEATTIE	685.79	Training & Professional Development
20/12/2024	Coles Online MR KYLE BEATTIE	98.19	Supplies and Materials Purchases
19/12/2024	KMART 1362KMART 1362 MR KYLE BEATTIE	10.00	Supplies and Materials Purchases
16/12/2024	TARGET 5430TARGET 5430 MR KYLE BEATTIE	54.00	Supplies and Materials Purchases

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
16/12/2024	OFFICEWORKS 0614OFFIC MR KYLE BEATTIE	42.80	Supplies and Materials Purchases
11/12/2024	WOOLWORTHS 4394 MR KYLE BEATTIE	89.25	Supplies and Materials Purchases
11/12/2024	SQ *MONSTERBALL AMUSEM MR KYLE BEATTIE	810.56	Program Costs
11/12/2024	BIG W 0444 MR KYLE BEATTIE	53.01	Supplies and Materials Purchases
11/12/2024	BIG W 0444 MR KYLE BEATTIE	99.99	Supplies and Materials Purchases
9/12/2024	KMART MR KYLE BEATTIE	93.00	Equipment Purchases
3/12/2024	SETON MR KYLE BEATTIE	129.13	Supplies and Materials Purchases
6/12/2024	LaserCorps MR KYLE BEATTIE	727.20	Program Costs
29/11/2024	SETON MR KYLE BEATTIE	83.93	Supplies and Materials Purchases
29/11/2024	COLES 0490COLES 0490 MR KYLE BEATTIE	13.75	Supplies and Materials Purchases
17/12/2024	Dominos Estore South L MR KYLE BEATTIE	289.00	Meeting/Workshop Catering
11/12/2024	WOOLWORTHS 4394 MR KYLE BEATTIE	13.50	Supplies and Materials Purchases
29/11/2024	SETON MR KYLE BEATTIE	72.60	Supplies and Materials Purchases
29/11/2024	SETON MR KYLE BEATTIE	83.93	Supplies and Materials Purchases

Youth Centre Coordinator

1,049.10

23/12/2024	SQ *CHAD CAMPBELL MR MARK ARMANDI	750.00	Equipment Purchases
19/12/2024	Red Rooster MR MARK ARMANDI	299.10	Events and Functions

Branch Support Librarian

456.13

9/12/2024	AMAZON AU RETAIL	49.67	Supplies and Materials Purchases
10/12/2024	WOOLWORTHS 4394	55.51	Supplies and Materials Purchases
16/12/2024	NEWS PTY LIMITED	80.00	Supplies and Materials Purchases
13/12/2024	PAYPAL *OFFICEWORKS	164.95	Supplies and Materials Purchases
10/12/2024	BIG W 0444	35.00	Supplies and Materials Purchases

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

<i>Date</i>	<i>Service Provider</i>	<i>Card Liability</i>	<i>Description</i>
10/12/2024	BIG W 0444	14.00	Supplies and Materials Purchases
6/12/2024	KMART 1257KMART 1257	57.00	Supplies and Materials Purchases

Events and Culture Manager

28.40

23/12/2024	WOOLWORTHS 4367	17.60	Events and Functions
23/12/2024	FARMER JACKS SPEARWO	10.80	Events and Functions

Head of Library and Cultural Services

130.00

12/12/2024	The Pass - The Wharf	87.00	Disputed Transaction
12/12/2024	The Pass - The Wharf	43.00	Disputed Transaction

Manager Business & Economic Development

867.48

13/12/2024	CPP Council House	12.12	Parking Expenses
18/12/2024	OFFICEWORKS	53.33	Office Supplies
20/12/2024	City of Joondalup	1.95	Parking Expenses
20/12/2024	DOMES JOONDALUP	10.50	Meeting/Workshop Catering
3/12/2024	OFFICEWORKS	85.03	Office Supplies
6/12/2024	Duxton Hotel Perth FB	12.18	Meeting/Workshop Catering
6/12/2024	Petition Wine Bar	194.30	Meeting/Workshop Catering
6/12/2024	CPP Council House	18.17	Parking Expenses
12/12/2024	Coogee Common	405.00	Meeting/Workshop Catering
11/12/2024	Pan Pacific	40.00	Parking Expenses
5/12/2024	CITY OF VINCENT	9.66	Parking Expenses
9/12/2024	CPP Convention Centre	25.24	Meeting/Workshop Catering

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
Social Club Coordinator		1,094.09	
13/12/2024	WANEWSDTI	150.00	Subscriptions and Memberships
20/12/2024	HAMILTON HILL IGA	18.00	Supplies and Materials Purchases
9/12/2024	Woolworths Online	373.48	Supplies and Materials Purchases
11/12/2024	HAMILTON HILL IGA	6.00	Supplies and Materials Purchases
17/12/2024	BIG W 0455	24.98	Supplies and Materials Purchases
17/12/2024	HAMILTON HILL IGA	98.11	Supplies and Materials Purchases
17/12/2024	WOOLWORTHS 4367	8.90	Supplies and Materials Purchases
29/11/2024	THE REJECT SHOP	100.00	Supplies and Materials Purchases
6/12/2024	HAMILTON HILL IGA	90.51	Supplies and Materials Purchases
18/12/2024	Woolworths Online	111.40	Supplies and Materials Purchases
19/12/2024	SP OH CLOCKS 6761	112.71	Supplies and Materials Purchases
Executive Assistant to the CEO		94.95	
13/12/2024	Subway Spearwood 19850 MISS REBECCA SANDERS	67.00	Meeting/Workshop Catering
11/12/2024	WOOLWORTHS 4367 MISS REBECCA SANDERS	27.95	Meeting/Workshop Catering
Youth Programs and Events Officer		715.75	
2/12/2024	BESTWEST DRIVING SCHOO	715.75	Program Costs
Youth Programs and Events Officer		226.98	
5/12/2024	Woolworths Online	108.70	Program Costs
20/12/2024	COLES 0490COLES 0490	58.29	Program Costs
17/12/2024	COLES 0490COLES 0490	68.08	Program Costs

City of Cockburn
Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
9/12/2024	MISCELLANEOUS CREDIT	- 35.00	Bank and Other Fees
9/12/2024	MISCELLANEOUS CREDIT	- 42.71	Bank and Other Fees
19/12/2024	COLES 0490COLES 0490	69.62	Program Costs

Civil Infrastructure Operations Coordina816.58

19/12/2024	JACKSONS DRAWING SUPPL MR	101.00	Supplies and Materials Purchases
19/12/2024	JACKSONS DRAWING SUPPL MR	50.00	Supplies and Materials Purchases
17/12/2024	BUNNINGS GROUP LIMITED MR	150.00	Supplies and Materials Purchases
17/12/2024	BUNNINGS GROUP LIMITED MR	250.00	Supplies and Materials Purchases
19/12/2024	OFFICEWORKS MR	65.58	Office Supplies
19/12/2024	JACKSONS DRAWING SUPPL MR	50.00	Supplies and Materials Purchases
19/12/2024	JACKSONS DRAWING SUPPL MR	50.00	Supplies and Materials Purchases
19/12/2024	JACKSONS DRAWING SUPPL MR	50.00	Supplies and Materials Purchases
17/12/2024	BUNNINGS GROUP LIMITED MR	50.00	Supplies and Materials Purchases

Strategic Procurement Manager8,844.37

29/11/2024	Coogee Boathouse	1,458.68	Events and Functions
29/11/2024	Coogee Boathouse	2,391.32	Events and Functions
24/12/2024	TOMATO AND BASIL PIZ	2,775.83	Events and Functions
24/12/2024	THE MILKY MONSTER	1,341.50	Events and Functions
24/12/2024	CPA AUSTRALIA	877.04	Subscriptions and Memberships

Events Officer1,651.98

24/12/2024	SQ *PROTOW AUTO RECOVE	250.00	Events and Functions
18/12/2024	SQ *ROBYN COLLARD	950.00	Events and Functions



City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
19/12/2024	7-ELEVEN 3010	140.16	Events and Functions
19/12/2024	ZLR*Domino's Spearwood	254.32	Events and Functions
17/12/2024	BP EXP PHOENIX 6443	37.50	Events and Functions
17/12/2024	THE REJECT SHOP	20.00	Events and Functions

Head of Community Development 1,670.33

5/12/2024	Peppers Docklands OPI	1,670.33	Travel and Accommodation
-----------	-----------------------	----------	--------------------------

Head of Recreation Infrastructure & Svcs 166.27

30/12/2024	IGLOOCOMPANY	9.68	Subscriptions and Memberships
30/12/2024	INTNL TRANSACTION FEE	0.24	Bank and Other Fees
2/12/2024	INTNL TRANSACTION FEE	0.23	Bank and Other Fees
12/12/2024	TOTALLY WORK WEAR FR	146.85	Equipment Purchases
2/12/2024	IGLOOCOMPANY	9.27	Subscriptions and Memberships

Community Infrastructure Manager 1,072.50

11/12/2024	TENNIS WEST	1,072.50	Subscriptions and Memberships
------------	-------------	----------	-------------------------------

Citizenship and Civic Services Superviso 42.56

18/12/2024	BIGW ONLINE	42.56	Office Supplies
------------	-------------	-------	-----------------

Senior Youth Outreach Worker 548.79

2/12/2024	MCDONALDS WARNBRO	28.10	Program Costs
9/12/2024	BP EAST ROCKINGHAM 908	19.00	Motor Vehicle Expenses
9/12/2024	MCD WOODBRIDGE	24.95	Program Costs

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
9/12/2024	WESTCOAST WASH ROCKING	25.00	Motor Vehicle Expenses
13/12/2024	WOOLWORTHS 4394	68.25	Program Costs
19/12/2024	MCDONALDS NORTHBRIDGE	13.45	Program Costs
5/12/2024	CALTEX PARMELIA	29.60	Motor Vehicle Expenses
5/12/2024	CITY OF VINCENT	3.67	Parking Expenses
5/12/2024	JIM KIDD SPORTS	49.85	Supplies and Materials Purchases
5/12/2024	KMART 1362KMART 1362	42.40	Supplies and Materials Purchases
5/12/2024	MCDONALDS KWINANA	24.95	Program Costs
13/12/2024	TATAJA PTY LTD	31.27	Program Costs
13/12/2024	WOOLWORTHS 4394	58.55	Supplies and Materials Purchases
16/12/2024	CALTEX PARMELIA	49.00	Program Costs
18/12/2024	EasyPark	16.17	Parking Expenses
30/12/2024	CTW WA PTY LTD	25.38	Program Costs
30/12/2024	CTW WA PTY LTD	2.80	Parking Expenses
30/12/2024	MCD WOODBRIDGE	36.40	Program Costs

City Facilities Manager

1,267.60

12/12/2024	EZI*FMA	1,267.60	Subscriptions and Memberships
------------	---------	----------	-------------------------------

Community Development Coordinator

1,625.07

16/12/2024	SPACETOCO VENUE HIRE	33.00	Hire of Equipment and Facilities
16/12/2024	FOREVER SHINING	290.00	Program Costs
11/12/2024	SPEARWOOD PRIMARY SCHO	168.00	Hire of Equipment and Facilities
6/12/2024	WOOLWORTHS 4367	329.95	Events and Functions
6/12/2024	GILBERTS FRESH HILTON	259.97	Events and Functions

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
6/12/2024	BUNNINGS 453000	79.60	Program Costs
6/12/2024	BUNNINGS 303000	227.80	Events and Functions
19/12/2024	PRIMIVOGRP FIRSTAIDKIT	236.75	Program Costs

Community Development Coordinator 245.28

24/12/2024	SQ *FACEPAINTER EXTRA0	245.28	Program Costs
------------	------------------------	--------	---------------

Marina Manager 412.50

24/12/2024	SUREGUARD	412.50	Equipment Purchases
------------	-----------	--------	---------------------

Library Technician 1,218.41

30/12/2024	JB Hi-Fi Direct	98.87	Supplies and Materials Purchases
30/12/2024	Booktopia	224.30	Supplies and Materials Purchases
30/12/2024	BIGW ONLINE	18.00	Supplies and Materials Purchases
17/12/2024	JB Hi-Fi Direct	297.77	Supplies and Materials Purchases
17/12/2024	BIGW ONLINE	115.00	Supplies and Materials Purchases
2/12/2024	JB Hi-Fi Direct	159.01	Supplies and Materials Purchases
2/12/2024	BIGW ONLINE	65.00	Supplies and Materials Purchases
4/12/2024	NEVERFAIL SPRINGWTR	46.20	Supplies and Materials Purchases
5/12/2024	MYO*GREEN WORLD INDOOR	217.26	Professional Services
2/12/2024	BIGW ONLINE	- 9.00	Supplies and Materials Purchases
18/12/2024	BIGW ONLINE	- 14.00	Supplies and Materials Purchases

Child Care Services Manager 2,017.00

18/12/2024	MYO*Harmony Kids	1,357.00	Subscriptions and Memberships
------------	------------------	----------	-------------------------------

City of Cockburn
Credit Card Transactions Report

Transactions Post Date Between 29-Nov-2024 and 30-Dec-2024

Date	Service Provider	Card Liability	Description
18/12/2024	MYO*Harmony Kids	660.00	Subscriptions and Memberships

Economic Development Officer19.18

19/12/2024	UBER* TRIP	11.18	Travel and Accommodation
13/12/2024	UBER* TRIP	8.00	Travel and Accommodation

Community Safety Manager89.21

30/12/2024	CLAUDE.AI SUBSCRIPTION	35.49	Subscriptions and Memberships
30/12/2024	INTNL TRANSACTION FEE	0.89	Bank and Other Fees
2/12/2024	CLAUDE.AI SUBSCRIPTION	33.98	Subscriptions and Memberships
2/12/2024	INTNL TRANSACTION FEE	0.85	Bank and Other Fees
4/12/2024	COLES 0494COLES 0494	18.00	Supplies and Materials Purchases

Total Cards - 57	\$ 68,222.80
------------------	--------------



City of Cockburn

Woolworths Group Transactions Report

Transactions Made Between 1 January - 31 January 2025

Reference	Date	Amount	Description
Senior Centre - Cook		1,145.93	
TI-01EC5-179321	06/01/2025	184.54	Groceries and Consumables
TI-01EC5-179323	14/01/2025	61.65	Groceries and Consumables
TI-01EC5-179324	14/01/2025	18.90	Groceries and Consumables
TI-01EC5-179326	15/01/2025	114.05	Groceries and Consumables
TI-01EC5-179329	17/01/2025	92.75	Groceries and Consumables
TI-01EC5-17932C	20/01/2025	234.39	Groceries and Consumables
TI-01EC5-17932E	21/01/2025	49.80	Groceries and Consumables
TI-01EC5-17932F	21/01/2025	25.00	Groceries and Consumables
TI-01EC5-179330	22/01/2025	161.88	Groceries and Consumables
TI-01EC5-179331	22/01/2025 -	54.00	Groceries and Consumables
TI-01EC5-179336	24/01/2025	81.10	Groceries and Consumables
TI-01EC5-179338	28/01/2025	147.07	Groceries and Consumables
TI-01EC5-17933D	30/01/2025	20.60	Groceries and Consumables
TI-01EC5-179340	30/01/2025	8.20	Groceries and Consumables
Senior Centre Coordinator		14.45	
TI-01EC5-17931E	03/01/2025	10.00	Groceries and Consumables
TI-01EC5-17931F	03/01/2025	4.45	Groceries and Consumables
Amenities Officer		253.00	
TI-01EC5-17931D	03/01/2025	253.00	Instant Coffee, Tea bags
Senior Centre Kitchen Hand		291.26	
TI-01EC5-17933B	29/01/2025	185.31	Groceries and Consumables
TI-01EC5-179341	31/01/2025	105.95	Groceries and Consumables
Youth Centre Coordinator		1,188.85	
TI-01EC5-179320	03/01/2025	59.10	Groceries and Consumables
TI-01EC5-179322	13/01/2025	64.28	Groceries and Consumables
TI-01EC5-179325	14/01/2025	75.20	Groceries and Consumables
TI-01EC5-179327	15/01/2025	103.51	Groceries and Consumables
TI-01EC5-179328	16/01/2025	59.56	Groceries and Consumables
TI-01EC5-17932A	17/01/2025	16.15	Groceries and Consumables
TI-01EC5-17932B	17/01/2025	42.13	Groceries and Consumables
TI-01EC5-17932D	20/01/2025	34.59	Groceries and Consumables
TI-01EC5-179333	22/01/2025	190.04	Groceries and Consumables
TI-01EC5-179334	23/01/2025	11.00	Groceries and Consumables
TI-01EC5-179335	24/01/2025	113.50	Groceries and Consumables
TI-01EC5-179337	24/01/2025	19.84	Groceries and Consumables
TI-01EC5-179339	28/01/2025	25.00	Groceries and Consumables
TI-01EC5-17933A	28/01/2025	74.15	Groceries and Consumables

City of Cockburn
Woolworths Group Transactions Report

Transactions Made Between 1 January - 31 January 2025

TI-01EC5-17933E	30/01/2025	128.00	Groceries and Consumables
TI-01EC5-17933F	30/01/2025	172.80	Groceries and Consumables

Marina Manager **72.92**

TI-01EC5-179332	22/01/2025	50.35	Groceries and Consumables
TI-01EC5-17933C	29/01/2025	22.57	Groceries and Consumables

Total Cards - 6	2,966.41
------------------------	-----------------



City of Cockburn

Bunnings PowerPass Transactions Report

Transactions Made Between 1 January - 31 January 2025

Reference	Date	Amount	Description
Parks Operations Coordinator		588.93	
2015/01092959	28/01/2025	494.40	Supplies and Materials
2015/01513766	20/01/2025	94.53	Supplies and Materials Supplies and Materials
Waste Collection Supervisor		271.22	
2015/00121752	30/01/2025	182.70	Supplies and Materials
2015/00196326	7/01/2025	49.99	Supplies and Materials
2015/01734484	9/01/2025	38.53	Supplies and Materials
City Facilities Coordinator		399.56	
2015/00105464	15/01/2025	8.77	Supplies and Materials
2015/00190118	2/01/2025	49.27	Supplies and Materials
2015/01449135	29/01/2025	157.16	Supplies and Materials
2015/01503074	9/01/2025	18.96	Supplies and Materials
2015/01511134	16/01/2025	15.52	Supplies and Materials
2015/01600190	13/01/2025 -	31.30	Supplies and Materials
2015/01601733	16/01/2025	17.24	Supplies and Materials
2015/01737802	13/01/2025	31.30	Supplies and Materials
2160/01232691	30/01/2025	73.02	Supplies and Materials
2160/01862509	21/01/2025	59.62	Supplies and Materials
Fleet Manager		36.54	
2015/01370120	14/01/2025	36.54	Supplies and Materials
Mechanical Workshop Supervisor		17.22	
2015/00195419	6/01/2025	17.22	Supplies and Materials
Streetscape Supervisor		58.90	
2015/01745672	21/01/2025	58.90	Supplies and Materials
Engineering Technical Officer		183.46	
2015/01698152	7/01/2025	183.46	Supplies and Materials
Senior Business Operations Team Leader		745.08	
2160/01145977	16/01/2025	584.88	Supplies and Materials
2160/01159579	31/01/2025	160.20	Supplies and Materials
Waste Collection Supervisor		76.39	
2015/01510114	15/01/2025	76.39	Supplies and Materials
Leading Hand Maintenance		410.10	
2015/01368893	7/01/2025	65.70	Supplies and Materials
2015/01369803	13/01/2025	86.01	Supplies and Materials

City of Cockburn**Bunnings PowerPass Transactions Report****Transactions Made Between 1 January - 31 January 2025**

2015/01371153	20/01/2025	119.60	Supplies and Materials
2015/01746715	22/01/2025	138.79	Supplies and Materials

Fire and Emergency Management Officer 330.49

2015/00197821	8/01/2025	91.79	Supplies and Materials
2015/01501988	8/01/2025	179.09	Supplies and Materials
2015/01734210	9/01/2025	59.61	Supplies and Materials

Landfill Supervisor HWRP 152.39

2015/01510873	16/01/2025	152.39	Supplies and Materials
---------------	------------	--------	------------------------

Trades Assistant/Sign Installer 403.14

2015/00112239	21/01/2025	31.64	Supplies and Materials
2015/01449098	29/01/2025	356.30	Supplies and Materials
2015/01449865	31/01/2025	15.20	Supplies and Materials

Environmental Supervisor 777.34

2015/00195903	7/01/2025	427.78	Supplies and Materials
2015/01521489	28/01/2025 -	14.12	Supplies and Materials
2015/01746398	22/01/2025	363.68	Supplies and Materials

Operations Supervisor 124.88

2015/01502261	8/01/2025	34.77	Supplies and Materials
2015/01508390	14/01/2025	28.98	Supplies and Materials
2015/01514013	20/01/2025	34.58	Supplies and Materials
2015/01608758	29/01/2025	26.55	Supplies and Materials

Total Cards - 15	4,575.64
-------------------------	-----------------

BP Plus Fleet Control Report



CITY OF COCKBURN

Page: 1 of 35
Date: 31/01/2025

Go paperless and receive your invoices and statements via email. Provide your BP Plus account number along with your email address to aucustcare@bp.com and our team will help you make the switch. If you have paid your account via credit card, your Service Fee will appear on your summary Tax Invoice.

Please Note: if you are disputing a transaction, this needs to be lodged in writing within 30 days from the date of issue of this Fleet Control Report.

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/01/2025

Customer Number: 0115405338
Period Ending: 31/01/2025

Page: 2 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service						Odo meter (km)	KM Span	Litres/ 100km	Cents /km
								Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)				
Cost Centre	23/01/25 30/01/25	15:12:27 12:40:14	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	065409 065896		ULT DSL	187.90 P	54.39	92.91	9.29	102.20	169039	787	6.9	13.0
								ULT DSL	187.90 P	40.54	69.25	6.92	76.17	169604	565	7.2	13.5
								DIESEL		252.26	419.76	41.97	461.73				
			2097				TOTAL	THIS PERIOD	252.26	419.76	41.97	461.73		3604	7.0	12.8	
								YEAR TO DATE	252.26	419.76	41.97	461.73		3604	7.0	12.8	
								DIESEL	252.26	419.76	41.97	461.73					
			2097				TOTAL	THIS PERIOD	252.26	419.76	41.97	461.73		3604	7.0	12.8	
								YEAR TO DATE	252.26	419.76	41.97	461.73		3604	7.0	12.8	
								DIESEL	252.26	419.76	41.97	461.73					
	Cost Centre	30/01/25	11:43:57	BIBRA LAKE	WA	7451	017472		ULT DSL	187.90 P	63.33	108.18	10.82	119.00	83353		
DIESEL										63.33	108.18	10.82	119.00				
TOTAL									THIS PERIOD	63.33	108.18	10.82	119.00				
			2176					YEAR TO DATE	63.33	108.18	10.82	119.00					
								DIESEL	63.33	108.18	10.82	119.00					
							TOTAL	THIS PERIOD	63.33	108.18	10.82	119.00					
			2176					YEAR TO DATE	63.33	108.18	10.82	119.00					
								DIESEL	63.33	108.18	10.82	119.00					
							TOTAL	THIS PERIOD	63.33	108.18	10.82	119.00					
Cost Centre		07/01/25 14/01/25 24/01/25	08:58:49 09:51:46 07:04:50	SPEARWOOD SPEARWOOD FREMANTLE	WA WA WA	6443 6443 6220	022425 022610 002116		ULT DSL	179.98	58.60	95.88	9.59	105.47	48267	666	8.8
	ULT DSL								182.60	56.54	93.85	9.39	103.24	48932	665	8.5	15.5
	ULT DSL								186.01	65.10	110.09	11.01	121.10	49719	787	8.3	15.4
			2206					DIESEL	180.24	299.82	29.99	329.81					
							TOTAL	THIS PERIOD	180.24	299.82	29.99	329.81		2118	8.5	15.6	
								YEAR TO DATE	180.24	299.82	29.99	329.81		2118	8.5	15.6	
			2206					DIESEL	180.24	299.82	29.99	329.81					
							TOTAL	THIS PERIOD	180.24	299.82	29.99	329.81		2118	8.5	15.6	
								YEAR TO DATE	180.24	299.82	29.99	329.81		2118	8.5	15.6	
	Cost Centre	21/01/25	15:49:18	SPEARWOOD	WA	6443	022830		ULP UNM	163.70 P	39.01	58.05	5.81	63.86	39256	713	5.5



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN
Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/01/2025 Period Ending: 31/01/2025

Page: 3 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre 7050 15405338 04532 11DI923 2236 WHITE FORD RANGER	07/01/25 13/01/25 19/01/25 23/01/25 30/01/25	08:16:34 07:08:55 09:14:09 07:08:55 07:42:34	2217 COCKBURN CENTRAL COCKBURN CENTRAL MANDURAH COCKBURN CENTRAL COCKBURN CENTRAL	WA	7395	068889 000345 022298 069671 000985		M/S	39.01	58.05	5.81	63.86					
							TOTAL	THIS PERIOD	39.01	58.05	5.81	63.86		713	5.5	9.0	
							YEAR TO DATE	39.01	58.05	5.81	63.86		713	5.5	9.0		
								M/S	39.01	58.05	5.81	63.86					
							TOTAL	THIS PERIOD	39.01	58.05	5.81	63.86		713	5.5	9.0	
							YEAR TO DATE	39.01	58.05	5.81	63.86		713	5.5	9.0		
								ULT DSL	181.98	55.25	91.40	9.14	100.54	24415	538	10.3	18.7
								ULT DSL	184.60	57.53	96.55	9.65	106.20	24929	514	11.2	20.7
								ULT DSL	182.60	51.91	86.17	8.62	94.79	25391	462	11.2	20.5
								ULT DSL	188.01	45.27	77.37	7.74	85.11	25807	416	10.9	20.5
Cost Centre 7050 15405338 04052 1GMF052 2246 WHITE SUBARU OUTBACK WAGON	24/01/25	11:43:13	2236 SPEARWOOD	WA	6443	022928		ULT DSL	186.01	40.02	67.67	6.77	74.44	95907	413	9.7	18.0
								DIESEL	40.02	67.67	6.77	74.44					
							TOTAL	THIS PERIOD	40.02	67.67	6.77	74.44		413	9.7	18.0	
							YEAR TO DATE	40.02	67.67	6.77	74.44		413	9.7	18.0		
								DIESEL	257.44	434.44	43.44	477.88					
							TOTAL	THIS PERIOD	257.44	434.44	43.44	477.88		2342	11.0	20.4	
							YEAR TO DATE	257.44	434.44	43.44	477.88		2342	11.0	20.4		
								ULT DSL	186.01	40.02	67.67	6.77	74.44	95907	413	9.7	18.0
								DIESEL	40.02	67.67	6.77	74.44					
							Cost Centre 7050 15405338 04177 1HRY951 2257 WHITE FORD RANGER UTE	16/01/25	11:12:12	2246 BIBRA LAKE	WA	7451	017103		ULSD G10	178.90 P	51.37

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034Customer Number: 0115405338Page: 4 of 35

Period Starting: 01/01/2025Period Ending: 31/01/2025Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre 7050 15405338 04482 1ICB465 2297 FORD RANGER WHITE	20/01/25	09:08:49	BIBRA LAKE WA	7451	017178		DIESEL	51.37	83.55	8.35	91.90					
						TOTAL	THIS PERIOD	51.37	83.55	8.35	91.90		518	9.9	17.7	
						YEAR TO DATE	51.37	83.55	8.35	91.90		518	9.9	17.7		
							DIESEL	51.37	83.55	8.35	91.90					
						TOTAL	THIS PERIOD	51.37	83.55	8.35	91.90		518	9.9	17.7	
						YEAR TO DATE	51.37	83.55	8.35	91.90		518	9.9	17.7		
Cost Centre 7050 15405338 04169 1HRY950 2308 WHITE FORD RANGER UTE	09/01/25 22/01/25	07:25:26 07:13:25	BIBRA LAKE WA BIBRA LAKE WA	7451 7451	016875 017240		ULSD G10	181.90 P	71.86	118.83	11.88	130.71	10263	643	11.2	20.3
							DIESEL	71.86	118.83	11.88	130.71					
						TOTAL	THIS PERIOD	71.86	118.83	11.88	130.71		643	11.2	20.3	
						YEAR TO DATE	71.86	118.83	11.88	130.71		643	11.2	20.3		
							DIESEL	71.86	118.83	11.88	130.71					
						TOTAL	THIS PERIOD	71.86	118.83	11.88	130.71		643	11.2	20.3	
Cost Centre 7050 15405338 03831 1HFX380 2317 SILVER NISSAN XTRAIL WAGON	15/01/25 24/01/25	08:24:12 08:02:56	BIBRA LAKE COCKBURN CENTRAL WA WA WA	7451 7395	064711 069769		ULT DSL	177.90 P	63.55	102.78	10.28	113.06	45588	798	8.0	14.2
							ULT DSL	185.90 P	76.65	129.54	12.95	142.49	46633	1045	7.3	13.6
							DIESEL	140.20	232.32	23.23	255.55					
						TOTAL	THIS PERIOD	140.20	232.32	23.23	255.55		1843	7.6	13.9	
						YEAR TO DATE	140.20	232.32	23.23	255.55		1843	7.6	13.9		
							DIESEL	140.20	232.32	23.23	255.55					
	TOTAL	THIS PERIOD	140.20	232.32	23.23	255.55		1843	7.6	13.9						
							ULP UNM	172.99	56.79	87.74	8.77	96.51	68776	557	10.0	17.3
							ULP UNM	174.38	57.84	91.69	9.17	100.86	6930042			



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034Customer Number: 0115405338Page: 5 of 35

Period Starting: 01/01/2025Period Ending: 31/01/2025Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 04219 1HSW321 2329 WHITE FORD RANGER UTE	16/01/25	12:50:55	BIBRA LAKE	WA	7451	064798	M/S		113.63	179.43	17.94	197.37			
							TOTAL		113.63	179.43	17.94	197.37		557	20.4
							YEAR TO DATE		113.63	179.43	17.94	197.37		557	20.4
							M/S		113.63	179.43	17.94	197.37			
							TOTAL		113.63	179.43	17.94	197.37		557	20.4
							YEAR TO DATE		113.63	179.43	17.94	197.37		557	20.4
							ULSD G10	178.90 P	62.06	100.94	10.09	111.03	14184		
							DIESEL		62.06	100.94	10.09	111.03			
							TOTAL		62.06	100.94	10.09	111.03			
							YEAR TO DATE		62.06	100.94	10.09	111.03			
Cost Centre 7050 15405338 03963 1HLQ161 2336 WHITE FORD RANGER UTILITY	06/01/25 07/01/25 22/01/25	18:20:47 17:44:45 17:39:35	APPLECROSS ATTADALE APPLECROSS	WA WA WA	6200 6188 6200	048963 037890 049426	DIESEL		62.06	100.94	10.09	111.03			
							TOTAL		62.06	100.94	10.09	111.03			
							YEAR TO DATE		62.06	100.94	10.09	111.03			
							ULT DSL	179.98	20.00	32.73	3.27	36.00	1		
							ULT DSL	172.90 P	45.05	70.81	7.08	77.89	1		
							ULT DSL	186.01	40.00	67.65	6.76	74.41	777		
							DIESEL		105.05	171.19	17.11	188.30			
							TOTAL		105.05	171.19	17.11	188.30			
							YEAR TO DATE		105.05	171.19	17.11	188.30			
							DIESEL		105.05	171.19	17.11	188.30			
Cost Centre 7050 15405338 03948 1HJO790 2346 WHITE FORD RANGER UTILITY	14/01/25 26/01/25	08:53:30 16:57:02	BIBRA LAKE WOODBIDGE	WA WA	7451 6073	064609 098399	DIESEL		105.05	171.19	17.11	188.30			
							TOTAL		105.05	171.19	17.11	188.30			
							YEAR TO DATE		105.05	171.19	17.11	188.30			
							ULSD G10	176.90 P	68.91	110.82	11.08	121.90	47632	601	11.5
							ULT DSL	186.90 P	70.91	120.48	12.05	132.53	48237	605	20.3
														11.7	21.9



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/01/2025

Customer Number: 0115405338
Period Ending: 31/01/2025

Page: 6 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 03526 1GYO863 2355 WHITE FORD RANGER UTILITY	07/01/25 21/01/25	12:54:23 16:40:12	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	064117 065231	DIESEL		139.82	231.30	23.13	254.43			
							TOTAL		139.82	231.30	23.13	254.43	1206	11.6	21.1
							YEAR TO DATE		139.82	231.30	23.13	254.43	1206	11.6	21.1
							DIESEL		139.82	231.30	23.13	254.43			
							TOTAL		139.82	231.30	23.13	254.43	1206	11.6	21.1
							YEAR TO DATE		139.82	231.30	23.13	254.43	1206	11.6	21.1
							ULT DSL	177.90 P	56.36	91.15	9.11	100.26	58867	507	11.1
							ULT DSL	185.90 P	44.00	74.36	7.44	81.80	59260	393	11.2
							DIESEL		100.36	165.51	16.55	182.06			
							TOTAL		100.36	165.51	16.55	182.06	900	11.2	20.2
Cost Centre 7050 15405338 04276 HUL718 2388 WHITE FORD RANGER UTE	15/01/25 29/01/25	10:40:19 12:20:02	NORTH PERTH BIBRA LAKE	WA WA	6426 7451	010084 065788	DIESEL		100.36	165.51	16.55	182.06			
							TOTAL		100.36	165.51	16.55	182.06	900	11.2	20.2
							YEAR TO DATE		100.36	165.51	16.55	182.06	900	11.2	20.2
							ULT DSL	183.60	67.77	113.11	11.31	124.42	30319	730	9.3
							ULT DSL	187.90 P	65.84	112.46	11.25	123.71	31065	746	8.8
							DIESEL		133.61	225.57	22.56	248.13			
							TOTAL		133.61	225.57	22.56	248.13	1476	9.1	16.8
							YEAR TO DATE		133.61	225.57	22.56	248.13	1476	9.1	16.8
							DIESEL		133.61	225.57	22.56	248.13			
							TOTAL		133.61	225.57	22.56	248.13	1476	9.1	16.8
Cost Centre 7050 15405338 04490 1ICH248 2398 FORD RANGER WHITE	07/01/25 18/01/25 28/01/25	08:14:29 06:57:20 14:35:08	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	064070 064938 065687	ULT DSL	177.90 P	65.84	106.48	10.65	117.13	23859	740	8.9
							ULT DSL	182.90 P	63.25	105.16	10.52	115.68	24557	698	9.1
							ULT DSL	187.90 P	72.69	124.16	12.42	136.58	25322	765	9.5
							DIESEL								
							TOTAL								
							YEAR TO DATE								
							DIESEL								
							TOTAL								
							YEAR TO DATE								
							DIESEL								



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/01/2025

Customer Number: 0115405338
Period Ending: 31/01/2025

Page: 7 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 04359 1GYZ376 2407 WHITE MITSUBISHI TRITON UTE	03/01/25 17/01/25 28/01/25	15:13:19 07:06:29 09:45:31	NAVAL BASE NAVAL BASE NAVAL BASE	WA WA WA	7770 7770 7770	034138 035340 036190	DIESEL		201.78	335.80	33.59	369.39			
							TOTAL		201.78	335.80	33.59	369.39		2203	9.2
							YEAR TO DATE		201.78	335.80	33.59	369.39		2203	9.2
							DIESEL		201.78	335.80	33.59	369.39			
							TOTAL		201.78	335.80	33.59	369.39		2203	9.2
							YEAR TO DATE		201.78	335.80	33.59	369.39		2203	9.2
							ULT DSL	174.90 P	59.52	94.64	9.46	104.10	80673		
							ULT DSL	179.90 P	60.15	98.37	9.84	108.21	80135		
							ULT DSL	184.90 P	55.33	93.01	9.30	102.31	81248	1113	5.0
							DIESEL		175.00	286.02	28.60	314.62			
							TOTAL		175.00	286.02	28.60	314.62		1113	15.7
Cost Centre 7050 90000768 57845 1IMB671 2419 WHITE FORD RANGER	08/01/25 16/01/25 28/01/25	09:54:59 09:35:40 19:40:51	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	064192 017093 065733	DIESEL		175.00	286.02	28.60	314.62			
							TOTAL		175.00	286.02	28.60	314.62		1113	15.7
							YEAR TO DATE		175.00	286.02	28.60	314.62		1113	15.7
							ULT DSL	177.90 P	74.35	120.25	12.02	132.27	1534		
							ULT DSL	181.90 P	41.49	68.61	6.86	75.47	2009	475	8.7
							ULT DSL	187.90 P	75.32	128.66	12.87	141.53	2827	818	9.2
							DIESEL		191.16	317.52	31.75	349.27			
							TOTAL		191.16	317.52	31.75	349.27		1293	14.8
							YEAR TO DATE		191.16	317.52	31.75	349.27		1293	14.8
							DIESEL		191.16	317.52	31.75	349.27			
Cost Centre 7050 15405338 03898 1HIN859 2438 WHITE FORD RANGER UTILITY	08/01/25 20/01/25 30/01/25	12:39:07 09:11:13 16:20:13	BIBRA LAKE BIBRA LAKE SOUTH FREMANTLE	WA WA WA	7451 7451 9802	064206 017181 018099	DIESEL		191.16	317.52	31.75	349.27			
							TOTAL		191.16	317.52	31.75	349.27		1293	14.8
							YEAR TO DATE		191.16	317.52	31.75	349.27		1293	14.8
							ULT DSL	177.90 P	67.05	108.44	10.84	119.28	80404		
							ULT DSL	184.90 P	63.91	107.43	10.74	118.17	81000	596	10.7
							ULT DSL	190.16	64.18	110.95	11.10	122.05	81534	534	12.0
							DIESEL		191.16	317.52	31.75	349.27			
							TOTAL		191.16	317.52	31.75	349.27		1293	14.8
							YEAR TO DATE		191.16	317.52	31.75	349.27		1293	14.8
							DIESEL		191.16	317.52	31.75	349.27			
							TOTAL		191.16	317.52	31.75	349.27		1293	14.8

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN
Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/01/2025 Period Ending: 31/01/2025

Page: 8 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 03120 1GTE408 2467 WHITE FORD RANGER UTE	03/01/25 18/01/25	11:07:54 14:07:09	BIBRA LAKE COCKBURN CENTRAL	WA WA	7451 7395	063868 000604	DIESEL		195.14	326.82	32.68	359.50			
							TOTAL		195.14	328.82	32.68	359.50		1130	17.3
							YEAR TO DATE		195.14	326.82	32.68	359.50		1130	17.3
							DIESEL		195.14	326.82	32.68	359.50			
							TOTAL		195.14	328.82	32.68	359.50		1130	17.3
							YEAR TO DATE		195.14	326.82	32.68	359.50		1130	17.3
							ULSD G10	172.90 P	66.76	104.94	10.49	115.43	70155	566	11.8
							ULT DSL	184.60	66.96	112.37	11.24	123.61	70713	558	12.0
							DIESEL		133.72	217.31	21.73	239.04			
							TOTAL		133.72	217.31	21.73	239.04		1124	11.9
Cost Centre 7050 15405338 03971 1HMI124 2497 WHITE FORD RANGER UTE	07/01/25 20/01/25 29/01/25	09:01:03 10:43:58 12:04:40	BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA	7451 7451 7451	016821 017195 065785	DIESEL		133.72	217.31	21.73	239.04			
							TOTAL		133.72	217.31	21.73	239.04		1124	11.9
							YEAR TO DATE		133.72	217.31	21.73	239.04		1124	11.9
							ULT DSL	177.90 P	67.56	109.26	10.93	120.19	48233	648	10.4
							ULT DSL	184.90 P	70.38	118.30	11.83	130.13	48973	740	9.5
							ULT DSL	187.90 P	65.57	112.01	11.20	123.21	49657	684	9.6
							DIESEL		203.51	339.57	33.96	373.53			
							TOTAL		203.51	339.57	33.96	373.53		2072	9.8
							YEAR TO DATE		203.51	339.57	33.96	373.53		2072	9.8
							DIESEL		203.51	339.57	33.96	373.53			
Cost Centre 7050 90000768 87727 1IML915 2508 WHITE FORD RANGER	09/01/25	08:35:00	PIARA WATERS	WA	1110	022222	TOTAL		203.51	339.57	33.96	373.53		2072	9.8
							YEAR TO DATE		203.51	339.57	33.96	373.53		2072	9.8
							ULT DSL	176.90 P	58.14	93.50	9.35	102.85	656		



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/01/2025

Customer Number: 0115405338
Period Ending: 31/01/2025

Page: 9 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 03708 1HCC815 2515 WHITE FORD RANGER UTILITY	03/01/25 23/01/25	02:34:34 18:39:04	PIARA WATERS SUCCESS	WA WA	1110 5992	001321 040270	DIESEL		58.14	93.50	9.35	102.85			
							TOTAL		58.14	93.50	9.35	102.85			
							THIS PERIOD		58.14	93.50	9.35	102.85			
							YEAR TO DATE		58.14	93.50	9.35	102.85			
							DIESEL		58.14	93.50	9.35	102.85			
							TOTAL		58.14	93.50	9.35	102.85			
	04/01/25	15:26:04	PIARA WATERS SUCCESS	WA WA	1110 5992	001321 040270	ULT DSL	178.90 P	36.35	59.12	5.91	65.03	777		
							ULT DSL	186.01	18.81	31.81	3.18	34.99	3457		
							DIESEL		55.16	90.93	9.09	100.02			
							TOTAL		55.16	90.93	9.09	100.02			
							THIS PERIOD		55.16	90.93	9.09	100.02			
							YEAR TO DATE		55.16	90.93	9.09	100.02			
Cost Centre 7050 15405338 03849 1HHB989 2537 WHITE FORD RANGER UTILITY	04/01/25	15:26:04	HUNTINGDALE	WA	6117	007222	DIESEL		55.16	90.93	9.09	100.02			
							TOTAL		55.16	90.93	9.09	100.02			
							THIS PERIOD		55.16	90.93	9.09	100.02			
							YEAR TO DATE		55.16	90.93	9.09	100.02			
							ULT DSL	178.75	73.83	119.97	12.00	131.97	69413	761	9.7
							DIESEL		73.83	119.97	12.00	131.97			
	09/01/25 23/01/25	10:57:58 19:01:01	SOUTH FREMANTLE BALDIVIS	WA WA	9802 7374	017501 101067	TOTAL		73.83	119.97	12.00	131.97		761	9.7
							THIS PERIOD		73.83	119.97	12.00	131.97		761	9.7
							YEAR TO DATE		73.83	119.97	12.00	131.97		761	9.7
							ULT DSL	179.98	83.10	135.96	13.60	149.56	8490	1802	4.6
Cost Centre 7050 90000765 36639 1JD383 2556 WHITE FORD RANGER	09/01/25 23/01/25	10:57:58 19:01:01	SOUTH FREMANTLE BALDIVIS	WA WA	9802 7374	017501 101067	ULT DSL	186.01	76.56	129.46	12.95	142.41	9500	1010	7.6
							DIESEL		73.83	119.97	12.00	131.97			
							TOTAL		73.83	119.97	12.00	131.97			
							THIS PERIOD		73.83	119.97	12.00	131.97			
							YEAR TO DATE		73.83	119.97	12.00	131.97			
							ULT DSL	179.98	83.10	135.96	13.60	149.56	8490	1802	4.6
	09/01/25 23/01/25	10:57:58 19:01:01	SOUTH FREMANTLE BALDIVIS	WA WA	9802 7374	017501 101067	ULT DSL	186.01	76.56	129.46	12.95	142.41	9500	1010	7.6
							DIESEL		73.83	119.97	12.00	131.97			
							TOTAL		73.83	119.97	12.00	131.97			
							THIS PERIOD		73.83	119.97	12.00	131.97			



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/01/2025

Customer Number: 0115405338
Period Ending: 31/01/2025

Page: 10 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre 7050 15405338 03591 1GXV149 2565 WHITE FORD RANGER UTILITY	09/01/25 20/01/25 23/01/25 30/01/25	08:03:36 07:55:10 16:17:11 09:29:36	COCKBURN CENTRAL SPEARWOOD WEMBLEY COCKBURN CENTRAL	WA WA WA WA	7395 6443 6211 7395	000229 022771 020716 000990		DIESEL	159.66	265.42	26.55	291.97					
							TOTAL	THIS PERIOD YEAR TO DATE	159.66	265.42	26.55	291.97		2812	5.7	10.4	
								DIESEL	159.66	265.42	26.55	291.97					
							TOTAL	THIS PERIOD YEAR TO DATE	159.66	265.42	26.55	291.97		2812	5.7	10.4	
								ULT DSL	181.98	75.06	124.17	12.42	136.59	105521	1011	7.4	13.5
								ULT DSL	186.01	71.87	121.54	12.15	133.69	6388			
								ULT DSL	186.01	39.79	67.29	6.73	74.02	106900			
								ULT DSL	192.16	74.51	130.16	13.02	143.18	107790	890	8.4	16.1
								DIESEL	261.23	443.16	44.32	487.48					
							TOTAL	THIS PERIOD YEAR TO DATE	261.23	443.16	44.32	487.48		1901	13.7	25.6	
Cost Centre 7050 15405338 04094 1HPP327 2575 WHITE ISUZU D-MAX UTE	05/01/25 11/01/25 16/01/25 25/01/25	10:50:25 13:05:50 14:39:50 08:56:28	BIBRA LAKE SPEARWOOD BIBRA LAKE BIBRA LAKE	WA WA WA WA	7451 6443 7451 7451	063938 022543 017114 065534		DIESEL	261.23	443.16	44.32	487.48					
							TOTAL	THIS PERIOD YEAR TO DATE	261.23	443.16	44.32	487.48		1901	13.7	25.6	
								DIESEL	261.23	443.16	44.32	487.48					
							TOTAL	THIS PERIOD YEAR TO DATE	261.23	443.16	44.32	487.48		1901	13.7	25.6	
								ULT DSL	175.90 P	60.77	97.17	9.72	106.89	52538	505	12.0	21.2
								ULT DSL	179.98	51.05	83.53	8.35	91.88	53066	528	9.7	17.4
								ULT DSL	181.90 P	56.84	93.99	9.40	103.39	53424	358	15.9	28.9
								ULT DSL	187.90 P	61.74	105.46	10.55	116.01	53950	526	11.7	22.1
								DIESEL	230.40	380.15	38.02	418.17					
							TOTAL	THIS PERIOD YEAR TO DATE	230.40	380.15	38.02	418.17		1917	12.0	21.8	
Cost Centre 7050 90000766 04643 1HOK040 2606 WHITE FORD RANGER UTILITY	20/01/25 30/01/25	09:38:27 09:27:40	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	065036 065870		DIESEL	230.40	380.15	38.02	418.17					
							TOTAL	THIS PERIOD YEAR TO DATE	230.40	380.15	38.02	418.17		1917	12.0	21.8	
								ULT DSL	184.90 P	61.66	103.65	10.36	114.01	24027	365	16.9	31.2
								ULT DSL	187.90 P	64.56	110.28	11.03	121.31	24400	373	17.3	32.5



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/01/2025

Customer Number: 0115405338
Period Ending: 31/01/2025

Page: 11 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 04292 1HVF574 2618 WHITE VOLKSWAGEN CADDY VAN	17/01/25	13:34:43	SUCCESS	WA	5992	019309	DIESEL		126.22	213.93	21.39	235.32			
							TOTAL		126.22	213.93	21.39	235.32		738	17.1
							YEAR TO DATE		126.22	213.93	21.39	235.32		738	17.1
							DIESEL		126.22	213.93	21.39	235.32			
							TOTAL		126.22	213.93	21.39	235.32		738	17.1
							YEAR TO DATE		126.22	213.93	21.39	235.32		738	17.1
							ULT DSL	182.60	56.57	93.90	9.39	103.29	24240	840	6.7
							DIESEL		56.57	93.90	9.39	103.29			
							TOTAL		56.57	93.90	9.39	103.29		840	6.7
							YEAR TO DATE		56.57	93.90	9.39	103.29		840	6.7
Cost Centre 7050 15405338 04417 1GRB219 2626 WHITE MITSUBISHI TRITON UTE	06/01/25 20/01/25	06:24:43 10:39:55	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	063949 017194	DIESEL		56.57	93.90	9.39	103.29			
							TOTAL		56.57	93.90	9.39	103.29		840	6.7
							YEAR TO DATE		56.57	93.90	9.39	103.29		840	6.7
							ULSD G10	172.90 P	53.31	83.79	8.38	92.17	47750	350	15.2
							ULSD G10	181.90 P	55.80	92.27	9.23	101.50	48100	350	15.9
							DIESEL		109.11	176.06	17.61	193.67			
							TOTAL		109.11	176.06	17.61	193.67		700	15.6
							YEAR TO DATE		109.11	176.06	17.61	193.67		700	15.6
							DIESEL		109.11	176.06	17.61	193.67			
							TOTAL		109.11	176.06	17.61	193.67		700	15.6
Cost Centre 7050 15405338 04029 1HQA671 2646 WHITE MITSUBISHI TRITON	03/01/25 10/01/25	11:29:29 12:44:23	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	063869 064393	DIESEL		109.11	176.06	17.61	193.67			
							TOTAL		109.11	176.06	17.61	193.67		700	15.6
							YEAR TO DATE		109.11	176.06	17.61	193.67		700	15.6
							ULSD G10	172.90 P	63.43	99.70	9.97	109.67	51527	644	9.8
							ULSD G10	175.90 P	63.15	100.98	10.10	111.08	52221	694	9.1
							DIESEL		109.11	176.06	17.61	193.67			
							TOTAL		109.11	176.06	17.61	193.67		700	15.6
							YEAR TO DATE		109.11	176.06	17.61	193.67		700	15.6
							DIESEL		109.11	176.06	17.61	193.67			
							TOTAL		109.11	176.06	17.61	193.67		700	15.6

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/01/2025 Period Ending: 31/01/2025

Page: 12 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre 7050 15405338 04037 1HOQ717 2656 FORD RANGER XL SC	31/12/24 08/01/25 16/01/25 23/01/25	13:22:41 07:33:22 13:13:43 06:04:52	COCKBURN CENTRAL COCKBURN CENTRAL COCKBURN CENTRAL COCKBURN CENTRAL	WA WA WA WA	7395 7395 7395 7395	007303 000181 069314 000747		DIESEL	126.58	200.68	20.07	220.75					
							TOTAL	THIS PERIOD	126.58	200.68	20.07	220.75		1338	9.5	16.5	
							YEAR TO DATE	126.58	200.68	20.07	220.75		1338	9.5	16.5		
								DIESEL	126.58	200.68	20.07	220.75					
							TOTAL	THIS PERIOD	126.58	200.68	20.07	220.75		1338	9.5	16.5	
							YEAR TO DATE	126.58	200.68	20.07	220.75		1338	9.5	16.5		
								ULT DSL	180.75	74.41	122.27	12.23	134.50	52794	558	13.3	24.1
								ULT DSL	181.98	74.16	122.68	12.27	134.95	53336	542	13.7	24.9
								ULT DSL	184.60	76.18	127.85	12.78	140.63	53928	592	12.9	23.8
								ULT DSL	188.01	75.84	129.63	12.96	142.59	53500			
Cost Centre 7050 15405338 03914 1HIN742 2667 WHITE MITSUBISHI TRITON UTE	08/01/25 14/01/25 21/01/25 28/01/25	08:54:28 07:02:35 09:53:49 08:59:32	SPEARWOOD SPEARWOOD BIBRA LAKE SPEARWOOD	WA WA WA WA	6443 6443 7451 6443	022457 022608 065152 023018		DIESEL	300.59	502.43	50.24	552.67					
							TOTAL	THIS PERIOD	300.59	502.43	50.24	552.67		1692	17.8	32.7	
							YEAR TO DATE	300.59	502.43	50.24	552.67		1134	26.5	48.7		
								DIESEL	300.59	502.43	50.24	552.67					
							TOTAL	THIS PERIOD	300.59	502.43	50.24	552.67		1692	17.8	32.7	
							YEAR TO DATE	300.59	502.43	50.24	552.67		1134	26.5	48.7		
								ULT DSL	179.98	63.20	103.41	10.34	113.75	68360	460	13.7	24.7
								ULT DSL	182.60	61.07	101.37	10.14	111.51	68856	496	12.3	22.5
								ULT DSL	185.90 P	54.38	91.90	9.19	101.09	69285	429	12.7	23.6
								ULT DSL	190.16	61.51	106.34	10.63	116.97	69578	293	21.0	39.9
Cost Centre 7050 15405338 03823 1HGH898 2677 WHITE MITSUBISHI TRITON UTE	07/01/25 13/01/25 21/01/25 28/01/25	12:19:03 13:13:22 07:19:05 06:06:39	COCKBURN CENTRAL BIBRA LAKE COCKBURN CENTRAL FORRESTDALE	WA WA WA WA	7395 7451 7395 8609	000157 016975 069548 009592		DIESEL	240.16	403.02	40.30	443.32					
							TOTAL	THIS PERIOD	240.16	403.02	40.30	443.32		1678	14.3	26.4	
							YEAR TO DATE	240.16	403.02	40.30	443.32		1678	14.3	26.4		
								DIESEL	240.16	403.02	40.30	443.32					
							TOTAL	THIS PERIOD	240.16	403.02	40.30	443.32		1678	14.3	26.4	
							YEAR TO DATE	240.16	403.02	40.30	443.32		1678	14.3	26.4		
								ULT DSL	181.98	56.76	93.90	9.39	103.29	72766	398	14.3	26.0
								ULSD G10	175.90 P	55.82	89.26	8.93	98.19	73175	409	13.6	24.0
								ULT DSL	188.01	55.81	95.39	9.54	104.93	73554	379	14.7	27.7
								ULT DSL	192.16	57.05	99.66	9.97	109.63	777			



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/01/2025

Customer Number: 0115405338
Period Ending: 31/01/2025

Page: 13 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre 7050 15405338 03765 1HEI019 2687 WHITE ISUZU D-MAX UTE	21/01/25	13:48:02	2677 BIBRA LAKE WA	7451	065196		DIESEL	225.44	378.21	37.83	416.04					
						TOTAL	THIS PERIOD	225.44	378.21	37.83	416.04		1186	19.0	35.1	
							YEAR TO DATE	225.44	378.21	37.83	416.04		1186	19.0	35.1	
							DIESEL	225.44	378.21	37.83	416.04					
						TOTAL	THIS PERIOD	225.44	378.21	37.83	416.04		1186	19.0	35.1	
							YEAR TO DATE	225.44	378.21	37.83	416.04		1186	19.0	35.1	
Cost Centre 7050 15405338 04599 11GB442 2698 WHITE ISUZU D-MAX	03/01/25 09/01/25 16/01/25 21/01/25 28/01/25	16:59:00 14:41:34 08:58:15 14:36:01 13:12:00	BIBRA LAKE WA BIBRA LAKE WA BIBRA LAKE WA SPEARWOOD WA COCKBURN CENTRAL WA	7451 7451 7451 6443 7395	063893 064302 017084 022822 000922		ULT DSL	185.90 P	64.91	109.70	10.97	120.67	73398	552	11.8	21.9
							DIESEL		64.91	109.70	10.97	120.67				
						TOTAL	THIS PERIOD	64.91	109.70	10.97	120.67		552	11.8	21.9	
							YEAR TO DATE	64.91	109.70	10.97	120.67		552	11.8	21.9	
							DIESEL	64.91	109.70	10.97	120.67					
						TOTAL	THIS PERIOD	64.91	109.70	10.97	120.67		552	11.8	21.9	
Cost Centre 7050 15405338 04425 1HJA763 2706 WHITE FORD RANGER UTILITY	09/01/25 17/01/25 29/01/25	10:49:47 08:44:51 10:13:04	BIBRA LAKE WA BIBRA LAKE WA BIBRA LAKE WA	7451 7451 7451	016897 064871 017439		ULSD G10	172.90 P	57.51	90.39	9.04	99.43	7839	518	11.1	19.2
							ULSD G10	174.90 P	60.94	96.89	9.69	106.58	8382	543	11.2	19.6
							ULT DSL	181.90 P	66.53	110.02	11.00	121.02	8970	588	11.3	20.6
							ULT DSL	186.01	52.53	88.83	8.88	97.71	777			
							ULT DSL	192.16	67.26	117.50	11.75	129.25	9968			
							DIESEL		304.77	503.63	50.36	553.99				
						TOTAL	THIS PERIOD	304.77	503.63	50.36	553.99		1649	18.5	33.6	
							YEAR TO DATE	304.77	503.63	50.36	553.99		1649	18.5	33.6	
							DIESEL		304.77	503.63	50.36	553.99				
						TOTAL	THIS PERIOD	304.77	503.63	50.36	553.99		1649	18.5	33.6	
							YEAR TO DATE	304.77	503.63	50.36	553.99		1649	18.5	33.6	
							ULSD G10	174.90 P	52.50	83.47	8.35	91.82	67061	364	14.4	25.2
	ULSD G10	179.90 P	62.35	101.97	10.20	112.17	67624	563	11.1	19.9						
	ULSD G10	184.90 P	64.88	109.05	10.91	119.96	68143	519	12.5	23.1						



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/01/2025

Customer Number: 0115405338
Period Ending: 31/01/2025

Page: 14 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre			2706				DIESEL	179.73	294.49	29.46	323.95					
						TOTAL	THIS PERIOD YEAR TO DATE	179.73	294.49	29.46	323.95		1446	12.4	22.4	
							DIESEL	179.73	294.49	29.46	323.95					
						TOTAL	THIS PERIOD YEAR TO DATE	179.73	294.49	29.46	323.95		1446	12.4	22.4	
							ULSD G10	179.75	85.90	140.37	14.04	154.41	38683	436	19.7	35.4
							ULSD G10	177.75	71.44	115.45	11.54	126.99	38769	86	83.1	147.7
							ULSD G10	183.60	40.17	67.05	6.70	73.75	38863	94	42.7	78.5
							ULT DSL	182.90 P	104.02	172.95	17.30	190.25	38979	116	89.7	164.0
							ULSD G10	187.01	30.80	52.36	5.24	57.60	39024	45	68.4	128.0
							ULSD G10	194.00 P	55.24	97.43	9.74	107.17	4230			
Cost Centre			2723				ULT DSL	190.16	92.35	159.65	15.97	175.62	40360			
							ULT DSL	190.16	29.62	51.21	5.12	56.33	40413	53	55.9	106.3
						TOTAL	THIS PERIOD YEAR TO DATE	509.54	856.47	85.65	942.12		830	61.4	113.5	
							DIESEL	509.54	856.47	85.65	942.12		830	61.4	113.5	
							DIESEL	509.54	856.47	85.65	942.12					
						TOTAL	THIS PERIOD YEAR TO DATE	509.54	856.47	85.65	942.12		830	61.4	113.5	
							ULSD G10	175.90 P	70.52	112.76	11.28	124.04	25000			
							ULT DSL	179.90 P	61.16	100.03	10.00	110.03	25000			
							ULSD G10	184.90 P	75.65	127.16	12.72	139.88	25000			
						Cost Centre			2737				DIESEL	207.33	339.95	34.00
TOTAL	THIS PERIOD YEAR TO DATE	207.33	339.95	34.00	373.95											
	DIESEL	207.33	339.95	34.00	373.95											
TOTAL	THIS PERIOD YEAR TO DATE	207.33	339.95	34.00	373.95											
	ULT DSL	184.60	16.34	27.42	2.74							30.16	777			
	ULT DSL	186.01	36.00	60.88	6.09							66.97	29880			

BP Plus Fleet Control Report



Page: 15 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cen t/km				
								Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)			
TOYOTA LANDCRUISER UTILITY	30/01/25	09:14:55	COCKBURN CENTRAL	WA	7395	070031		ULP UNM	172.38	12.00	18.81	1.88	20.69	29946	66	22.9	44			
Cost Centre			2753				ULT DSL	192.16	15.12	26.42	2.64	29.06								
							DIESEL		67.46	114.72	11.47	126.19								
							M/S		12.00	1.88	20.69									
							TOTAL	THIS PERIOD	79.46	133.53	13.35	146.88		66	120.4	222				
							YEAR TO DATE		79.46	133.53	13.35	146.88		66	120.4	222				
							DIESEL		67.46	114.72	11.47	126.19								
7050 15405338 04151 1HRR422 2766 WHITE FORD RANGER UTE	09/01/25 28/01/25	07:42:00 08:01:45	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	016882 017383		DIESEL		67.46	114.72	11.47	126.19							
								M/S		12.00	1.88	20.69	25187 25947					557 760	8.8 8.4	15 15
								ULT DSL		49.26	79.66	7.97								
								ULT DSL		187.90 P	63.82	109.02	10.90	119.92						
								DIESEL		113.08	188.68	18.87	207.55	1317 1317	8.6 8.6	15 15				
								TOTAL	THIS PERIOD	113.08	188.68	18.87	207.55							
Cost Centre			2766					YEAR TO DATE		113.08	188.68	18.87	207.55							
								DIESEL		113.08	188.68	18.87	207.55							
								TOTAL	THIS PERIOD	113.08	188.68	18.87	207.55		1317	8.6	15			
								YEAR TO DATE		113.08	188.68	18.87	207.55		1317	8.6	15			
								DIESEL		113.08	188.68	18.87	207.55							
								TOTAL	THIS PERIOD	113.08	188.68	18.87	207.55							
7050 15405338 04193 1HRS629 2784 TOYOTA LCRUSR - WHITE	01/01/25 03/01/25 21/01/25	14:46:52 02:34:11 07:27:13	PIARA WATERS PIARA WATERS SUCCESS	WA WA WA	1110 1110 5992	021934 001320 040154		ULT DSL	178.90 P	19.77	32.15	3.22	35.37	11923 777 12192	446	4.4	7			
								ULT DSL		178.90 P	30.18	3.02	33.20							
								ULT DSL		186.01	13.87	23.45	2.35					25.80		
								DIESEL		52.20	85.78	8.59	94.37	446 446	11.7 11.7	21 21				
								TOTAL	THIS PERIOD	52.20	85.78	8.59	94.37							
								YEAR TO DATE		52.20	85.78	8.59	94.37							
DIESEL		52.20	85.78	8.59	94.37															
TOTAL	THIS PERIOD	52.20	85.78	8.59	94.37		446	11.7	21											
Cost Centre			2784					YEAR TO DATE		52.20	85.78	8.59	94.37							
								DIESEL		52.20	85.78	8.59	94.37							
7050 15405338 03872 1HIN860 2797	10/01/25	22:22:25	COCKBURN CENTRAL	WA	7395	000314		ULT DSL	181.98	75.04	124.15	12.41	136.56	777						

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034

Customer Number: 0115405338

Page: 16 of 35

Period Starting: 01/01/2025

Period Ending: 31/01/2025

Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
WHITE FORD RANGER UTE							DIESEL		75.04	124.15	12.41	136.56			
							TOTAL		75.04	124.15	12.41	136.56			
							YEAR TO DATE		75.04	124.15	12.41	136.56			
Cost Centre			2797				DIESEL		75.04	124.15	12.41	136.56			
							TOTAL		75.04	124.15	12.41	136.56			
							THIS PERIOD		75.04	124.15	12.41	136.56			
							YEAR TO DATE		75.04	124.15	12.41	136.56			
7050 15405338 03864 1HFX818 2808 BLUE NISSAN X-TRAIL	10/01/25 23/01/25	12:47:26 12:22:37	HUNTINGDALE BIBRA LAKE	WA WA	6117 7451	007414 065378	ULP UNM	167.70 P	58.00	88.43	8.84	97.27	68326	657	8.8
							ULP UNM	174.38	60.00	95.12	9.51	104.63	69028	702	8.5
							M/S		118.00	183.55	18.35	201.90			
							TOTAL		118.00	183.55	18.35	201.90		1359	8.7
Cost Centre			2808				THIS PERIOD		118.00	183.55	18.35	201.90			
							YEAR TO DATE		118.00	183.55	18.35	201.90		1359	8.7
							M/S		118.00	183.55	18.35	201.90			
							TOTAL		118.00	183.55	18.35	201.90		1359	8.7
7050 15405338 03567 1GYU017 2836 TOYOTA CAMRY SEDAN	13/01/25 23/01/25	07:38:58 16:01:48	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	064525 065419	BP ULT UNM	184.88	45.20	75.97	7.60	83.57	867132		
							BP ULT UNM	186.12	40.83	69.08	6.91	75.99	86761		
							M/S		86.03	145.05	14.51	159.56			
							TOTAL		86.03	145.05	14.51	159.56			
Cost Centre			2836				THIS PERIOD		86.03	145.05	14.51	159.56			
							YEAR TO DATE		86.03	145.05	14.51	159.56			
							M/S		86.03	145.05	14.51	159.56			
							TOTAL		86.03	145.05	14.51	159.56			
7050 15405338 04060 1HNM845 2857 WHITE ISUZU D-MAX UTE	02/01/25 12/01/25 19/01/25	09:13:39 13:32:45 12:59:01	BIBRA LAKE SPEARWOOD BIBRA LAKE	WA WA WA	7451 6443 7451	063814 022564 064986	ULT DSL	175.90 P	64.33	102.87	10.29	113.16	31156		
							ULT DSL	179.98	68.16	111.52	11.15	122.67	16484		
							ULT DSL	182.90 P	50.42	83.84	8.38	92.22	32170		

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/01/2025

Customer Number: 0115405338
Period Ending: 31/01/2025

Page: 17 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 04128 1HPR483 2867 WHITE ISUZU DMAX UTILITY	24/01/25 30/01/25	09:46:02 15:08:36	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	017326 065923	DIESEL		182.91	298.23	29.82	328.05			
							TOTAL		182.91	298.23	29.82	328.05			
							YEAR TO DATE		182.91	298.23	29.82	328.05			
							DIESEL		182.91	298.23	29.82	328.05			
							TOTAL		182.91	298.23	29.82	328.05			
							YEAR TO DATE		182.91	298.23	29.82	328.05			
							ULSD G10	184.90 P	53.16	89.35	8.94	98.29	31106	541	9.8
							ULSD G10	184.90 P	45.86	77.09	7.71	84.80	31416	310	14.8
							DIESEL		99.02	166.44	16.65	183.09			
							TOTAL		99.02	166.44	16.65	183.09		851	11.6
Cost Centre 7050 15405338 04011 1HJU694 2877 WHITE ISUZU D-MAX UTILITY	04/01/25 08/01/25 14/01/25 25/01/25	06:49:31 09:55:33 16:42:29 15:20:26	BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA WA	7451 7451 7451 7451	063901 064193 064664 065562	DIESEL		99.02	166.44	16.65	183.09			
							TOTAL		99.02	166.44	16.65	183.09		851	11.6
							YEAR TO DATE		99.02	166.44	16.65	183.09		851	11.6
							ULT DSL	175.90 P	48.50	77.55	7.76	85.31	56594	583	8.3
							ULT DSL	177.90 P	63.56	102.79	10.28	113.07	57015	421	15.1
							ULT DSL	179.90 P	47.19	77.17	7.72	84.89	6603		26.9
							ULSD G10	184.90 P	66.57	111.90	11.19	123.09	7188	585	11.4
							DIESEL		225.82	369.41	36.95	406.36			
							TOTAL		225.82	369.41	36.95	406.36		1589	14.2
							YEAR TO DATE		225.82	369.41	36.95	406.36		1589	14.2
Cost Centre 7050 15405338 02486 1GEH032 2883 WHITE ISUZU FIRE TRUCK	10/01/25 20/01/25 23/01/25 24/01/25 29/01/25	10:48:48 12:54:21 19:16:52 10:51:51 17:16:54	PIARA WATERS PIARA WATERS PIARA WATERS COCKBURN CENTRAL COCKBURN CENTRAL	WA WA WA WA WA	1110 1110 1110 7395 7395	022284 002859 022925 000798 070004	DIESEL		225.82	369.41	36.95	406.36			
							TOTAL		225.82	369.41	36.95	406.36		1589	14.2
							YEAR TO DATE		225.82	369.41	36.95	406.36		1589	14.2
							ULT DSL	178.90 P	28.78	46.81	4.68	51.49	25991	51	56.4
							ULT DSL	182.90 P	13.05	21.70	2.17	23.87	26029	38	34.3
							ULT DSL	182.90 P	122.32	203.38	20.34	223.72	777		62.8
							ULSD G10	187.01	14.94	25.40	2.54	27.94	26414		
							ULSD G10	191.16	22.23	38.64	3.86	42.50	26460	46	48.3
							DIESEL		225.82	369.41	36.95	406.36			
							TOTAL		225.82	369.41	36.95	406.36		1589	14.2

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034Customer Number: 0115405338Page: 18 of 35

Period Starting: 01/01/2025Period Ending: 31/01/2025Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre 7050 15405338 03096 1GSG891 2896 WHITE FORD RANGER UTE	31/12/24 05/01/25 10/01/25 21/01/25 24/01/25 29/01/25	14:54:20 16:16:28 08:42:09 08:23:21 17:03:49 16:41:43	2883 SUCCESS BALDIVIS BALDIVIS BALDIVIS BALDIVIS BALDIVIS	WA WA WA WA WA WA	5992 7374 7375 7375 7374 7374	039426 098478 061236 020779 008347 101861		DIESEL	201.32	335.93	33.59	369.52					
							TOTAL	THIS PERIOD YEAR TO DATE	201.32	335.93	33.59	369.52		135	149.1	273.7	
								DIESEL	201.32	335.93	33.59	369.52					
							TOTAL	THIS PERIOD YEAR TO DATE	201.32	335.93	33.59	369.52		135	149.1	273.7	
								ULT DSL	178.75	54.23	88.13	8.81	96.94	126786	658	8.2	14.7
								ULT DSL	178.75	21.00	34.13	3.41	37.54	126326			
								ULT DSL	179.98	25.98	42.51	4.25	46.76	127080	754	3.4	6.2
								ULT DSL	186.01	39.34	66.53	6.65	73.18	127411	331	11.9	22.1
								ULT DSL	186.01	31.21	52.78	5.28	58.06	127607	196	15.9	29.6
								ULT DSL	190.16	24.83	42.93	4.29	47.22	127810	203	12.2	23.3
Cost Centre 7050 15405338 03666 1GCX392 2943 WHITE MITSUBISHI ROSA BUS	07/01/25 14/01/25 20/01/25 28/01/25	08:48:08 08:50:49 09:03:34 07:48:59	2896 BIBRA LAKE BIBRA LAKE SPEARWOOD BIBRA LAKE	WA WA WA WA	7451 7451 6443 7451	064075 064608 022776 017380		DIESEL	196.59	327.01	32.69	359.70					
							TOTAL	THIS PERIOD YEAR TO DATE	196.59	327.01	32.69	359.70		2142	9.2	16.8	
								DIESEL	196.59	327.01	32.69	359.70					
							TOTAL	THIS PERIOD YEAR TO DATE	196.59	327.01	32.69	359.70		2142	9.2	16.8	
								ULT DSL	177.90 P	36.56	59.13	5.91	65.04	131175	218	16.8	29.8
								ULT DSL	179.90 P	63.50	103.85	10.39	114.24	131422	247	25.7	46.3
								ULT DSL	186.01	60.61	102.49	10.25	112.74	131734	312	19.4	36.1
								ULT DSL	187.90 P	61.85	105.65	10.57	116.22	132028	294	21.0	39.5
								DIESEL	222.52	371.12	37.12	408.24					
							TOTAL	THIS PERIOD YEAR TO DATE	222.52	371.12	37.12	408.24		1071	20.8	38.1	
Cost Centre 7050 15405338 04516 1IDY275 2966 WHITE MITSUBISHI TRITON UTE	07/01/25 17/01/25 29/01/25	09:54:16 18:16:32 11:40:44	2943 NAVAL BASE PARMELIA NAVAL BASE	WA WA WA	7770 6178 7770	034380 000716 036321		DIESEL	222.52	371.12	37.12	408.24					
							TOTAL	THIS PERIOD YEAR TO DATE	222.52	371.12	37.12	408.24		1071	20.8	38.1	
								DIESEL	222.52	371.12	37.12	408.24					
							TOTAL	THIS PERIOD YEAR TO DATE	222.52	371.12	37.12	408.24		1071	20.8	38.1	
								ULT DSL	174.90 P	39.36	62.58	6.26	68.84	16605	364	10.8	18.9
								ULT DSL	182.60	57.10	94.78	9.48	104.26	17145	540	10.6	19.3
								ULT DSL	184.90 P	55.18	92.75	9.28	102.03	17638	493	11.2	20.7
								DIESEL	222.52	371.12	37.12	408.24					
							TOTAL	THIS PERIOD YEAR TO DATE	222.52	371.12	37.12	408.24		1071	20.8	38.1	



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034Customer Number: 0115405338Page: 19 of 35

Period Starting: 01/01/2025Period Ending: 31/01/2025Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre 7050 15405338 03674 1EWR786 2993 WHITE MITSUBISHI ROSA BUS	06/01/25 09/01/25 14/01/25 17/01/25 23/01/25 28/01/25 30/01/25	07:45:21 15:33:01 15:29:42 15:23:31 09:00:47 09:51:19 14:41:41	BIBRA LAKE SPEARWOOD BIBRA LAKE SPEARWOOD BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA WA WA WA WA	7451 6443 7451 6443 7451 7451 7451	063965 022505 064659 022714 017290 017394 065920		DIESEL	151.64	250.11	25.02	275.13					
							TOTAL	THIS PERIOD YEAR TO DATE	151.64	250.11	25.02	275.13		1397	10.9	19.7	
								DIESEL	151.64	250.11	25.02	275.13					
							TOTAL	THIS PERIOD YEAR TO DATE	151.64	250.11	25.02	275.13		1397	10.9	19.7	
								ULT DSL	175.90 P	48.91	78.21	7.82	86.03	144782	242	20.2	35.5
								ULT DSL	179.98	44.96	73.56	7.36	80.92	144965	183	24.6	44.2
								ULSD G10	176.90 P	52.70	84.75	8.48	93.23	145247	282	18.7	33.1
								ULT DSL	182.60	42.88	71.18	7.12	78.30	145474	227	18.9	34.5
								ULSD G10	184.90 P	43.51	73.14	7.31	80.45	145659	185	23.5	43.5
								ULSD G10	184.90 P	49.49	83.19	8.32	91.51	145887	228	21.7	40.1
	ULSD G10	184.90 P	33.68	56.61	5.66	62.27	146056	169	19.9	36.8							
	DIESEL	316.13	520.64	52.07	572.71												
TOTAL	THIS PERIOD YEAR TO DATE	316.13	520.64	52.07	572.71		1516	20.9	37.8								
Cost Centre 7050 90000764 46003 1JK529 4295 WHITE FORD RANGER	06/01/25 23/01/25	10:31:03 11:46:31	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	063977 065369		DIESEL	316.13	520.64	52.07	572.71					
							TOTAL	THIS PERIOD YEAR TO DATE	316.13	520.64	52.07	572.71		1516	20.9	37.8	
								ULT DSL	175.90 P	70.13	112.15	11.21	123.36	5462	697	10.1	17.7
								ULT DSL	187.90 P	62.86	107.37	10.74	118.11	6063	601	10.5	19.7
								DIESEL	132.99	219.52	21.95	241.47					
							TOTAL	THIS PERIOD YEAR TO DATE	132.99	219.52	21.95	241.47		1298	10.2	18.6	
								DIESEL	132.99	219.52	21.95	241.47					
							TOTAL	THIS PERIOD YEAR TO DATE	132.99	219.52	21.95	241.47		1298	10.2	18.6	
								ULP UNM	163.70 P	60.68	90.30	9.03	99.33	777			

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/01/2025

Customer Number: 0115405338
Period Ending: 31/01/2025

Page: 20 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 04607 11GP085 5044 WHITE FORD RANGER	10/01/25 23/01/25	07:51:08 07:40:32	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	064353 065355	M/S		60.68	90.30	9.03	99.33			
							TOTAL		60.68	90.30	9.03	99.33			
							THIS PERIOD		60.68	90.30	9.03	99.33			
							YEAR TO DATE		60.68	90.30	9.03	99.33			
							M/S		60.68	90.30	9.03	99.33			
							TOTAL		60.68	90.30	9.03	99.33			
							THIS PERIOD		60.68	90.30	9.03	99.33			
							YEAR TO DATE		60.68	90.30	9.03	99.33			
							ULSD G10	175.90 P	62.91	100.60	10.06	110.66	7316	1342	4.7
							ULT DSL	187.90 P	64.43	110.05	11.01	121.06	8046	730	8.8
Cost Centre 7050 15405338 04557 11CV817 5212 VOLKSWAGEN CADDY WHITE	10/01/25 23/01/25	16:05:15 08:23:10	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	064423 017284	DIESEL		127.34	210.65	21.07	231.72			
							TOTAL		127.34	210.65	21.07	231.72		2072	6.1
							THIS PERIOD		127.34	210.65	21.07	231.72		2072	6.1
							YEAR TO DATE		127.34	210.65	21.07	231.72		2072	6.1
							DIESEL		127.34	210.65	21.07	231.72			
							TOTAL		127.34	210.65	21.07	231.72			
							THIS PERIOD		127.34	210.65	21.07	231.72			
							YEAR TO DATE		127.34	210.65	21.07	231.72			
							ULSD G10	175.90 P	46.16	73.82	7.38	81.20	0		
							ULT G10	184.90 P	37.17	62.48	6.25	68.73	0		
Cost Centre 7050 15405338 02569 1GHO226 5282 WHITE HYUNDAI I30 HATCH	03/01/25	11:45:00	SUCCESS	WA	5992	018828	DIESEL		83.33	136.30	13.63	149.93			
							TOTAL		83.33	136.30	13.63	149.93			
							THIS PERIOD		83.33	136.30	13.63	149.93			
							YEAR TO DATE		83.33	136.30	13.63	149.93			
							DIESEL		83.33	136.30	13.63	149.93			
							TOTAL		83.33	136.30	13.63	149.93			
							THIS PERIOD		83.33	136.30	13.63	149.93			
							YEAR TO DATE		83.33	136.30	13.63	149.93			
							ULT DSL	178.75	35.86	58.27	5.83	64.10	47544		



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034

Customer Number: 0115405338

Page: 21 of 35

Period Starting: 01/01/2025

Period Ending: 31/01/2025

Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km	
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre 7050 15405338 04045 1GMJ053 5313 WHITE MAZDA 6 SEDAN	07/01/25	11:05:14	SPEARWOOD WA	6443	022430		DIESEL	35.86	58.27	5.83	64.10					
						TOTAL	THIS PERIOD	35.86	58.27	5.83	64.10					
							YEAR TO DATE	35.86	58.27	5.83	64.10					
							DIESEL	35.86	58.27	5.83	64.10					
						TOTAL	THIS PERIOD	35.86	58.27	5.83	64.10					
							YEAR TO DATE	35.86	58.27	5.83	64.10					
Cost Centre 7050 90000768 74303 1HSX357 5343 BLUE POLARIS ATV	30/01/25	06:00:15	BIBRA LAKE WA	7451	065824		ULP 95 UNM	174.70 P	48.05	76.31	7.63	83.94	55964	349	13.8	24.1
							M/S	48.05	76.31	7.63	83.94					
						TOTAL	THIS PERIOD	48.05	76.31	7.63	83.94		349	13.8	24.1	
							YEAR TO DATE	48.05	76.31	7.63	83.94		349	13.8	24.1	
							M/S	48.05	76.31	7.63	83.94					
						TOTAL	THIS PERIOD	48.05	76.31	7.63	83.94		349	13.8	24.1	
Cost Centre 7050 15405338 04318 1HXK969 5424 WHITE VOLKSWAGEN T-ROC	13/01/25 26/01/25	10:49:51 14:28:19	SPEARWOOD WA SPEARWOOD WA	6443 6443	022584 022988		BP ULT UNM	186.97	24.53	41.69	4.17	45.86	940			
							M/S	24.53	41.69	4.17	45.86					
						TOTAL	THIS PERIOD	24.53	41.69	4.17	45.86					
							YEAR TO DATE	24.53	41.69	4.17	45.86					
							M/S	24.53	41.69	4.17	45.86					
						TOTAL	THIS PERIOD	24.53	41.69	4.17	45.86					
	YEAR TO DATE	24.53	41.69	4.17	45.86											
							ULP 95 UNM	178.87	44.01	71.56	7.16	78.72	16452	439	10.0	17.9
							ULP 95 UNM	180.11	38.01	62.24	6.22	68.46	16914	462	8.2	14.8

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/01/2025

Customer Number: 0115405338
Period Ending: 31/01/2025

Page: 22 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km			
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)		
Cost Centre 7050 15405338 03716 1HBW349 5463 WHITE FORD RANGER UTILITY	15/01/25 29/01/25	15:29:15 06:16:46	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	064741 065742		M/S	82.02	133.80	13.38	147.18						
							TOTAL	THIS PERIOD	82.02	133.80	13.38	147.18		901	9.1	16.3		
							YEAR TO DATE	82.02	133.80	13.38	147.18		901	9.1	16.3			
								M/S	82.02	133.80	13.38	147.18						
							TOTAL	THIS PERIOD	82.02	133.80	13.38	147.18		901	9.1	16.3		
							YEAR TO DATE	82.02	133.80	13.38	147.18		901	9.1	16.3			
Cost Centre 7050 90000768 57183 1IKQ367 5474 WHITE HYUNDAI I30	01/01/25 08/01/25 17/01/25 24/01/25	09:43:22 15:45:21 14:37:10 12:28:59	SUCCESS SPEARWOOD BIBRA LAKE BIBRA LAKE	WA WA WA WA	5992 6443 7451 7451	018769 022477 064913 017343		ULT DSL	179.90 P	49.36	80.73	8.07	88.80	46208	595	8.3	14.9	
								ULT DSL	187.90 P	51.72	88.35	8.83	97.18	467699				
								DIESEL		101.08	169.08	16.90	185.98					
							TOTAL	THIS PERIOD	101.08	169.08	16.90	185.98		595	17.0	31.3		
							YEAR TO DATE	101.08	169.08	16.90	185.98		595	17.0	31.3			
								DIESEL		101.08	169.08	16.90	185.98					
Cost Centre 7050 15405338 04185 1HSD237 5494 WHITE MITSUBISHI TRITON UTE	06/01/25 13/01/25 21/01/25 28/01/25	09:23:09 08:19:54 08:15:35 14:46:27	SPEARWOOD SPEARWOOD SPEARWOOD SPEARWOOD	WA WA WA WA	6443 6443 6443 6443	022397 022579 022804 023041		U/LP UNM	168.46	36.76	56.30	5.63	61.93	1000	636	5.9	9.9	
								U/LP UNM	169.59	37.31	57.52	5.75	63.27	1636				
								U/LP UNM	172.99	36.73	57.76	5.78	63.54	777				
								U/LP UNM	174.38	33.30	52.79	5.28	58.07	2788				
								M/S		144.10	224.37	22.44	246.81					
							TOTAL	THIS PERIOD	144.10	224.37	22.44	246.81		636	22.7	38.8		
YEAR TO DATE	144.10	224.37	22.44	246.81		636	22.7	38.8										
Cost Centre 7050 15405338 04185 1HSD237 5494 WHITE MITSUBISHI TRITON UTE	06/01/25 13/01/25 21/01/25 28/01/25	09:23:09 08:19:54 08:15:35 14:46:27	SPEARWOOD SPEARWOOD SPEARWOOD SPEARWOOD	WA WA WA WA	6443 6443 6443 6443	022397 022579 022804 023041		M/S		144.10	224.37	22.44	246.81					
							TOTAL	THIS PERIOD	144.10	224.37	22.44	246.81		636	22.7	38.8		
							YEAR TO DATE	144.10	224.37	22.44	246.81		636	22.7	38.8			
								ULT DSL	179.98	63.79	104.37	10.44	114.81	55755	630	10.1	18.2	
								ULT DSL	182.60	66.18	109.85	10.99	120.84	56941	1186	5.6	10.2	
								ULT DSL	186.01	64.06	108.33	10.83	119.16	57107	166	38.6	71.8	
	ULT DSL	190.16	61.66	106.59	10.66	117.25	57830	723	8.5	16.2								



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034

Customer Number: 0115405338

Page: 23 of 35

Period Starting: 01/01/2025

Period Ending: 31/01/2025

Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 04268 1HUL717 5504 WHITE FORD RANGER UTE	13/01/25 22/01/25	16:21:40 10:35:21	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	016976 017254	DIESEL		255.69	429.14	42.92	472.06			
							TOTAL		255.69	429.14	42.92	472.06		2705	9.5
							THIS PERIOD		255.69	429.14	42.92	472.06		2705	9.5
							YEAR TO DATE		255.69	429.14	42.92	472.06		2705	9.5
							DIESEL		255.69	429.14	42.92	472.06			
							TOTAL		255.69	429.14	42.92	472.06		2705	9.5
	30/01/25	11:20:18	SPEARWOOD	WA	6443	023103	ULT DSL	178.90 P	71.20	115.80	11.58	127.38	35670	670	10.6
							ULT DSL	185.90 P	66.01	111.55	11.16	122.71	36327	657	10.0
							DIESEL		137.21	227.35	22.74	250.09			
							TOTAL		137.21	227.35	22.74	250.09		1327	10.3
							THIS PERIOD		137.21	227.35	22.74	250.09		1327	10.3
							YEAR TO DATE		137.21	227.35	22.74	250.09		1327	10.3
Cost Centre 7050 15405338 04466 1HHE012 5523 WHITE FORD RANGER UTILITY	30/01/25	11:20:18	SPEARWOOD	WA	6443	023103	DIESEL		137.21	227.35	22.74	250.09			
							TOTAL		137.21	227.35	22.74	250.09		1327	10.3
							THIS PERIOD		137.21	227.35	22.74	250.09		1327	10.3
							YEAR TO DATE		137.21	227.35	22.74	250.09		1327	10.3
							ULT DSL	190.16	71.61	123.80	12.38	136.18	38604	240	29.8
							DIESEL		71.61	123.80	12.38	136.18			
	21/01/25	14:40:50	SPEARWOOD	WA	6443	022823	TOTAL		71.61	123.80	12.38	136.18		240	29.8
							THIS PERIOD		71.61	123.80	12.38	136.18		240	29.8
							YEAR TO DATE		71.61	123.80	12.38	136.18		240	29.8
							DIESEL		71.61	123.80	12.38	136.18			
							TOTAL		71.61	123.80	12.38	136.18		240	29.8
							THIS PERIOD		71.61	123.80	12.38	136.18		240	29.8
Cost Centre 7050 15405338 03542 1GYZ082 5542 WHITE SUBARU FORESTER WAGON	21/01/25	14:40:50	SPEARWOOD	WA	6443	022823	ULP UNM	163.70 P	46.48	69.17	6.92	76.09	777		
							TOTAL		46.48	69.17	6.92	76.09			



Page: 24 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km		
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre 7050 15405338 03773 1HDY134 5552 WHITE ISUZU MUX WAGON	02/01/25 02/01/25 14/01/25	07:59:26 17:28:59 12:52:03	THE LAKES PIARA WATERS COCKBURN CENTRAL	WA WA WA	1903 021968 7395	046307 000420		M/S	46.48	69.17	6.92	76.09					
							TOTAL	THIS PERIOD YEAR TO DATE	46.48	69.17	6.92	76.09					
								M/S	46.48	69.17	6.92	76.09					
							TOTAL	THIS PERIOD YEAR TO DATE	46.48	69.17	6.92	76.09					
								ULT DSL	178.75	36.31	59.00	5.90	64.90	30000	785	4.6	8.3
								ULT DSL	178.90	P 22.22	36.14	3.61	39.75	1			
								ULT DSL	184.60	32.86	55.15	5.51	60.66	777			
								DIESEL		91.39	150.29	15.02	165.31				
							TOTAL	THIS PERIOD YEAR TO DATE	91.39	150.29	15.02	165.31		785	11.6	21.1	
									91.39	150.29	15.02	165.31		785	11.6	21.1	
Cost Centre 7050 90000765 40227 1UJZ777 5702 WHITE ISUZU D-MAX	31/12/24 31/12/24 01/01/25 02/01/25 04/01/25 05/01/25 07/01/25 08/01/25 09/01/25 10/01/25 10/01/25 11/01/25 12/01/25 13/01/25 14/01/25 15/01/25 17/01/25 19/01/25 22/01/25 23/01/25 24/01/25	05:12:56 17:30:00 04:20:20 17:09:30 04:21:31 22:31:34 06:43 15:14:30 16:50:32 05:00:50 05:07:09 17:11:30 16:49:35 16:54:44 04:26:31 17:35:21 05:04:52 19:50:55 16:37:17 04:59:44 05:17:52 04:26:33	BIBRA LAKE BIBRA LAKE SPEARWOOD BIBRA LAKE COCKBURN CENTRAL SPEARWOOD BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE COCKBURN CENTRAL BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE SPEARWOOD	WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA	7451 7451 6443 7451 7395 6443 7451 7451 7451 7451 7451 7451 7451 7395 7451 7451 7451 7451 7451 6443	063725 063775 022288 063835 000018 022391 016831 064234 064243 064327 064427 064471 064488 000335 064672 064680 064925 064995 065247 065339 022919		ULT DSL	175.90	P 16.63	26.59	2.66	29.25	6370	179	9.3	16.3
								ULT DSL	175.90	P 15.64	25.01	2.50	27.51	6494	124	12.6	22.2
								ULT DSL	178.75	17.29	28.10	2.81	30.91	6666	172	10.1	18.0
								ULT DSL	175.90	P 43.36	69.34	6.93	76.27	7027	361	12.0	21.1
								ULT DSL	180.75	34.26	56.30	5.63	61.93	7284	257	13.3	24.1
								ULT DSL	178.75	65.89	107.07	10.71	117.78	7941	657	10.0	17.9
								ULT DSL	177.90	P 43.73	70.73	7.07	77.80	8309	368	11.9	21.1
								ULSD G10	174.90	P 33.56	53.36	5.34	58.70	8614	305	11.0	19.2
								ULT DSL	177.90	P 14.99	24.25	2.42	26.67	8733	119	12.6	22.4
								ULT DSL	177.90	P 26.39	42.68	4.27	46.95	8962	249	10.6	18.9
	ULT DSL	178.90	P 11.89	19.34	1.93	21.27	1906										
	ULT DSL	178.90	P 25.38	41.27	4.13	45.40	9337										
	ULT DSL	178.90	P 20.04	32.59	3.26	35.85	9545	208	9.6	17.2							
	ULT DSL	184.60	P 17.74	29.77	2.98	32.75	9653	108	16.4	30.3							
	ULT DSL	179.90	P 37.97	62.10	6.21	68.31	9995	342	11.1	20.0							
	ULT DSL	179.90	P 14.42	23.58	2.36	25.94	10123	128	11.3	20.3							
	ULT DSL	182.90	P 62.91	104.60	10.46	115.06	10699	576	10.9	20.0							
	ULT DSL	182.90	P 57.15	95.03	9.50	104.53	11200	501	11.4	20.9							
	ULT DSL	185.90	P 64.23	108.55	10.85	119.40	11798	598	10.7	20.0							
	ULT DSL	186.90	P 27.02	45.66	4.57	50.23	12110	312	8.7	16.1							
	ULT DSL	185.01	25.89	43.78	4.38	48.16	12367	257	10.1	18.7							

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034

Customer Number: 0115405338

Page: 25 of 35

Period Starting: 01/01/2025

Period Ending: 31/01/2025

Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km	
								Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)
Cost Centre	25/01/25	04:44:34	SPEARWOOD	WA	6443	022950		ULT DSL	186.01	37.76	63.85	6.39	70.24	12669	302	12.5	23.3
	26/01/25	05:17:26	SPEARWOOD	WA	6443	022970		ULT DSL	186.01	31.33	52.98	5.30	58.28	12972	303	10.3	19.2
	27/01/25	04:39:49	SPEARWOOD	WA	6443	022996		ULT DSL	190.16	25.27	43.68	4.37	48.05	13212	240	10.5	20.0
	28/01/25	04:56:53	SPEARWOOD	WA	6443	023010		ULT DSL	190.16	32.03	55.37	5.54	60.91	13534	322	9.9	18.9
	29/01/25	04:47:45	SPEARWOOD	WA	6443	023061		ULT DSL	190.16	28.39	49.08	4.91	53.99	13821	287	9.9	18.8
								DIESEL		831.16	1374.66	137.48	1512.14				
							TOTAL	THIS PERIOD		831.16	1,374.66	137.48	1,512.14		7275	11.4	20.8
								YEAR TO DATE		831.16	1,374.66	137.48	1,512.14		6972	11.9	21.7
								DIESEL		831.16	1374.66	137.48	1512.14				
							TOTAL	THIS PERIOD		831.16	1,374.66	137.48	1,512.14		7275	11.4	20.8
							YEAR TO DATE		831.16	1,374.66	137.48	1,512.14		6972	11.9	21.7	
7050 15405338 03609 1GZL076 5711 WHITE NISSAN QASHQAI SUV	31/12/24	05:20:01	BIBRA LAKE	WA	7451	063726		ULP UNM	159.70 P	23.83	34.60	3.46	38.06	231093	180	13.2	21.1
	21/01/25	20:18:56	COCKBURN CENTRAL	WA	7395	069592		ULP UNM	167.70 P	22.31	34.01	3.40	37.41	231240	147	15.2	25.4
	23/01/25	20:02:04	COCKBURN CENTRAL	WA	7395	069746		ULP UNM	174.38	46.29	73.38	7.34	80.72	231607	367	12.6	22.0
	25/01/25	18:10:37	BIBRA LAKE	WA	7451	065570		ULP UNM	173.70 P	39.89	62.99	6.30	69.29	231945	338	11.8	20.5
	27/01/25	23:15:09	SPEARWOOD	WA	6443	023007		ULP UNM	169.70 P	52.69	81.28	8.13	89.41	232369	424	12.4	21.1
	30/01/25	15:02:14	SUCCESS	WA	5992	019759		ULP UNM	173.19	44.88	70.66	7.07	77.73	232695	326	13.8	23.8
								M/S		229.89	356.92	35.70	392.62				
							TOTAL	THIS PERIOD		229.89	356.92	35.70	392.62		1782	12.9	22.0
								YEAR TO DATE		229.89	356.92	35.70	392.62		1602	14.4	24.5
Cost Centre								M/S		229.89	356.92	35.70	392.62				
							TOTAL	THIS PERIOD		229.89	356.92	35.70	392.62		1782	12.9	22.0
								YEAR TO DATE		229.89	356.92	35.70	392.62		1602	14.4	24.5
7050 15405338 04565 11FA295 5722 FORD RANGER WHITE	01/01/25	04:53:16	SUCCESS	WA	5992	018768		ULT DSL	178.75	35.51	57.70	5.77	63.47	21433	292	12.2	21.7
	04/01/25	17:46:31	COCKBURN CENTRAL	WA	7395	068796		ULT DSL	180.75	70.24	115.42	11.54	126.96	22052	619	11.3	20.5
	05/01/25	17:34:48	BIBRA LAKE	WA	7451	063946		ULT DSL	175.90 P	31.74	50.75	5.08	55.83	22349	297	10.7	18.8
	06/01/25	05:17:35	SPEARWOOD	WA	6443	022394		ULT DSL	179.98	14.74	24.12	2.41	26.53	22464	115	12.8	23.1
	09/01/25	12:25:48	BIBRA LAKE	WA	7451	064291		ULT DSL	177.90 P	51.19	82.79	8.28	91.07	22921	457	11.2	19.9
	10/01/25	04:58:48	COCKBURN CENTRAL	WA	7395	069012		ULT DSL	181.98	25.12	41.55	4.16	45.71	23168	247	10.2	18.5
	13/01/25	17:04:20	BIBRA LAKE	WA	7451	064571		ULT DSL	178.90 P	72.47	117.86	11.79	129.65	23834	666	10.9	19.5
	14/01/25	17:31:52	BIBRA LAKE	WA	7451	064671		ULT DSL	179.90 P	34.91	57.09	5.71	62.80	24162	328	10.6	19.1
	16/01/25	18:34:06	BIBRA LAKE	WA	7451	064831		ULSD G10	178.90 P	67.96	110.53	11.05	121.58	24784	622	10.9	19.5
	17/01/25	22:35:50	SPEARWOOD	WA	6443	022723		ULT DSL	182.60	32.98	54.75	5.47	60.22	25098	314	10.5	19.2
	20/01/25	23:34:53	SPEARWOOD	WA	6443	022795		ULT DSL	186.01	56.42	95.41	9.54	104.95	25608	510	11.1	20.6
	24/01/25	17:30:48	BIBRA LAKE	WA	7451	065524		ULT DSL	187.90 P	37.24	63.61	6.36	69.97	25926	318	11.7	22.0

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/01/2025 Period Ending: 31/01/2025

Page: 26 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km				
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)			
Cost Centre	25/01/25	17:32:34	BIBRA LAKE	WA	7451	065569	ULT DSL	187.90 P	19.11	32.65	3.26	35.91	26081	155	12.3	23.2			
							DIESEL		549.63	904.23	90.42	994.65							
							TOTAL	THIS PERIOD	549.63	904.23	90.42	994.65					4940	11.1	20.1
							YEAR TO DATE	549.63	904.23	90.42	994.65								
								DIESEL	549.63	904.23	90.42	994.65							
	TOTAL	THIS PERIOD	549.63	904.23	90.42	994.65	4940	11.1	20.1										
	YEAR TO DATE	549.63	904.23	90.42	994.65														
	7050 15405338 04474 11BU371 5732 FORD RANGER WHITE	05/01/25	12:12:48	BIBRA LAKE	WA	7451	063941	ULSD G10	172.90 P	49.25	77.41	7.74	85.15	59657	477	10.3	17.9		
				COCKBURN CENTRAL	WA	7395	000027	ULT DSL	180.75	21.65	35.57	3.56	39.13	59882	225	9.6	17.4		
				COCKBURN CENTRAL	WA	7395	068922	ULT DSL	181.98	36.08	59.69	5.97	65.66	60269	387	9.3	17.0		
BIBRA LAKE				WA	7451	064319	ULT DSL	177.90 P	50.12	81.05	8.11	89.16	60761	492	10.2	18.1			
SPEARWOOD				WA	6443	022534	ULT DSL	179.98	40.12	65.65	6.56	72.21	61107	346	11.6	20.9			
SPEARWOOD				WA	6443	022572	ULT DSL	179.98	40.32	65.97	6.60	72.57	61454	347	11.6	20.9			
COCKBURN CENTRAL				WA	7395	000374	ULT DSL	184.60	18.89	31.70	3.17	34.87	61628	174	10.9	20.0			
SUCCESS				WA	5992	039905	ULT DSL	182.60	18.87	31.33	3.13	34.46	61783	155	12.2	22.2			
BIBRA LAKE				WA	7451	064967	ULT DSL	182.90 P	68.14	113.30	11.33	124.63	62517	734	9.3	17.0			
SUCCESS				WA	5992	019390	ULT DSL	186.01	45.90	77.62	7.76	85.38	62986	469	9.8	18.2			
20/01/25		16:38:48	COCKBURN CENTRAL	WA	7395	069594	ULT DSL	188.01	27.69	47.33	4.73	52.06	63272	286	9.7	18.2			
			BIBRA LAKE	WA	7451	017312	ULT DSL	187.90 P	39.59	67.63	6.76	74.39	63633	361	11.0	20.6			
			COCKBURN CENTRAL	WA	7395	069860	ULT DSL	188.01	35.56	60.78	6.08	66.86	63929	296	12.0	22.6			
			BIBRA LAKE	WA	7451	065616	ULT DSL	187.90 P	34.28	58.55	5.86	64.41	64236	307	11.2	21.0			
			BIBRA LAKE	WA	7451	065732	ULT DSL	187.90 P	22.07	37.70	3.77	41.47	64452	216	10.2	19.2			
			SUCCESS	WA	5992	019762	ULT DSL	190.16	37.33	64.54	6.45	70.99	648248						
			DIESEL		585.86	975.82	97.58	1073.40											
			TOTAL	THIS PERIOD	585.86	975.82	97.58	1,073.40	5272	11.1	20.4								
			YEAR TO DATE	585.86	975.82	97.58	1,073.40												
			Cost Centre			5732				DIESEL		585.86	975.82	97.58	1073.40				
TOTAL	THIS PERIOD	585.86								975.82	97.58	1,073.40	5272	11.1	20.4				
YEAR TO DATE	585.86	975.82								97.58	1,073.40								
7050 15405338 04334 1HWC304 5742 WHITE FORD RANGER	28/01/25	12:44:48	BIBRA LAKE	WA	7451	065673	ULT DSL	187.90 P	62.90	107.45	10.74	118.19	116603	515	12.2	22.9			



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/01/2025 Period Ending: 31/01/2025

Page: 27 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km							
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)						
Cost Centre			5742				DIESEL	62.90	107.45	10.74	118.19											
						TOTAL	THIS PERIOD YEAR TO DATE	62.90	107.45	10.74	118.19		515	12.2	22.9							
							DIESEL	62.90	107.45	10.74	118.19											
						TOTAL	THIS PERIOD YEAR TO DATE	62.90	107.45	10.74	118.19		515	12.2	22.9							
						7050 15405338 04581	02/01/25	02:18:11	SUCCESS	WA	5992	039473	ULT DSL	178.75	52.57	85.43	8.54	93.97	61600	551	9.5	17.1
						1ICB466 5762	03/01/25	05:00:45	SPEARWOOD	WA	6443	022332	ULT DSL	178.75	42.46	69.00	6.90	75.90	62019	419	10.1	18.1
						WHITE FORD RANGER	05/01/25	04:20:33	SPEARWOOD	WA	6443	022372	ULT DSL	178.75	63.21	102.72	10.27	112.99	62590	571	11.1	19.8
							06/01/25	12:36:53	BIBRA LAKE	WA	7451	016811	ULSD G10	172.90 P	33.19	52.17	5.22	57.39	62894	304	10.9	18.9
							07/01/25	04:36:16	COCKBURN CENTRAL	WA	7395	000093	ULT DSL	181.98	24.92	41.23	4.12	45.35	63114	220	11.3	20.6
							08/01/25	05:01:11	BIBRA LAKE	WA	7451	064147	ULT DSL	177.90 P	35.39	57.24	5.72	62.96	63480	366	9.7	17.2
Cost Centre			5762				08/01/25	23:36:28	SUCCESS	WA	5992	039684	ULT DSL	179.98	25.05	40.98	4.10	45.08	63670	190	13.2	23.7
							09/01/25	23:35:33	SUCCESS	WA	5992	039728	ULT DSL	179.98	23.96	39.20	3.92	43.12	63856	186	12.9	23.2
							11/01/25	17:42:27	BIBRA LAKE	WA	7451	064472	ULT DSL	178.90 P	60.20	97.91	9.79	107.70	65413	1557	3.9	6.9
							12/01/25	17:47:06	BIBRA LAKE	WA	7451	064492	ULT DSL	178.90 P	30.81	50.11	5.01	55.12	64798			
							14/01/25	20:01:48	BIBRA LAKE	WA	7451	064676	ULT DSL	179.90 P	55.70	91.09	9.11	100.20	65333	535	10.4	18.7
							15/01/25	22:12:23	COCKBURN CENTRAL	WA	7395	069279	ULT DSL	184.60	22.00	36.92	3.69	40.61	65531	198	11.1	20.5
							16/01/25	23:30:21	SUCCESS	WA	5992	039991	ULT DSL	182.60	21.48	35.65	3.57	39.22	65720	189	11.4	20.8
							19/01/25	05:44:30	COCKBURN CENTRAL	WA	7395	069444	ULSD G10	183.60	73.74	123.07	12.31	135.38	66462	742	9.9	18.2
							20/01/25	05:41:42	BIBRA LAKE	WA	7451	064997	ULSD G10	179.90 P	42.09	68.84	6.88	75.72	66834	372	11.3	20.4
							22/01/25	02:27:56	SPEARWOOD	WA	6443	022840	ULT DSL	186.01	75.69	127.99	12.80	140.79	67501	667	11.3	21.1
Cost Centre			5762				22/01/25	17:07:22	SPEARWOOD	WA	6443	022877	ULT DSL	186.01	23.98	40.55	4.06	44.61	67722	221	10.9	20.2
							24/01/25	05:37:22	BIBRA LAKE	WA	7451	065440	ULT DSL	187.90 P	32.33	55.23	5.52	60.75	68083	361	9.0	16.8
							26/01/25	17:36:17	BIBRA LAKE	WA	7451	065591	ULT DSL	187.90 P	44.90	76.70	7.67	84.37	68582	499	9.0	16.9
							28/01/25	05:17:35	SPEARWOOD	WA	6443	023011	ULT DSL	190.16	51.80	89.55	8.95	98.50	69092	510	10.2	19.3
													DIESEL	835.47	1381.58	138.15	1519.73					
						TOTAL	THIS PERIOD YEAR TO DATE	835.47	1,381.58	138.15	1,519.73		8658	9.6	17.6							
													DIESEL	835.47	1381.58	138.15	1519.73					
						TOTAL	THIS PERIOD YEAR TO DATE	835.47	1,381.58	138.15	1,519.73		8658	9.6	17.6							
						7050 15405338 03807	22/01/25	15:34:54	SOUTH FREMANTLE	WA	9802	017894		ULT DSL	186.01	73.00	123.45	12.34	135.79	49097	757	9.6
1HFK120 5971																						
WHITE FORD RANGER UTILITY																						

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338
Period Starting: 01/01/2025 Period Ending: 31/01/2025

Page: 28 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 154005338 04524 11DY275 6531 MINOR PLANT - MITSUB TRITON	07/01/25	09:57:42	NAVAL BASE	WA	7770	034381	DIESEL		73.00	123.45	12.34	135.79			
							TOTAL		73.00	123.45	12.34	135.79		757	9.6
							YEAR TO DATE		73.00	123.45	12.34	135.79		757	9.6
							DIESEL		73.00	123.45	12.34	135.79			
							TOTAL		73.00	123.45	12.34	135.79		757	9.6
							YEAR TO DATE		73.00	123.45	12.34	135.79		757	9.6
							ULP UNM	158.70 P	19.46	28.07	2.81	30.88	0		
							M/S		19.46	28.07	2.81	30.88			
							TOTAL		19.46	28.07	2.81	30.88			
							YEAR TO DATE		19.46	28.07	2.81	30.88			
Cost Centre 7050 90000768 61508 1GTR837 6611 WHITE MITSUBISHI TRITON	02/01/25 09/01/25 13/01/25 16/01/25 22/01/25 26/01/25 30/01/25	07:58:52 07:34:39 07:37:25 08:52:02 11:47:27 13:58:04 08:52:03	COCKBURN CENTRAL BIBRA LAKE SUCCESS COCKBURN CENTRAL BIBRA LAKE MINDARIE BIBRA LAKE	WA WA WA WA WA WA WA	7395 7451 5992 7395 7451 7737 7451	068670 016878 019128 000520 065305 029871 017465	ULSD G10	180.75	52.29	85.93	8.59	94.52	37735	597	8.8
							ULSD G10	174.90 P	43.02	68.40	6.84	75.24	38375	640	6.7
							ULSD G10	182.60	54.21	89.99	9.00	98.99	38839	464	11.7
							ULSD G10	184.60	61.11	102.55	10.26	112.81	39497	658	9.3
							ULSD G10	185.90 P	52.61	88.91	8.89	97.80	40102	605	8.7
							ULSD G10	188.01	48.70	83.24	8.32	91.56	40639	537	9.1
							ULSD G10	187.90 P	52.54	89.75	8.97	98.72	41216	577	9.1
							DIESEL		364.48	608.77	60.87	669.64			
							TOTAL		364.48	608.77	60.87	669.64		4078	8.9
							YEAR TO DATE		364.48	608.77	60.87	669.64		4078	8.9
Cost Centre 7050 90000768 73651 11MB584 6681 WHITE FORD RANGER	13/01/25 28/01/25	09:53:56 09:04:26	COCKBURN CENTRAL BIBRA LAKE	WA WA	7395 7451	069161 065644	ULSD G10	184.60	65.86	110.52	11.05	121.57	1306		
							ULSD G10	187.90 P	63.81	109.00	10.90	119.90	1968	662	9.6
							DIESEL		364.48	608.77	60.87	669.64			
							TOTAL		364.48	608.77	60.87	669.64		4078	8.9
							YEAR TO DATE		364.48	608.77	60.87	669.64		4078	8.9
							DIESEL		364.48	608.77	60.87	669.64			
							TOTAL		364.48	608.77	60.87	669.64		4078	8.9
							YEAR TO DATE		364.48	608.77	60.87	669.64		4078	8.9
							ULSD G10	184.60	65.86	110.52	11.05	121.57	1306		
							ULSD G10	187.90 P	63.81	109.00	10.90	119.90	1968	662	9.6

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034

Customer Number: 0115405338

Page: 29 of 35

Period Starting: 01/01/2025

Period Ending: 31/01/2025

Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km			
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)		
Cost Centre 7050 90000768 77884 1GGP946 6911 SILVER HYUNDAI I30 HATCH	06/01/25 20/01/25	16:02:34 14:32:17	PARMELIA SUCCESS	WA WA	6178 5992	000548 046767		DIESEL	129.67	219.52	21.95	241.47						
							TOTAL	THIS PERIOD	129.67	219.52	21.95	241.47		662	19.6	36.5		
							YEAR TO DATE	129.67	219.52	21.95	241.47		662	19.6	36.5			
								DIESEL	129.67	219.52	21.95	241.47						
							TOTAL	THIS PERIOD	129.67	219.52	21.95	241.47		662	19.6	36.5		
							YEAR TO DATE	129.67	219.52	21.95	241.47		662	19.6	36.5			
Cost Centre 7050 15405338 04441 1IAN776 6931 WHITE FORD RANGER	21/01/25	08:58:01	BIBRA LAKE	WA	7451	065138		ULP UNM	163.70 P	39.44	58.69	5.87	64.56	57441				
								ULP UNM	170.70 P	41.83	64.91	6.49	71.40	57945	504	8.3	14.2	
								M/S		81.27	123.60	12.36	135.96					
							TOTAL	THIS PERIOD	81.27	123.60	12.36	135.96		504	16.1	27.0		
							YEAR TO DATE	81.27	123.60	12.36	135.96		504	16.1	27.0			
								M/S		81.27	123.60	12.36	135.96					
Cost Centre 7050 15405338 04433 1IAN778 6941 WHITE FORD RANGER	16/01/25	09:17:06	BIBRA LAKE	WA	7451	017088		ULT DSL	185.90 P	71.38	120.64	12.06	132.70	13120		630	11.3	21.1
								DIESEL		71.38	120.64	12.06	132.70					
							TOTAL	THIS PERIOD	71.38	120.64	12.06	132.70		630	11.3	21.1		
							YEAR TO DATE	71.38	120.64	12.06	132.70		630	11.3	21.1			
								DIESEL		71.38	120.64	12.06	132.70					
							TOTAL	THIS PERIOD	71.38	120.64	12.06	132.70		630	11.3	21.1		
YEAR TO DATE	71.38	120.64	12.06	132.70		630	11.3	21.1										



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034 Customer Number: 0115405338 Page: 30 of 35

Period Starting: 01/01/2025 Period Ending: 31/01/2025 Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km									
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)								
Cost Centre			6941				DIESEL		73.81	122.05	12.21	134.26												
							TOTAL	THIS PERIOD	73.81	122.05	12.21	134.26		749	9.9	17.9								
							YEAR TO DATE		73.81	122.05	12.21	134.26		749	9.9	17.9								
							DIESEL		73.81	122.05	12.21	134.26												
							TOTAL	THIS PERIOD	73.81	122.05	12.21	134.26		749	9.9	17.9								
							YEAR TO DATE		73.81	122.05	12.21	134.26		749	9.9	17.9								
7050 15405338 04615 11HH589 6961 WHITE FORD RANGER UTE	10/01/25 20/01/25	10:50:42 12:59:04	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	016929 017205	ULSD G10	175.90 P	64.80	103.62	10.36	113.98	9430	735	8.8	15.5								
							ULSD G10	181.90 P	61.98	102.49	10.25	112.74	10061	631	9.8	17.9								
							DIESEL		126.78	206.11	20.61	226.72												
							TOTAL	THIS PERIOD	126.78	206.11	20.61	226.72		1366	9.3	16.6								
							YEAR TO DATE		126.78	206.11	20.61	226.72		1366	9.3	16.6								
							DIESEL		126.78	206.11	20.61	226.72												
							TOTAL	THIS PERIOD	126.78	206.11	20.61	226.72		1366	9.3	16.6								
							YEAR TO DATE		126.78	206.11	20.61	226.72		1366	9.3	16.6								
							Cost Centre	6961		BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA WA	7451 7451 7451 7451 7451 7451 7451 7451 7451 7451 7451 7451 7451 7451 7451 7451 7451	063899 064043 064252 064442 064585 065009 065255 065405 065627 065834		ULSD G10	172.90 P	48.59	76.37	7.64	84.01	548	17	285.8	494.2
															ULSD G10	174.90 P	19.29	30.67	3.07	33.74	560	12	160.8	281.2
ULSD G10	174.90 P	33.80	53.75	5.37	59.12	574									14	241.4	422.3							
ULSD G10	175.90 P	34.03	54.42	5.44	59.86	588									14	243.1	427.6							
ULSD G10	176.90 P	33.56	53.97	5.40	59.37	601									13	258.2	456.7							
ULSD G10	181.90 P	50.21	83.03	8.30	91.33	616									15	334.7	608.9							
ULSD G10	182.90 P	43.19	71.81	7.18	78.99	631									15	287.9	526.6							
ULSD G10	184.90 P	29.66	49.85	4.99	54.84	643									12	247.2	457.0							
ULSD G10	184.90 P	30.86	51.87	5.19	57.06	653									10	308.6	570.6							
ULSD G10	184.90 P	29.59	49.74	4.97	54.71	777																		
DIESEL		352.78	575.48	57.55	633.03																			
TOTAL	THIS PERIOD	352.78	575.48	57.55	633.03										122	289.2	518.9							
YEAR TO DATE		352.78	575.48	57.55	633.03										122	289.2	518.9							



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: **0050188034**
Period Starting: **01/01/2025**

Customer Number: **0115405338**
Period Ending: **31/01/2025**

Page: 31 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 90000764 77594 1HHZ646 7454 MERC REAR LOADER - HOURS	02/01/25 06/01/25 08/01/25 10/01/25 10/01/25 10/01/25 13/01/25 14/01/25 15/01/25 20/01/25 22/01/25 24/01/25 29/01/25	09:51:50 06:25:52 08:01:54 06:34:36 06:38:38 06:40:26 12:10:12 15:11:37 15:00:30 06:21:56 06:57:01 09:38:37 06:21:47	BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA WA WA WA WA WA WA WA WA WA WA	7451 7451 7451 7451 7451 7451 7451 7451 7451 7451 7451 7451 7451	063819 063950 064169 064339 064341 064342 064544 064655 064740 065007 065267 065469 017411	DIESEL	352.78	575.48	57.55	633.03		122	289.2	518.9
							TOTAL								
							THIS PERIOD								
							YEAR TO DATE								
							ULT DSL	175.90 P	143.28	229.12	22.91	252.03	5937	19	754.1
							AdBlue	199.90 P	17.61	32.00	3.20	35.20	5948	11	160.1
							ULT DSL	175.90 P	90.44	144.62	14.46	159.08			
							ULT DSL	177.90 P	140.18	226.71	22.67	249.38	5965	17	824.6
							ULT DSL	178.90 P	69.97	113.80	11.38	125.18	5931		1466.9
							ULSD G10	175.90 P	109.06	174.40	17.44	191.84	777		
							ULT DSL	178.90 P	-69.97	-113.80	-11.38	-125.18	5931		
							AdBlue	199.90 P	16.36	29.73	2.97	32.70	6000		
							ULT DSL	178.90 P	161.39	262.48	26.25	288.73			
							ULT DSL	179.90 P	86.65	141.71	14.17	155.88	60010		
							AdBlue	199.90 P	6.99	12.70	1.27	13.97	1680		
							ULSD G10	176.90 P	56.59	91.01	9.10	100.11			
							ULT DSL	184.90 P	74.96	126.00	12.60	138.60	6026		
							ULT DSL	185.90 P	117.26	198.17	19.82	217.99	6041	15	781.7
							ULT DSL	187.90 P	154.62	264.12	26.41	290.53	6060	19	813.8
							AdBlue	199.90 P	21.59	39.24	3.92	43.16	6081	21	102.8
							ULSD G10	184.90 P	144.23	242.44	24.24	266.68			205.5
Cost Centre 7050 90000764 78311 1HHZ645 7473 MERC REAR LOADER - HOURS	04/01/25 07/01/25 09/01/25 11/01/25 14/01/25 20/01/25 22/01/25 23/01/25	06:33:22 06:19:15 06:19:05 06:32:09 06:19:37 06:25:42 06:20:59 15:06:13	BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE BIBRA LAKE	WA WA WA WA WA WA WA	7451 7451 7451 7451 7451 7451 7451	063900 064044 016864 064443 064587 065010 065258 065406	ADBLUE	62.55	113.67	11.36	125.03		102	1314.9	2388.1
							DIESEL								
							TOTAL								
							THIS PERIOD								
							YEAR TO DATE								
							ULSD G10	172.90 P	82.66	129.93	12.99	142.92	9300		
							AdBlue	199.90 P	18.70	33.98	3.40	37.38	6316		
							ULSD G10	174.90 P	97.24	154.61	15.46	170.07			
							ULSD G10	174.90 P	103.64	164.79	16.48	181.27	6329	13	797.2
							ULSD G10	175.90 P	96.26	153.93	15.39	169.32	90722		1394.4
							ULSD G10	176.90 P	104.70	168.37	16.84	185.21	636		
							ULSD G10	181.90 P	94.81	156.78	15.68	172.46	6372		
							ULSD G10	182.90 P	104.28	173.39	17.34	190.73	7389	1017	10.3
							AdBlue	199.90 P	23.52	42.75	4.27	47.02	6401		18.8
							ULSD G10	184.90 P	62.67	105.35	10.53	115.88			

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/01/2025

Customer Number: 0115405338
Period Ending: 31/01/2025

Page: 32 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location		Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/ 100km	Cents /km		
								Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)					Total Inc GST (\$)	
Cost Centre	28/01/25 30/01/25	06:22:23 06:30:18	BIBRA LAKE	WA	7451	065629	ULSD G10	184.90	P	145.21	244.08	24.41	268.49	6416	15	968.1	1789.9	
			BIBRA LAKE	WA	7451	065836	ULSD G10	184.90	P	81.50	136.99	13.70	150.69	6428	12	679.2	1255.8	
							ADBLUE		42.22	76.73	7.67	84.40						
							DIESEL		972.97	1588.22	158.82	1747.04						
			7473				TOTAL	THIS PERIOD	1,015.19	1,664.95	166.49	1,831.44		1057	96.0	173.3		
						YEAR TO DATE	1,015.19	1,664.95	166.49	1,831.44		1057	96.0	173.3				
						ADBLUE		42.22	76.73	7.67	84.40							
						DIESEL		972.97	1588.22	158.82	1747.04							
							TOTAL	THIS PERIOD	1,015.19	1,664.95	166.49	1,831.44		1057	96.0	173.3		
							YEAR TO DATE	1,015.19	1,664.95	166.49	1,831.44		1057	96.0	173.3			
7050 15405338 00787 1DMM606 7602 WHITE IZUZU TRUCK	02/01/25 02/01/25 03/01/25 04/01/25 20/01/25 21/01/25 22/01/25 23/01/25	08:06:11 17:34:55 16:17:35 06:58:36 12:14:04 19:16:19 13:07:31 17:51:05	THE LAKES	WA	1903	046308	ULT DSL	178.75	117.34	190.68	19.07	209.75	60564	236	49.7	88.9		
			SUCCESS	WA	5992	039493	ULT DSL	178.75	68.52	111.35	11.13	122.48	60710	146	46.9	83.9		
			COCKBURN CENTRAL	WA	7395	068741	ULSD G10	179.75	92.71	151.50	15.15	166.65	60925	215	43.1	77.5		
			PIARA WATERS	WA	1110	002780	ULT DSL	178.90	74.77	121.60	12.16	133.76	61100	175	42.7	76.4		
			PIARA WATERS	WA	1110	022744	ULT DSL	182.90	40.97	68.12	6.81	74.93	61169	69	59.4	108.6		
			SUCCESS	WA	5992	040191	ULT DSL	186.01	43.36	73.33	7.33	80.66	61223	54	80.3	149.4		
			SUCCESS	WA	5992	019486	ULT DSL	186.01	40.90	69.16	6.92	76.08	61286	63	64.9	120.8		
			COCKBURN CENTRAL	WA	7395	069734	ULSD G10	187.01	46.73	79.45	7.94	87.39	61348	62	75.4	141.0		
							DIESEL		525.30	865.19	86.51	951.70						
							TOTAL	THIS PERIOD	525.30	865.19	86.51	951.70		1020	51.5	93.3		
Cost Centre							YEAR TO DATE	525.30	865.19	86.51	951.70		1020	51.5	93.3			
			7602					DIESEL		525.30	865.19	86.51	951.70					
								TOTAL	THIS PERIOD	525.30	865.19	86.51	951.70		1020	51.5	93.3	
								YEAR TO DATE	525.30	865.19	86.51	951.70		1020	51.5	93.3		
	7050 90000764 78337 1GHM244 7701 UD REAR LOADER - HOURS	31/12/24 09/01/25 11/01/25 15/01/25 22/01/25 29/01/25	12:24:49 06:19:04 06:34:45 06:19:58 06:29:45 06:25:09	BIBRA LAKE	WA	7451	063754	ULSD G10	172.90	P	89.98	141.44	14.14	155.58	109935	250	36.0	62.2
				BIBRA LAKE	WA	7451	064253	ULSD G10	174.90	P	162.53	258.42	25.84	284.26	4277			
				BIBRA LAKE	WA	7451	064444	ULSD G10	175.90	P	77.22	123.48	12.35	135.83	4289	12	643.5	1131.9
				BIBRA LAKE	WA	7451	064689	ULSD G10	176.90	P	115.41	185.60	18.56	204.16	4301	12	961.8	1701.3
				BIBRA LAKE	WA	7451	065261	ULT DSL	185.90	P	139.44	235.65	23.57	259.22	4308	7	1992.0	3703.1
BIBRA LAKE				WA	7451	017412	ULSD G10	184.90	P	119.95	201.63	20.16	221.79	4311	3	3998.3	7393.0	

BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034
Period Starting: 01/01/2025

Customer Number: 0115405338
Period Ending: 31/01/2025

Page: 33 of 35
Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 03757 1HDS430 7922 WHITE FORD RANGER UTILITY	21/01/25	09:48:24	BIBRA LAKE	WA	7451	065150	DIESEL		704.53	1146.22	114.62	1260.84			
							TOTAL		704.53	1,146.22	114.62	1,260.84		284	444.0
							YEAR TO DATE		704.53	1,146.22	114.62	1,260.84		34	3708.4
							DIESEL		704.53	1146.22	114.62	1260.84			
							TOTAL		704.53	1,146.22	114.62	1,260.84		284	444.0
							YEAR TO DATE		704.53	1,146.22	114.62	1,260.84		34	3708.4
							ULT DSL	185.90 P	66.83	112.95	11.29	124.24	77214	699	17.8
							DIESEL		66.83	112.95	11.29	124.24			
							TOTAL		66.83	112.95	11.29	124.24		699	17.8
							YEAR TO DATE		66.83	112.95	11.29	124.24		699	17.8
Cost Centre 7050 15405338 04243 1HTF631 7952 WHITE FORD RANGER UTILITY	14/01/25	10:15:38	BIBRA LAKE	WA	7451	017002	DIESEL		66.83	112.95	11.29	124.24			
							TOTAL		66.83	112.95	11.29	124.24		699	17.8
							YEAR TO DATE		66.83	112.95	11.29	124.24		699	17.8
							ULT DSL	179.90 P	62.77	102.65	10.27	112.92	18511	638	17.7
							DIESEL		62.77	102.65	10.27	112.92			
							TOTAL		62.77	102.65	10.27	112.92		638	17.7
							YEAR TO DATE		62.77	102.65	10.27	112.92		638	17.7
							DIESEL		62.77	102.65	10.27	112.92			
							TOTAL		62.77	102.65	10.27	112.92		638	17.7
							YEAR TO DATE		62.77	102.65	10.27	112.92		638	17.7
Cost Centre 7050 15405338 02601 1GIR690 7961 WHITE MITSUBISHI TRITON UTE	07/01/25 24/01/25	06:36:45 13:14:02	BIBRA LAKE BIBRA LAKE	WA WA	7451 7451	064051 017345	ULSD G10	174.90 P	45.04	71.61	7.16	78.77	49950	252	31.3
							ULSD G10	184.90 P	44.41	74.65	7.46	82.11	53065		



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034Customer Number: 0115405338Page: 34 of 35

Period Starting: 01/01/2025Period Ending: 31/01/2025Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)	Total Inc GST (\$)			
Cost Centre 7050 15405338 02635 1GJF670 7981 WHITE HYUNDAI I30 HATCH	06/01/25	12:12:17	BIBRA LAKE	WA	7451	063984	DIESEL		89.45	146.26	14.62	160.88			
							TOTAL		89.45	146.26	14.62	160.88		252	35.5
							YEAR TO DATE		89.45	146.26	14.62	160.88		252	35.5
							DIESEL		89.45	146.26	14.62	160.88			
							TOTAL		89.45	146.26	14.62	160.88		252	35.5
							YEAR TO DATE		89.45	146.26	14.62	160.88		252	35.5
							ULSD G10	172.90 P	41.47	65.18	6.52	71.70	61036		
							DIESEL		41.47	65.18	6.52	71.70			
							TOTAL		41.47	65.18	6.52	71.70			
							YEAR TO DATE		41.47	65.18	6.52	71.70			
Cost Centre 7050 90000764 78345 1IGU560 8401 SCHAFER ART LOADER - HOURS	04/01/25 10/01/25 14/01/25 24/01/25 28/01/25	06:50:02 06:41:05 15:14:54 06:30:29 06:27:26	BIBRA LAKE	WA	7451	063902 064343 064656 017316 065630	DIESEL		41.47	65.18	6.52	71.70			
							TOTAL		41.47	65.18	6.52	71.70			
							YEAR TO DATE		41.47	65.18	6.52	71.70			
							ULT DSL	175.90 P	44.49	71.15	7.11	78.26	555	197	22.6
							ULT DSL	178.90 P	69.97	113.80	11.38	125.18	582	27	259.1
							ULT DSL	179.90 P	65.44	107.03	10.70	117.73	607	25	261.8
							ULT DSL	187.90 P	70.97	121.23	12.12	133.35	634	27	262.9
							ULT DSL	187.90 P	37.79	64.55	6.46	71.01	646	12	314.9
							DIESEL		288.66	477.76	47.77	525.53			
							TOTAL		288.66	477.76	47.77	525.53		288	100.2
Cost Centre 7050 15405338 02593 OTHER Other OTHER	07/01/25	09:23:56	BIBRA LAKE	WA	7451	064082	YEAR TO DATE		288.66	477.76	47.77	525.53		288	100.2
							DIESEL		288.66	477.76	47.77	525.53			
							TOTAL		288.66	477.76	47.77	525.53		288	100.2
							YEAR TO DATE		288.66	477.76	47.77	525.53		288	100.2
							ULP UNM	157.70 P	18.32	26.26	2.63	28.89	125712		



BP Australia Pty Ltd
A.B.N. 53 004 085 616
GPO Box 1621
MELBOURNE VIC 3001

BP Plus
Fleet Control Report

Account Enquiries: BP Accounts Receivable Telephone: 1800 225 527



CITY OF COCKBURN
Accounts Payable (Invoice Only) PO
067775
PO Box 1215
BIBRA LAKE DC PRIVATE BOXES WA
6965

CITY OF COCKBURN

Account Number: 0050188034

Customer Number: 0115405338

Page: 35 of 35

Period Starting: 01/01/2025

Period Ending: 31/01/2025

Date: 31/01/2025

Card Number Vehicle/Driver	Date	Time	Purchase Location	Site No.	Receipt Number	Customer Reference	Product/Service					Odo meter (km)	KM Span	Litres/100km	Cents /km
							Description	CPL Price	Litres	Total Exc GST (\$)	GST (\$)				
Cost Centre 7050 15405338 04102 WASTE Waste WASTE	15/01/25	13:40:34	BIBRA LAKE WA	7451	064732		M/S	18.32	26.26	2.63	28.89				
						TOTAL	THIS PERIOD	18.32	26.26	2.63	28.89				
						YEAR TO DATE	18.32	26.26	2.63	28.89					
							M/S	18.32	26.26	2.63	28.89				
						TOTAL	THIS PERIOD	18.32	26.26	2.63	28.89				
						YEAR TO DATE	18.32	26.26	2.63	28.89					
Cost Centre WASTE	15/01/25	13:40:34	BIBRA LAKE WA	7451	064732		ULSD G10	176.90 P	48.02	77.23	7.72	84.95	518		
							DIESEL	48.02	77.23	7.72	84.95				
						TOTAL	THIS PERIOD	48.02	77.23	7.72	84.95				
						YEAR TO DATE	48.02	77.23	7.72	84.95					
							DIESEL	48.02	77.23	7.72	84.95				
						TOTAL	THIS PERIOD	48.02	77.23	7.72	84.95				
CUSTOMER TOTAL	15/01/25	13:40:34	BIBRA LAKE WA	7451	064732		ADBLUE	104.77	190.40	19.03	209.43				
							DIESEL	17391.88	28768.89	2876.88	31645.77				
							M/S	1123.47	1755.38	175.56	1930.94				
						GRAND TOTAL	THIS PERIOD	18,620.12	30,714.67	3,071.47	33,786.14		110425	16.9	30.6
							YEAR TO DATE	18,620.12	30,714.67	3,071.47	33,786.14		108476	17.2	31.1



14.3 Community and Place

Declarations

Type of Interest	Nature of Interest
Mayor Logan Howlett submitted an Indirect Financial Interest, pursuant to Section 5.61 of the Local Government Act 1995 for Item 14.3.1.	I have received a gift from Perth South West Metropolitan Alliance being a \$14,100 contribution towards the USA Delegation. Pursuant to Section 5.62(1)(e) of the Local Government Act 1995, they are considered a closely associated person to me.
Mr Daniel Simms submitted an Indirect Financial Interest, pursuant to Section 5.71A(1) of the Local Government Act 1995.	I received a gift from Perth South West Metropolitan Alliance being a \$14,100 contribution towards the USA Delegation. Pursuant to Section 5.62(1)(ec) of the Local Government Act 1995, they are considered a closely associated person to me.

14.3.1 (2025/MINUTE NO 0022) Perth South West Metropolitan Alliance Memorandum of Understanding

Executive	Director Community and Place
Author	Manager Advocacy and Engagement
Attachments	<ol style="list-style-type: none"> 1. Renewal Letter to City of Cockburn ↓ 2. PSWMA Corporate Governance Charter ↓

Officer Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich
That Council:

- (1) ACCEPTS the updated Perth South West Metropolitan Alliance Governance Charter 2024; and
- (2) AUTHORISES the Mayor and Chief Executive Officer to enter into the Memorandum of Understanding 2025/26 – 2030/31 on behalf of the Council.

CARRIED 7/0

Background

Since 1983, the Perth South West Metropolitan Alliance (PSWMA) (formerly the South West Group) has provided a platform for collaboration between the six local governments of the region, advancing regional priorities in a coordinated manner.

The PSWMA operates under a Governance Charter and Memorandum of Understanding (MOU), which require periodic endorsement to ensure the continuation of its operations.

Over the years, the PSWMA has demonstrated its value in addressing environmental, economic, and social priorities at a regional level through the combined strength of unity among Local Governments in the region.

A key role of the PSWMA is to provide a strong voice for the region and to make clear statements to the Government and/or relevant sectors on matters that affect the Local Governments in the region.

The City of Cockburn has been a foundation member of the PSWMA and will Chair the Alliance in 2026, as per the rotational arrangements embedded in the Governance Charter.

Submission

N/A

Report

History

The Perth South West Metropolitan Alliance (hereafter referred to as “PSWMA”) is a voluntary regional organisation of councils (VROC) comprised of the Cities of Cockburn, Fremantle, Kwinana, Melville and Rockingham and the Town of East Fremantle as the member local government authorities.

It was established in 1983 as the South West Group, to respond to high unemployment and slow regional growth by establishing a grouping of local government councils to work in partnership with the other spheres of government to promote the sustainable development of the South West Corridor.

Purpose

The PSWMA seeks to work with these six local governments and through cooperation with industry, community and the other spheres of government to capture a wide range of opportunities to enhance economic growth promote a resilient economy and contribute toward a diversity of quality lifestyles.

The PSWMA will be forward looking and influential in representing, supporting and promoting Local Government interests that facilitate both long term integrated planning and coordinated infrastructure development to improve the quality of life for residents of the South West Metropolitan Region.



Rotational Chair

The Chair of the PSWMA Board will be by annual rotation (calendar year) with the term commencing on 1 January each year. Similar arrangements will operate for the CEO Forum Chair. For the duration of this MOU, the arrangements will be as set out below:

Year	Chair Alliance	Deputy Chair Alliance	Chair CEO Forum	Deputy Chair CEO Forum
2025	Mayor City of Rockingham	Mayor City of Cockburn	CEO City of Rockingham	CEO City of Cockburn
2026	Mayor City of Cockburn	Mayor Town of East Fremantle	CEO City of Cockburn	CEO Town of East Fremantle
2027	Mayor Town of East Fremantle	Mayor City of Fremantle	CEO Town of East Fremantle	CEO City of Fremantle
2028	Mayor City of Fremantle	Mayor City of Kwinana	CEO City of Fremantle	CEO City of Kwinana
2029	Mayor City of Kwinana	Mayor City of Melville	CEO City of Kwinana	CEO City of Melville
2030	Mayor City of Melville	Mayor City of Rockingham	CEO City of Melville	CEO City of Rockingham
2031	Mayor City of Rockingham	Mayor City of Cockburn	CEO City of Rockingham	CEO City of Cockburn

Assets

PSWMA does not hold any assets and operates with the facilitation of the City of Kwinana. This includes the use of the City of Kwinana facilities and technology.

Activities and travel

The Board and PSWMA director are currently focused on the Federal election campaign and leveraging opportunities to highlight required investment in the region. Capitalising on the local announcements for Westport and Defence investment, PSWMA is advocating for improved planning outcomes and specific capital infrastructure upgrades to major roads and freight networks.

There are presently no resolutions indicating Board member travel. If the Board resolves to undertake a travel delegation, the cost will be covered by PWSMA.

Strategic Plans/Policy ImplicationsLocal 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.

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

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive, and connected community.

- A safe and healthy community that is socially connected.

City Growth and Moving Around

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

- An integrated, accessible and improved transport network.
- 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

The member Councils agree to support the operations of the PSWMA for the six years from 1 July 2025 to 30 June 2031.

The annual membership cost for the City of Cockburn is \$126,063 ex-GST, adjusted annually according to the calculations defined in the Corporate Governance Charter.

Additional contributions may be otherwise budgeted by the City of Cockburn for activities and specified programs, including contributions to the Natural Resource Management (NRM) group that are excluded from the membership fee above.

Withdrawal from the arrangement is defined in the Charter at item 3.1.9 and requires at least 12-months' notice, during which time membership fees must be paid if they fall due.

Legal Implications

The Current MOU expires on 30 June 2025, however the City has not provided an indication as to its intention to renew or withdraw.

The Perth South West Metropolitan Alliance is not a legal entity and currently operates under the City of Kwinana.

Community Consultation

N/A

Risk Management Implications

The City has been a long-term partner in the PSWMA and the growing commercial and industrial development in the region requires a strong and unified approach to government relations.

By remaining in the PSWMA, the City of Cockburn can leverage the regional advocacy opportunities and ensure that the best interests of Cockburn residents and ratepayers is considered.

The current MOU with PSWMA will extinguish on 30 June 2025.



If, after entering into the new MOU, the City withdraws from the agreement within the operating period of the agreement, notice shall be given immediately to trigger the 12-month withdrawal period, however membership fees for the year must still be paid if they fall due. Membership of the proposed MOU shall expire on 30 June 2031.

In withdrawing from the PWSMA, the City of Cockburn will not be represented as part of the unified approaches to Government and its agencies. This may be detrimental in the AUKUS related discussions and infrastructure pre-planning currently underway and will require the City to procure additional resources to lobby on these matters.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil





PERTH SOUTH WEST Metropolitan Alliance

Tuesday, 18 February 2025

Mr Daniel Simms
Chief Executive Officer
City of Cockburn
PO Box 1215
BIBRA LAKE DC WA 6965

Dear Mr Simms,

PSWMA Governance Charter and MOU

Since 1983, the Perth South West Metropolitan Alliance (formerly the South West Group) has provided a platform for collaboration between the six local governments of the region, advancing regional priorities in a coordinated manner.

The Alliance operates under a Governance Charter and Memorandum of Understanding (MOU), which require periodic endorsement to ensure the continuation of its operations.

Over the years, the Alliance has demonstrated its value in addressing environmental, economic, and social priorities at a regional level. By working together, the region has been able to advocate more effectively and achieve better outcomes. With the anticipated growth and development of the Perth South West corridor in the coming decades, maintaining this collaborative model has never been more important.

Major projects—including AUKUS, Westport, the future of Fremantle and the Western Trade Coast, and the Women and Babies Hospital—position the region for unprecedented economic investment and population growth. The challenges and opportunities associated with these developments are best managed through regional collaboration rather than a purely localised approach to economic and social uplift.

Attached is a copy of the updated Governance Charter and MOU, which were endorsed by the Board at its December 2024 meeting. The agreement remains largely consistent with the previous version, with the following key updates:

- References to the South West Group have been replaced with the Perth South West Metropolitan Alliance.
- The agreement term has been extended from five years to six years, allowing each council to chair the Alliance at least once within the term.
- The prescribed post-council reimbursements have been adjusted to a flat 5% of income to account for inflation.
- Provisions covering conflicts of interest and disclosures have been removed, recognising that the Alliance Board and staff are already bound by the Local Government Act.

I appreciate Council's time and consideration of these documents to provide certainty for the way forward, noting that the current agreement expires in June 2025.

Yours sincerely,

Warwick Carter
Director



Page 1 of 1

PO Box 21, Kwinana WA 6966 • Suite 13, 11 Stidworthy Court, Kwinana WA 6167
Tel: (08) 9439 0244 • www.perthsouthwest.com.au



**PERTH
SOUTH WEST**
Metropolitan Alliance

CORPORATE GOVERNANCE CHARTER

PERTH SOUTH WEST METROPOLITAN ALLIANCE

December 2024
Version 7

Restrictions

This document may be released to any party on the authority of the Director.

Acknowledgement

This Charter uses material from the Corporate Governance Charters of Silver Chain, Care Options and the City of Cockburn.





CORPORATE GOVERNANCE CHARTER

Version History

No	Date	Date Approved	Resolution	Effective Date
1	February 2010		Modified by CEO Forum and the Board	
2	June 2010	14 June 2010	Approved by the Board	14 June 2010
3	February 2011	14 February 2011	Approved by the Board	14 February 2011
4	May 2015		Modified by the Board	
5	August 2015	3 August 2015	Approved by the Board	3 August 2015
6	November 2019	2 December 2019	Approved by the Board	2 December 2019
7	December 2024	2 December 2024	Approved by the Board	





CORPORATE GOVERNANCE CHARTER

LE

TABLE OF CONTENTS

1	INTRODUCTION	4
2	GOVERNANCE ROLES	5
2.1	Role of the Board	5
2.2	Board Structure	6
2.3	Role of Individual Board Members	6
2.4	Board Members' Code of Conduct	6
2.4.1	Code of Conduct Principles	7
2.4.2	Confidential Information	7
2.5	Role of the Chair	8
2.6	Role of the Director	8
2.7	Administrative Arrangements	9
3	BOARD PROCESSES	10
3.1	Board Meetings	10
3.1.1	Meeting Frequency and Attendees	10
3.1.2	Board Meeting Agenda	10
3.1.3	Board Papers	10
3.1.4	Board Minutes	10
3.1.5	Board Decision and Compliance Timetable	11
3.1.6	Memorandum of Understanding	11
3.1.7	Board Proceedings and Dispute Resolution	11
3.1.8	Audit and Review	12
3.1.9	Withdrawal from the agreement	12
3.2	Committees	12
3.2.1	CEO Forum	12
3.2.2	Committees and Sub Committees	12
3.3	Key Board Functions	13
3.3.1	Delegation of Authority	13
3.3.2	Monitoring	13
3.3.4	Advice	13
3.3.5	Contacts	13
3.3.6	Director Evaluation and Annual Performance Review	13
4	BOARD MEMBER PROTOCOLS	14
4.1	Obtaining Information	14
4.2	Access to Information	14
4.3	Insurance Arrangements	14
4.4	Board Evaluation	14
4.5	Board Member Development	14
4.6	Board Member Induction	14
	APPENDIX A – CODE OF CONDUCT	16
	APPENDIX B – ADMINISTRATIVE ARRANGEMENTS	22
	APPENDIX C – MEMORANDUM OF UNDERSTANDING	23
	APPENDIX D – ROBERT'S RULES	27



CORPORATE GOVERNANCE CHARTER

1 INTRODUCTION

The Perth South West Metropolitan Alliance (hereafter referred to as "the Alliance") is a voluntary regional organisation of councils (VROC) comprised of the Cities of Cockburn, Fremantle, Kwinana, Melville and Rockingham and the Town of East Fremantle as the member local government authorities.

It was established in 1983 as the South West Group, to respond to high unemployment and slow regional growth by establishing a grouping of local government councils to work in partnership with the other spheres of government to promote the sustainable development of the South West Corridor.

The Alliance seeks to work with these six local governments and through cooperation with industry, community and the other spheres of government to capture a wide range of opportunities to enhance economic growth promote a resilient economy and contribute toward a diversity of quality lifestyles.

The Alliance will be persuasive, forward looking and influential in representing, supporting and promoting Local Government interests that facilitate both long term integrated planning and coordinated infrastructure development to improve the quality of life for residents of the South West Metropolitan Region.

Governance has become an increasingly important concept and impacts on all sectors of the community including industry and government. The practice of good governance requires that there is a clear understanding of roles and responsibilities, systems to provide for internal and external accountability and that decisions are taken in the interests of stakeholders.

The Alliance Board has adopted this Corporate Governance Charter to set out its governance principles and policies as they relate to the respective roles, responsibilities and authorities of the Board and of management as to the direction, performance and control of the Alliance and its affiliated bodies.



2 GOVERNANCE ROLES

2.1 Role of the Board

The Board is responsible for and has the authority to determine the policy, practices, management and operations of the Alliance and shall work towards a secure and long term future of the organisation by:

- 1 In conjunction with management:
 - 1.1. Determining the Alliance Vision, providing directions in the context of the South West Metropolitan Region's strategic needs and ensuring the plans encompass the Vision
 - 1.2. Setting the short and long term goals for the Alliance
 - 1.3. Determining the framework governing the operations of the Alliance from which the Memorandum of Understanding, all operational policies and actions are developed
 - 1.4. Identifying areas of risk to the sustainability of the Alliance and ensuring arrangements are in place to adequately manage those risks
- 2 Approving the Annual Work Plan, operating plans, annual and long term budgets.
- 3 Monitoring the financial operations of the Alliance.
- 4 Approving items of capital expenditure in accordance with approval limits.
- 5 Ensuring organisational compliance with laws, regulations and statutory requirements including environmental and occupational health and safety requirements.
- 6 In conjunction with the CEO Forum, appointing the Director and responding to issues reported to the Board regarding the Director's performance as required.
- 7 Deciding what matters are to be delegated to specific Board members or management and what controls are to be put in place to monitor the operation of delegated powers. This includes the delegation of authority to the Director.
- 8 Undertaking succession planning for the Director.
- 9 In conjunction with the CEO Forum, endorsing the key terms and conditions of senior management appointments.
- 10 Approving significant internal and external communications policies.
- 11 Ensuring a sound and transparent link with key stakeholders, both internal and external.
- 12 Promoting and considering opportunities for cooperative service delivery and positive working relationships amongst member local governments.
- 13 Establishing and detailing the powers and functions of all Board Committees.



CORPORATE GOVERNANCE CHARTER

2.2 Board Structure

It is essential that the Board structure provides for strong regional cooperation and equitable involvement by all member local governments.

The Alliance will be managed by a Board consisting of the Mayor and the CEO of each member local government authority.

Board members are ex officio and their appointments are for the same term for which they hold office. If a Board member for whatever reason is not exercising the authority of Mayor or CEO in their respective local government authority, they are also excluded from participating as a Board member of the Alliance.

To further assist Board members in their deliberations and to facilitate regional development, the Board establishes Committees and Sub-committees which report directly to the Board.

The Committees and Sub-committees of the Alliance currently in operation include:

- 1 CEO Forum
- 2 Planning and Technical Directors Forum
- 3 Corporate Services Directors Forum
- 4 South West Environmental Reference Forum
- 5 Economic Development Forum

The Board approves the ongoing operation and role statements for Alliance Committees and Sub-committees on an annual basis.

The Alliance is also affiliated with, and provides administrative support to, the South West Corridor Development and Employment Foundation Incorporated (SWCDEF) – by the Director or delegate performing the role of SWCDEF Secretary.

2.3 Role of Individual Board Members

Each Board member is accountable for the successful operation of the Alliance including:

- 1 Contributing as an individual Board member to ensure that the Board effectively carries out its role as set out in Clause 2.1.
- 2 Complying with the agreed provisions of the Memorandum of Understanding.
- 3 Complying with the Board members' Code of Conduct at all times.
- 4 Being forthright in Board meetings, requesting information, raising any relevant issue, fully canvassing all aspects of any issue confronting the Alliance and voting on any resolution in the best interests of the region.
- 5 Understanding the business risks facing the Alliance and the mechanisms in place to manage such risks.
- 6 Providing advice to the Director when appropriate.
- 7 Disclosing to the Chair any potential conflicts of interest.
- 8 Disclosing in writing to the Board any related party transactions.
- 9 Acting in a manner to and with staff that creates respect and a sense of leadership and team approach.

2.4 Board Members' Code of Conduct

The Alliance Board has adopted and has agreed to be bound by the Code of Conduct (refer to Appendix A).



CORPORATE GOVERNANCE CHARTER

2.4.1 Code of Conduct Principles

A Board member:

- 1 Must act honestly, in good faith and in the best interests of the Alliance and the region as a whole.
- 2 Has a duty to use due care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
- 3 Must use the powers of office for a proper purpose, in the best interests of the Alliance and the region as a whole.
- 4 Must recognise that his or her primary responsibility is to the Alliance but should, where appropriate, have regard for the interests of all stakeholders of the organisation.
- 5 Must not make improper use of information acquired as a Board member.
- 6 Must not take improper advantage of the position of Board member.
- 7 Must not allow personal interests, or the interests of any associated person, to conflict with the interests of the Alliance.
- 8 Has an obligation to be independent in judgement and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board.
- 9 Should not engage in conduct likely to bring discredit to the Alliance.
- 10 Has an obligation, at all times, to comply with the spirit, as well as the letter of the law and with the principles of the adopted Code of Conduct.
- 11 Shall attend as many meetings as practicable and provide for a fully briefed delegate acceptable to the Chair when absent from scheduled meetings.

2.4.2 Confidential Information

Confidential information received by a Board member in the course of the exercise of Board duties remains the property of the Alliance and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the Alliance, or the person from whom that information is provided, or is required by law.



2.5 Role of the Chair

The Chair will:

- 1 In conjunction with the Chair of the CEO Forum, provide guidance to the Director.
- 2 Ensure that the Board acts efficiently and effectively and provides leadership to the Alliance.
- 3 Ensure that the Board has the right balance of participation and discussion.
- 4 Chair Board Meetings and operate in the manner identified in the MOU.
- 5 In consultation with the Director and the CEO Forum, establish the agenda for Board meetings.
- 6 Establish a clear understanding with the Director on their respective roles when communicating with the media, outside sources and the general community.
- 7 Represent the policy positions agreed by the Alliance.
- 8 Lead Alliance Mayoral Delegations and tours.
- 9 Resolve disputation involving Board members or the Director relating to the operation and resourcing of the Board.

The position of Chair will be filled by annual rotation by Alliance Mayors according to the following rolling schedule:

Rockingham 2025
 Cockburn 2026
 Town of East Fremantle 2027
 Fremantle 2028
 Kwinana 2029
 Melville 2030

The Deputy Chair will be the Mayor who will next Chair the Alliance.

2.6 Role of the Director

The Director will be appointed by the CEO Forum, in conjunction with the Board, and will be responsible for the on-going management of the Alliance in accordance with the strategies, policies and programs approved by the Board to achieve agreed goals.

The Director's responsibilities will include:

- 1 Developing, with the Board:
 - 1.1 A consensus for the Alliances' Mission, Vision, Values and strategic direction
 - 1.2 Plans that encompass the Mission, Vision and Values
 - 1.3 Short and long term goals for the Alliance
 - 1.4 The framework governing the operations of the Alliance and
 - 1.5 Information resources and promotional material
- 2 Establishing programs and initiatives to implement the Alliances' Mission, Vision and Values.
- 3 Ensuring sound operational and financial performance in accordance with the strategic plans and budgets.



CORPORATE GOVERNANCE CHARTER

- 4 Establishing an appropriate framework for risk management.
- 5 Providing strong leadership to, and effective management of, the Alliance in order to:
 - 5.1. Encourage co-operation and teamwork and
 - 5.2. Build and maintain staff morale and a sense of allegiance to the Alliance
- 6 Recommending to the CEO Forum the key terms and conditions of appointment of contractors and consultants.
- 7 Signing agreements and contracts with third parties in accordance with Board approval.
- 8 Keeping the Board informed, at an appropriate level, of all activities of the Alliance and its affiliated bodies through a written report to the Board meeting and at other times when appropriate or necessary.
- 9 Maintaining a sound working relationship and dialogue with all relevant government departments, statutory authorities, associations, health and medical providers and other groups and bodies having relevance to the Alliance.
- 10 Maintaining a high profile for the Alliance in the general community by maintaining good public relations with all media.
- 11 The level of supervision, delegations and Extent of Authority for the Director is as follows:
 - 11.1 The Director will receive supervision from the Chair of the CEO Forum and the CEO of the host local government
 - 11.2 Delegations include \$100,000 where the project or activity has been explicitly approved by the Alliance Board or \$10,000 where the project or activity is clearly consistent with the Strategic Plan, Board Policy or Annual Work Plan
 - 11.3 Sponsorship approval is limited to \$2,000
 - 11.4 Travel approval is limited to \$2,000
 - 11.5 Engagement of contractors and consultants limited to \$10,000 per annum for each instance and subject to the above project limitations in aggregate

2.7 Administrative Arrangements

1. The Alliance administrative arrangements and office support for the Director will be provided by a "Host Council", being one of the member Councils. The administrative arrangements include Executive Assistant support functions, office accommodation, communication equipment and computer support.
2. The City of Kwinana currently is the Host Council, however this function may be provided by another member Council depending upon availability of office accommodation and other matters.
3. Given that the Alliance is not a legal entity, the Host Council is delegated by the Board as the "Employer" of the Director Alliance and administers the Director's Contract of Employment.
4. An outline of provisional costs associated with the Host Council arrangement are provided in Appendix B, noting these are subject to negotiation with the Board, Director and Host Council and therefore may change through mutual agreement.



3 BOARD PROCESSES

3.1 Board Meetings

3.1.1 Meeting Frequency and Attendees

Unless otherwise determined, the Board will meet on a quarterly basis.

Three Board members or the Chair can convene a Board meeting.

Seven Board members constitute a quorum.

Attendees will comprise Board members, the Chair of the South West Corridor Development and Employment Foundation Incorporated, the Director and the Executive Officer. Only Board members have voting rights.

The meeting dates and times for Board, committee and sub-committee meetings are approved annually by the Board through the adoption of a Meeting Planner.

3.1.2 Board Meeting Agenda

The Director, in consultation with the Chair and the CEO Forum, will prepare the agenda for each meeting.

Items on the agenda will generally include the items listed below:

- 1 Confirmation of the minutes of previous meeting
- 2 Committee minutes
- 3 Budget Report
- 4 Director's Report on priorities identified in the work plan
- 5 Items for Decision
- 6 General Business

3.1.3 Board Papers

The Director is responsible for the circulation of Board papers to Board members at a working week prior to the meeting. Papers should clearly indicate whether a resolution of the Board is required and should include the recommended resolution.

As a minimum, the Board papers must contain:

- 1 The minutes of the previous meeting
- 2 Agenda items with recommendations, and for information.
- 3 Finance Report
- 4 Director's Report

3.1.4 Board Minutes

The minutes must contain a brief review of the discussion at the meeting and record the resolutions adopted by the Board.

Board members who dissent can ask to have their decision noted in the minutes.

**CORPORATE GOVERNANCE CHARTER**

The Director will maintain a complete set of papers for each Board meeting at the Alliance principal office. Draft (unapproved) minutes will be circulated by email within ten working days of the Board meeting and formally considered at the next Board meeting.

3.1.5 Board Decision and Compliance Timetable

Prior to the commencement of each calendar year, the Director will provide Board members with a Decision and Compliance Timetable outlining key decision dates for the forthcoming year.

Key decision dates for compliance issues include:

- 1 Approval Role Statements for Alliance Committees and Sub-committees
- 2 Financial contributions from member Councils
- 3 Annual budget for Alliance
- 4 Adoption of Decision and Compliance Timetable
- 5 Commission of Annual Financial Audit
- 6 Approval to publish Annual Report
- 7 Adoption of Annual Meeting Planner
- 8 Adoption of Director's Annual Work Plan

3.1.6 Memorandum of Understanding

The Board members will enter into a Memorandum of Understanding that establishes resources and funding requirements to support the Alliance, Chair and Deputy Chair rotations, contributed funds or 'member equity' reporting and the terms of the agreement.

The Memorandum of Understanding will be based on a six-year commitment to ensure the strategic focus and regional activities of the Alliance can be undertaken with a level of certainty and timeframes consistent with the Director's Contract of Employment.

The Memorandum of Understanding is provided in Appendix C.

3.1.7 Board Proceedings and Dispute Resolution

Decisions of the Board will be made by resolution with Robert's Rules used as a guide to procedure (refer to Appendix D).

It is recognised that from time to time it may not be possible for the Board to reach a consensus position on a potentially conflicting issue that may disadvantage one or more of its member local government authorities. The Chair will in the first instance seek to resolve a potentially conflicting issue or dispute involving Members of the Board or the Director.

The Board may reach a conclusion that it is not in the best interests of the Alliance to pursue further dialogue or establish a position on a particular matter or issue.

This approach accepts that the differing views expressed by member Councils, or established through member Council resolutions, should be respected and that the solidarity and unity of members is a core value and paramount for the ongoing and effective operation of the Alliance. In accordance with this philosophy, decisions on such contentious issues will be dealt with through consensus, rather than by voting to achieve a majority position, to protect the membership of the Alliance.

In the limited cases where it is not possible for the Alliance to adopt a regional perspective and position on a particular issue or proposal, the Board will maintain a neutral position on the issue or matter and defer any stakeholder interest on the issue or matter to the respective member Council.

**CORPORATE GOVERNANCE CHARTER**

Any disputes involving the Director Alliance will be dealt with in accordance with the Director's Contract of Employment.

3.1.8 Audit and Review

The Board will ensure that the Alliance and the South West Corridor Development and Employment Foundation are the subject of independent review by a qualified auditor each year.

The South West Corridor Development and Employment Foundation is an independent association whose accounts are managed externally and therefore appoints its auditor according to the rules of association contained in its Constitution.

3.1.9 Withdrawal from the agreement

A member council may at any time give notice of its intention to withdraw from the Alliance. The member council intending to withdraw from the Alliance must notify the Chair in writing no later than one year before its intended withdrawal.

The withdrawal of the member council shall take effect from the end of the financial year following the date that it provides written notice of its intention to withdraw. For example, a member council could provide written notice of its intention to withdraw in June 2026 – the withdrawal would take effect at the end of the financial year following, on 1 July 2027.

3.2 Committees**3.2.1 CEO Forum**

The CEO Forum comprises the CEO's of all member local government authorities.

The role of the CEO Forum is to:

1. Provide advice on finances of the Alliance
2. Oversee the employment and activities of the Director Alliance
3. Provide a forum to progress and resolve complex or controversial regional issues
4. Provide advice on areas of member local government activity to be assessed for potential shared service assessment
5. Consider future agenda items for the Alliance Board
6. Consider future project activity, policies and procedures for the Alliance
7. Undertake the annual performance review of the Director Alliance and report on the review outcome to the Board.

The CEO Forum is to be chaired on annual rotation from its members in a manner aligned to the rotation of the Alliance Chair.

The CEO Forum's Role Statement is reviewed and adopted annually by the Alliance Board.

3.2.2 Committees and Sub Committees

The Board may establish Committees and Sub-committees to assist it carry out its role.

The Committees and Sub-committees of the Alliance currently in operation include:

- 1 CEO Forum
- 2 Planning and Technical Directors Forum
- 3 South West Environmental Reference Forum
- 4 Economic Development & Advocacy Forum

**CORPORATE GOVERNANCE CHARTER**

The Membership and Role Statements for the Committees and Sub-committees are reviewed and adopted annually by the Alliance Board. Other Forums and/or Committees may be established to support delivery of the Strategic Plan and work plan, with the approval of the Board.

3.3 Key Board Functions**3.3.1 Delegation of Authority**

The Board empowers the Director to manage the affairs of the Alliance within a wide range of authorities that are defined in his role as Director but within specified constraints as determined from time to time.

3.3.2 Monitoring

To assist the Board in carrying out its role, the Board will monitor the performance of the Alliance by reference to:

- 1 Key performance indicators as defined in the Director's work plan.
- 2 Key compliance reports including audited statements

3.3.3 Strategy Formulation

The Board's role in the strategic planning process is one of input, review and approval on an annual basis.

3.3.4 Advice

A key aspect of each Board member's duties is to feedback for the Director and his or her ideas.

Board members should provide frank and honest advice to the Director.

Where appropriate, Board members should recommend possible alternative advisors with skills to assist the Board in dealing with specific issues.

3.3.5 Contacts

Board members are expected, where possible and appropriate, to further the Alliance's interests with outside contacts and networks.

3.3.6 Director Evaluation and Annual Performance Review

The Chair of the CEO Forum and Host CEO will evaluate and discuss with the Director his or her performance on an annual basis as part of an Annual Performance Review process, usually on the anniversary of Director's appointment, and report to the Board accordingly. This will include consultation with the CEO Forum.



4 BOARD MEMBER PROTOCOLS

4.1 Obtaining Information

Generally, Board members should only seek information on an issue involving Alliance directly from a staff member, contractor or consultant with the knowledge of the Director, Chair of the CEO Forum or Board Chair.

4.2 Access to Information

The Director must hold a set of Board papers for Board members to access for a period of seven years. Board members are entitled to access these papers on request.

Former Board members are entitled to access Board papers dated up to and including the date they ceased to be a Board member for a period of seven years after such date.

4.3 Insurance Arrangements

The Alliance does not maintain Director's and Officer's Insurance for each Board member as the activities as members of the Alliance are consistent with their roles as Mayor or CEO and therefore covered by member Council insurance policies.

The Host Council, as the delegated employer of the Director Alliance, is to include the Director under its Director's and Officer's Insurance during the period he or she is employed and for 7 years after the date on which he or she ceased to be a Director.

4.4 Board Evaluation

On an annual basis the Board will discuss and evaluate its performance and undertake a review of the Alliance through the Annual Report process.

4.5 Board Member Development

Board members are encouraged and expected, to undergo continued professional and self-development.

4.6 Board Member Induction

Induction of new Board members into their role on the Alliance Board will entail:

- 1 The Director and/or Chair discussing the responsibilities, conduct and contribution expectations of Board members with the new Board members.
- 2 Advising new Board members of this Corporate Governance Charter, the Memorandum of Understanding and relevant strategic documents.
- 3 Providing guidelines on Board processes.
- 4 Providing background information on and contact information for key people in the Alliance including an outline of their roles and capabilities.
- 5 The Director providing an industry background briefing and give the new Board members a package consisting of:

CORPORATE GOVERNANCE CHARTER

- 5.1. Key performance indicators
- 5.2. Last year's Annual Report
- 5.3. Current strategic directions
- 5.4. Relevant brochures and advertising material
- 5.5. Corporate Governance Charter
- 5.6. Memorandum of Understanding



APPENDIX A – CODE OF CONDUCT

Perth South West Metropolitan Alliance CODE OF CONDUCT

OBJECTIVES

The Board is the body responsible for administration of the Alliance as a voluntary regional organisation of Councils. It is in the best interests of the constituent local governments, the local community, as well as the public in general that a Code of Conduct applies to the operation of the Alliance and is approved by the Board.

The public and constituent local governments are entitled to expect that:

- the business of the Alliance and its affiliated bodies will be conducted with efficiency, impartially and with integrity;
- Members and employees will obey the spirit and letter of the law and, in particular, the provisions of all relevant statutes, ordinances, regulations and instruments;
- duty to the public will always be given absolute priority over the private interests of Members and employees.

The Code does not override or affect the legislation applicable to local government. It provides a guide and a basis of expectations for Alliance Board Members, committee members, members of affiliated bodies, the Director and employees and encourages a commitment to ethical and professional behaviour.

DEFINITIONS

In this Agreement:

Act means the *Local Government Act 1995*.

Affiliated body means entities supported by the Alliance or who operate in conjunction with the Alliance such as the South West Corridor Development Foundation Inc.

CEO means Chief Executive Officer of the Host Local Government.

Chair of the Chief Executive Officer Forum means the Executive appointed by the Members of the Alliance Board to that position.

Council means any Council (as defined in the Act) of the Local Government comprising the Alliance.

Director means the Director of the Alliance.

Confidential Information means any and all confidential information, data, reports, operations, know-how, accounts, dealings, records, materials, plans, statistics, finances or other documents and things (other than a document or thing which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of the Alliance or any undertaking from time to time carried out by the Alliance and Local Governments.

Host Local Government means: the local government housing the Director and staff of the Alliance. At the time of signing this contract, the Host Local Government is the City of Kwinana.



CORPORATE GOVERNANCE CHARTER

Intellectual Property means any and all intellectual property belonging to the Local Government including:

- (a) patents, copyright (including all copyright in software), registered designs, registered and unregistered trade marks, rights to have information kept confidential, processes, inventions, improvements, innovations, modifications and discoveries, whether or not capable of being secured, registered or protected by any means; and
- (b) any application or right to apply for registration of any of the rights referred to in paragraph (a); and
- (c) the Director's Intellectual Property.

Local Government means any of the Local Governments (as defined in the s1.4 of the Act) comprising the Alliance.

Member means any member of a Alliance Board, committee, working group or affiliated body.

Perth South West Metropolitan Alliance means the City of Cockburn, Town of East Fremantle, City of Fremantle, City of Kwinana, City of Melville and City of Rockingham as a voluntary regional organisation of Councils operating through the Host Council.

Perth South West Metropolitan Alliance Board means the Mayors and Chief Executive Officers of member local governments of the Alliance or persons formally appointed to act in those positions.

Policies means all guidelines, policies, practices and procedures of the Alliance and Local Governments as varied from time to time.

POLICY STATEMENT

CONFLICT AND DISCLOSURE OF INTEREST

1. Conflict of Interest

- a) Members, the Director and employees will ensure that there is no actual (or perceived) conflict or incompatibility between their personal interests and the impartial fulfillment of their public or professional duties.
- b) The Director and employees will not engage in private work without the consent of the Chair of the Chief Executive Officer Forum.
- c) The Director and employees will lodge written notice with the Chair of the Chief Executive Officer Forum describing an intention to undertake a dealing in land within the district or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- d) The Director and employees who exercise recruitment or other discretionary functions will make disclosure before dealing with relatives or close friends and should disqualify themselves from dealing with those persons.
- e) The Director and employees will refrain from partisan political activities that could cast doubt on the neutrality and impartiality of employees acting in their professional capacity.

**CORPORATE GOVERNANCE CHARTER****2. Disclosure of Interest**

- a) Members, the Director and employees will adopt the principles of disclosure of financial interest and impartiality interest as contained within the Act and the Local Government (Administration) Regulations.
- b) Whenever disclosure is required by legislation, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully, and in writing to the Chair of the meeting prior to the meeting. In cases of urgency disclosure of an interest should be made orally at the start of the meeting and confirmed in writing.

PERSONAL BENEFIT**3. Use of Confidential Information**

- a) Members, the Director and employees will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways in which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.
- b) Information of a confidential nature will not be communicated until it is no longer regarded as confidential.
- c) Members requesting information of a legal or sensitive nature shall make written application setting out reasons for requesting the document to the Director, accompanied by a Declaration of Interest that may be relevant or appropriate.
- d) The Freedom of Information rules shall apply at all times.
- e) Legal opinions can be read, but copies will not be provided.
- f) Members accessing Alliance records shall do so in the presence of the Director or his nominee, and in accordance with such procedures as deemed appropriate by the Alliance Board.
- g) In accordance with obligations of fidelity to the organisation the Director will inform the relevant Chair of the committee of any request from any Member wishing to access information which, in the opinion of the Director, the Member has a conflict or financial interest in accordance with the relevant legislation.
- h) Members be aware of the Director's legal obligation to report matters (to the relevant government agency) involving improper use of, or access to, information as "serious improper conduct".

4. Intellectual Property

The title to intellectual property in all duties relating to contracts of employment will be assigned to the Alliance or Local Governments upon its creation unless otherwise agreed by separate contract.

5. Improper Use of Undue Influence

Members, the Director and employees will not take advantage of their position to improperly influence other Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

**CORPORATE GOVERNANCE CHARTER****6. Gifts and Bribery**

Members and Alliance Staff are bound by the Local Government Act rules relating to acceptance and disclosure of gifts, and should be noted in the relevant Local Government registers.

CONDUCT OF MEMBERS AND EMPLOYEES**7. Personal Behaviour**

a) Members, the Director and employees will:

- i) act, and be seen to act, properly and in accordance with the requirements of the law and terms of this Code;
- ii) perform their duties impartially and in the best interests of the Alliance and Local Governments, uninfluenced by fear or favour;
- iii) act in good faith (ie: honestly, for the proper purpose, and without exceeding their powers) in the interests of the Alliance and Local Governments and the community;
- iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- v) always act in accordance with their obligation of fidelity to the Alliance and Local Governments.

8. Honesty and Integrity

Members, the Director and employees will:

- a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- b) bring to the notice of the Alliance Chair or the relevant Committee Chair any dishonesty on the part of any other Member and, in the case of an employee, to the Director.
- c) be frank and honest in their official dealing with each other.

9. Performance of Duties

While on duty, employees will give their whole time and attention to Alliance business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Alliance and Local Governments.

10. Compliance with Lawful Orders

- a) Employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Director.
- b) Employees will give effect to the lawful policies of the Alliance and Local Governments, whether or not they agree with or approve of them.



CORPORATE GOVERNANCE CHARTER

11. Administrative and Management Practices

Members, the Director and employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Any Member, who wishes to raise a grievance in relation to the Code of Conduct shall first raise the matter with the Director, the Chair of the Chief Executive Officer Forum or the Alliance Board Chair.

Any employee who wishes to raise a grievance in relation to the Code of Conduct shall first raise the matter with the Director.

If the Director, the Chair of the Chief Executive Officer Forum or the Alliance Board Chair is unable to reach a satisfactory conclusion, then the matter is to be submitted to the Alliance Board for determination. Any member of the Alliance Board who is a party to a grievance process shall be ineligible to sit on the Board whilst it is acting as a grievance panel. The proceedings of the Alliance Board sitting as a grievance panel shall be confidential.

The Alliance Board may also convene a separate grievance panel which shall be comprised according to resolution of the Alliance Board. However, any member of the grievance panel found to be in breach of the Code of Conduct shall be ineligible to sit on the grievance panel for a period determined by the Alliance Board.

Should the grievance panel be unable to reach a satisfactory conclusion, then the matter may be submitted to the Alliance Board for determination.

Should a Member have any grievance in relation to an Officer (other than the Director), then the Director shall be advised of the matter in a timely manner. The Director shall deal with all grievance issues involving staff members.

The Local Government Act provisions relating to financial and conflicts of interest shall apply.

Nothing in this procedure shall prevent a Member/Officer from reporting matters as required under the Corruption and Crime Commission Act 2003.

DEALING WITH ALLIANCE PROPERTY**12. Use of the Alliance Facilities, Funds, Employees and Equipment**

Members, the Director and employees will:

a) be scrupulously honest in their use of the Alliance or Local Governments' resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body. Resources are defined, for the purpose of this clause, as being funds, facilities, employees and equipment;

b) use the Alliance or Local Government resources entrusted to them effectively and economically in the course of their duties;

c) not use the Alliance or Governments' resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Director).



13. Travelling and Sustenance Expenses

Members and employees will only claim or accept travelling and sustenance expenses arising out of travel related to matters which have a direct bearing on the services, policies or business of the Alliance and Local Governments in accordance with Policy and the provisions of the Act.

14. Access to Information

Members, the Director and employees will ensure that Members are given access to all information necessary for them to properly perform their functions and responsibilities.

CORPORATE OBLIGATIONS

15. Communication with Community

- a) Members, the Director and employees will ensure that effective communication is promoted to the community, in order to achieve proper accountability and responsibility.
- b) Members, the Director and employees will respect the decision making process of the Alliance and ensure their effective implementation.

16. Communication and Public Relations

- a) All aspects of communication by employees (including verbal, written or personal), involving the Alliance and Local Governments activities should reflect the status and objectives of the Alliance and Local Governments. Communications should be accurate, polite and professional.
- b) The Alliance Board Chair or the Director will only make statements to the press on behalf of the Alliance.

This shall not prejudice an individual Member's right to express a personal opinion on issues of public interest.

17. Standard of Dress

Members, the Director and employees are expected to comply with neat and responsible dress standards at all times. The right to raise the issue of dress with individual employees is reserved.

18. Health, Well Being and Safety

Members, the Director and employees shall ensure that the premises used by the Alliance are adequate to ensure the health, safety and well being of their employees and members of the public.

19. Professional Advice

Members, the Director and other employees shall ensure that no restrictions are placed on the ability of employees to give professional advice to Alliance committees.

20. Entrepreneurial Activities

Members, the Director and employees should ensure that the Alliance impartially and properly assesses its own proposals for entrepreneurial activities, consistent with the scope and standard of the normal assessment of private subdivision, development and/or building applications.



APPENDIX B – ADMINISTRATIVE ARRANGEMENTS

ACTIVITY	ARRANGEMENT	FINANCIAL IMPLICATIONS	COMMENT
Staffing	Staff employed by the Host Council	Fully recouped	CEO Forum set Director Conditions and monitor performance
Accommodation, Computing and Financial Services	Provided by Host Council	Recouped through 5% charge on income for the Alliance	
Mobile Telephone	As per Director's Contract		
Travel	Approved by Host Council CEO	Paid by the Alliance	In consultation with the CEOs Forum Chair for interstate travel
Photocopying	Provided by Host Council	Fully recouped	
Credit Card	Provided by Host Council	Fully recouped	Supplied by Host Council - limit \$10,000

Director is employed under a fixed-term contract.

Additional Staff are employed under normal arrangements by the host Council and is funded by the Alliance.

Financial support services for the Alliance are provided by the host Council through their Financial Services.

Audit costs are directly paid by Alliance.



APPENDIX C – MEMORANDUM OF UNDERSTANDING

ALLIANCE

MEMORANDUM OF UNDERSTANDING

2025/26 – 2030/31

SIGNED XXXXXX

1. Introduction

The Perth South West Metropolitan Alliance (the Alliance) operates to represent the combined regional interests of its member Councils and their constituents in promoting growth and development of the South West Metropolitan Region of Perth. In particular member Councils accept that key infrastructure is best planned and promoted on a regional basis.

2. Alliance Board

The strategic direction and management of the Alliance will be subject to guidance and direction of a Board comprising the Mayors and Chief Executive Officers of member Councils.

In making any determination primary consideration will be given to the impact on the overall region rather than individual Council interests, subject to clause 3.1.7 of the Corporate Governance Charter regarding Board Proceedings and Dispute Resolution.

3. Vision and Mission

Local Governments in South West Metropolitan Region of Perth, through cooperation with industry, community and the other spheres of government seek to capture a wide range of opportunities to enhance economic growth and support a diversity of quality lifestyles for the benefit of the member Councils and their communities.

The partnership approach adopted by the Alliance will extend to maximising cooperation with each other and consideration of shared services and resources. Members of the Alliance commit to discuss major information technology acquisitions and initiatives to allow for common approaches to be adopted where feasible.

The Alliance will be persuasive, forward looking and influential in representing, supporting and promoting Local Government interests that affect the growth and sustainable development of South West Metropolitan Region of Perth.

4. Resources

The member Councils agree to support the operations of the Alliance for the six years from 1 July 2025 to 30 June 2031.

Member Councils will be levied according to the annual budget adopted by the Board. In accordance with a 2017 Board decision, the following formula is applied to determine annual membership fees:

- a) \$25,000 minimum fee, and
 - b) 22.95 cents per head of population, and
 - c) 22.95 cents per \$1,000 of operating revenue (from the most recent audited financial year statements), and
- Funding for work plan projects.



CORPORATE GOVERNANCE CHARTER

As an example, the table below shows the calculations for membership contributions for 2023/24 including total project funding of \$130,000.

MEMBER COUNCIL	(a + b + c) BASE CONTRIBUTION TOTAL	Equivalent member contribution % split	Contribution to project funding	MEMBERSHIP TOTAL 2024/25
City of Cockburn	\$95,547	23.47%	\$30,516	\$126,063
Town of East Fremantle	\$29,638	7.28%	\$9,466	\$39,104
City of Fremantle	\$53,195	13.07%	\$16,989	\$70,184
City of Kwinana	\$52,694	12.95%	\$16,830	\$69,524
City of Melville	\$79,913	19.63%	\$25,523	\$105,435
City of Rockingham	\$96,048	23.60%	\$30,676	\$126,724
TOTAL - Base member contribution	\$407,035	100.00%	\$130,000	\$537,035

5. Contributed funds

At the end of each financial year, a calculation will be made of the equity that notionally accrues to each member Council. The calculation will be based on the previous year's 'equivalent member % split'. The equity identified will be retained by the Alliance.

6. Chair of the Alliance Board

The Chair of the Alliance Board will be by annual rotation (calendar year) with the term commencing on 1 January each year. Similar arrangements will operate for the CEO Forum Chair. For the duration of this MOU, the arrangements will be as set out below:

Year	Chair Alliance	Deputy Chair Alliance	Chair CEO Forum	Deputy Chair CEO Forum
2025	Mayor City of Rockingham	Mayor City of Cockburn	CEO City of Rockingham	CEO City of Cockburn
2026	Mayor City of Cockburn	Mayor Town of East Fremantle	CEO City of Cockburn	CEO Town of East Fremantle
2027	Mayor Town of East Fremantle	Mayor City of Fremantle	CEO Town of East Fremantle	CEO City of Fremantle
2028	Mayor City of Fremantle	Mayor City of Kwinana	CEO City of Fremantle	CEO City of Kwinana
2029	Mayor City of Kwinana	Mayor City of Melville	CEO City of Kwinana	CEO City of Melville
2030	Mayor City of Melville	Mayor City of Rockingham	CEO City of Melville	CEO City of Rockingham
2031	Mayor City of Rockingham	Mayor City of Cockburn	CEO City of Rockingham	CEO City of Cockburn

7. Communications

Contact with the media on Alliance issues is the responsibility of the Chair and can be delegated to the Director or to an alternative arrangement as agreed by the Board.

8. Agreement

The undersigned member Councils of the Alliance agree to:

- Financially support the Alliance for the period 1 July 2025 to 30 June 2031.

**CORPORATE GOVERNANCE CHARTER**

- b) Actively participate in the Alliance Board, related committees, delegations and events.
- c) Consider issues and projects according to their regional impacts.
- d) Work cooperatively with other member Councils in promoting the growth and development of the South West Metropolitan Region and in the delivery of local government services.
- e) Where reasonable, allocate resources to support the activities of the Alliance.



CORPORATE GOVERNANCE CHARTER

XXXXXX

CITY OF COCKBURN

Mayor

CEO

TOWN OF EAST FREMANTLE

Mayor

CEO

CITY OF FREMANTLE

Mayor

CEO

CITY OF KWINANA

Mayor

CEO

CITY OF MELVILLE

Mayor

CEO

CITY OF ROCKINGHAM

Mayor

CEO





APPENDIX D – ROBERT'S RULES

Introduction to Robert's Rules of Order

The Rules of Order is a set of rules for conduct at Alliance Board meetings that allows for constructive debate and to make clear decisions.

The Alliance Board meeting procedure usually follows a fixed order of business. Below is a typical example:

1. Welcome
2. Attendance and apologies.
3. Minutes of last meeting.
4. Minutes of Sub Committees
5. Business Arising from Previous Meetings.
6. Director's Report.
7. Items to note or for discussion.
8. Items for Decision.
9. General Business.
10. Adjournment and next meeting.

The method used by Board members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual Board members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

The Director, Executive Officer and the SWCDeF Chair may only participate in discussion at the Alliance Board Meeting and may not move motions or vote.

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.



How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Address the Chair and wait until the Chair recognises you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chair will call for a second.
5. If there is no second to your motion it is lost.
6. The Chair States Your Motion
 - a. The Chair will say, "it has been moved and seconded that we ..." Thus placing your motion before the Board for consideration and action.
 - b. The Board then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the Board by the Chair it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favour of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chair.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chair.
8. Putting the Motion to the Board
 - a. The Chair asks, "Are you ready to vote on the motion?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous motion may be adopted.

Voting on a Motion:

There are five methods used to vote by the Alliance Board, they are:

1. **By Voice** -- The Chair asks those in favour to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. **By General Consent** -- When a motion is not likely to be opposed, the Chair says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
3. **By Division** -- This is a slight verification of a voice vote. It does not require a count unless the Chair so desires. Members raise their hands.
4. **By Ballot** -- Members write their vote on a slip of paper, this method is used when secrecy is desired.
5. **Flying Motion** -- The decision to use a Flying Motion is to be supported by at least two Members which allows a matter to be considered by email vote. A clear majority of responding members and a minimum of seven respondents is required for the matter to be approved.

Members may request that the matter not be put to the vote in accordance with clause 3.1.7 of the Corporate Governance Charter regarding Board Proceedings and Dispute Resolution.

14.4 Office of the CEO

14.4.1 (2025/MINUTE NO 0023) Minor Review of Delegations

Executive	Chief Executive Officer
Author	Manager Legal and Compliance
Attachments	1. City of Cockburn Register of Delegations - March 2025 (Tracked Changes) ↓

Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich
That Council:

- (1) ENDORSES the review of Delegations arising from the organisational review; and
- (2) ADOPTS the amended the Delegations Register as shown in Attachment 1.

CARRIED 7/0

Background

As a result of an organisational review, the City of Cockburn has changed the titles and positions of management positions within the organisation.

Council is requested to amend the Delegations Register to transfer delegations of authority from the previous position to the new position.

All other delegations are to remain the same.

Submission

N/A

Report

The City has undertaken an organisational review to ensure that its management structure is both efficient and effective. This minimises the cost of the City's management structure whilst ensuring effective delivery of services and projects.

Council has established a delegations register that provides appropriate levels of authority to officers to perform their roles.

Delegations are by position. Most delegations from Council are to the CEO. However, under the Bush Fires Act 1954, Public Health Act 2016, and the Food Act 2008, Council makes appointments directly to the officer.

Attachment 1 is an amended Delegations Register that reflects the changed positions. This includes both the direct Council appointments to the officer other than the CEO.



Strategic Plans/Policy ImplicationsListening and Leading

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

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

Budget/Financial Implications

Nil

Legal Implications

Ensuring delegations of authority match the new organisational structure will ensure officers can make lawful decision on behalf of the City.

Community Consultation

N/A

Risk Management Implications

There is a risk of business disruption if the City does not provide appropriate delegations of authority for officers to continue to perform their roles.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil





City of Cockburn Register of Delegations



www.cockburn.wa.gov.au

Modified March 2025

DECISION MAKING IN LOCAL GOVERNMENT

Local Governments in Western Australia make decisions through a structured framework established by the *Local Government Act 1995* and other relevant legislation.

The two primary decision-making bodies within local government are the Council, which serves as the principal decision-making entity, and the Chief Executive Officer (CEO), who holds specific functions as defined by the *Local Government Act*. Additional powers and functions may be delegated to these bodies by other legislation.

Legislation designates decision-making powers using specific terms that refer to the relevant entity, office, or individual. Interpreting the *Local Government Act 1995* is relatively straight forward, with "Local Government," typically referring to the governing body itself. Other legislation may use different terms but will often include a Local Government through definitions, such as "Permit Authority" in the *Building Act 2011* or "Enforcement Agency" in the *Food Act 2008*.

When legislation specifies "Local Government" for broad discretionary powers, the decision-making authority lies with the Council as the governing body. Conversely, when limited discretion is involved, this may be suitable for acting through administrative processes.

When the term "Council" is used, it indicates that the decision must be made by the Council, by resolution. Terms like "Prescribed Office" refer to specific roles assigned by legislation, such as the Mayor or CEO, where only the person in that role can perform the duties associated with it. For example, the Mayor presides over Council meetings as required by section 5.6 of the *Local Government Act 1995*. These duties cannot be performed by the Council or the CEO unless the CEO holds the prescribed office.

Legislation sometimes requires a person to be "authorised" to perform certain functions, with some provisions limiting this authorisation to local government employees, while others may allow contractors or non-employees to be authorised, depending on the legislation.

It is unreasonable and impossible for every decision to be fulfilled by the Council of a local government. This is why a number of Acts administered by local governments allow the peak decision-making body (Council) to delegate power to certain committees, its CEO, and in some cases employees or other persons.

DELEGATED AUTHORITY

Section 59 of the *Interpretation Act 1984* prescribes the overall framework for how delegated authority must be structured in Western Australian law.

Delegation Register

City of Cockburn

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 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.

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 delegations of authority contained within are made to Committees pursuant to Section 5.16 and to the Chief Executive Officer pursuant to Section 5.42 of the *Local Government Act 1995* (the Act) and, where listed, some of these functions are delegated by the Chief Executive Officer to City of Cockburn employees pursuant to Section 5.44 of the Act. All delegations made by the Council must be by an absolute majority decision.

Section 5.43 of the Act provides that the following are decisions that cannot be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority of the Council.
- Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.

ii

Delegation Register

City of Cockburn

- Any of the local government's powers under sections 5.98, 5.98A, 5.99 and 5.100 of the Act.
- Borrowing money on behalf of the local government.
- Hearing or determining an objection of a kind referred to in Section 9.5.
- The power under Section 9.49A (4) to authorise a person to sign documents on behalf of the local government.
- Any power or duty that requires the approval of the Minister or Governor.
- Such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if required.

A person to whom a duty or power is delegated under the Act is a 'designated employee' under s5.74(b) of the Act and is required to:

- disclose relevant interests
- complete a Primary Return
- complete Annual Returns

Although these requirements relate only to delegations under the Act, compliance requirements are applied uniformly to employees exercising delegated authority. Any sub delegations by the Chief Executive Officer will be updated in this register as and when required, without presentation to Council, as delegations of power by the Chief Executive Officer to employees are to be determined by the Chief Executive Officer.

ACTING THROUGH

Employees do not always need a delegation or authorisation to carry out their tasks and functions on behalf of the local government. A function may be undertaken through the "acting through" concept. This means the person fulfills or carries out a function and has no discretion/decision making, 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 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:

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.

iii

Delegation Register

City of Cockburn

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. The employee who has paid the account or issued the approval carried out the function, but did so at the direction of the employee who had the decision making or delegated authority to do so.

AUTHORISATIONS

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 authorisation appoints a person to an office prescribed in law (to perform functions of that office) or appoints a person to perform a specific function prescribed in law.

An authorised person cannot delegate their powers and duties to another person.

REGISTER OF DELEGATED AUTHORITY

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year. The Register is required to be publicly available and is published on the City’s website.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. All officers are required to maintain relevant records when exercising the power or discharge of duty delegated to them.

The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons 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.

Delegation Register

City of Cockburn

In addition to delegations made in accordance with the Act, a number of delegations are also made to the Chief Executive Officer, or directly to other officers in some instances, in accordance with the provisions of other legislation.

The aim of the delegated authority register is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the City's commitment to a strong customer service focus.

Each instrument of delegation describes the function being delegated and the relevant statutory reference which is the source of power for the exercise of the function. Also included is a reference to related documents such as policies of the Council which may provide guidance in the exercise of the delegation. This delegated authority register will be reviewed in accordance with the Act on an annual basis.

Delegation Register

City of Cockburn

DELEGATION REGISTER

Table of Contents

1	LOCAL GOVERNMENT ACT 1995 DELEGATIONS	1
1.1	Council to Committees of Council	1
1.1.1	Audit Risk and Compliance Committee	1
1.1.2	Code of Conduct Complaints (CCC) Committee	2
1.2	Council to CEO	3
1.2.1	Authorise a Person to Perform Specified Functions	3
1.2.2	Performing Functions Outside the District	5
1.2.3	Compensation - Damage Incurred when Performing Executive Functions	6
1.2.4	Powers of Entry	7
1.2.5	Declare Vehicle is Abandoned Vehicle Wreck	9
1.2.6	Confiscated or Uncollected Goods	10
1.2.7	Disposal of Sick or Injured Animals	12
1.2.8	Temporary Road Closures	13
1.2.9	Control Reserves and Certain Unvested Facilities	15
1.2.10	Obstruction of Footpaths and Thoroughfares	16
1.2.11	Public Thoroughfare – Dangerous Excavations	18
1.2.12	Crossing – Construction, Repair and Removal	20
1.2.13	Private Works on, over or under Public Places	22
1.2.14	Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	24
1.2.15	Expressions of Interest for Goods and Services	26
1.2.16	Tenders for Goods and Services – Call Tenders	28
1.2.17	Exercising Contract Extension Options	30
1.2.18	Accepting and Rejecting Tenders	31
1.2.19	Minor Variation in Goods or Services	33
1.2.20	Selecting the Next Most Advantageous Tender	35
1.2.21	Variation to Contract	37
1.2.22	Tenders for Goods and Services - Exempt Procurement	39
1.2.23	Panels of Pre-Qualified Suppliers for Goods and Services	41
1.2.24	Disposing of Property	44
1.2.25	Payments from the Municipal or Trust Funds	47
1.2.26	Defer, Grant Discounts, Waive or Write Off Debts	48
1.2.27	Power to Invest and Manage Investments	50
1.2.28	Rate Record Amendment	52

Delegation Register

City of Cockburn

1.2.29	Agreement as to Payment of Rates and Service Charges	53
1.2.30	Recovery of Rates or Service Charges	54
1.2.31	Recovery of Rates Debts – Require Lessee to Pay Rent	55
1.2.32	Rate Record – Objections	56
1.2.33	Local Government Act Local Laws 2000	57
1.2.34	Fencing Local Law 2012	58
1.2.35	Jetties, Waterways and Marina Local Law 2012	59
1.2.36	Waste Local Law 2020	60
1.2.37	Parking and Parking Facilities Local Law 2007	61
1.3	CEO to Employees.....	62
1.3.1	Determine if an Emergency for Emergency Powers of Entry	62
1.3.2	Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	63
1.3.3	Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	65
1.3.4	Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	67
1.3.5	Appoint Persons (other than employees) to Open Tenders	68
1.3.6	Electoral Enrolment Eligibility Claims and Electoral Roll	69
1.3.7	Destruction of Electoral Papers	71
1.3.8	Acknowledge Primary and Annual Returns	72
1.3.9	Appoint Authorised Persons	73
1.3.10	Information to be Available to the Public	75
1.3.11	Infringement Notices	76
2	BUILDING ACT 2011 DELEGATIONS.....	77
2.1	Council to CEO	77
2.1.1	Approve or Refuse a Building Permit	77
2.1.2	Demolition Permits	79
2.1.3	Occupancy Permits or Building Approval Certificates	81
2.1.4	Designate Employees as Authorised Persons	83
2.1.5	Building Orders	84
2.1.6	Inspection and Copies of Building Records	86
2.1.7	Legal proceedings	87
2.1.8	Referrals and Issuing Certificates	88
2.1.9	Appoint approved officers and authorised officers	89
3	BUSH FIRES ACT 1954 DELEGATIONS.....	90
3.1	Council to CEO, Mayor and Bush Fire Control Officer.....	90
3.1.1	Prohibited Burning Times - Vary	90
3.1.2	Prohibited Burning Times – Control Activities	91

vii

Delegation Register

City of Cockburn

3.1.3	Restricted Burning Times – Vary and Control Activities	93
3.1.4	Burning Garden Refuse / Open Air Fires	95
3.1.5	Firebreaks	97
3.1.6	Appoint Bush Fire Control Officers	98
3.1.7	Recovery of Expenses Incurred through Contraventions of this Act	99
3.1.8	Prosecution of Offences	100
3.1.9	Bush Fire Brigade Local Law 2000	101
4	CAT ACT 2011 DELEGATIONS.....	102
4.1	Council to CEO	102
4.1.1	Cat Registrations	102
4.1.2	Cat Control Notices	104
4.1.3	Approval to Breed Cats	105
4.1.4	Recovery of Costs – Destruction of Cats	107
4.1.5	Authorise a person to perform Specified functions under the <i>Cat Act 2011</i>	108
4.1.6	Applications to Keep Additional Cats	109
4.1.7	Reduce or Waive Registration Fee	110
4.2	CEO to Employees.....	111
4.2.1	Infringement Notices – Extensions and Withdrawals	111
5	DOG ACT 1974 DELEGATIONS	112
5.1	Dog Act Delegations Council to CEO.....	112
5.1.1	Appoint Registration Officer	112
5.1.2	Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons	113
5.1.3	Refuse or Cancel Registration	114
5.1.4	Grant Exemption as to Number of Dogs Kept at Premises	116
5.1.5	Kennel Establishments	118
5.1.6	Recovery of Moneys Due Under this Act	119
5.1.7	Dispose of or Sell Dogs Liable to be Destroyed	120
5.1.8	Declare Dangerous Dog	121
5.1.9	Dangerous Dog Declared – Determine when to Revoke	122
5.1.10	Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	123
5.1.11	Determine Recoverable Expenses for Dangerous Dog Declaration	124
6	FOOD ACT 2008 DELEGATIONS	125
6.1	Council to Officers.....	125
6.1.1	Determine Compensation	125
6.1.2	Prohibition Orders and Certificates of Clearance	126
6.1.3	Food Business Registrations	128

Delegation Register

City of Cockburn

6.1.4	Appoint Authorised Officers and Designated Officers	130
6.1.5	Debt Recovery and Prosecutions	132
7	GRAFFITI VANDALISM ACT 2016 DELEGATIONS	133
7.1	Council to CEO	133
7.1.1	Give Notice Requiring Obliteration of Graffiti	133
7.1.2	Notices – Deal with Objections and Give Effect to Notices	134
7.1.3	Obliterate Graffiti on Private Property	135
7.1.4	Powers of Entry	136
8	HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911	137
8.1	Council to Deputies	137
8.1.1	Appointment and Authorisation of Deputies	137
8.1.2	Appoint Authorised Officer or Approved Officer (Asbestos Regs)	138
9	PUBLIC HEALTH ACT 2016 DELEGATIONS	139
9.1	Council to CEO	139
9.1.1	Designate Authorised Officers	139
9.1.2	Dealing with Seized Items	141
9.1.3	Enforcement Orders	142
9.1.4	Appoint Designated Officer – Information Sharing	144
10	PLANNING AND DEVELOPMENT ACT 2005 DELEGATIONS	145
10.1	Council to CEO	145
10.1.1	Illegal Development	145
10.1.2	Structure Plans	147
10.1.3	Town Planning Scheme – Development Contributions	150
10.1.4	Town Planning Scheme – Development Control	152
11	POLICY DELEGATIONS	156
11.1	Council to CEO	156
11.1.1	Community Funding to Support Local Economic Development	156
11.1.2	Funding Assistance – Community Associations	157
11.1.3	Funding Assistance for Community Organisations and Individuals	158
11.1.4	Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)	159

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 Audit Risk and Compliance Committee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express Power Delegated:	<i>Local Government Act 1995:</i> s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	Audit Risk and Compliance Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to meet with the City's Auditor at least once every year on behalf of the Council [s.7.12A(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.7.1B.
Compliance Links:	<ul style="list-style-type: none"> Department of Local Government, Sport and Cultural Industries <u>Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees</u> Audit Risk and Compliance Committee - Terms of Reference
Record Keeping:	Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.
1	First adopted 11 May 2023
2	Adopted 9 July 2024

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.1.2 Code of Conduct Complaints (CCC) Committee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees
Express Power Delegated:	<i>Local Government (Model Code of Conduct) Regulations 2021:</i> Clause 12 Dealing with a complaint Clause 13 Dismissal of complaint
Delegate:	Code of Conduct Complaints (CCC) Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur <i>[MCC.cl.12(1) and (3)]</i>. In making any finding the Committee must also determine reasons for the finding <i>[MCC.cl.12(7)]</i>. 2. Where a finding is made that a breach has occurred, authority to: <ol style="list-style-type: none"> a. take no further action <i>[MCC.cl.12(4)(a)]</i>; or b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates <i>[MCC.cl.12(4)(b), (5) and (6)]</i>. 3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal <i>[MCC.cl.13(1) and (2)]</i>.
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Elected Member Code of Conduct (CCC) Complaints of Alleged Behaviour Breach Policy
Record Keeping:	Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of Administration Regulation 19.
1	First adopted 11 May 2023
2	Adopted 9 July 2024

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2 Council to CEO

1.2.1 Authorise a Person to Perform Specified Functions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power Delegated:	<i>Local Government Act 1995:</i> s.3.24 Authorising persons under this Subdivision s.3.31(2) General Procedure for entering property s.3.39(1) Power to remove and impound s.3.40A(1) Abandoned vehicle wreck may be taken s.9.24(1)(c) and (2)(b) Prosecutions, commencing <i>Local Government (Miscellaneous Provisions) Act 1960</i> s.449 Pounds, establishing; pound keepers and Rangers, appointing
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to authorise persons for the purposes of <i>Part 3, Division 3, Subdivision 2 – Certain provisions about land</i> - to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be one by owner or occupier of land [s.3.24]. 2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)]. 3. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)]. 4. Authority to authorise persons to commence prosecutions for offences under the Local Government Act 1995 and any Local Laws made under the Local Government Act 1995 [s.9.24(1)(c) and (2)(b)]. 5. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)]. 6. Authority to appoint fit and proper persons as pound keepers or Rangers [Misc.Prov.s.449].
Council Conditions on this Delegation:	Nil.

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Director Corporate and System Services Director Sustainable Development and Safety Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.
1	Adopted 9 July 2024
2	Modified 11 March 2025



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.2 Performing Functions Outside the District

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power Delegated:	<i>Local Government Act 1995:</i> s.3.20(1) Performing functions outside district
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Council Conditions on this Delegation:	a. A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision. b. This function is not to be sub-delegated.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	N/A
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.
1	Adopted 9 July 2024

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.3 Compensation - Damage Incurred when Performing Executive Functions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power Delegated:	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Council Conditions on this Delegation:	Delegation is limited to settlements which do not exceed a material value of \$20,000.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	<ol style="list-style-type: none"> a. Conditions on the delegation also apply to sub-delegation. b. Sub-delegation may only be exercised after receiving advice from Manager Legal and Compliance.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.4 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Director Community and Place Director Sustainable Development and Safety Group Manager Development and Safety <u>Functions 1 and 4 only</u> Ranger Services Manager Service Manager Rangers and Community Safety

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	Ranger Team Leader Ranger Coordinator Development Compliance Senior Development Compliance Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.5 Declare Vehicle is Abandoned Vehicle Wreck

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.6 Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.6 Confiscated or Uncollected Goods

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Director Sustainable Development and Safety Ranger Services Manager Service Manager Rangers and Community Safety Group Manager Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government (Functions and General) Regulations 1996 r.30 Dispositions of property excluded from s.3.58 of the Local Government Act 1995 s3.58</i>

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Record Keeping:		Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024	
2	Modified 11 March 2025	



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.7 Disposal of Sick or Injured Animals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety Group Manager Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Only where the Delegate's reasonable efforts to identify and contact an owner have failed.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.8 Temporary Road Closures

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Director Sustainable Development and Safety Group Manager Assets and Projects Service Manager Traffic and Major Projects Transport and Traffic Coordinator <u>Function 4 only</u> Fire and Emergency Management Manager
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.9 Control Reserves and Certain Unvested Facilities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the City of Cockburn that the City of Cockburn could do under s.5 of the <u>Parks and Reserves Act 1895</u>. [s.3.54(1)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Group Manager Parks, Fleet and Waste Group Manager Assets and Projects
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.10 Obstruction of Footpaths and Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Council Conditions on this Delegation:	<p>a. Actions under this Delegation must comply with procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>.</p> <p>b. Permission may only be granted where, the proponent has:</p> <ul style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Group Manager Parks, Fleet and Waste Group Manager Assets and Projects Service Manager Traffic and Major Projects
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government (Uniform Local Provisions) Regulations 1996</i>
Record Keeping	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.11 Public Thoroughfare – Dangerous Excavations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Group Manager Parks, Fleet and Waste Group Manager Assets and Projects
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares <u><i>Local Government (Uniform Local Provisions) Regulations 1996</i></u> – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <u><i>Local Government Act 1995</i></u>
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.12 Crossing – Construction, Repair and Removal

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	Actions under this Delegation must comply with procedural requirements detailed in the <u><i>Local Government (Uniform Local Provisions) Regulations 1996</i></u> .
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Group Manager Assets and Projects Civil Infrastructure Manager
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation.

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Compliance Links:		Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u>Local Government (Uniform Local Provisions) Regulations 1996</u> – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <u>Local Government Act 1995</u>
Record Keeping:		Details of decisions are to be recorded in the City’s record keeping system
1	Adopted 11 May 2023	
2	Modified 9 July 2024	
3	Modified 11 March 2025	



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.13 Private Works on, over or under Public Places

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.8
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)]. 3. Authority to approve the insurance company providing the mandatory insurance policy prescribed in r.17(8)(b).
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the <u>Local Government (Uniform Local Provisions) Regulations 1996</u>. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><u>Local Government (Uniform Local Provisions) Regulations 1996</u> – prescribe applicable statutory procedures</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <u>Local Government Act 1995</u></p>
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) 1996:</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [<i>ULP r.21(1)</i>].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Group Manager Assets and Projects Civil Infrastructure Manager Senior Development Engineer
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u><i>Local Government (Uniform Local Provisions) Regulations 1996</i></u> – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <u><i>Local Government Act 1995</i></u>
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

3	Modified 11 March 2025
---	------------------------



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.15 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	Notification that Expressions of Interest have been called to be included in Elected Members Portal (Hub).
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Director Corporate and System Services Director Sustainable Development and Safety Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u><i>Local Government (Functions and General) Regulations 1996</i></u> – prescribe applicable statutory procedures Procurement Policy
Record Keeping:	Copies of all documents and advertisement to be retained on the relevant System.

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

		Details of decisions are to be recorded in the City's record keeping system.
1	Adopted 11 May 2023	
2	Modified 9 July 2024	
3	Modified 11 March 2025	



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.16 Tenders for Goods and Services – Call Tenders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Tenders can only be invited for those goods and services identified in the Long Term Financial Plan, the Annual Budget, Corporate Business Plan, or separately approved by Council. b. Notification that Tenders have been called to be included in Elected Members Portal (Hub).
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Director Corporate and System Services Director Sustainable Development and Safety

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	Director Community and Place <u>Function 4 and 5 only</u> Service Manager Procurement and Contracts
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u>Local Government (Functions and General) Regulations 1996</u> – prescribe applicable statutory procedures Procurement Policy
Record Keeping:	Copies of all documents and advertisement to be retained on the relevant System. Details of decisions are to be recorded in the City’s record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.17 Exercising Contract Extension Options

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions & General) Regulations 1996</i> r.11(2)(j) When tenders have to be publicly invited
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Council Conditions on this Delegation:	Limited to extensions on the same terms and conditions as the final year of the original term, with any price variations only if provided for in the original contract terms.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Director Corporate and System Services Director Sustainable Development and Safety Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Conditions on the delegation also apply to sub-delegation. b. Must be within the delegated financial authority limit of the sub-delegate. c. The value of the contract extension must be within the adopted Budget allocation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u><i>Local Government (Functions and General) Regulations 1996</i></u> – prescribe applicable statutory procedures. Procurement Policy
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.18 Accepting and Rejecting Tenders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), Rejecting and accepting tenders
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the \$1,000,000 (Ex GST) detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications. b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: <ol style="list-style-type: none"> i. The total consideration under the resulting contract is \$1,000,000 (Ex GST) or less; ii. The expense for the current financial year is included in the adopted Annual Budget and future

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	<p>expenditure in the Corporate Business Plan or Long Term Financial Plan.</p> <p>iii. The tenderer has complied with requirements under F&G r.18(2) and (4).</p>
Express Power to Sub-Delegate:	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Sub-Delegate/s: <i>Appointed by CEO</i>	<p>Director Infrastructure Services</p> <p>Director Corporate and System Services</p> <p>Director Sustainable Development and Safety</p> <p>Director Community and Place</p> <p><u>Function 2 only</u></p> <p>Service Manager Procurement and Contracts</p>
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	<p>a. Conditions on the delegation also apply to sub-delegation.</p> <p>b. Must be within the delegated financial authority limit of the sub-delegate.</p> <p>c. Approving Director must not to be the same Director making the recommendation.</p>
Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><u><i>Local Government (Functions and General) Regulations 1996</i></u> – prescribe applicable statutory procedures</p> <p>Procurement Policy</p>
Record Keeping:	<p>Details of decisions are to be recorded in the City's record keeping system</p>
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.19 Minor Variation in Goods or Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.20(1), (3) Variation of requirements before entry into contract
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)].
Council Conditions on this Delegation:	That the variation is minor having regard to the total goods or services that tenderers were invited to supply.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Director Corporate and System Services Director Sustainable Development and Safety Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Conditions on the delegation also apply to sub-delegation. b. Must be within the delegated financial authority limit of the sub-delegate. c. The amount of the variation must be within the approved budget. d. Variations using this delegation must be reported to Council through the relevant Committee.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u><i>Local Government (Functions and General) Regulations 1996</i></u> – prescribe applicable statutory procedures. Procurement Policy

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Record Keeping:		Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024	
2	Modified 11 March 2025	



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.20 Selecting the Next Most Advantageous Tender

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.20(2) Variation of requirements before entry into contract
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)].
Council Conditions on this Delegation:	Tenders may only be accepted under this delegation, where: a. The total consideration under the resulting contract is \$1,000,000 (Ex GST) or less; b. The expense for the current financial year is included in the adopted Annual Budget and future expenditure in the Corporate Business Plan or Long Term Financial Plan.; and c. The tenderer has complied with requirements under F&G r.18(2) and (4).
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Director Corporate and System Services Director Sustainable Development and Safety Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Conditions on the delegation also apply to sub-delegation. b. Must be within the delegated financial authority limit of the sub-delegate. c. Directors may accept contracts up to a value of \$1,000,000 (Ex GST).

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	d. The approving Director must not to be the same Director making the recommendation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u>Local Government (Functions and General) Regulations 1996</u> – prescribe applicable statutory procedures Procurement Policy
Record Keeping:	Details of decisions are to be recorded in the City’s record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.21 Variation to Contract

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.21A Varying a contract for the supply of goods and services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract.
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. The variations are necessary for the goods and services to be supplied. b. The variations do not change the scope of the original contract. c. The variations do not exceed the project allocation for the current financial year in the adopted Annual Budget, and/or future expenditure in the Corporate Business Plan or Long Term Financial Plan. d. For variations that exceed \$1,000,000 the approval of the CEO and one Director is required. e. The variations are to be reported to the relevant committee.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Director Corporate and System Services Director Sustainable Development and Safety Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	<ul style="list-style-type: none"> a. Conditions on the delegation also apply to sub-delegation. b. Must be within the delegated financial authority limit of the sub-delegate.

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Compliance Links:		Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u>Local Government (Functions and General) Regulations 1996</u> – prescribe applicable statutory procedures. Procurement Policy
Record Keeping:		Details of decisions are to be recorded in the City’s record keeping system
1	Adopted 11 May 2023	
2	Modified 9 July 2024	
3	Modified 11 March 2025	



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.22 Tenders for Goods and Services - Exempt Procurement

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited (<i>exemptions</i>)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. The determination is to be supported by a detailed report. b. Subject to the requirements and conditions of Council's Purchasing Policy.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	<u>Function 2 only</u> Director Corporate and System Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u><i>Local Government (Functions and General) Regulations 1996</i></u> – prescribe applicable statutory procedures Procurement Policy

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Record Keeping:		Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023	
2	Modified 9 July 2024	



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.23 Panels of Pre-Qualified Suppliers for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)].

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	<p>7. Authority to decline to accept any application [F&G r.24AH(5)].</p> <p>8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].</p>
Council Conditions on this Delegation:	<p>a. Notification that a panel of pre-qualified suppliers has been called to be included in Elected Members Portal (Hub).</p> <p>b. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$1,000,000 or less.</p> <p>c. The expense for the current financial year is included in the adopted Annual Budget and future expenditure in the Corporate Business Plan or Long Term Financial Plan.</p>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	<p>Director Infrastructure Services</p> <p>Director Corporate and System Services</p> <p>Director Sustainable Development and Safety</p> <p>Director Community and Place</p> <p><u>Function 2, 3 and 6 only</u></p> <p>Service Manager Procurement and Contracts</p>
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	<p>a. Conditions on the delegation also apply to sub-delegation.</p> <p>b. Must be within the delegated financial authority limit of the sub-delegate.</p> <p>c. Functions 3 and 6 only after taking reasonable steps to provide each person informed on the application notice of a variation.</p>
Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><u><i>Local Government (Functions and General) Regulations 1996</i></u> – prescribe applicable statutory procedures</p> <p>Procurement Policy</p>
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

2	Modified 9 July 2024
3	Modified 11 March 2025



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.24 Disposing of Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property <i>Local Government (Functions and General) Regulations 1996:</i> R.30 Dispositions of property excluded from Act s.3.58
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to dispose of property to: <ol style="list-style-type: none"> the highest bidder at public auction [s.3.58(2)(a)]. the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58: <ol style="list-style-type: none"> disposal of land to an adjoining owner, where the market value is less than \$5000 and the delegate has determined that the land would not be of benefit to anyone other than the adjoining owner. [F&G.r.30(2)(a)] disposal of land to a body with charitable, benevolent, religious, cultural, educational, recreational or sporting objects, whose members are not entitled to pecuniary benefit. [F&G.r.30(2)(b)] disposal of land to the Crown; a State or Commonwealth department, agency, or instrumentality; or another local government. [F&G.r.30(2)(c)] disposal of land, by lease, to an employee of the local government for use as the employee's residence [F&G.r.30(2)(d)].

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	<p>(e) disposal of land, by lease, for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land. [F&G.r.30(20)(e)]</p> <p>(f) disposal of land, by lease, of a residential property to a person for residential purposes [F&G.r.30(2)(f)].</p> <p>(g) disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice [F&G.r.(2A)]</p> <p>(h) disposal of property, other than land / buildings, where the market value is determined as less than \$20,000. [F&G r.30(3)(a)]</p> <p>(i) disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to purchase other property AND the total value of the other property is not more, or worth more, than \$75,000. [F&G.r.30(3)(b)]</p>
Council Conditions on this Delegation:	<p>a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.</p> <p>b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a value of less than \$750,000.</p> <p>c. When determining the method of disposal:</p> <ul style="list-style-type: none"> Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> Reserve price has been set by independent valuation. Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method.

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> Negotiate the sale of the property up to a - 10% variance on the valuation; and Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. A disposal under Functions and General Regulations 30(2)(a),(f), (2A) or (3)(a),(b), the disposal method selected must obtain a best value outcome for the Local Government. A disposal under Functions and General Regulations 30(2)(d), must be assessed as equitable in context of disposals to other employees of the Local Government. Disposal methodology must consider and where practicable demonstrate environmentally responsible outcomes.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Director Corporate and System Services Director Sustainable Development and Safety Director Community and Place Chief Financial Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Conditions on the delegation also apply to sub-delegation b. Must be within the delegated financial authority limit of the sub-delegate and; <ul style="list-style-type: none"> Not exceed \$150,000 for any Director; or Not exceed \$50,000 for any Head or Manager
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u><i>Local Government Act 1995</i></u> – s.3.58 Disposal of Property <u><i>Local Government (Functions and General) Regulations 1995</i></u> – r.30 Dispositions of property excluded from Act s. 3.58
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.25 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to make payments from the municipal or trust funds [FM.r.12(1)(a)].
Council Conditions on this Delegation:	Authority to make payments is subject to annual budget limitations.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate and System Services Chief Financial Officer Service Manager Strategic Finance
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Conditions on the delegation also apply to sub-delegation b. All electronic bank file payments over \$500,000 require authorisation by two sub-delegates
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u><i>Local Government Act 1995</i></u> <u><i>Local Government (Financial Management) Regulations 1996</i></u> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. <u><i>Local Government (Audit) Regulations 1996</i></u> Department of Local Government, Sport and Cultural Industries <u>Operational Guideline No.11 – Use of Corporate Credit Cards</u>
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.26 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the City of Cockburn [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the City of Cockburn [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the City of Cockburn [s.6.12(1)(c)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. "Waive or grant concessions" does not apply to an amount of money owing in respect of rates and service charges; b. The waiver, concession or write off of money owing not exceeding \$5,000 c. All waivers, concessions or write offs of money owing greater than \$5001 to be reported to the Expenditure Review Committee
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Director Corporate and System Services Director Sustainable Development and Safety Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

2	Modified 9 July 2024
3	Modified 11 March 2025



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.27 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Investment of Funds Policy. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate and System Services Chief Financial Officer Service Manager Strategic Finance

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u>Local Government (Financial Management) Regulations 1996</u> – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Investment of Funds Policy
Record Keeping:	Details of decisions are to be recorded in the City’s record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.28 Rate Record Amendment

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate and System Services Chief Financial Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u>Local Government Act 1995</u> – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.29 Agreement as to Payment of Rates and Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. Decisions under this delegation must comply with the Financial Hardship Policy. b. Agreements must be in writing and, subject to the Financial Hardship Policy, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate and System Services Chief Financial Officer Rates and Revenue Manager Service Manager Strategic Finance
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Financial Hardship Policy
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.30 Recovery of Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate and System Services Chief Financial Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.31 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the City of Cockburn [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate and System Services Chief Financial Officer Service Manager Strategic Finance
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u>Local Government Act 1995</u> – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.32 Rate Record – Objections

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. 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 b. Written notice is to be served upon the person by whom the objection was made, of the decision on the objection and a statement of their reason for that decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate and System Services Chief Financial Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Local Law Delegations to the CEO

1.2.33 Local Government Act Local Laws 2000

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>City of Cockburn (Local Government Act) Local Laws 2000</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to administer the <i>City of Cockburn (Local Government Act) Local Laws 2000</i> , to exercise all powers and duties of the local government under the local laws, and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the local laws.
Council Conditions on this Delegation:	This delegation excludes: <ul style="list-style-type: none"> a. Any functions that must be exercised by resolution of Council. b. Applications to keep more than two dogs, dealt with under delegated authority 5.1.4 Grant Exemption as to Number of Dogs Kept at Premises.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Director Sustainable Development and Safety Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.34 Fencing Local Law 2012

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>City of Cockburn Fencing Local Law 2012</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to administer the City's <i>Fencing Local Law 2012</i> , to exercise all powers and duties of the local government under the local law, and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the local law.
Council Conditions on this Delegation:	This excludes any functions that must be exercised by resolution of Council.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Sustainable Development and Safety Group Manager Development and Safety Service Manager Health and Building Services Manager Building Coordinator Development Compliance
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.35 Jetties, Waterways and Marina Local Law 2012

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>City of Cockburn Jetties, Waterways and Marina Local Law 2012</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to administer the City's <i>Jetties, Waterways and Marina Local Law 2012</i> , to exercise all powers and duties of the local government under the local law, and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the local law.
Council Conditions on this Delegation:	This excludes any functions that must be exercised by resolution of Council.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Sustainable Development and Safety Group Manager Development and Safety Director Community and Place Group Manager Recreation and Place Marina Manager
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.36 Waste Local Law 2020

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>City of Cockburn Waste Local Law 2020</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to administer the City's <i>Waste Local Law 2020</i> , to exercise all powers and duties of the local government under the local law, and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the local law.
Council Conditions on this Delegation:	This excludes any functions that must be exercised by resolution of Council.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Group Manager Parks, Fleet and Waste Waste Services Manager Cockburn Resource Recovery Park Manager Waste Services Coordinator Waste Education Coordinator Waste Collection Supervisor Waste Education Technical Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.2.37 Parking and Parking Facilities Local Law 2007

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>City of Cockburn Parking and Parking Facilities Local Law 2007</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to administer the City's <i>Parking and Parking Facilities Local Law 2007</i> , to exercise all powers and duties of the local government under the local law, and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the local law.
Council Conditions on this Delegation:	This excludes any functions that must be exercised by resolution of Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Services Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.3 CEO to Employees

1.3.1 Determine if an Emergency for Emergency Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.34(2) Entry in emergency
Delegate/s:	Director Community and Place
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
CEO Conditions on this Delegation:	<ul style="list-style-type: none"> a. Determinations using this delegation must comply with the requirements of section 3.34(2). b. Delegate must advise CEO (and/or ELT?) of exercise of this delegation as soon as reasonably possible.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Delegate/s:	Director Infrastructure Services Group Manager Assets and Projects Service Manager Traffic and Major Projects
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.10: 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b). 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
CEO Conditions on this Delegation:	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.10 Obstruction of Footpaths and Thoroughfares. b. Actions under this Delegation must comply with the procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i> .
Express Power to Sub-Delegate:	Nil.

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Compliance Links:	<p>This delegated authority is effective only in alignment with Delegated Authority 1.2.10 Obstructions of Footpaths and Thoroughfares.</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i></p>
Record Keeping:	<p>Details of decisions are to be recorded in the City's record keeping system</p>
1	Adopted 9 July 2024
2	Modified 11 March 2025



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Delegate/s:	Director Infrastructure Services Director Sustainable Development and Safety Group Manager Assets and Projects Service Manager Traffic and Major Projects
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.2.11: 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
CEO Conditions on this Delegation:	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.11 Public Thoroughfares – Dangerous Excavations. b. Actions under this Delegation must comply with the procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i> .
Express Power to Sub-Delegate:	Nil.

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.2.11 Public Thoroughfares – Dangerous Excavations. Local Government (Uniform Local Provisions) Regulations 1996 Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>
Record Keeping:	Details of decisions are to be recorded in the City’s record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Delegate/s:	Director Infrastructure Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
CEO Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.2.13 Private Works on, over or under Public Places
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1 Adopted 9 July 2024	

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.3.5 Appoint Persons (other than employees) to Open Tenders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulations 1996:</i> r.16(3) Receiving and opening tenders, procedure for
Delegate/s:	Director Corporate and System Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend then tender opening [F&G r.16(3)].
CEO Conditions on this Delegation:	When exercising authority to authorise persons under F&G.r.16(3): <ul style="list-style-type: none"> • A register of Authorisations is to be maintained as a Local Government Record. • Only persons who are appropriately qualified and trained may be authorised for this purpose. • Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.3.6 Electoral Enrolment Eligibility Claims and Electoral Roll

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election <i>Local Government (Elections) Regulations 1997:</i> r.11(1a) – Nomination under s 4.31(1E) or (1F) r 11A – Nomination under s 4.31(1G) r 11B – Currency of nomination under s. 4.31(1E), (1F) or (1G) r.13(2) & (4) Register - s.4.32(6) r 13A – Change of name or enrolment address r 13B – Postal addresses
Delegate/s:	Director Corporate and System Services Chief Financial Officer Rates and Revenue Manager
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.4.32(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)].

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

	<p>7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34].</p> <p>8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination.</p> <p>9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)].</p> <p>10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].</p>
CEO Conditions on this Delegation:	Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.3.7 Destruction of Electoral Papers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Elections) Regulations 1996:</i> r.82(4) Keeping election papers – s4.84(a)
Delegate/s:	Director Corporate and System Services Manager Information Management
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1 Adopted 9 July 2024	

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.3.8 Acknowledge Primary and Annual Returns

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.5.77 Acknowledging receipt of returns]
Delegate:	Service Lead Governance and Council Report
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to, on receipt of a Primary or Annual Return under s.5.75 or 5.76, give the person who submitted the Return written acknowledgement of having received the Return.
CEO Conditions on this Delegation:	a. Subdelegates must not acknowledge their own returns.
Express Power to Sub-Delegate:	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government Act 1995</i> , s.5.88 Register of Financial Interests Department of Local Government, Operational Guideline – Primary and Annual Returns. City of Cockburn Employee Code of Conduct
Record Keeping:	The original Primary or Annual Return and the acknowledgement is to be retained in the Register of Financial Interests kept in accordance with s.5.88 of the <i>Local Government Act 1995</i> .
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.3.9 Appoint Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.9.10 Appointment of authorised persons [s.9.10(2)]
Delegate:	Director Infrastructure Services Director Sustainable Development and Safety Director Corporate and System Services Director Community and Place
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint persons or classes of persons as authorised persons [s.9.10(2)] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: (a) Local Government Act 1995 and its subsidiary legislation, including Local Government Act Regulations, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and Local Laws made under the Local Government Act. (b) <i>Caravan Parks and Camping Grounds Act 1995</i> ; (c) <i>Cat Act 2011</i> ; (d) <i>Cemeteries Act 1986</i> ; (e) <i>Control of Vehicles (Off-road Areas) Act 1978</i> ; (f) <i>Dog Act 1976</i> ; (g) Graffiti Vandalism Act 2016 – refer s.15; and (e) any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i> .
CEO Conditions on this Delegation:	a. A register of Authorisations is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. c. A person to be appointed as authorised officer in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the <i>Criminal Procedure Act 2004</i> MUST first be appointed as an authorised person for the purposes of section 9.16 of the <i>Local Government Act 1995</i> . d. The CEO decides the conditions / limitations that apply when using delegated powers or duties
Express Power to Sub-Delegate:	NIL.

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person’s personnel file. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.
1	Adopted 9 July 2024
2	Modified 11 March 2025



Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.3.10 Information to be Available to the Public

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Administration) Regulations 1996:</i> r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.5.95(1)(b) & (3)(b) Limits on right to inspect local government information
Delegate/s:	Director Corporate and System Services <u>Function 1 only</u> Rates and Revenue Manager
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s.5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 2. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s.5.95(1)(b)].
CEO Conditions on this Delegation:	Copies of rates record information, owners and occupiers register or electoral roll only to be provided upon submission of a validly completed statutory declaration that the information will not be used for commercial purposes.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Request for Information about Owner Occupiers, Electors and Ratepayers Procedure
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1 Adopted 9 July 2024	

Delegation Register

City of Cockburn

1. Local Government Act 1995 Delegations

1.3.11 Infringement Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government Act 1995: s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice
Delegate/s:	Director Sustainable Development and Safety Group Manager Development and Safety Service Manager Health and Building Services Director Community and Place
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> a. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this delegation. b. Consideration of withdrawal or extension will be by Manager or Head in the first instance, escalated to Directors for matters of complexity, high risk, or where Manager or Head has been involved in earlier stage of decision-making.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2 Building Act 2011 Delegations

2.1 Council to CEO

2.1.1 Approve or Refuse a Building Permit

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. Delegates must have the appropriate skills and qualifications to exercise these functions. b. The authority to extend time during which a building permit is limited to a maximum extension of 24 months beyond the standard 2 year validity period.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Building Senior Building Surveyor Building Surveyor
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	<ul style="list-style-type: none"> a. Sub-delegates must be registered with the Building Services Board in accordance with the <i>Building Services (Registration) Act 2011</i> as a registered building surveying contractor or registered building surveying practitioner. b. Sub-delegates must be employed by the City of Cockburn.
Compliance Links:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by Building Surveyor <p><i>Building Regulations 2012</i> – r.25 <i>Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</i></p> <p><i>Building Services (Registration Act) 2011</i> – Section 7</p> <p><i>Home Building Contracts Act 1991</i> – Part 3A, Division 2 – Part 7, Division 2</p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.
1	Adopted 11 May 2023
2	Modified 9 July 2024

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2.1.2 Demolition Permits

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit Building Regulations 2012 r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	a. Delegates must have the appropriate skills and qualifications to exercise these functions.

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

	b. The authority to extend time during which a demolition permit is limited to a maximum extension of 24 months beyond the standard 2 year validity period.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Building Senior Building Surveyor Building Surveyor
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Sub-delegates must be registered with the Building Services Board in accordance with the <i>Building Services (Registration) Act 2011</i> as a registered building surveying contractor or registered building surveying practitioner. b. Sub-delegates must be employed by the City of Cockburn.
Compliance Links:	<u>Building Act 2011</u> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i> City of Cockburn Town Planning Scheme No 3
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.
1	Adopted 11 May 2023
2	Modified 9 July 2024

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2.1.3 Occupancy Permits or Building Approval Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	Delegates must have the appropriate skills and qualifications to exercise these functions.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Building Senior Building Surveyor Building Surveyor
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Sub-delegates must be registered with the Building Services Board in accordance with the <i>Building Services (Registration) Act 2011</i> as a registered

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

	building surveying contractor or registered building surveying practitioner. b. Sub-delegates must be employed by the City of Cockburn.
Compliance Links:	Building Act 2011 s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	Details of decisions are to be recorded in the City’s record keeping system.
1	Adopted 11 May 2023
2	Modified 9 July 2024



Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2.1.4 Designate Employees as Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Decisions under this delegated authority must be consistent with r.5 of the <i>Building Regulations 2012</i>. b. NOTE: An <i>authorised person</i> for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Sustainable Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation
Compliance Links:	<u><i>Building Act 2011:</i></u> s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.
1	Adopted 11 May 2023
2	Adopted 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2.1.5 Building Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to make Building Orders in relation to: <ol style="list-style-type: none"> Building work Demolition work An existing building or incidental structure [s.110(1)]. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. Authority to revoke a building order [s.117]. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> take any action specified in the order ; or commence or complete any work specified in the order; or if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].
Council Conditions on this Delegation:	Delegates must have the appropriate skills and qualifications to exercise these functions.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i>

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

	s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Sustainable Development and Safety Group Manager Development and Safety Coordinator Development Compliance Senior Development Compliance Officer Service Manager Health and Building Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	<u>Building Act 2011:</u> Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2.1.6 Inspection and Copies of Building Records

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Service Manager Health and Building Services Manager Building Senior Building Surveyor Building Surveyor Senior Building Administration Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Subdelegates must verify that the person seeking access meets the criteria as an interested person under s.131(1) as: <ul style="list-style-type: none"> • An owner of the building or incidental structure • A person with the written consent of an owner • A member of a prescribed class of persons (police officer or DFES employee in the course of duty, in connection with a situation in which the safety of a person is at risk [r.13])
Compliance Links:	Building Act 2011 - s.146 Confidentiality
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2.1.7 Legal proceedings

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to commence a prosecution for an offence against the Building Act 2011 [s.133(1)(b)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Sustainable Development and Safety Group Manager Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Delegates must seek advice from Manager Legal and Compliance before exercising their authority to commence a prosecution.
Compliance Links:	Building Act 2011 - s.146 Confidentiality
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2.1.8 Referrals and Issuing Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a Building Surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the City of Cockburn's District [s.145A(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	<u>Functions 1 and 2</u> Service Manager Health and Building Services <u>Function 2 only</u> Senior Building Surveyor Building Surveyor
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	<ol style="list-style-type: none"> a. Before exercising Function 2, subdelegates must receive approval from: <ul style="list-style-type: none"> • Manager Building Services; or • Manager Public Health and Building Services b. Certificate of Design Compliance, Construction Compliance or Building Compliance must be signed by a Building Surveyor employed by the City of Cockburn.
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

2. Building Act 2011 Delegations

2.1.9 Appoint approved officers and authorised officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A). <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".</i> 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2). <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i>
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Sustainable Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.
1	Adopted 9 July 2024

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, Mayor and Bush Fire Control Officer

3.1.1 Prohibited Burning Times - Vary

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Mayor and Chief Bush Fire Control Officer (jointly)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Council Conditions on this Delegation:	Decisions under s,17(7) must be undertaken jointly by both the Mayor and the Chief Bush Fire Control Officer and must comply with the procedural and publication requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system.
1	Adopted 11 May 2023
2	Modified 9 July 2024

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.2 Prohibited Burning Times – Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the City of Cockburn or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

	Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City’s record keeping system.
1	Adopted 11 May 2023
2	Modified 9 July 2024



Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.3 Restricted Burning Times – Vary and Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

	<p>date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].</p> <p>5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</p> <p>6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</p> <p>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</p> <p>9. Authority to recover the cost of measures taken by the City of Cockburn or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p>
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	<p><i>Bush Fires Act 1954 s.18</i></p> <p><i>Bush Fire Regulations 1954 r.15</i></p>
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.4 Burning Garden Refuse / Open Air Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. <ol style="list-style-type: none"> a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. camping or cooking [s.25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified

Delegation Register

City of Cockburn

3. *Bush Fires Act 1954 Delegations*

	<p>in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].</p> <p>5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].</p>
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.5 Firebreaks

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring: <ol style="list-style-type: none"> clearing of firebreaks as determined necessary and specified in the notice; and act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. determine that these matters have been acted upon to the satisfaction of the City of Cockburn. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Council Conditions on this Delegation:	The owner or occupier of land within the district must provide a duly completed "Request-Removal/Abatement of Fire Danger" form accompanied by the prescribed payment assessed by the Volunteer Bush Fire Brigade concerned and duly signed by the Captain of the Brigade.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.6 Appoint Bush Fire Control Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the City of Cockburn [s.38(5A)]
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	Publication and certificate requirements - <i>Bush Fires Act 1954 s.38(2A)(2E)</i>
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.7 Recovery of Expenses Incurred through Contraventions of this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, through the fulfilment of a duty imposed, empowered or required under the Act [s.58].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.8 Prosecution of Offences

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.59(3) Prosecution of offences
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	CEO Chief Bush Fire Control Officer Head of Community Safety and Ranger Services Fire and Emergency Management Manager Fire and Emergency Management Officer Fire Inspection Officer Ranger Services Manager Service Manager Rangers and Community Safety Group Manager Development and Safety Ranger Team Leader Ranger CoSafe Team Leader
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

3. Bush Fires Act 1954 Delegations

3.1.9 Bush Fire Brigade Local Law 2000

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>City of Cockburn Bush Fire Brigade Local Law 2000</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to administer the City's <i>Bush Fire Brigade Local Law 2000</i> to exercise all powers and duties of the local government under the local law, and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the Local Law.
Council Conditions on this Delegation:	This excludes any functions that must be exercised by resolution of Council.
Express Power to Sub-Delegate:	Nil
Compliance Links:	<i>Bush Fires Act 1954 s.18</i> <i>Bush Fire Regulations 1954 r.15</i>
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the City's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Group Manager Development and Safety

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

	<p><u>Function 1, 2, 3 and 4 only</u></p> <p>Ranger Services Manager</p> <p>Service Manager Rangers and Community Safety</p> <p><u>Function 1, 2 and 4 only</u></p> <p>Service Support Lead</p> <p>Workforce Scheduler</p>
<p>CEO Conditions on this Sub-Delegation:</p> <p><i>Conditions on the delegation also apply to sub-delegation.</i></p>	<p>Exercise of function 5 is limited to the following sub-delegates:</p> <ul style="list-style-type: none"> • Director Community and Place • Group Manager Development and Safety
Compliance Links:	<p><i>Cat Regulations 2012</i></p> <p>r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.</p> <p>r.12 Period of registration (s.9(7))</p> <p>r.11 Changes in registration</p> <p>r.14 Registration certificate (s.11(1)(b))</p> <p>r.15 Registration tags (s.76(2))</p> <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.</p>
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 12 September 2013
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

4.1.2 Cat Control Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the City of Cockburn's District [s.26].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety Group Manager Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	<i>Cat Regulations 2012</i> – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 12 September 2013
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

4.1.3 Approval to Breed Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety Group Manager Development and Safety <u>Function 4 only</u> Service Support Lead Workforce Scheduler
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	<i>Cat Regulations 2012:</i> r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f))

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

		r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:		Details of decisions are to be recorded in the City's record keeping system
1	Adopted 12 September 2013	
2	Modified 9 July 2024	
3	Modified 11 March 2025	



Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

4.1.4 Recovery of Costs – Destruction of Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety Group Manager Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 12 September 2013
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

4.1.5 Authorise a person to perform Specified functions under the Cat Act 2011

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.73 Prosecutions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to authorise a person to commence a prosecution for an offence against the Cat Act 2011 [s.73(1)(b) & (2)(b)]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	All authorisations must include a condition that Manager Legal and Compliance advice is received before a prosecution is commenced.
Compliance Links:	Nil
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

4.1.6 Applications to Keep Additional Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety Group Manager Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 12 September 2013
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

4.1.7 Reduce or Waive Registration Fee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to reduce or waive a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	This delegation does NOT provide authority to determine to reduce or waive the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety Group Manager Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation.
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 12 September 2013
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

4. Cat Act 2011 Delegations

4.2 CEO to Employees

4.2.1 Infringement Notices – Extensions and Withdrawals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
Delegate/s:	Director Community and Place
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
CEO Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil.
Compliance Links:	<i>Cat Regulations 2012:</i> r.28 Withdrawal of infringement notice (s.65(1))
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5 Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Appoint Registration Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.3 Terms Used (<i>Registration officer means a person authorised by the local government to effect the registration of dogs pursuant to this Act</i>)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to authorise a person for the purposes of performing the prescribed office of Registration Officer under the <i>Dog Act 1976</i> [s.3].
Council Conditions on this Delegation:	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Authorisation must be in the prescribed form [Form 1, Schedule 1, <i>Dog Regulations 2013</i>]
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.3 Refuse or Cancel Registration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the City of Cockburn's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

	disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety Group Manager Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	<i>Dog Act 1976</i> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.4 Grant Exemption as to Number of Dogs Kept at Premises

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.26(3) Limitation as to numbers <i>City of Cockburn (Local Government Act) Local Laws:</i> cl 2.9 Number of Dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. The premises complying in all respects with the provisions of the Act and Local Law. b. The applicant provides approval for the City's Officers to request community feedback: <ul style="list-style-type: none"> 1. In residential area – within 50 metres of the applicant's premises; and 2. in rural areas – within 100 metres of the applicant's premises. c. Any approval issued is subject to the relevant dog or dogs being registered. d. The number of dogs is limited to six over the age of three months and the young of those dogs under that age.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety Group Manager Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	If any objection is received, this sub-delegation may not be exercised and must be referred to Council for decision.
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

Record Keeping:		Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023	
2	Modified 9 July 2024	
3	Modified 11 March 2025	



Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.5 Kennel Establishments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety Group Manager Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.6 Recovery of Moneys Due Under this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety Group Manager Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	This sub-delegation may only be exercised after receiving advice from the Manager Legal and Compliance.
Compliance Links:	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.7 Dispose of or Sell Dogs Liable to be Destroyed

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety Group Manager Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.8 Declare Dangerous Dog

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety Group Manager Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.9 Dangerous Dog Declared – Determine when to Revoke

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] <ol style="list-style-type: none"> i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	This sub-delegation may only be exercised if the sub-delegate had no role in the decision considered for revocation.
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – See s.33H(5) of the <i>Dog Act 1976</i>
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.10 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: a. a notice declaring a dog to be dangerous; or b. a notice proposing to cause a dog to be destroyed.
Council Conditions on this Delegation:	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Conditions on the delegation also apply to sub-delegation
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024

Delegation Register

City of Cockburn

5. Dog Act 1976 Delegations

5.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety Group Manager Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

6. Food Act 2008 Delegations

6 Food Act 2008 Delegations

6.1 Council to Officers

6.1.1 Determine Compensation

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Council Conditions on this Delegation:	Compensation under this delegation may only be determined upon documented losses up to a maximum of \$5,000. Compensation requests above this value are to be reported to Council.
Express Power to Sub-Delegate:	NIL – <i>Food Regulations 2009</i> do not provide for sub-delegation.
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024

Delegation Register

City of Cockburn

6. Food Act 2008 Delegations

6.1.2 Prohibition Orders and Certificates of Clearance

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	Chief Executive Officer <u>Director Planning and Sustainability</u> <u>Director Sustainable Development and Safety</u> <u>Head of Development Compliance</u> <u>Group Manager Development and Safety</u> <u>Manager Public Health and Building Services</u> <u>Service Manager Health and Building Services</u> Environmental Health Coordinator
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Delegation Register

City of Cockburn

6. Food Act 2008 Delegations

Compliance Links:		Note – Decisions under this delegation may be referred for review by the State Administration Tribunal	
Record Keeping:		Details of decisions are to be recorded in the City's record keeping system	
1	Adopted 11 May 2023		
2	Adopted 9 July 2024		
3	Modified 11 March 2025		



Delegation Register

City of Cockburn

6. Food Act 2008 Delegations

6.1.3 Food Business Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	Chief Executive Officer <u>Director Planning and Sustainability</u> <u>Director Sustainable Development and Safety</u> <u>Head of Development Compliance</u> <u>Group Manager Development and Safety</u> <u>Manager Public Health and Building Services</u> <u>Service Manager Health and Building Services</u> Environmental Health Coordinator
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • <u>Food Act 2008 Regulatory Guideline No.1</u> Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	NIL – <i>Food Regulations 2009</i> do not provide for sub-delegation.

Delegation Register

City of Cockburn

6. Food Act 2008 Delegations

Compliance Links:		Note – Decisions under this delegation may be referred for review by the State Administration Tribunal	
Record Keeping:		Details of decisions are to be recorded in the City's record keeping system	
1	Adopted 11 May 2023		
2	Adopted 9 July 2024		
3	Modified 11 March 2025		



Delegation Register

City of Cockburn

6. Food Act 2008 Delegations

6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express Power to Sub-Delegate:	NIL – <i>Food Regulations 2009</i> do not provide for sub-delegation.

Delegation Register

City of Cockburn

6. Food Act 2008 Delegations

Compliance Links:		s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers
		s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record Keeping:		Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023	
2	Adopted 9 July 2024	



Delegation Register

City of Cockburn

6. Food Act 2008 Delegations

6.1.5 Debt Recovery and Prosecutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Delegate:	Chief Executive Officer Director Planning and Sustainability Director Sustainable Development and Safety Director Infrastructure Services Manager Public Health and Building Services Service Manager Health and Building Services Environment Health Coordinator
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	NIL – <i>Food Regulations 2009</i> do not provide for sub-delegation.
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

7. Graffiti Vandalism Act 2016 Delegations

7 Graffiti Vandalism Act 2016 Delegations

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Ranger Services Manager Service Manager Rangers and Community Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	The affected person must be given reasons for the notice and advice of their objection and review rights in accordance with sections 21 and 22 of the <i>Graffiti Vandalism Act 2016</i> and Part 9 of the <i>Local Government Act 1995</i> .
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025

Delegation Register

City of Cockburn

7. Graffiti Vandalism Act 2016 Delegations

7.1.2 Notices – Deal with Objections and Give Effect to Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	This sub-delegation may only be exercised if the sub-delegate played no role in the decision to issue the notice.
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024

Delegation Register

City of Cockburn

7. Graffiti Vandalism Act 2016 Delegations

7.1.3 Obliterate Graffiti on Private Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.25(1) Local government graffiti powers on land not local government property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

7. Graffiti Vandalism Act 2016 Delegations

7.1.4 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place Ranger Services Manager Service Manager Rangers and Community Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025

Delegation Register

City of Cockburn

8. Health (Miscellaneous Provisions) Act 1911

8 Health (Miscellaneous Provisions) Act 1911

8.1 Council to Deputies

8.1.1 Appointment and Authorisation of Deputies

Note: The *Health (Miscellaneous Provisions) Act 1911* does not provide a power of delegation. Instead, local governments may appoint and authorise a person to be its deputy. A deputy may exercise all or any of the powers and functions of the local government, according to the conditions and limitations of the appointment.

Power / Duty assigned in legislation to:	Local Government
Express Power to Appoint:	<i>Health (Miscellaneous Provisions) Act 1911:</i> s.26 Powers of local government
Express Powers and Duties to be exercised:	<i>Health (Miscellaneous Provisions) Act 1911:</i> Part IV Sanitary provisions Part V Dwellings Part VI Public Buildings Part VII Nuisances and Offensive trades Part IX Infectious diseases Part XII Hospitals Part XIIA Community health centres etc Part XV Miscellaneous provisions <i>City of Cockburn Health Local Laws 2000</i>
Deputy:	Chief Executive Officer Manager Public Health and Building Services Service Manager Health and Building Services Environment Health Coordinator
Functions: <i>This is a precis only.</i>	Authority to exercise and discharge all of the powers and functions of the local government under: a. Parts IV, V, VI, VII, IX, XII, XIIA and XV of the <i>Health (Miscellaneous Provisions) Act 1911</i> ; and b. The <i>City of Cockburn Health Local Laws 2000</i> .
Council Conditions on this Appointment:	Nil.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Previously adopted as SPD6 14 December 2017
2	Modified 11 March 2025

Delegation Register

City of Cockburn

8. Health (Miscellaneous Provisions) Act 1911

8.1.2 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express Power or Duty Delegated:	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.
Compliance Links:	<i>Criminal Procedure Act 2004</i> – Part 2
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024

Delegation Register

City of Cockburn

9. Public Health Act 2016 Delegations

9 Public Health Act 2016 Delegations

9.1 Council to CEO

9.1.1 Designate Authorised Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate a person or class of persons as authorised officers for the purposes of: <ol style="list-style-type: none"> i. The <i>Public Health Act 2016</i> or other specified Act ii. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act iii. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ol style="list-style-type: none"> a. an Environmental Health Officer or Environmental Health Officers as a class; OR b. a person who is not an Environmental Health Officer or a class of persons who are not Environmental Health Officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases

Delegation Register

City of Cockburn

9. Public Health Act 2016 Delegations

		s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority <i>Criminal Investigation Act 2006</i> , Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i> <i>The Criminal Code</i> , Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i>
Record Keeping:		Details of decisions are to be recorded in the City’s record keeping system
1	Adopted 11 May 2023	
2	Modified 9 July 2024	



Delegation Register

City of Cockburn

9. Public Health Act 2016 Delegations

9.1.2 Dealing with Seized Items

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.260 Return of seized item s.262 Cost of destruction or disposal of forfeited items s.263 Return of forfeited items s.264 Compensation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine if no contravention of the Public Health Act 2016 has occurred and return seized items or forfeited items to the person from whom the items were seized or to any other person who is determined to be entitled to it [s.260 and 263]. 2. Authority to recover the cost of destruction or disposal of forfeited items [s.262]. 3. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions about compensation may be referred for review by the State Administration Tribunal [s.265]
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024

Delegation Register

City of Cockburn

9. Public Health Act 2016 Delegations

9.1.3 Enforcement Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.216 Issue of enforcement orders s.217 Contents of enforcement order s.218 Extension of period of compliance with enforcement order s.219 Enforcement agency may implement enforcement order s.223 Certificate of clearance to be given in certain circumstances s.224 Request for assessment
Delegate:	Chief Executive Officer Manager Public Health and Building Services (Authorised Officer) Service Manager Health and Building Services (Authorised Officer)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to give an enforcement order to a person on the basis of a reasonable belief that: <ol style="list-style-type: none"> the person has not complied with an improvement notice [s.216(1)(a)]; or the issue of the notice is necessary to prevent or mitigate a serious public health risk [s.216(1)(b)]. Authority to limit the prohibition order, determine whether it is absolute or conditional, or include ancillary or incidental directions [s.217]. Authority to extend the period of time for compliance with the order [s.218]. Authority, where the order is not complied with as specified in s.219(1), to take any action the delegate reasonably believes is necessary to ensure the order is complied with [s.219(2)]. Authority to determine, for the purposes of taking action to effect compliance with an order under s.219(2): <ol style="list-style-type: none"> that the circumstances are sufficiently serious or urgent that immediate entry is required [s.219(3)(a)(ii)], and whether any persons are necessary to accompany an authorised officer to enter premises [s.219(3)(a)(ii)].

Delegation Register

City of Cockburn

9. Public Health Act 2016 Delegations

Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	<i>Public Health Act 2016</i> s.300 Guidelines relating to information sharing. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City’s record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025



Delegation Register

City of Cockburn

9. Public Health Act 2016 Delegations

9.1.4 Appoint Designated Officer – Information Sharing

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.299 Information Sharing
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to appoint Designated Officer/s for the purposes of s.299 [s.299(1)].
Council Conditions on this Delegation:	Appointments must be consistent with requirements outlined in the Chief Health Officer's Information Sharing Guideline , prepared in accordance with s.300.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	<i>Public Health Act 2016</i> s.300 Guidelines relating to information sharing. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

10 Planning and Development Act 2005 Delegations

10.1 Council to CEO

10.1.1 Illegal Development

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Sustainable Development and Safety Group Manager Development and Safety Coordinator Development Compliance

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

	Senior Development Compliance Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Part 13 of the Planning and Development Act 2005 Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 9 July 2024
2	Modified 11 March 2025



Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

10.1.2 Structure Plans

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> Schedule 2 Deemed provisions for local planning schemes cl.82 Delegations by local government
Express Power or Duty Delegated:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Deemed provisions for local planning schemes: cl. 17. Action by local government on receipt of application cl. 18. Advertising structure plan cl. 19. Consideration of submissions cl. 20. Local government report to Commission cl. 28. Duration of Approval cl. 29. Amendment of structure plan
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. In accordance with Clause 17(1) of the Deemed Provisions, the authority to determine whether: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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 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. 6. In accordance with Clause 28(2) of the Deemed Provisions, the authority to seek Western Australian Planning

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

	<p>Commission Approval to extend the period of approval of a Structure Plan.</p> <p>7. In accordance with Clause 28(3) of the Deemed Provisions, the authority to request that the Commission revoke its approval of a Structure Plan.</p> <p>8. In accordance with Clause 28(3)(d)(ii) of the Deemed Provisions, the authority to agree to the revocation of the Commission's approval for a Structure Plan that was the subject of an application under Clause 16(3).</p> <p>9. 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.</p>
Council Conditions on this Delegation:	<p>Where an amendment to a Structure Plan may be considered minor in nature</p> <p>1. As per Clause 7.1.1 of the WA Planning Manual – Guidance for Structure Plans, an amendment can be considered minor if the proposed changes do not impact on the purpose, objectives, or the overall design response of the plan, and in addition the changes:</p> <ul style="list-style-type: none"> are required to give effect to a State planning policy; or do not have a consequential impact on the land, landowners or occupiers in and around the structure plan area; or are administrative in nature, for example, where required to remove redundant provisions or requirements; and the proposed changes do not impact on the infrastructure provision of the environment.
Express Power to Sub-Delegate:	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015:</i></p> <p>Schedule 2 Deemed provisions for local planning schemes</p> <p>cl.83 Local government CEO may delegate powers</p>
Sub-Delegate/s: <i>Appointed by CEO</i>	<p>Director Sustainable Development and Safety</p> <p>Group Manager Growth and Sustainability</p> <p>Service Manager Strategic Planning</p> <p>Senior Strategic Planner</p>
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	As per Council's conditions on delegation to the CEO
Compliance Links:	

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

Record Keeping:		Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023	
2	Modified 9 July 2024	
3	Modified OCM 12 November 2024, CEO 21 November 2024	
4	Modified 11 March 2025	



Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

10.1.3 Town Planning Scheme – Development Contributions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> Schedule 2 Deemed provisions for local planning schemes cl.82 Delegations by local government
Express Power or Duty Delegated:	City of Cockburn Town Planning Scheme No. 3 (TPS 3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. The authority to adopt a Development Contribution Plan Report and Cost Apportionment Schedules for Development Contribution Areas within 90 days of the development contribution plan coming into effect (clause 5.3.10). 2. Authority to review the cost apportionment schedules at least annually (clause 5.3.11.2) and make necessary adjustments (clause 5.3.11.4(i)). 3. Authority to accept a cost contribution based on an estimated costs as a final contribution and enter into an agreement with the owner accordingly (clause 5.3.11.4(ii)) 4. Authority to deal with objections to the amount of a cost contribution by: <ol style="list-style-type: none"> a. Agreeing with the owner on an independent expert (clause 5.3.11.7); and b. Agreeing with the owner to a valuation method if required (clause 5.3.11.8 (i)). 5. Authority to agree with the owner the appointment of a licensed valuer for the purpose of undertaking a valuation (clause 5.3.12) and determine the method by which the value is to be determined where the valuer's determination is not accepted by the owner. 6. Authority to agree with the owner as to the method and manner of payment of cost contribution acceptable to the City, in accordance with clause 5.3.14, including provision of physical infrastructure (clause 5.3.14.1(iii)). 7. Authority to lodge and withdraw caveats as a charge on land (clause 5.3.15).
Council Conditions on this Delegation:	This authority must be exercised consistently with all applicable State planning policies, guidelines and the City's Town Planning Scheme No. 3

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

Express Power to Sub-Delegate:	<i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> Schedule 2 Deemed provisions for local planning schemes cl.83 Local government CEO may delegate powers
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Sustainable Development and Safety Group Manager Growth and Sustainability Service Manager Strategic Planning Development Contributions Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i> Compliance Links:	As per Council's conditions on delegation to the CEO
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified OCM 12 November 2024, CEO 21 November 2024
4	Modified 11 March 2025



Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

10.1.4 Town Planning Scheme – Development Control

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> Schedule 2 Deemed provisions for local planning schemes cl.82 Delegations by local government
Express Power or Duty Delegated:	City of Cockburn Town Planning Scheme No. 3 (TPS 3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>(1) Local Development Plans:</p> <ul style="list-style-type: none"> a) The authority to approve local development plans. b) The authority to refuse to approve local development plans and, to provide reasons for this to the owner. <p>(2) Amending or cancelling development approval:</p> <ul style="list-style-type: none"> a) The authority to amend a planning approval so as to extend the period within which any development approved must be substantially commenced. b) The authority to determine when a development has been 'substantially commenced', subject to sufficient evidence on planning grounds. c) The authority to amend or delete any condition to which the approval is subject. d) The authority to amend an aspect of the development approved which, if amended, would not substantially change the development approved. e) The authority to cancel the approval, subject to sufficient planning grounds. <p>(3) Unauthorised Existing Subsequent approval of development The authority to determine applications excludes the determination of Category 'A: Heritage places, the removal of 'Significant Trees' or 'Protected Tree' subject to a Tree Preservation order and those applications proposing demolition of any category of heritage building as contained in the Local Government Heritage List and Inventory except where those applications are for minor amendments or minor works as defined in Local Planning Policy LPP4.4 and the amendments or minor works are supported by the State Heritage Office.</p> <p>(4) Determination of Applications (other than 'Industry General' – Licensed')</p>

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

	<ul style="list-style-type: none"> a) The authority to grant approval with or without conditions. b) The authority to refuse to grant planning approval. (5) Form and Date of Determination <ul style="list-style-type: none"> a) The authority to convey its determination to the applicant in the form of the "Notice of determination on application for development approval" prescribed in TPS 3. (6) Temporary Planning Approval <ul style="list-style-type: none"> a) The authority to impose conditions limiting period of time for which an approval is granted. (7) Approval Subject to Later Approval of Details <ul style="list-style-type: none"> a) The authority to grant development approval subject to a condition that further detail any works or use specified in the condition must be submitted to, and approved by, the City before the developer commences the development.
Council Conditions on this Delegation:	<ul style="list-style-type: none"> (1) The authority to determine applications subject to those applications being in accordance with the relevant legislative, scheme and policy requirements. (2) The authority to determine applications where advertising of an application is required in accordance with TPS 3 subject to: <ul style="list-style-type: none"> a) No objections are received during the consultation period. b) The objection can be resolved through a condition imposed on an approval or negotiation of a design change with the applicant. c) The objection does not relate to valid planning considerations associated with the proposal (as confirmed by the Service Manager Development Services). (3) The authority to determine applications excludes the determination of category "A" Heritage places and those applications proposing demolition of any category of heritage building as contained in the Local Government Heritage List and Inventory except where those applications are for minor amendments or minor works as defined in Local Planning Policy 4.4 and the amendments or minor works are supported by the State Heritage Office. (4) The authority to determine applications for 'Industry – General (Licenced)' subject to: <ul style="list-style-type: none"> (a) compliance with the minimum recommended separation distance required by the Environmental Protection Authority's

Delegation Register

City of Cockburn

10. Planning and Development Act 2005 Delegations

	<p>'Guidance for the Assessment of Environmental Factors – Separation Distances between Industrial and Sensitive Land Uses';</p> <p>(b) non-objection to the proposal by the Service Manager Health and Building Services</p> <p>(5) The authority to issue a renewal of a planning approval or extension of the approval period prior to expiry subject to:</p> <p>(a) The development being substantially the same as that previously approved by Council or the City under delegation.</p> <p>(b) Unless sufficient planning grounds are provided, any conditions of development approval shall be the same as those previously imposed.</p> <p>(6) In relation to a decision that is subject to a review in the State Administrative Tribunal, sub-delegated officers may:</p> <p>(a) Attend directions hearings, mediations and hearings.</p> <p>(b) Appear as an expert witness in a hearing.</p> <p>(c) Provide evidence in a hearing.</p> <p>(d) Prepare any written documents required as part of matter the subject of a review.</p>
Express Power to Sub-Delegate:	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015:</i></p> <p>Schedule 2 Deemed provisions for local planning schemes</p> <p>cl.83 Local government CEO may delegate powers</p>
Sub-Delegate/s: <i>Appointed by CEO</i>	<p>Director Sustainable Development and Safety</p> <p>Group Manager Development and Safety</p> <p>Service Manager Development Services</p> <p>Coordinator Development Services</p> <p>Senior Planning Officer</p> <p>Planning Officer</p> <p><u>Condition (6) Only:</u></p> <p>Transport Engineer</p> <p>Service Manager Traffic and Major Projects</p> <p>Transport and Traffic Coordinator</p> <p>Landscape Officer</p> <p>Senior Development Engineer</p>

Delegation Register

City of Cockburn
10. Planning and Development Act 2005 Delegations

	Senior Environmental Health Officer Environmental Health Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	As per Council's conditions on delegation to the CEO
Compliance Links:	
Record Keeping:	Details of decisions are to be recorded in the City's record keeping system
1	Adopted 11 May 2023
2	Modified 9 July 2024
3	Modified 11 March 2025



Delegation Register

City of Cockburn

11. Policy Delegations

11 Policy Delegations

11.1 Council to CEO

These are non-statutory delegations but are included to address City of Cockburn Policies that make reference to delegated authority for decision-making under the Policy.

11.1.1 Community Funding to Support Local Economic Development

Delegator:	Council
Policy:	<u>Community Funding to Support Local Economic Development</u>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The authority to evaluate funding submissions in accordance with grant programs listed under policy 'Community Funding to Support Local Economic Development' and to manage and allocate funds to submissions compliant with this policy and respective guidelines.
Council Conditions on this Delegation:	To approve applications for the following grant programs: 1. Category A – Economic Development Grants
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Sustainable Development and Safety
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	
Record Keeping:	
1	Modified 11 March 2025

Delegation Register

City of Cockburn

11. Policy Delegations

11.1.2 Funding Assistance – Community Associations

Delegator:	Council
Policy:	<u>Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)</u>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The authority to approve payment of funding and donations available in Council's Adopted Budget for Community Associations.
Council Conditions on this Delegation:	Funding for Community Associations will be considered under the following sub-categories as provided for in Council Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships), Category G – Major and Minor Funding <ol style="list-style-type: none"> 1. Publication and Distribution of Newsletters 2. Cockburn Community Insurance Program 3. Hire of Council Community Centres and Halls 4. Resident Association Support
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	
Record Keeping:	

Delegation Register

City of Cockburn

11. Policy Delegations

11.1.3 Funding Assistance for Community Organisations and Individuals

Delegator:	Council
Policy:	<u>Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)</u>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The authority to allocate funds to projects, events or activities that best meet the Community Innovation and Participatory Budgeting, Grants, Small Events or Individual Sponsorships Program Criteria.
Council Conditions on this Delegation:	<p>The following categories are to be used to prioritise the projects to be funded or considered for funding under the below Council funded programs:-</p> <p>(1) As provided for in Council Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)' for:</p> <ol style="list-style-type: none"> 1. Community Grants (Category A) 2. Cultural Grants (Category B) 3. Sustainability Grants (Category C) 4. Small Events Sponsorship (Category D) 5. Sponsorship Program (Individuals – Category F) 6. Community Innovation and Participatory Budgeting (Category G) <p>(2) Elected Members are to be informed of the outcome of applications.</p>
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Community and Place
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation</i>	
Compliance Links:	
Record Keeping:	

Delegation Register

City of Cockburn





11. Policy Delegations


**11.1.4 Funding for Community Organisations and Individuals (Grants,
Donations & Sponsorships)**

Revoked OCM 12 November 2024 2024/MINUTE NO 0268




City of Cockburn, Whadjuk Boodja
PO Box 1215, Bibra Lake DC WA 6965
9 Coleville Crescent, Spearwood WA 6163
T 08 9411 3444 | E customer@cockburn.wa.gov.au
www.cockburn.wa.gov.au





This information is available in alternative formats upon request.



Paper from responsible sources.

www.cockburn.wa.gov.au



14.4.2 (2025/MINUTE NO 0024) Elected Member Superannuation

Executive	Chief Executive Officer
Author	Manager Legal and Compliance
Attachments	N/A

Officer Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich
That Council:

- (1) RESOLVES to make superannuation contribution payments to Council Members under s5.99B; and
- (2) NOTES that superannuation contribution payments are required to be paid effective 1 February 2025 because of this resolution.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 7/0

Background

New legislative provisions enabling local governments to pay superannuation to Elected Members commenced on 1 February 2025.

These provisions require the City of Cockburn to pay superannuation to Elected Members effective 19 October 2025, the day after the 2025 Council election.

These provisions also allow local governments to resolve to pay Elected Members superannuation prior to October 2025.

The effect of a resolution to pay superannuation prior to October 2025 is that superannuation must be paid to Elected Members from 1 February 2025.

Submission

N/A

Report

From 19 October 2025, it will be compulsory for all Class 1 and 2 local governments, which includes Cockburn, to pay superannuation to Elected Members. Prior to that, the new legislation enables local government to pay superannuation through an absolute majority decision.

Individual Elected Members may 'opt out' of receiving superannuation even when a local government resolves to or is required to pay.

Superannuation payments to Elected Members will be made in addition to the fees and allowances set by the Salaries and Allowances Tribunal.

Superannuation will be paid in accordance with the Superannuation Guarantee (Administration) Act 1992(Cth) (SGA Act).

The rate for payment of superannuation is currently 11.5% and this will rise to 12% on 1 July 2025.

Payments of superannuation are to be made at the same time as Elected Members receive their allowance. Superannuation is paid on “remuneration” as defined in the SGA Act. For the purposes of Elected Members, remuneration means the annual fee for meeting attendance, the annual allowance for the Mayor and the annual allowance for the Deputy Mayor.

Section 5.99B of the Local Government Act 1995 states relevantly that the “amount of the superannuation contribution payment is the amount that the local government would have been required to contribute under the SGA Act” if the elected member were an employee of the local government.

The effect of this provision is that if Council resolves to pay superannuation prior to 19 October 2025, superannuation is payable from an effective date of 1 February 2025

Several class 1 metropolitan local governments have already resolved to pay Elected Members’ superannuation including the Cities of Fremantle, Gosnells and Rockingham.

That Elected Members have not previously been paid superannuation has been a significant anomaly under the SGA Act.

Considering WALGA’s advocacy for superannuation payments and the State’s decision to require Class 1 and 2 local governments to pay superannuation from October, it is recommended that Council resolves to pay superannuation to its Elected Members.

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 budgets for payments to Elected Members each financial year. Payment of superannuation to Elected Members from 1 February 2025 to 30 June 2025 can be accommodated within the existing budget this financial year.

The City will budget for the payment of superannuation to Elected Members in future budget years.



Legal Implications

Under s 5.63(1)(c)(ia) of the LG Act, an elected member is exempt from disclosing any financial interest they may have in the payment of superannuation on their fees and allowances.

Community Consultation

N/A

Risk Management Implications

N/A

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

N/A



15. Reports-Standing Committee

15.1 Organisational Performance Committee Meeting – 18/02/2025

15.1.1 (2025/MINUTE NO 0025) Corporate Business Plan Key Performance Indicator - Quarter 2 Update Report and Mid-Year Review

Executive Director Corporate and System Services

Author Business Planning Coordinator

Attachments

1. FY25 Corporate Business Plan KPI Q2 Milestones [↓](#)
2. FY25 Corporate Business Plan Mid-Year Review Changes [↓](#)

Officer Recommendation/Committee Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich
That Council:

- (1) NOTES the CBP KPI Quarter 2 and Mid-Year Review Update; and
- (2) AMENDS the FY25 CBP KPIs as per the CBP Mid-year review.

CARRIED 7/0

Background

A Corporate Business Plan (CBP) is an internal business planning document that translates the Council's priorities, as set out in the Strategic Community Plan 2020 – 2030 (SCP), into outcomes within the resources available to the City.

The CBP is a rolling four-year plan that informs the annual budget and is reviewed and updated annually to ensure it aligns with the City's Long-Term Financial Plan (LTFP).

The City of Cockburn Corporate Business Plan (CBP) outlines various strategic projects, service areas, and financial summaries, ensuring that the council's operations are aligned with the community's needs and expectations.

It also includes Key Performance Indicators (KPIs) to measure the success of various projects and initiatives.

This helps ensure that the Council remains accountable and transparent in its operations. These KPIs were adopted by Council at the June 2024 Special Council Meeting.

This report presents the progress of FY25 Quarter 2 (Q2) and Mid-Year Review CBP KPI progress.

Submission

N/A

Report

Overall CBP KPI Progress

The CBP KPIs track delivery of the CBP items.

Accountability for the CBP KPIs is allocated to the Director of the City responsible for delivering the item. Responsibility then cascades to a Senior Leadership Team (SLT) member, being a direct report to the Director.

The Q2 status report on the progress of the CBP KPIs for FY25 (1 October 2024 to 31 December 2024) is provided (refer Attachment 1).

The overall annual progress of the CBP KPIs progress is in Table 1 and the Q2 milestones are included in Table 2.

In summary:

- The majority of CBP KPIs (72%) are “on track”
- 9% of CBP KPIs are complete for the financial year
- 5% are “at risk” of running behind schedule
- 7% are “off track” concerning the annual progress
- 7% of CBP KPIs are recommended for reforecasting to better align with delivery timeframes.

Strategic Outcome Analysis:

1. Local Economy:

- Most KPIs (e.g., International Engagement, Business Engagement Plan) are **on track**
- Some projects, like the **Investment Attraction Plan**, are **at risk**
- Others, such as the **Cockburn Blue Innovation Hub**, faced delays in quarter 1 but are now back on track.

2. Environmental Responsibility:

- Strong performance has been demonstrated in this outcome, with all KPIs **on track** or **complete**
- Notable successes include the **Urban Forest Tree Planting Program** and **Clementine Reserve Orchid Monitoring**, which have met targets
- The **Cockburn Resource Recovery Redevelopment** and drainage improvement projects are advancing as planned.

3. Community, Lifestyle & Security:

- Progress is mixed. Significant projects like the **Beale Park Redevelopment** and **Stage 4 Marina Expansion Business Case** are **at risk** or delayed
- Other initiatives, such as the **Wally Hagan Redevelopment** and **Davilak Park Redevelopment**, have achieved milestones and remain **on track**.

4. City Growth & Moving Around:

- Most initiatives are progressing **on track**, such as the **Coogee Beach Master Plan Review** and **Public Open Space Strategy Review**

- Some traffic management and infrastructure projects, like the **Rockingham Rd / Phoenix Rd Roundabout**, are **off track**, requiring re-evaluation to meet extended deadlines.

5. Listening and Leading:

- High levels of completion and alignment, with projects like the **TechOne SaaS Migration** and **Zero Client Replacement** which have been successfully implemented.
- A few projects, such as the **Fixed License Plate Recognition Investigation**, experienced delays initially but are achieving their intended outcomes.

For specific details refer Q2 update comments in Attachment 1.

Table 1: CBP KPI Annual Progress

CBP KPI's - Overall Annual Progress			
OVERALL PROGRESS		NUMBER	PERCENTAGE
COMPLETE	Annual KPI achieved	4	9%
ON TRACK	Annual KPI is currently meeting or exceeding its target goals.	31	72%
NOT COMMENCED	Annual KPI has not yet started, and no progress has been made towards its delivery.	0	0%
AT RISK	A risk(s) has been identified that may delay or impact delivery of the annual KPI.	3	7%
OFF TRACK	Needs Attention. There are issues that have or will impact achievement of the annual KPI.	2	5%
REFORECAST	Timeframe of the annual KPI has been reforecast to the following financial year.	3	7%
REMOVED	KPI no longer being delivered.	0	0%
TOTAL		43	100%

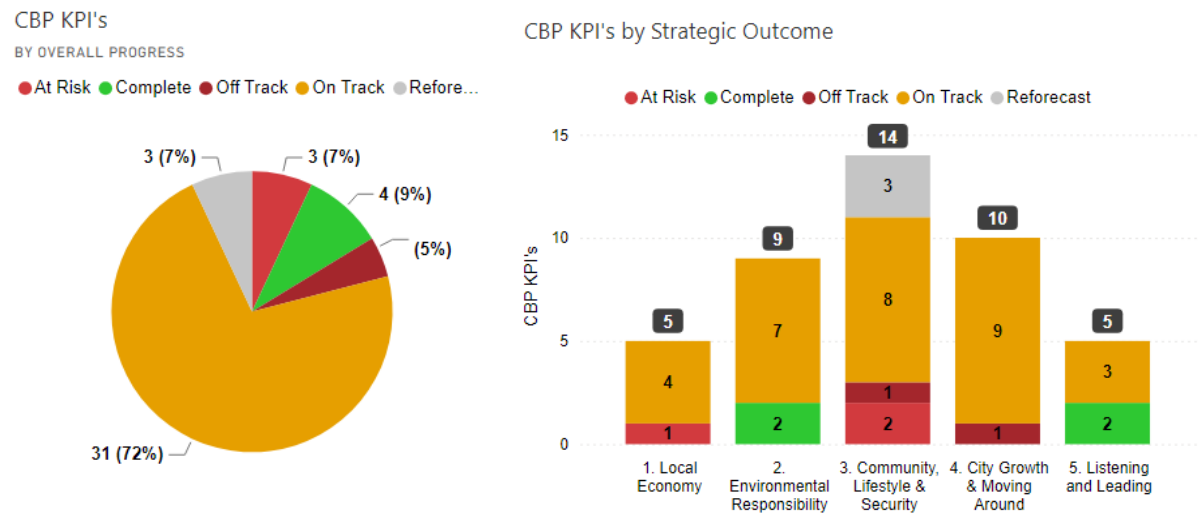


Figure 1: CBP KPI Overall Annual Progress by Strategic Community Plan

At the end of Q2, the overall progress on key performance indicators (KPIs) offers valuable insights as we move further into the financial year and actively implement projects. I

it is important to recognise that KPI timelines may evolve, and external market conditions or internal resource availability can significantly impact the achievement of KPI targets, either positively or negatively.

(4)

(5) Quarter 2 CBP KPI Milestone summary

The Q2 CBP KPI’s (refer Table 2) are representative of current KPI delivery. In summary:

- The majority (77%) of Q2 milestones are complete
- 23% of Q2 milestones are “off track”.

Table 2: CBP Q2 Milestone Summary

CBP KPI's – Q2 Milestones			
Q2 MILESTONES		NUMBER	PERCENTAGE
COMPLETE	Milestone complete	33	77%
OFF TRACK	Milestone not complete	10	23%
TOTAL		43	100%

- Q2 progress is presented by Strategic Community Plan (SCP) in Figure 2.
- The majority of “off track” Q2 milestones relate to the City Growth and Moving Around and Community Lifestyle and Security outcome
 - KPIs with incomplete Q2 milestones will be monitored to ensure on time delivery of the annual KPI.

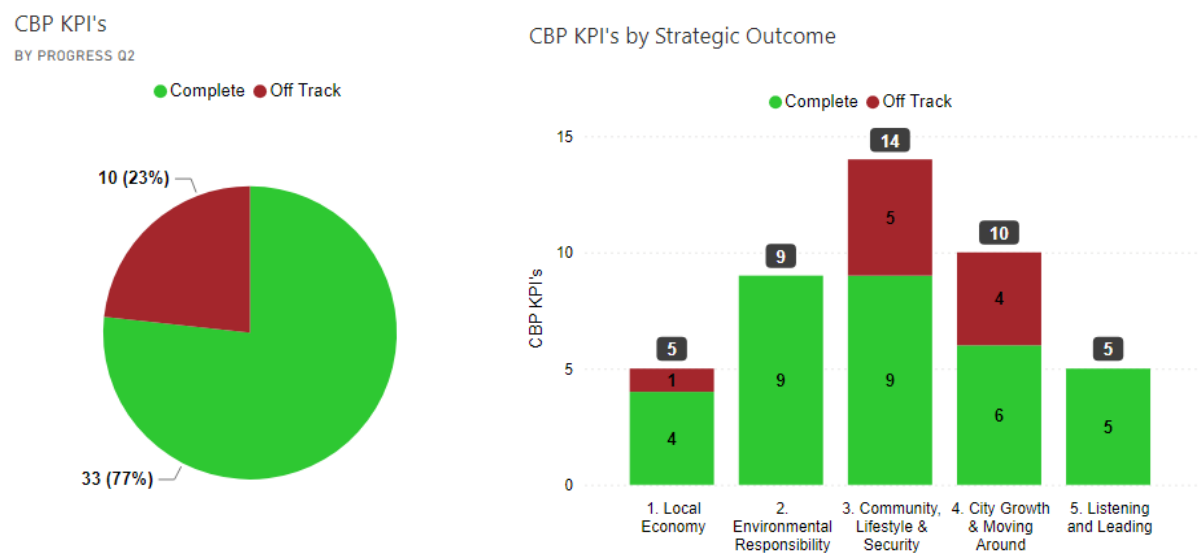


Figure 2: CBP KPI Q2 Milestone Progress by Strategic Community Plan

Full details of KPI and milestone progress is presented at Attachment 1 which is colour-coded to indicate the progress and status of the CBP KPIs:

- Green indicates the KPI is “complete”
- Orange indicates the KPI is “on track” or has “not commenced”
- Red indicates the KPI is “at risk” or “off track”
- Grey indicates the KPI is “reforecast”.

(6) CBP MID-YEAR REVIEW

At the end of each year’s second quarter, a mid-year review is conducted to align Corporate Business Plan (CBP) KPI timelines with the organisation's delivery capability, the Council's strategic direction, and the economic climate.

The review includes an examination of CBP KPIs and the milestones set for quarters 3 and 4, ensuring the efficient delivery of CBP KPIs by the end of the financial year.

Below is a summary of potential changes to KPIs, accompanied by brief definitions of each option:

- **No Change:** KPI/Milestone unchanged
- **Program Change:** Overall outcome unchanged, delivery program updated.
- **Reforecast:** The CBP KPI and/or milestone will be revised to reflect scope, timeline, or budget changes. This is done to provide a more accurate projection of future outcomes
- **Removed:** KPI/Milestone has been eliminated or removed from CBP KPI scope, indicating that it is no longer part of the requirements or deliverables.

A summary of the quantity and nature of changes is provided in the table below, while a comprehensive breakdown is available in Attachment 2.

Table 3: CBP Mid-Year Review Proposed Changes

CBP KPI's	No Change		Program Change		Reforecast		Removed		TOTAL
Mid-Year Review	33	77%	7	16%	3	7%	0	0%	43

During the mid-year review, amendments are made to KPIs that accurately reflect the organisational capacity for delivery over the remaining quarters.

The majority of CBP KPIs (77%) have remained unchanged.

A review of the changes proposed at this mid-year review include:

- Three KPIs are recommended for reforecasting into FY26
- 7 other KPIs have changed their delivery timeframe or milestones for the remaining quarters.

The majority of KPIs put forward for mid-year review are those tracking as “at risk,” “off track,” or proposed to be “reforecast.” Two KPIs are “on track” but have had milestones added for Q3 and Q4, now that project delivery timeframes and capacity have become clearer, replacing the original TBD milestones in the CBP.

The KPIs put forward for mid-year review impact three out of five strategic outcomes:

1. **Local Economy:** One project.
2. **Community, Lifestyle & Security:** Seven projects focusing on enhancing community facilities, security, and lifestyle.
3. **City Growth & Moving Around:** Two projects aimed at improving infrastructure and transportation.

Six of the ten milestones involve minor changes to wording or the addition of milestones. Four projects have had their timelines slightly adjusted to enhance operational efficiency and delivery capacity.

These projects are:

- “Smart Buildings Project BETTI”
- “Aboriginal Cultural and Visitors Centre”
- “New Signals: Beeliar Drive and Dunraven Drive”
- “Rockingham Road and Phoenix Road Roundabout”.

More details about the proposed KPI changes can be found in Attachment 2.

CBP delivery at this point in the financial year is tracking better than at the same point last year. More projects are on track, and fewer items have been proposed for changes in this Mid-Year Review update.

Continued focus will be required in the remaining two quarters to ensure a strong end to the financial year. The next CBP update will be for Q3 progress.

Strategic Plans/Policy Implications

Corporate Business Plan 2024 - 2028

Listening and Leading

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

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The Budget implications of changes made to the CBP KPIs are captured in the Mid-Year Budget Review. This will be provided to Council as a separate report.

Legal Implications

Sections 5.38 and 5.39A (1) (b) of the *Local Government Act 1995* and Division 3 Schedule 2 of Regulation 18FA of the *Local Government (Administration) Regulations 1996* refer.

Community Consultation

NA

Risk Management Implications

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



STRATEGIC OUTCOME	LINK TO STRATEGY (CBP)	KPI	OVERALL PROGRESS	EXECUTIVE (Accountable)	QUARTER 1 PROGRESS	QUARTER 2 PROGRESS	QUARTER 2 MILESTONE	QUARTER 2 UPDATE
1. Local Economy	1A.01	International Engagement	On Track	Daniel Arndt	Complete	Complete	Report on outcomes of delegation visit to council	Report with Exec and CEO
1. Local Economy	1A.02	Investment Attraction Plan	At Risk	Daniel Arndt	Off Track	Off Track	Scope prepared for Website and prospectus development - Identified professional development for investment facilitation	Meeting scheduled for February with consultants. Presentation to ELT following redrafting of Investment Attraction Plan, specifically clarification of outcomes/actions
1. Local Economy	1B.01	Business Engagement Plan	On Track	Daniel Arndt	Complete	Complete	1. Complete round 1 of business grants 2. Deliver 1 international engagement event (Cockburn Global) 3. Deliver 2 workshops 4. Deliver 2 Micro Business networking events 5. Publish 2 business newsletters	All programs, events delivered effectively.
1. Local Economy	1B.02	Cockburn Blue Innovation Hub	On Track	Daniel Arndt	Off Track	Complete	Develop operational plan. Operational plan to determine subsequent milestones.	Investigate and shortlist potential Hub locations Identify and document proposed management structure for the Hub.
1. Local Economy	1B.03	Destination Plan	On Track	Daniel Arndt	Off Track	Complete	Scope marketing and communication and the development of a Tourism/ destination brand consistent to City activities and tourism organisations	Presentation to ELT following redrafting of Destination Plan - clarification of outcomes/actions
2. Environmental Responsibility	2A.01	Clementine Reserve Orchid Monitoring	Complete	Daniel Arndt	Complete	Complete	Survey commenced	Project Complete. The Orchid Monitoring Report was finalised and the project was completed in November 2024. The report determined that all occurrences of the Grand Spider Orchid (Caladenia huegelii) have remained intact across the annual monitoring period. Maintenance of the reserve will continue for the duration of the financial year as per the methodology prescribed in the Authorisation to Take Threatened Flora permit.
2. Environmental Responsibility	2A.02	CY O'Connor Reef Stage 2 - Installation and Monitoring	Complete	Daniel Arndt	Complete	Complete	Reef installed	The installation project was completed on 5 December 2024 with all 135 modules installed. The effects on erosion will continue to be monitored.
2. Environmental Responsibility	2A.03	Manning Park Playground Upgrade	On Track	Kylie Johnson	Complete	Complete	Engagement completed	Community consultation completed. Schematic design contract awarded to Ecoscape.
2. Environmental Responsibility	2A.04	Urban Forest Tree Planting Program	On Track	Anton Lees	Complete	Complete	Planting program closes, online requests open.	Planting program completed. Online requests open and now closed due to next years' quota of tree requests being filled.
2. Environmental Responsibility	2B.01	Cockburn Resource Recovery Redevelopment	On Track	Anton Lees	Complete	Complete	Construction of leachate pond commenced with initial site establishment and civil works.	Construction of Leachate Pond has commenced.
2. Environmental Responsibility	2C.01	Edeline Street - Drainage Improvements	On Track	Anton Lees	Complete	Complete	Market engagement complete, construction started	Q2 Milestone achieved. Project is on track for Practical completion February 2025.
2. Environmental Responsibility	2C.02	Hobley Way - Drainage Improvements	On Track	Anton Lees	Complete	Complete	Market engagement complete	Q2 Milestone achieved. Project is on track for practical completion in February 2025.

STRATEGIC OUTCOME	LINK TO STRATEGY (CBP)	KPI	OVERALL PROGRESS	EXECUTIVE (Accountable)	QUARTER 1 PROGRESS	QUARTER 2 PROGRESS	QUARTER 2 MILESTONE	QUARTER 2 UPDATE
2. Environmental Responsibility	2C.03	Marvell Avenue #5 - Drainage Improvements	On Track	Anton Lees	Complete	Complete	Market engagement undertaken	Q2 Milestone achieved Considered by council at the December OCM (2024). Contract is prepared and scheduled for commencement of works in January 2025.
2. Environmental Responsibility	2C.04	Stratton Street - Drainage Upgrade	On Track	Anton Lees	Complete	Complete	Project complete	Q2 Milestone achieved. Project is Practically Complete and within its defects liability period.
3. Community, Lifestyle & Security	3A.01	Beale Park Redevelopment	At Risk	Anton Lees	Off Track	Off Track	Market engagement commenced.	Tender package is in place for Market engagement to commence in Feb based upon revised scope of work and agreed project schedule. Project on track for Q4 milestone
3. Community, Lifestyle & Security	3A.02	Beeliar Reserve Redevelopment	Reforecast	Kylie Johnson	Off Track	Off Track	Community Engagement Round 2 and present final Needs & Site Analysis, Concept Plan and Feasibility Study to Council. Feasibility study to determine upcoming milestones.	Project currently at Concept Design. The Q2 Milestone will be complete as of Q4. Milestones will be updated as per July Update.
3. Community, Lifestyle & Security	3A.03	Cockburn ARC Expansion	On Track	Anton Lees	Complete	Complete	Upper floor fit out commences, refurbishment fit out and services underway and gym fit out commences.	Q2 Milestone complete. Project is on track for Q3 milestones to be met. Project is tracking approximately 2 weeks behind meeting Q4 milestones.
3. Community, Lifestyle & Security	3A.04	Davilak Park Redevelopment	On Track	Kylie Johnson	Complete	Complete	Needs and site analysis complete	Complete. Awaiting revised concept plans
3. Community, Lifestyle & Security	3A.05	Malabar BMX	On Track	Anton Lees	Complete	Complete	Project complete	Project has achieved practical completion. Defects list is being worked through which will include rectification works to track surface. Opening event delayed ensuring all issues resolved in advance.
3. Community, Lifestyle & Security	3A.06	Port Coogee Southern Amenities Project (Omeo Park)	On Track	Anton Lees	Complete	Complete	Earthworks, concrete works, structural and services installations.	Q2 milestones achieved. Earthworks, concrete, structural and service installations have all commenced. for precast delivery scheduled with structural fabrications also occurring.
3. Community, Lifestyle & Security	3A.07	Santich Park - Parking Upgrade & New Lighting	On Track	Anton Lees	Complete	Complete	Construction program 50% complete (Shelly way carpark complete)	Q2 Milestones achieved. Initial Practical completion meeting has been held with PC deferred pending completion of agreed defects list. Western Power works scheduled for End of February to allow for lighting commissioning.
3. Community, Lifestyle & Security	3A.08	Tempest Park Floodlighting	On Track	Anton Lees	Complete	Complete	Contract awarded	Q2 Milestone achieved. Contract is awarded, prestart meetings have occurred with mobilisation scheduled Week 3 January 2025 .
3. Community, Lifestyle & Security	3A.09	Tempest Park Redevelopment	Reforecast	Kylie Johnson	Off Track	Off Track	Community engagement round 2 and present final needs & site analysis, concept plan and feasibility study to Council	Project currently at Concept Design. The Q2 Milestone will be complete as of Q4. Milestones will be updated as per July Update.

STRATEGIC OUTCOME	LINK TO STRATEGY (CBP)	KPI	OVERALL PROGRESS	EXECUTIVE (Accountable)	QUARTER 1 PROGRESS	QUARTER 2 PROGRESS	QUARTER 2 MILESTONE	QUARTER 2 UPDATE
3. Community, Lifestyle & Security	3A.10	Wally Hagan Redevelopment	On Track	Kylie Johnson	Complete	Complete	Draft business case.	Draft needs analysis, site assessment and feasibility study (draft business case) presented at October OCM
3. Community, Lifestyle & Security	3A.11	Stage 4 Marina Expansion Business Case	At Risk	Kylie Johnson	Complete	Off Track	Stakeholder engagement commenced	Stakeholder engagement not commenced as RFQ not yet out to market due to delay in receiving DOT feedback. Projection - Q3 to commence initial stakeholder engagement.
3. Community, Lifestyle & Security	3B.01	Memorial Hall Centenary Celebration and Arts Hall of Fame	On Track	Kylie Johnson	Complete	Complete	Advertising and promotion (community engagement and involvement)	Comms plans complete and approved, advertising for arts hall of fame to commence on 30 January and invite lists currently in development for 100 year celebrations.
3. Community, Lifestyle & Security	3B.02	Smart Buildings Project (Project BETTI)	Reforecast	Kylie Johnson	Complete	Complete	Commence and complete stakeholder consultation. Arrange NBN network connections where required.	Following the successful delivery of Six sites as part of the FY25 delivery plan, to ensure value for money it was determined a 6-month trial of competing access control systems be undertaken to determine the best way forward. The remaining budget for this financial year will be returned, and future recommendations regarding smart building technology will be made via ERC.
3. Community, Lifestyle & Security	3C.01	Aboriginal Cultural and Visitors Centre	Off Track	Anton Lees	Complete	Off Track	Final design adopted by council	Rebase lining of project required to reflect decision of council. Detailed design and construction preparedness activities are occurring with anticipated completion date of EOFY(Q4).
4. City Growth & Moving Around	4A.01	Coogee Beach Master Plan Review	On Track	Daniel Arndt	Complete	Complete	Draft Master Plan presented to Council for consent to proceed with stage 2 community engagement	Council endorsed Phase 2 advertising of draft plan at November 2024 OCM. Advertising underway (9 Dec 2024 to 16 Feb 2025).
4. City Growth & Moving Around	4A.02	Public Open Space Strategy Review	On Track	Daniel Arndt	Complete	Complete	Complete literature review	Literature review completed. Finalising arrangements for Phase 1 consultation (next milestone) - starting February 2025 (ahead of schedule)
4. City Growth & Moving Around	4C.01	Banjup Local Area Traffic Management (LATM)	On Track	Anton Lees	Complete	Off Track	Design and MRWA approval completed	Designs completed and submitted to MRWA for approval (Dec 2024). Final approval anticipated January with project remaining on track for construction in alignment with KPI milestones.
4. City Growth & Moving Around	4C.02	Carrington St & Forrest Rd (Black Spot Project)	On Track	Anton Lees	Complete	Off Track	Market engagement commenced	Market engagement package complete with market engagement anticipated to commence January 2025. Q3 Milestone still able to be met.
4. City Growth & Moving Around	4C.03	Hammond Rd Duplication - Russell Rd to Rowley Rd	On Track	Daniel Arndt	Off Track	Complete	Feasibility study on track for Q4 completion	Feasibility Study on track, meeting with consultant held
4. City Growth & Moving Around	4C.04	Mid Term Review - City Drainage Management Strategy	On Track	Daniel Arndt	Complete	Complete	Review commenced	Information questionnaire (for internal distribution) completed by consultant and agreed with City.
4. City Growth & Moving Around	4C.05	New signals: Beeliar Dr / Dunraven Dr (Black Spot Project)	On Track	Anton Lees	Complete	Complete	Detailed design commenced	Preliminary works completed for Detailed Design activity with market engagement package prepared for engagement of consultant to complete specific packages of work. Q3 milestone to be adjusted to reflect 50% completion of detailed design in alignment with the Q4 milestones.
4. City Growth & Moving Around	4C.06	Rockingham Rd & Spearwood Av (Black Spot Project)	On Track	Anton Lees	Complete	Off Track	Market engagement commenced	Market engagement package complete with market engagement anticipated to commence January 2025. Q3 Milestone still able to be met.

STRATEGIC OUTCOME	LINK TO STRATEGY (CBP)	KPI	OVERALL PROGRESS	EXECUTIVE (Accountable)	QUARTER 1 PROGRESS	QUARTER 2 PROGRESS	QUARTER 2 MILESTONE	QUARTER 2 UPDATE
4. City Growth & Moving Around	4C.07	Rockingham Rd / Phoenix Rd Roundabout	Off Track	Anton Lees	Off Track	Off Track	Market engagement commenced	Market engagement packages prepared with scheduled engagement for June 2025 in anticipation of delivery within the 25/26 FY in alignment with MRWA Grant agreement. Q3 KPI Update - Market engagement package complete Q4 KPI Update - Market engagement commenced.
4. City Growth & Moving Around	4C.08	Rockingham Road Improvement - Coleville Crescent to Phoenix Road	On Track	Anton Lees	Complete	Complete	Detailed design (50% complete), commence land management	Final updates to design package are currently occurring with design beyond 50% complete. Land negotiations are ongoing with in principle support reached with all landowners.
5. Listening and Leading	5A.01	Spearwood Administration Building Audit	On Track	Anton Lees	Complete	Complete	Procurement process to appoint the contractors to perform the inspection and reporting work	On track to deliver consultant findings to ELT for consideration - March 2025.
5. Listening and Leading	5A.02	Fixed Licence Plate Recognition Parking Monitoring - Investigation Project	On Track	Kylie Johnson	Off Track	Complete	Commence stakeholder consultation with the Building Management Team and Tenants	Complete. Revised monitoring system will achieve all expected outcomes of the trial.
5. Listening and Leading	5A.03	Service Review	On Track	Carissa Bywater	Complete	Complete	Initiate Define stage of the business improvement methodology (gather existing information)	EPS: Service Project Plan review by Panel complete. Waste: Scope and KRQs review by Project Board complete. Draft Project Plan commenced. Customer Experience Project Team formed; initial meeting scheduled for January.
5. Listening and Leading	5C.01	TechOne SaaS Migration	Complete	Carissa Bywater	Complete	Complete	TechOne SaaS has gone live	TechOne SaaS is LIVE! This upgrade to a cloud-based solution was successful. Normal support from TechOne has resumed with issues raised as service requests through TechOne channels.
5. Listening and Leading	5C.02	Zero Client Replacement	Complete	Carissa Bywater	Complete	Complete	Measure project success Remediation and closeout	Devices were successfully deployed on time. User feedback is positive, and no major issues encountered. User satisfaction survey to follow in early 2025. An audit of remaining desktop/laptop devices will be undertaken in 2025.

STRATEGIC OUTCOME	LINK TO STRATEGY (CBP)	KPI	OVERALL PROGRESS	CHANGE SUMMARY	Q3 MILESTONE	PROPOSED Q3 MILESTONE	Q4 MILESTONE	PROPOSED Q4 MILESTONE	NOTES
1. Local Economy	1A.01	International Engagement	On Track	No Change	Follow up outcomes of delegation visit with delegation stakeholders Cockburn Global event		Network development integrated into service delivery		
1. Local Economy	1A.02	Investment Attraction Plan	At Risk	No Change	Contracts issued for Website and prospectus development		Completed website and prospectus. - Finalised Investment forum and first Investment family visit - Completed first round of professional development for investment facilitation		
1. Local Economy	1B.01	Business Engagement Plan	On Track	No Change	1. Deliver 1 major Cockburn event 2. Complete and report on sponsorship program (International engagement) 3. Deliver 3 workshops 4. Deliver 3 Micro Business networking events 5. Publish 3 business newsletters		1. Complete round 2 of business grants 2. Complete and report on sponsorship program (Thrive) 3. Deliver 3 workshops 4. Deliver 3 Micro Business networking events 5. Publish 3 business newsletters		
1. Local Economy	1B.02	Cockburn Blue Innovation Hub	On Track	Program Change	TBD	Identify potential facility location, finalise expressions of interest for tenancy arrangements	TBD	Finalise lease/purchase. Appoint Facilities manager	With enhanced understanding of the project/program, milestones have been added for Q3 and Q4.
1. Local Economy	1B.03	Destination Plan	On Track	No Change	Scope marketing and communications and the establishment of business cohorts		Scope marketing and communications for targeted advertising campaign		
2. Environmental Responsibility	2A.01	Clementine Reserve Orchid Monitoring	Complete	No Change	Survey complete, recommendations provided to the City				
2. Environmental Responsibility	2A.02	CY O'Connor Reef Stage 2 - Installation and Monitoring	Complete	No Change	Monitoring commences		Monitoring ongoing		
2. Environmental Responsibility	2A.03	Manning Park Playground Upgrade	On Track	No Change	Design development commenced		Design completed		
2. Environmental Responsibility	2A.04	Urban Forest Tree Planting Program	On Track	No Change	Online requests closes		Planting program resumes. Plant reminder of annual target.		
2. Environmental Responsibility	2B.01	Cockburn Resource Recovery Redevelopment	On Track	No Change	Leachate pond construction progressed, 50% complete.		Construction of leachate ponds complete.		
2. Environmental Responsibility	2C.01	Edeline Street - Drainage Improvements	On Track	No Change	Project complete				
2. Environmental Responsibility	2C.02	Hobley Way - Drainage Improvements	On Track	No Change	Construction commenced		Project complete		
2. Environmental Responsibility	2C.03	Marvell Avenue #5 - Drainage Improvements	On Track	No Change	Construction commenced		Project complete		
2. Environmental Responsibility	2C.04	Stratton Street - Drainage Upgrade	On Track	No Change					
3. Community, Lifestyle & Security	3A.01	Beale Park Redevelopment	At Risk	Program Change	Market engagement complete.		Construction commenced.	Contract Award (contractor)	The Q4 milestone has been reworded for clarity.
3. Community, Lifestyle & Security	3A.02	Beeliar Reserve Redevelopment	Reforecast	Reforecast	TBD	Concept Design Complete	TBD	Draft Needs, Site, Concept and Feasibility presented to Council to endorse public comment	Milestones have been amended for Q3 and Q4 in line with Elected Member communications in July 2024
3. Community, Lifestyle & Security	3A.03	Cockburn ARC Expansion	On Track	No Change	Upper floor fit out works progressing, new flooring installation and fit out to existing gym included.		Project complete		
3. Community, Lifestyle & Security	3A.04	Davilak Park Redevelopment	On Track	No Change	Develop concept design and feasibility study		Draft needs and site analysis, and feasibility study presented to Council		
3. Community, Lifestyle & Security	3A.05	Malabar BMX	On Track	No Change					

Strategic Outcome	Link to Strategy (CBP)	KPI	Overall Progress	Change Summary	Q3 Milestone	Proposed Q3 Milestone	Q4 Milestone	Proposed Q4 Milestone	Notes
3. Community, Lifestyle & Security	3A.06	Port Coogee Southern Amenities Project (Omeo Park)	On Track	No Change	Fit out, finishes to amenities building and installation of shade structure.		Completion, handover and defects rectification stages for remaining works.		
3. Community, Lifestyle & Security	3A.07	Santich Park - Parking Upgrade & New Lighting	On Track	No Change	Project completion				
3. Community, Lifestyle & Security	3A.08	Tempest Park Floodlighting	On Track	No Change	Construction commenced		Project completion		
3. Community, Lifestyle & Security	3A.09	Tempest Park Redevelopment	Reforecast	Reforecast	TBD	Concept Design Complete	TBD	Draft Needs, Site, Concept and Feasibility presented to Council to endorse public comment	Milestones have been amended for Q3 and Q4 in line with Elected Member communications in July 2024
3. Community, Lifestyle & Security	3A.10	Wally Hagan Redevelopment	On Track	Program Change	Present draft business case to Council subject to land and external funding. Business case to determine upcoming milestones and costs.	Ongoing Advocacy actions	TBD	Complete Advocacy actions	Milestones updated to reflect recent OCM decisions
3. Community, Lifestyle & Security	3A.11	Stage 4 Marina Expansion Business Case	At Risk	Program Change	Stakeholder engagement complete	Stakeholder Engagement Commenced	Business case presented to Council		The Q3 milestone has been updated to better align with the project delivery schedule.
3. Community, Lifestyle & Security	3B.01	Memorial Hall Centenary Celebration and Arts Hall of Fame	On Track	No Change	Submissions and event delivery		Event delivered in March 2025		
3. Community, Lifestyle & Security	3B.02	Smart Buildings Project (Project BETTI)	Reforecast	Reforecast	Commence installation and testing.	Trial Established	Installation and testing complete. Project close-out.	Ongoing Monitoring of Trial	We are trialling competing access control systems at City Facilities to determine the best value for money approach to address future sites
3. Community, Lifestyle & Security	3C.01	Aboriginal Cultural and Visitors Centre	Off Track	Program Change	Market engagement commenced	50% completion of revised detailed design	Market engagement complete and contract awarded	Detailed Design complete	Milestones have been adjusted to accurately reflect the program/project delivery capacity.
4. City Growth & Moving Around	4A.01	Coogee Beach Master Plan Review	On Track	No Change	Commence stage 2 community engagement		Final Master Plan (including staging plan & cost estimates) for Council endorsement		
4. City Growth & Moving Around	4A.02	Public Open Space Strategy Review	On Track	No Change	Commence planning of Phase 1 community engagement (current and future needs analysis)		Commence Phase 1 community engagement (current and future needs analysis)		
4. City Growth & Moving Around	4C.01	Banjup Local Area Traffic Management (LATM)	On Track	No Change	Construction planning commenced		Project completion		
4. City Growth & Moving Around	4C.02	Carrington St & Forrest Rd (Black Spot Project)	On Track	No Change	Market engagement complete and construction commenced		Project completion		
4. City Growth & Moving Around	4C.03	Hammond Rd Duplication - Russell Rd to Rowley Rd	On Track	No Change	Feasibility study on track for Q4 completion		Feasibility report completed and feasibility of project determined.		
4. City Growth & Moving Around	4C.04	Mid Term Review - City Drainage Management Strategy	On Track	No Change	Review on track for end of financial year completion		Review complete, recommendations identified		
4. City Growth & Moving Around	4C.05	New signals: Beellar Dr / Dunraven Dr (Black Spot Project)	On Track	Program Change	Detailed design complete	50% completion of revised detailed design	External approval processes commenced	Detailed Design complete	Milestones have been adjusted to accurately reflect the program/project delivery capacity.
4. City Growth & Moving Around	4C.06	Rockingham Rd & Spearwood Av (Black Spot Project)	On Track	No Change	Market engagement complete and construction commenced		Project completion		
4. City Growth & Moving Around	4C.07	Rockingham Rd / Phoenix Rd Roundabout	Off Track	Program Change	Market engagement complete and construction commenced	Market engagement package complete	Project completion	Market engagement commenced.	Milestones have been adjusted to accurately reflect program/project delivery, accounting for delays and cashflow (grant) with Main Roads WA.
4. City Growth & Moving Around	4C.08	Rockingham Road Improvement - Coleville Crescent to Phoenix Road	On Track	No Change	Detailed design (85% complete) & land management ongoing		Detailed design complete & land management ongoing		
5. Listening and Leading	5A.01	Spearwood Administration Building Audit	On Track	No Change	Appointment of contractor and commence inspections		Receive reports Provide recommendations to Executive, determine capital works for a future financial year.		

Strategic Outcome	Link to Strategy (CBP)	KPI	Overall Progress	Change Summary	Q3 Milestone	Proposed Q3 Milestone	Q4 Milestone	Proposed Q4 Milestone	Notes
5. Listening and Leading	5A.02	Fixed Licence Plate Recognition Parking Monitoring - Investigation Project	On Track	No Change	Commence installation and testing completed.		Project close-out and installation assessment completed.		
5. Listening and Leading	5A.03	Service Review	On Track	No Change	Identify major issues in service delivery from Define phase and initiate Measure phase in methodology		Consolidate learnings from Measure phase and initiate Analyse phase of the methodology (analyse services)		
5. Listening and Leading	5C.01	TechOne SaaS Migration	Complete	No Change					
5. Listening and Leading	5C.02	Zero Client Replacement	Complete	No Change					



15.1.2 (2025/MINUTE NO 0026) Mid-Year Project Management Review**Executive** Director Infrastructure Services**Author** Head of Projects

Attachments 1. Period 6 Capital Project Report [↓](#)
 2. Period 6 Portfolio Gantt Schedule [↓](#)

Officer Recommendation/Committee Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council NOTES the Mid-Year Project Management Review.

CARRIED 7/0**Background**

The Mid-Year Project Management Review provides a summary as to the delivery performance of the City's \$79.94m Capital Infrastructure Program.

This report is presented to the Ordinary Council Meeting in advance of the Operational Performance Committee to assist with an understanding of Capital Program performance when considering adjustments to the Performance Indicators of Corporate Business Plan projects and Mid-Year Budget Review (separate report).

Submission

N/A

Report

The Mid-Year Project Management review covers the FY25 \$79.94M approved (amended) capital budget consisting of 388 infrastructure projects.

The full list of projects is provided in the attached Capital projects report and Gantt chart report with an overview provided below.

The Gantt chart provides demonstration of estimated commencement and completion dates for projects within the program which influences cashflow requirements of the City capital budget.

Generally, projects are tracking in satisfactory alignment with the proposed time of expenditure demonstrating an improvement in project planning processes and project management to manage change as is required.

The below table provides an overview of the project categorised and value at the end of period 6.

	Categories	Total Projects	Amended Budget	Actuals & Commitments	Percentage completed
1	<\$100k	190	\$7,202,675	\$4,065,518	56.4%
2	>= \$100k to \$500k	79	\$17,822,691	\$8,307,337	46.6%
3	Major > \$500k	18	\$41,803,826	\$27,991,887	66.95%
4	Plant / Fleet	101	\$13,110,470	\$8,215,558	62.65%
Total		388	\$79,939,662	\$48,580,300	60.77%

1. Projects <\$100k

At the conclusion of period 6 the Category 1 projects delivery program consisted of 190 projects with an approved amended budget of \$7.2M.

Progress against these projects is tracking at a combined 56.4% based on actuals and commitments with the majority tracking in accordance with milestones.

The Mid-Year Budget Review proposes adjustments to 7 project budgets (3.6%) to enable commencement or completion.

At the conclusion of period 6 the number of projects having achieved practical completion (exceeding 95% completion) was 70 projects (36.8%)

2. Projects >\$100k to \$500k

At the conclusion of period 6 the Category 2 projects delivery program consisted of 79 projects with an approved amended budget of \$17.8M.

Progress against these projects is tracking at a combined 46.6% based on actuals and commitments with the majority tracking in accordance with milestones.

The Mid-Year Budget Review proposes adjustments to 7 project budgets (8.8%) to enable commencement or completion.

A small number of projects have been identified for deferral due to design challenges, approval delays, timing, etc.

At the conclusion of period 6 the number of projects having achieved practical completion (exceeding 95% completion) was 14 projects (17.7%)

3. Major Projects > \$500k

At the conclusion of period 6 the Category 3 delivery programs consisted of 18 projects with an approved amended budget of \$41.80M.

Progress against these projects is tracking at a combined 66.95% based on actuals and commitments with the majority tracking in accordance with milestones.

The Mid-Year Budget Review proposes adjustments to 7 project budgets (38.8%).

These adjustments are proposed for a number of reasons:

- 3 projects require cashflow adjustments to align with WA State Government multi-year grant programs
- The budgets attributed to the Henderson Waste Recovery Park Redevelopment and ACVC will be returned to reserves following OCM resolutions
- The HWRP Leachate Pond and ARC Expansion projects require budget increases meet statutory compliance and contractual requirements
- 1 Project is releasing unrequired funding following project completion.

Amendments are included in the FY25 Mid-Year Budget Review report.

At the conclusion of period 6 the number of projects having achieved practical completion (exceeding 95% completion) was 4 projects (22.2%).

4. Plant and Fleet Program

The plant and fleet program consisted of 101 projects with an amended budget of \$13.11M.

At the end of period 6 the program is tracking at 62.65% which is a sound achievement.

10 projects have been proposed within the Mid-Year Budget Review for budget allocations to be returned to reserve and called upon when delivered.

The fleet and procurement teams will continue to ensure these multi-year, supply and build projects (primarily waste trucks) are progressed through the procurement lifecycle.

A component of projects within the plant and fleet program is the sale of fleet being replaced (income) to allow for financial completion of the projects. Projects within the Period 6 Project Report (attachment 1) noted as “requires financial reconciliation” are subject to this need and will be updated via a subsequent council report.

Further information on specific proposed project (budgetary) adjustments is available in the Mid-Year Budget Review 2024-25 report.

At the conclusion of period 6 the number of projects having achieved practical completion (exceeding 95% completion) was 24 projects (23.7%)

In addition to projects practically complete a further 43 projects (42.5%) have active orders in place and are awaiting delivery of the plant and fleet anticipated this financial year.

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

N/A

Community Consultation

N/A

Risk Management Implications

There is a low level of reputational and financial risk should Council not receive the report.



Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil



City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
ARC Expansion	11,538,625	10,089,581 10,089,581	1,449,044	75%	●	●	●	Comments: Project is in progress with scope, budget and timelines being monitored. Project is subject to Mid Year Budget Review	Cockburn Central
Leachate Pond HWRP	3,500,000	3,894,531 3,894,531	-394,531	25%	●	●	●	Comments: Project is in progress with scope, budget and timelines being monitored. Project is subject to Mid Year Budget Review	Henderson
Rockingham Road and Phoenix Roundabout	3,123,037	138,998 138,998	2,984,039	30%	●	●	●	Comments: Project is in progress with scope, budget and timelines being monitored. Project is subject to Mid Year Budget Review	Spearwood
Stratton Street Upgrade	2,786,572	1,566,620 1,566,620	1,219,952	98%	●	●	●	Comments: Project is practically complete. Project is subject to Mid Year Budget Review	Hamilton Hill
233 Omeo Port Coogee Southern Amenities	2,576,737	2,075,950 2,075,950	500,787	30%	●	●	●	Comments: Project is in progress with scope, budget and timelines being monitored.	North Coogee
Malabar Park BMX Facility	2,567,691	2,215,825 2,215,825	351,866	100%	●	●	●	Comments: Project is practically complete with defects currently being addressed.	Bibra Lake
Aboriginal Cultural & Visitors Centre	2,542,579	442,164 442,164	2,100,415	32%	●	●	●	Comments: Project is in progress with scope, budget and timelines being monitored. Project is subject to Mid Year Budget Review	Bibra Lake
Marvell Avenue #5 drainage improvements	2,478,862	46,351 46,351	2,432,511	30%	●	●	●	Comments: Project is in progress with scope, budget and timelines being monitored.	Spearwood
Temporary Relocation of Transfer Station	1,887,230	1,775,337 1,775,337	111,893	60%	●	●	●	Comments: Project commenced, Scope, budget and time being reviewed.	Not Applicable
Santich Park - Parking Upgrade & New Lig	1,693,203	1,661,393 1,661,393	31,810	90%	●	●	●	Comments: Project is practically complete with defects currently being addressed.	Munster
Edeline Street Sump	1,258,536	791,001 791,001	467,535	70%	●	●	●	Comments: Project is in progress with no issues.	Spearwood
Carrington & Forrest RD Blackspot	1,161,165	57,514 57,514	1,103,651	60%	●	●	●	Comments: Project is in progress with scope and budget being monitored.	Hamilton Hill
Resource Recovery Project	1,101,321	1,046,602 1,046,602	54,719	11%	●	●	●	Comments: Project is progressing with scope budget and time being monitored.	Henderson
497 Bennett Avenue Upgrade-Rollinson to	1,100,000	61,000 61,000	1,039,000	5%	●	●	●	Comments: Project commencing with no issues. Project is subject to Mid Year Budget Review	North Coogee
CY O'Connor Fringing Reef Stage 2	886,804	817,300 817,300	69,504	95%	●	●	●	Comments: Project is practically complete.	North Coogee
ARC FFE Renewal	545,000	62,725 62,725	482,275	25%	●	●	●	Comments: Project is in progress with no issues.	Cockburn Central
Hobley Street Drainage improvements	541,464	479,780 479,780	61,684	35%	●	●	●	Comments: Project is in progress with scope and time being monitored.	Spearwood
186 Len Packham Tennis Court	515,000	29,485	485,515	12%	●	●	●	Comments:	Coolbellup

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
Resurfacing		29,485						Project is commencing with scope and budget being monitored.	
Category 2 Projects - >=\$100k to \$500k									
Project BETTI	488,880	468,893 468,893	19,987	50%	●	●	●	Comments: Project recommended to be placed on hold. Project is subject to Mid Year budget Review	Not Applicable
Beale Park Redevelopment	470,450	356,755 356,755	113,695	45%	●	●	●	Comments: Project is in progress, the budget is being reviewed and the scope and timelines are being monitored. Project is subject of Mid Year Budget Review	Spearwood
Tempest Park Floodlighting	462,310	25,571 25,571	436,739	35%	●	●	●	Comments: Project Progressing with scope, budget and time being monitored.	Coolbellup
223 MRWA Low Cost - Urban Road Safety P	454,054	25,531 25,531	428,523	5%	●	●	●	Comments: Project commencing with no issues.	Bibra Lake
Rockingham Road Revitalisation	450,000	43,705 43,705	406,295	20%	●	●	●	Comments: Project is in progress with scope, budget and timelines being monitored	Spearwood
Bakers Square - Court Resurface	430,000	220,258 220,258	209,742	60%	●	●	●	Comments: Project is ongoing with scope, budget and time being monitored. Project is subject to Mid Year Budget Review.	Hamilton Hill
Cockburn Road Orsino to Keisey path wi	425,154	58,393 58,393	366,761	30%	●	●	●	Comments: Project is in progress with timelines being monitored.	North Coogee
Port Coogee Revetment Renewals	415,823	5,608 5,608	410,215	45%	●	●	●	Comments: Project is ongoing with scope, budget and time being monitored. Project is subject to Mid Year Budget Review.	North Coogee
Citywide Pump Renewals	412,000	164,190 164,190	247,810	40%	●	●	●	Comments: Project is in progress with no issues.	Not Applicable
220 Spearwood Ave & Rockingham Rd Int -	403,980	53,159 53,159	350,821	50%	●	●	●	Comments: Project is in progress with budget and timelines being monitored.	Spearwood
507 Banjup Traffic Calming Implementatio	400,000	54,820 54,820	345,180	15%	●	●	●	Comments: Project commencing with no issues.	Banjup
430 SPEARWOOD AVENUE Sudlow to Cocos re	392,090	228,873 228,873	163,217	99%	●	●	●	Comments: Project is practically complete.	Bibra Lake
Park Infrastructure Renewal Allocation	381,100	238,025 238,025	143,075	45%	●	●	●	Comments: Project in progress with budget being monitored.	Not Applicable
SPEARWOOD AVENUE UNDERGROUND STORAGE	370,800	297,330 297,330	73,470	15%	●	●	●	Comments: Project commenced with scope, budget and timeline being monitored.	Spearwood
516 ARC HVAC Ducting	365,650	12,620 12,620	353,030	10%	●	●	●	Comments: Project commenced with no issues.	Cockburn Central
366 WATERBUTTONS PARK NEW PLAYGROUND	358,440	31,436 31,436	327,004	10%	●	●	●	Comments: Project commenced with no issues.	Success
428 HAMILTON ROAD Phoenix to Rockingham	352,240	22,333 22,333	329,907	1%	●	●	●	Comments: Project commencing with no issues.	Spearwood

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
431 north lake road (2) 690 SOUTH fARRI	350,430	276,600 276,600	73,830	99%	●	●	●	Comments: Project is practically complete.	Bibra Lake
Spearwood Avenue Doolette to Falstaff	350,200	564,788 564,788	-214,588	99%	●	●	●	Comments: Project is ongoing with scope, budget and time being monitored. Project is subject to Mid Year Budget Review.	Spearwood
446 CARRINGTON STREET Winterfold to Hea	321,270	134,413 134,413	186,857	1%	●	●	●	Comments: Project commencing with no issues.	Hamilton Hill
432 north lake road (1) 100M SOUTH fARR	320,150	230,723 230,723	89,427	99%	●	●	●	Comments: Project is practically complete.	North Lake
467 Lake Coogee path rehab and raise se	309,000	0 0	309,000	0%	●	●	●	Comments: Project commencing with no issues.	Lake Coogee
553 State Blackspot Beeliar Dunraven Int	300,000	134,445 134,445	165,555	25%	●	●	●	Comments: Project commencing with no issues.	Beeliar
242 61 Cordelia Avenue (2023/24)	262,650	0 0	262,650	10%	●	●	●	Comments: Recommend deferral of Construction to FY26. Project is subject to Mid Year Budget Review.	Coolbellup
Howson Way Hardstand	258,985	17,928 17,928	241,058	5%	●	●	●	Comments: Recommend deferral of Construction to FY26. Project is subject to Mid Year Budget Review.	Bibra Lake
335 Install solar photovoltaic systems o	257,500	12,253 12,253	245,248	10%	●	●	●	Comments: Project commenced with no issues.	Not Applicable
Hammond Road Duplication from Branch Cir	250,000	140,188 140,188	109,812	97%	●	●	●	Comments: Project is practically complete.	Success
Chlorine Generator Replacement	247,110	246,040 246,040	1,070	95%	●	●	●	Comments: Project is ongoing with scope, budget and time being monitored. Project is subject to Mid Year Budget Review.	Cockburn Central
453 SOLOMON ROAD Dollier to Monash	240,800	35,405 35,405	205,395	1%	●	●	●	Comments: Project commencing with no issues.	Lake Coogee
Bucat Street drainage improvements	228,870	0 0	228,870	10%	●	●	●	Comments: Recommend deferral of Construction to FY26. Project is subject to Mid Year Budget Review.	Hamilton Hill
429 ROCKINGHAM ROAD Marvell to Troode r	228,500	161,625 161,625	66,875	95%	●	●	●	Comments: Project is practically complete.	Lake Coogee
207 Manning Park Mountain Bike Trail Pr	225,835	27,306 27,306	198,529	60%	●	●	●	Comments: Project is practically complete. Subject to Mid Year Budget Review.	Hamilton Hill
Davilak Changerooms Improvements	219,749	249,241 249,241	-29,492	90%	●	●	●	Comments: Project is practically complete. Subject to Mid Year Budget Review.	Hamilton Hill
452 PHOENIX ROAD Rockingham to Leo east	211,980	207,832 207,832	4,148	99%	●	●	●	Comments: Project is practically complete.	Hamilton Hill
493 Rose Shanks Vehicle Access Tracks	206,000	2,970 2,970	203,030	5%	●	●	●	Comments: Project commenced with no issues.	Treeby

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
024 Cockburn ARC harmonic filter instal	202,596	15,150 15,150	187,446	50%	●	●	●	Comments: Project is commencing with no issues	Success
020 Operations Centre building manageme	192,682	127,065 127,065	65,617	50%	●	●	●	Comments: In progress with no issues.	Bibra Lake
Marina Vessel and Floating Dock	191,820	144,496 144,496	47,324	85%	●	●	●	Comments: Project is commencing with no issues	North Coogee
Balboa tile repairs	190,550	139,342 139,342	51,208	30%	●	●	●	Comments: Project is ongoing with scope, budget and time being monitored. Project is subject to Mid Year Budget Review.	Hammond Park
442 COCOS DRIVE Kalmia To Barberry	182,280	188,911 188,911	-6,631	100%	●	●	●	Comments: Project is practically complete.	Bibra Lake
443 KALMIA ROAD Cocos to Barberry	180,900	33,036 33,036	147,864	0%	●	●	●	Comments: Project commencing with no issues.	Bibra Lake
194 Walcon Jetty pontoons	177,000	0 0	177,000	10%	●	●	●	Comments: Project is commencing with no issues. Project is subject to Mid Year Budget Review.	North Coogee
MacFaul Park, Spearwood, toilet facili	170,897	165,168 165,168	5,729	10%	●	●	●	Comments: Project commenced with budget being monitored.	Spearwood
367 AUBIN GROVE RESERVE PLAYGROUND EQUI	168,290	139,284 139,284	29,007	30%	●	●	●	Comments: Project commenced with no issues.	Aubin Grove
HVAC replacement - Various Buildings	165,678	58,781 58,781	106,897	50%	●	●	●	Comments: Project is in progress with time being monitored.	Not Applicable
Citywide Irrigation Cabinet Renewal	154,500	151,637 151,637	2,863	15%	●	●	●	Comments: Project is in progress with no issues	Not Applicable
378 HYDRANGEA PARK NEW BORE	154,500	50,933 50,933	103,567	40%	●	●	●	Comments: Project commenced with no issues.	Treeby
517 ARC Aquatic Lockers	154,500	0 0	154,500	20%	●	●	●	Comments: Project commenced with no issues.	Cockburn Central
465 NORTH LAKE ROAD Rimmington to Thoma	151,410	70,347 70,347	81,063	75%	●	●	●	Comments: Project commencing with no issues.	South Lake
528 Temp handstand for green waste proce	150,000	0 0	150,000	0%	●	●	●	Comments: Project has not commenced	Wattleup
373 ORLANDO PARK PLAYGROUND RENEWAL	144,200	164,216 164,216	-20,016	30%	●	●	●	Comments: Project commencing with no issues. Budget to be monitored.	Bibra Lake
Community Buildings All - Circuit Break	142,017	73,061 73,061	68,956	50%	●	●	●	Comments: Project is in progress with no issues	Not Applicable
Digital Signage Solution	140,000	139,567 139,567	433	90%	●	●	●	Comments: Project in progress with no issues.	Cockburn Central
Disability Access Audit & Improvements	136,248	45,794 45,794	90,454	35%	●	●	●	Comments: Project in in progress with timelines being monitored.	Not Applicable
022 Administration site car park	133,900	63,186	70,714	98%	●	●	●	Comments:	Spearwood

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
resurf		63,186						Project commencing with no issues.	
368 CLASSON PARK IRRIGATION ASSET RENEW	133,900	19,635	114,265	10%	●	●	●	Comments:	Leeming
375 FIREBREAK UPGRADES	130,460	105,600	24,860	15%	●	●	●	Project commencing with no issues.	Not Applicable
330 Atwell Community Centre AMP	128,750	87,421	41,329	60%	●	●	●	Project commenced with no issues.	Atwell
CCTV - Eliza Ponds	127,274	139,156	-11,882	80%	●	●	●	Project commencing with no issues.	Spearwood
388 SOLTA PLAYGROUND & SOFTFALL RENEWAL	123,600	109,346	14,254	30%	●	●	●	Project commenced with no issues. Budget being monitored	Lake Coogee
508 Parkway Road Parking/Shared Path - D	123,600	130	123,470	0%	●	●	●	Project commenced with no issues.	Bibra Lake
Success Library sorter Refurbishment	120,000	112,480	7,520	100%	●	●	●	Project deferred. Subject to Mid Year Budget Review.	Success
482 Wattleup Road Rockingham to Moylan	116,495	81,032	35,463	95%	●	●	●	Project is practically complete.	Wattleup
370 DUGGAN PARK IRRIGATION ASSET RENEWAL	115,360	20,130	95,230	10%	●	●	●	Project is practically complete.	Hammond Park
Drainage Catchment Investigation&designs	113,300	37,440	75,860	30%	●	●	●	Project deferred. Subject to Mid Year Budget Review.	Not Applicable
387 BARROW PARK PLAYGROUND & SOFTFALL R	113,300	67,539	45,761	30%	●	●	●	Project is commencing with scope being assessed	North Coogee
513 ARC Aquatic Speed Gates	113,300	77,950	35,350	50%	●	●	●	Project commenced with no issues.	Cockburn Central
Bibra Lake Community Centre improvements	111,028	111,222	-194	100%	●	●	●	Project commenced with no issues.	Bibra Lake
Facilities Floor Covering Replacement	110,394	92,186	18,208	65%	●	●	●	Project is commencing with no issues	Spearwood
Leachate Pond Design	110,177	134,607	-24,430	100%	●			Project is in progress with no issues	Not Applicable
334 Enright Reserve Clubrooms AMP	106,090	54,216	51,874	60%	●	●	●	Project is in progress with scope, budget and timeline being monitored.	Hamilton Hill
CVES HVAC Replacement	105,000	65,700	39,300	10%	●	●	●	Project commenced with no issues.	Not Applicable
Sump Investigations and Designs	103,000	35,490	67,510	10%	●	●	●	Project commenced with no issues.	Not Applicable
383 SHERBROOKE PARK PLAYGROUND RENEWAL	103,000	71,106	31,894	30%	●	●	●	Project is in progress with scope and timeline being monitored.	Not Applicable
495 Geotextile Sand Container - C.Y. O'	103,000	60,097	42,903	60%	●	●	●	Project is in progress with no issues..	Bibra Lake
		60,097						Project is in progress with no issues..	North Coogee

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget Time	Additional Comments	Suburb
362 Administration building lift renewal	103,000	8,500 8,500	94,500	20%	●	●	Comments: Project commencing with no issues.	Spearwood
Civic and Community Buildings - Exte	102,495	54,076 54,076	48,419	45%	●	●	Comments: Project is in progress with no issues..	Not Applicable
441 BARBERRY WAY Corokia to Cocos	100,200	90,717 90,717	9,483	0%	●	●	Comments: Project commencing with no issues.	Bibra Lake
Beeliar Lake Water Management Project	100,000	87,879 87,879	12,121	60%	●	●	Comments: Project is in progress with no issues..	Beeliar
Category 1 Projects <\$100k								
480 Davilak Ave Rockingham to Janson	99,894	0 0	99,894	0%	●	●	Comments: Project is commencing with no issues	Hamilton Hill
364 Harvest Lakes environmental room and	97,850	24,348 24,348	73,502	20%	●	●	Comments: Project is commencing with no issues	Atwell
Beeliar Reserve Irrigation Renewal	94,503	52,995 52,995	41,508	100%	●	●	Comments: Project is practically complete.	Beeliar
484 Cordelia Ave Sebastian to Tait	92,858	0 0	92,858	0%	●	●	Comments: Project is commencing with no issues	Coolbellup
397 WINEBERRY PARK PLAYGROUND AND SOFTF	92,700	111,277 111,277	-18,577	30%	●	●	Comments: Project is commencing , project budget being monitored.	South Lake
Civic and Community Buildings - Furnitur	92,062	29,192 29,192	62,870	30%	●	●	Comments: Project is in progress with no issues.	Not Applicable
444 SIMONS STREET Williams to Hartley	91,680	72,261 72,261	19,419	98%	●	●	Comments: Project is practically complete.	Coolbellup
341 Old Jandakot School AMP	90,640	1,449 1,449	89,191	20%	●	●	Comments: Project is in progress with no issues.	Cockburn Central
Civic and Community Buildings - Asbe	90,125	12,122 12,122	78,003	25%	●	●	Comments: Project in progress with scope being monitored.	Not Applicable
Street Lighting System - Various Enhance	90,000	35,328 35,328	54,672	15%	●	●	Comments: Project is in progress with no issues.	Not Applicable
Frankland Ave Car Bays	90,000	90,106 90,106	-106	90%	●	●	Comments: Project practically complete. Landscaping to follow as seperate component.	Hammond Park
384 GROVE PARK PLAYGROUND RENEWAL	87,550	73,367 73,367	14,183	30%	●	●	Comments: Project is in progress with no issues.	Aubin Grove
404 ATWELL OVAL PAVING TO FRONT OF CLUB	87,550	0 0	87,550	15%	●	●	Comments: Project is commencing with no issues	Atwell
Minor Roadworks	85,000	63,977 63,977	21,023	30%	●	●	Comments: Project is commencing with no issues	Not Applicable
Minor Drainage Improvements	85,000	28,662 28,662	56,338	0%	●	●	Comments: Project is commencing with no issues	Not Applicable
288 MINOR FOOTPATHS	85,000	16,473	68,527	20%	●	●	Comments:	Not

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
		16,473						Project is in progress with no issues.	Applicable
Civic and Community Buildings - Key and	82,951	50,112	32,839	65%	●	●	●	Comments:	Not
019 City Facilities - lighting upgrade	82,400	45,360	37,040	50%	●	●	●	Project is in progress with scope, budget and timelines being monitored.	Applicable
		45,360						Comments:	Not
								Project is in progress with no issues.	Applicable
359 Bibra Lake Adventure Playground toi	82,400	2,728	79,673	15%	●	●	●	Comments:	Bibra Lake
		2,728						Project is commencing with no issues	
331 Atwell Reserve Clubrooms AMP	80,340	53,448	26,892	60%	●	●	●	Comments:	Atwell
		53,448						Project is in progress with no issues.	
Bus Stop Facilities	80,000	10,825	69,175	15%	●	●	●	Comments:	Not
		10,825						Project is commencing with no issues	Applicable
Port Coogee Water Play Refurbishment.	80,000	0	80,000	10%	●	●	●	Comments:	Coogee
		0						Project is scoped. Subject to Mid Year Budget Review	
494 Purchase and install three bird wate	77,250	32,205	45,045	90%	●	●	●	Comments:	Not
		32,205						Project is in progress with no issues.	Applicable
527 Perimeter fencing rework	77,250	0	77,250	0%	●	●	●	Comments:	Wattleup
		0						Project is in progress with no issues.	
CCTV - South Lake	74,885	59,929	14,957	95%	●	●	●	Comments:	South Lake
		59,929						Project is practically complete.	
447 DIMOND COURT Karel to Fernleaf	72,480	13,727	58,753	1%	●	●	●	Comments:	Leeming
		13,727						Project is commencing with no issues	
054 BIBRA LAKE ADVENTURE PLAYGROUND PLA	72,100	55,911	16,189	10%	●	●	●	Comments:	Bibra Lake
		55,911						Project is commencing with no issues	
511 Rockingham Road Leda Street Bus Stop	70,800	14,598	56,202	40%	●	●	●	Comments:	Hamilton Hill
		14,598						Project is in progress with no issues.	
435 BARTRAM ROAD Brenchley Intersection	66,570	20,946	45,624	1%	●	●	●	Comments:	Atwell
		20,946						Project is commencing with no issues	
462 pram ramps (X21) dISABILITY ACCESS	64,890	0	64,890	0%	●	●	●	Comments:	North Lake
		0						Project is commencing with no issues	
339 Enright Reserve Clubrooms NEW	64,890	2,453	62,438	10%	●	●	●	Comments:	Hamilton Hill
		2,453						Project is commencing with no issues	
Beelier Reserve Flood Light repair	64,355	38,308	26,047	50%	●	●	●	Comments:	Beelier
		38,308						Project is in progress with no issues.	
376 FENCING RENEWALS	63,450	32,346	31,104	66%	●	●	●	Comments:	Not
		32,346						Project is in progress with no issues.	Applicable
479 Kinship Way Lyon to Harvest Lakes	63,250	0	63,250	0%	●	●	●	Comments:	Atwell
		0						Project is commencing with no issues	
481 Farrington Road North Lake to Bibra	62,735	53,115	9,620	100%	●	●	●	Comments:	North Lake
		53,115						Project is practically complete.	
389 LUCETIA PARK SHADESAIL NEW	61,800	10,106	51,694	10%	●	●	●	Comments:	North Coogee
		10,106						Project is commencing with no issues	

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget Time	Additional Comments	Suburb
401 CARNEGIE PARK LANDSCAPE AND IRRIGAT	61,800	14,355 14,355	47,445	10%	●	●	Comments: Project is commencing with no issues	Success
530 39 Mosman Loop & Charnley Bend - Des	61,800	4,680 4,680	57,120	5%	●	●	Comments: Project is commencing with no issues	Success
532 Suttor Drive/Botany Park - Design On	61,800	13,480 13,480	48,320	5%	●	●	Comments: Project is commencing with no issues	Success
Integrated Health Building improvements	61,663	44,293 44,293	17,370	75%	●	●	Comments: Proeject is practically complete. Project is subject to Mid Year Budget Review.	Cockburn Central
470 COCKBURN ROAD Lister Lane to McTagg	61,285	0 0	61,285	0%	●	●	Comments: Project is commencing with no issues	North Coogee
Cockburn Bowls Club soundproof pannell	60,000	0 0	60,000	0%	●	●	Comments: Project is commencing with no issues	Not Applicable
486 Yangebup Road Spearwood to Opsrey	59,025	0 0	59,025	0%	●	●	Comments: Project is commencing with no issues	Yangebup
332 Banjup Community Hall AMP	58,710	51,005 51,005	7,705	70%	●	●	Comments: Project is in progress with no issues.	Banjup
Anning Park Irrigation Renewal	58,167	0 0	58,167	100%	●	●	Comments: Project is practically complete.	South Lake
469 Winterfold Road Carrington to Simms	57,943	0 0	57,943	0%	●	●	Comments: Project is commencing with no issues	Hamilton Hill
Marina Services Building Upgrade	55,732	77,174 77,174	-21,442	100%	●	●	Comments: Project is practically complete. Project budget is being reconciled	North Coogee
491 AW Meller to Apra and Nettle way	54,338	0 0	54,338	0%	●	●	Comments: Project is commencing with no issues	Bibra Lake
483 Counsel Rd Coolbellup to Stock	53,928	0 0	53,928	0%	●	●	Comments: Project is commencing with no issues	Coolbellup
485 Yangebup Road Spearwood to Railway	52,845	50,284 50,284	2,561	100%	●	●	Comments: Project is practically complete.	Yangebup
449 BARRINE GARDENS Glenbawn to Cul de	51,660	7,034 7,034	44,626	1%	●	●	Comments: Project is commencing with no issues	South Lake
369 DESERTPEA PARK PLAYGROUND RENEWAL	51,500	78,695 78,695	-27,195	40%	●	●	Comments: Project is in progress with no issues, budget being monitored.	Beeliar
394 KURRAJONG PARK NEW SHELTER, BBQ, LI	51,500	1,650 1,650	49,850	5%	●	●	Comments: Project is commencing with no issues	Atwell
496 Mayor Rd Path Separation Apium to	51,500	9,288 9,288	42,213	0%	●	●	Comments: Project is commencing with no issues	Lake Coogee
180 Hamilton Road Phoenix to Rockingham	50,738	48,470 48,470	2,268	100%	●	●	Comments: Project is practically complete.	Hamilton Hill
120 Discovery Drive upgrade Universal S	50,551	45,706 45,706	4,845	100%	●	●	Comments: Project is practically complete.	Bibra Lake

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget Time	Additional Comments	Suburb
ARC Equipment Refurb & Renewal	50,290	44,490 44,490	5,800	90%	●	●	Comments: Project is in progress with no issues.	Cockburn Central
023 Coogee Surf Club balcony tiling and	50,000	22,500 22,500	27,500	80%	●	●	Comments: Project is in progress with no issues.	Coogee
Bus Shelter Replacement Program	50,000	13,781 13,781	36,219	20%	●	●	Comments: Project is commencing with no issues	Not Applicable
455 SAFETY IMPROVEMENTS	50,000	32,861 32,861	17,139	62%	●	●	Comments: Project is in progress with no issues.	Not Applicable
Port Coogee Marina Tree Lighting	50,000	0 0	50,000	15%	●	●	Comments: Project is commencing with no issues	Coogee
510 Atwell College Bus Stop construct	47,200	0 0	47,200	30%	●	●	Comments: Project is in progress with no issues.	Atwell
Len Packham clubroom & tennis courts imp	47,139	46,936 46,936	203	100%	●	●	Comments: Project is practically complete.	Coolbellup
Citywide Street Tree Planting Requests	46,383	51,852 51,852	-5,469	100%	●	●	Comments: Project is practically complete. Project budget is being reconciled	Not Applicable
001 219 Winterfold Road - AMP	46,350	5,328 5,328	41,022	10%	●	●	Comments: Project is in progress with no issues.	Hamilton Hill
Civic & Community Buildings - Signage R	46,350	10,088 10,088	36,262	25%	●	●	Comments: Project is in progress with no issues..	Spearwood
385 LITTLE RUSH LAKE DISABILITY ACCESS G	46,350	39,962 39,962	6,388	15%	●	●	Comments: Project is commencing with no issues	Yangebup
393 PORT COOGEE SHELTER RENOVATION X 2	46,350	48,000 48,000	-1,650	80%	●	●	Comments: Project is in progress with no issues..	North Coogee
473 Bulrush Drive Meller Rd to Bibr Dr	46,350	41,126 41,126	5,224	98%	●	●	Comments: Project is practically complete.	Bibra Lake
338 Coogee Beach Toilets AMP	46,350	27,207 27,207	19,143	20%	●	●	Comments: Project is in progress with no issues.	Coogee
361 Anning Park extended patio and drain	46,350	3,225 3,225	43,125	15%	●	●	Comments: Project is commencing with no issues	South Lake
340 Manning Park Toilets South AMP	45,320	13,610 13,610	31,710	15%	●	●	Comments: Project is commencing with no issues	Spearwood
505 Barfield Road Shared path - Voyageur	45,015	41,001 41,001	4,014	100%	●	●	Comments: Project is practically complete.	Hammond Park
Streetscapes Minor Roads Improvements	44,303	43,146 43,146	1,157	30%	●	●	Comments: Project in progress with no issues	Not Applicable
434 FLOURISH LOOP Roundabout upgrade	42,860	35,937 35,937	6,923	2%	●	●	Comments: Project is commencing with no issues	Atwell
418 PORT COOGEE TIMBER SEAT REPLACEMENT	41,200	0 0	41,200	20%	●	●	Comments: Project in progress with no issues	North Coogee
363 Jandakot Hall storage	41,200	27,178	14,022	75%	●	●	Comments:	South Lake

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
improvements		27,178						Project in progress with no issues	
Coolbellup Ave Shared Path	40,992	40,992	0	75%	●	●	●	Comments: Project is progressing with time being monitored.	Coolbellup
Fanstone Ave (east of Jervois St), Beeli	40,000	0	40,000	0%	●	●	●	Comments: Project is commencing, scope and budget being monitored.	Beeliar
Citywide_Irrigation Central Control	39,547	32,049	7,498	0%	●	●	●	Comments: Project is commencing with no issues	Not Applicable
Coogee Primary School Childrens Crossi	38,759	35,235	3,524	80%	●	●	●	Comments: Project is progressing without issues	Coogee
002 Aubin Grove Sporting Facility - AMP	38,626	31,997	6,629	80%	●	●	●	Comments: Project is progressing without issues	Aubin Grove
045 Construction of Stile - Emma Treeby	38,300	47,700	-9,400	100%	●	●	●	Comments: Project is practically complete. Project budget is being reconciled	Banjup
445 HAMILTON ROAD King Intersection	38,290	15,391	22,899	1%	●	●	●	Comments: Project is commencing with no issues	Hamilton Hill
225 Equipment Shed instalation and fit	38,029	59,729	-21,700	30%	●	●	●	Comments: Project is progressing without issues. Project is subject to Mid Year Budget Review.	Banjup
177 Discovery Drive path renewal	37,954	35,416	2,538	100%	●	●	●	Comments: Project is practically complete.	Bibra Lake
Civic & Community Buildings - Swipe Ca	37,595	12,546	25,049	35%	●	●	●	Comments: Project is progressing without issues	Not Applicable
GID Extraction Pump Renewal	37,265	35,028	2,237	80%	●	●	●	Comments: Project commenced. Scope being reviewed.	North Coogee
010 South Coogee Agricultural Hall - AM	36,183	29,517	6,667	75%	●	●	●	Comments: Project is progressing without issues	Munster
100 BENCH SEATS RENEWAL	36,050	36,899	-849	95%	●	●	●	Comments: Project is practically complete. Project budget is being reconciled	Not Applicable
500 Farrington Road North Lake Road SE	36,050	6,940	29,110	10%	●	●	●	Comments: Project is commencing with no issues	North Lake
514 Success Netball Floodlighting - Det	36,050	31,435	4,615	10%	●	●	●	Comments: Project is commencing with no issues	Success
436 HAGUE PASS Cincotta to Peradini	35,120	14,325	20,795	98%	●	●	●	Comments: Project is practically complete.	Beeliar
003 Cockburn Youth Centre - AMP	34,881	31,929	2,952	100%	●	●	●	Comments: Project is practically complete.	Success
SWAN SUBSCRIPTION AND DATA ENTRY	34,620	37,753	-3,133	100%	●	●	●	Comments: Project is practically complete.	Not Applicable
381 SOUTHLAKE COMMUNITY CENTRE PLAY SURF	31,930	29,195	2,735	100%	●	●	●	Comments: Project is practically complete.	South Lake
Wally Hagan improvements	31,905	8,504	23,401	100%	●	●	●	Comments:	Hamilton Hill

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
		8,504						Project is practically complete.	
Park Signs (NEW)	30,900	22,633	8,267	40%	●	●	●	Comments:	Not Applicable
		22,633						Project is progressing without issues	Aubin Grove
077 TANGLE PARK SOCCER GOALS	30,900	7,800	23,100	60%	●	●	●	Comments:	
		7,800						Project is progressing without issues	
420 PLAYGROUND RUBBER SOFTFALL RENEWAL P	30,900	19,290	11,610	40%	●	●	●	Comments:	Not Applicable
		19,290						Project is progressing without issues	
506 Treeby School Warden Crossing cons	30,900	9,330	21,570	5%	●	●	●	Comments:	Treeby
		9,330						Project is progressing without issues. Project is subject to Mid Year Budget Review.	
371 KENNACK PARK IRRIGATION ASSET RENEW	30,900	7,425	23,475	30%	●	●	●	Comments:	Atwell
		7,425						Project is progressing without issues	
503 North Lake Osprey Zebra Crossings de	30,900	19,773	11,128	45%	●	●	●	Comments:	Yangebup
		19,773						Project is progressing without issues	
531 17 Aberle Street - Design Only and C	30,900	16,520	14,380	45%	●	●	●	Comments:	Hamilton Hill
		16,520						Project is progressing without issues	
333 Edwards Park Clubrooms AMP	30,900	28,084	2,816	60%	●	●	●	Comments:	Spearwood
		28,084						Project is progressing without issues	
358 Bibra Lake Adventure Park storage s	30,900	2,733	28,168	15%	●	●	●	Comments:	Bibra Lake
		2,733						Project is commencing with no issues	
360 Depot external fencing repairs	30,900	215	30,685	0%	●	●	●	Comments:	Bibra Lake
		215						Project is commencing with no issues	
192 2 internal doors for marina office	29,472	24,440	5,032	100%	●	●	●	Comments:	North Coogee
		24,440						Project is practically complete.	
448 FREMONT PLACE Fernleaf to cul de sa	29,310	24,252	5,058	98%	●	●	●	Comments:	Leeming
		24,252						Project is practically complete.	
472 Cape Range Circle Brindabella to Ki	29,050	25,441	3,609	5%	●	●	●	Comments:	Aubin Grove
		25,441						Project is commencing with no issues	
Harvest Lakes storage	28,424	4,766	23,658	100%	●	●	●	Comments:	Atwell
		4,766						Project is practically complete.	
235 Henderson Cell Capping	27,100	105,516	-78,416	30%	●	●	●	Comments:	Henderson
		105,516						Project is progressing with scope, budget and timelines being monitored. Project is subject to Mid Year Budget Review.	
433 TERAMO STREET Cul de sac removal and	27,010	30,045	-3,035	100%	●	●	●	Comments:	Hammond Park
		30,045						Project is practically complete.	
TRAFFIC SAFETY MANAGEMENT - Traffic calm	26,861	24,419	2,442	80%	●	●	●	Comments:	Not Applicable
		24,419						Project is in progress with scope and budget being monitored	
451 SILKPOD GARDENS Boulderwood to Cul	26,720	41,519	-14,799	1%	●	●	●	Comments:	South Lake
		41,519						Project is commencing with scope and budget being monitored	
450 BOLWARRA HEIGHTS Elderberry to Cul	25,960	8,693	17,267	1%	●	●	●	Comments:	South Lake
		8,693						Project is commencing with no issues	

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
392 JUBILEE PARK SOUTH EXERCISE EQUIPME	25,750	34,121 34,121	-8,371	10%	●	●	●	Comments: Project is commencing with scope and budget being monitored	Not Applicable
191 Jet Ski Docks	25,385	19,205 19,205	6,180	90%	●	●	●	Comments: Project is progressing without issues	North Coogee
502 Spearwood Avenue Shared Path Pole Re	23,600	1,200 1,200	22,400	30%	●	●	●	Comments: Project is progressing without issues	Bibra Lake
463 SOBEK PASS Horus to Aspiration	23,340	21,645 21,645	1,695	100%	●	●	●	Comments: Project is practically complete.	Bibra Lake
124 North Lake Road Phoenix to Sobek	22,649	8,093 8,093	14,556	100%	●	●	●	Comments: Project is practically complete.	Bibra Lake
Blackwood Avenue and Ely Street speed	22,529	24,782 24,782	-2,253	100%	●	●	●	Comments: Project is practically complete.	Coolbellup
464 WENTWORTH PARADE #343 to Lauderdale	21,630	86,277 86,277	-64,647	100%	●	●	●	Comments: Project is practically complete. Project is subject to Mid Year Budget Review.	Success
Childrens Crossings	20,600	10,519 10,519	10,081	50%	●	●	●	Comments: Project is progressing without issues	Not Applicable
Drink Fountains - New	20,600	39,567 39,567	-18,967	100%	●	●	●	Comments: Project is practically complete. Budget is being reconciled	Not Applicable
Facilities - height safety audit works	20,600	17,371 17,371	3,229	85%	●	●	●	Comments: Project is progressing without issues	Not Applicable
Major linemarking and signs	20,600	15,854 15,854	4,746	35%	●	●	●	Comments: Project is progressing with budget being monitored. Project is subject to Mid Year Budget Review.	Not Applicable
380 IRRIGATION WEATHER STATIONS	20,600	18,728 18,728	1,872	100%	●	●	●	Comments: Project is practically complete.	Not Applicable
415 SOCRATE PARK CONNECTING PATH RENEWAL	20,600	25,116 25,116	-4,516	70%	●	●	●	Comments: Project is progressing without issues	North Coogee
421 SHADE SAIL NEW - DESERTPEA PARK	20,600	3,300 3,300	17,300	10%	●	●	●	Comments: Project is commencing with no issues	Beeliar
422 SHADE SAIL NEW - HOLDSWORTH PARK	20,600	4,611 4,611	15,989	10%	●	●	●	Comments: Project is commencing with no issues	Wattleup
423 SHADE SAIL NEW - GROVE PARK	20,600	3,300 3,300	17,300	10%	●	●	●	Comments: Project is commencing with no issues	Aubin Grove
440 QUENDA CLOSE #5 to # 9 red section	20,090	10,624 10,624	9,466	98%	●	●	●	Comments: Project is practically complete.	Beeliar
Hamilton Hill Seniors Centre	19,746	4,515 4,515	15,231	100%	●	●	●	Comments: Project is practically complete.	Hamilton Hill
Civic and Community Buildings - BBQ	19,055	10,930 10,930	8,125	55%	●	●	●	Comments: Project is progressing without issues	Not Applicable
515 Coobellup Hub	19,055	0	19,055	99%	●	●	●	Comments:	Coolbellup

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
AV/Conferencing Equipm		0						Project is practically complete. Project budget to be reconciled.	
405 BEALE PARK SOCCER GOALS RENEWAL	18,755	13,000	5,755	50%	●	●	●	Comments:	Coolbellup
395 ALLENDALE PARK BBQ	18,540	14,329	4,211	100%	●	●	●	Project is progressing without issues	North Lake
122 Voyagers Way Sump upgrade	18,424	1,758	16,666	100%	●	●	●	Project is practically complete.	Hammond Park
Swimming Pontoons Minor Renewal Works	18,085	17,681	404	100%	●	●	●	Project is practically complete. Project budget to be reconciled.	Coogee
240 16 Glenister Road (2023/24)	17,710	0	17,710	30%	●	●	●	Project is progressing without issues	Hamilton Hill
438 NARCISSUS VIEW #24 to #28 red secti	16,760	17,588	-828	98%	●	●	●	Project is practically complete.	Beeliar
466 Jubilee Park raise section of path	15,713	0	15,713	0%	●	●	●	Project is commencing with no issues	Success
386 BEELIAR LAKE COMMUNITY CENTRE PLAY E	15,450	0	15,450	10%	●	●	●	Project is commencing with no issues	Beeliar
426 WINEBERRY PARK NEW SHADESAIL	15,450	0	15,450	10%	●	●	●	Project is commencing with no issues	South Lake
Facilities - carpark linemarking program	15,105	3,550	11,555	15%	●	●	●	Project is commencing with no issues	Not Applicable
Waste Truck GPS Tracking Devices	15,000	0	15,000	100%	●	●	●	Project is practically complete. Project budget to be reconciled.	Not Applicable
Airconditioning to Kitchen area Santich	15,000	0	15,000	100%	●	●	●	Project is practically complete. Project budget to be reconciled.	Not Applicable
468 PETERBOROUGH CIRCLE PAW next to # 1	14,962	0	14,962	0%	●	●	●	Project is commencing with no issues	North Lake
471 Access way Rebecca to Tanrdale & Ti	13,784	19,055	-5,271	95%	●	●	●	Project is practically complete.	South Lake
474 Alberod Street Milan to Bischoff	13,295	0	13,295	0%	●	●	●	Project is commencing with no issues	Hammond Park
477 Meller Road Thatched to Walliabup	13,295	12,200	1,095	98%	●	●	●	Project is practically complete.	Bibra Lake
478 Lydon Blvd Rosehill to Freshwater	13,217	0	13,217	0%	●	●	●	Project is commencing with no issues	Atwell
476 Omeo Street Little rush CI to North	12,980	0	12,980	0%	●	●	●	Project is commencing with no issues	South Lake
439 NOGGA RETREAT #18 to #20 red secti	12,540	7,905	4,635	98%	●	●	●	Project is practically complete.	Beeliar
475 Frangipani Road Fuchsia Rd to Kalam	12,518	0	12,518	0%	●	●	●	Project is commencing with no issues	Treeby

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget Time	Additional Comments	Suburb
123 North Lake Road Osprey to Omeo Swal	12,503	11,467 11,467	1,036	100%	●	●	Comments: Project is practically complete.	Yangebup
490 ERCEG STREET SUMP FENCE UPGRADE	12,360	0 0	12,360	0%	●	●	Comments: Project is commencing with no issues	Yangebup
241 1 Clements Place (2023/24)	11,851	0 0	11,851	60%	●	●	Comments: Project is progressing without issues	Jandakot
343 Port Coogee Toilet Block AMP	11,845	11,670 11,670	175	100%	●	●	Comments: Project is practically complete.	North Coogee
007 Santich Park Clubrooms - AMP	11,800	8,125 8,125	3,675	100%	●	●	Comments: Project is practically complete.	Lake Coogee
Success Regional improvements	11,668	5,713 5,713	5,955	90%	●	●	Comments: Project is progressing without issues	Success
437 HYBANTHUS LOOP #2 to # 38 red secti	11,650	26,701 26,701	-15,051	98%	●	●	Comments: Project is practically complete. Project budget to be reconciled	Beeliar
461 LESSUER PASS complete link and cros	11,593	0 0	11,593	0%	●	●	Comments: Project is commencing with no issues	Beeliar
Macfaull Dog Park - Construction	11,400	11,400 11,400	0	100%	●	●	Comments: Project is practically complete.	Beeliar
063 WHEELER PARK FENCE	10,300	8,534 8,534	1,766	100%	●	●	Comments: Project is practically complete.	Hamilton Hill
398 RADONICH PARK CONCRETE CRICKET PITCH	10,300	8,412 8,412	1,888	100%	●	●	Comments: Project is practically complete.	Beeliar
064 ALLAMANDA MONKEY BARS	10,300	8,762 8,762	1,538	100%	●	●	Comments: Project is practically complete.	South Lake
328 SHADE SAIL EXTENSION TAPPER PARK	10,300	4,116 4,116	6,184	10%	●	●	Comments: Project is commencing with no issues	Atwell
Swimming Pontoon SP1 Refurbishment	10,000	10,049 10,049	-49	100%	●	●	Comments: Project is practically complete.	Coogee
Cockburn Resource Recovery Precinct - St	9,476	10,137 10,137	-661	100%	●	●	Comments: Project is practically complete.	Henderson
201 C.Y. O'Connor Foreshore Management	8,880	8,880 8,880	0	45%	●	●	Comments: Project is progressing without issues	North Coogee
342 Old Jandakot School - Demountable T	8,755	8,051 8,051	704	50%	●	●	Comments: Project is progressing without issues	Cockburn Central
377 CROWN PARK SHELTER LIGHTING	8,240	6,919 6,919	1,321	100%	●	●	Comments: Project is practically complete.	Coogee
196 Sports Floodlighting Control Units	8,000	6,371 6,371	1,629	100%	●	●	Comments: Project is practically complete.	Not Applicable
382 DENIS DE YOUNG RESERVE	7,210	6,580 6,580	630	100%	●	●	Comments: Project is practically complete.	Banjup
Senior Centre - Freezer	6,700	5,970	730	95%	●	●	Comments:	Spearwood

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
replacement		5,970						Project is practically complete.	
400 CILANTRO PARK FENCE TO CLEMENTINE RO	6,180	4,490	1,690	100%	●	●	●	Comments: Project is practically complete.	Treeby
City Facilities lighting upgrade program	6,035	5,426	609	95%	●	●	●	Comments: Project is practically complete.	Not Applicable
Market garden 1/2 B/Bcourt	3,392	25,093	-21,701	100%	●	●	●	Comments: Project is practically complete. Project budget to be reconciled.	Spearwood
Jandakot Vol Fire Brig - Stage 1 Design	2,772	1,650	1,122	100%	●	●	●	Comments: Project is practically complete.	Banjup
372 NICHOLSON RESERVE - removal of old e	1,180	0	1,180	100%	●	●	●	Comments: Project is practically complete.	Yangebup
008 Senior Citizens Centre Hamilton Hil	750	751	-1	100%	●	●	●	Comments: Project is practically complete.	Hamilton Hill
Category 4 Projects - Plant / Fleet									
PL768 Landfill - Bomag Compactor	1,150,218	1,150,218	0	100%	●	●	●	Comments: Project is practically complete.	Not Applicable
PL756 - Waste - Rubbish Recycling 29m3	505,967	505,967	0	70%	●	●	●	Comments: Project commenced with no issues.	Not Applicable
PL745 - Waste - Rubbish Rear Loader	500,000	0	500,000	10%	●	●	●	Comments: Project commenced with no issues. Project is subject to Mid Year Budget Review.	Not Applicable
PL747 - Waste - Rubbish Rear Loader	500,000	0	500,000	10%	●	●	●	Comments: Project commenced with no issues. Project is subject to Mid Year Budget Review.	Not Applicable
PL749 - Waste - Side Load Waste Truck	500,000	0	500,000	10%	●	●	●	Comments: Project commenced with no issues. Project is subject to Mid Year Budget Review.	Not Applicable
PL750 - Waste - Side Load Waste Truck	500,000	0	500,000	10%	●	●	●	Comments: Project commenced with no issues. Project is subject to Mid Year Budget Review.	Not Applicable
PL752 - Waste - Side Load Waste Truck	500,000	0	500,000	10%	●	●	●	Comments: Project commenced with no issues. Project is subject to Mid Year Budget Review.	Not Applicable
PL755 - Waste - Rubbish Recycling 29m3	488,590	505,967	-17,377	70%	●	●	●	Comments: Project in progress. Project requires financial reconciliation	Not Applicable
PL783 - Waste - Rubbish Recycling 29m3	479,348	505,967	-26,619	70%	●	●	●	Comments: Project in progress. Project requires financial reconciliation	Not Applicable
PL764 - Roads - Roadsweeper	450,000	0	450,000	10%	●	●	●	Comments: Project commenced with no issues. Project is subject to Mid Year Budget Review.	Not Applicable
PL769 Waste - Side Load Waste	433,660	433,660	0	70%	●	●	●	Comments:	Not

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
Truck		433,660						Project is in progress with no issues	Applicable
PL789 Waste - Side Load Waste	433,660	433,660	0	70%	●	●	●	Comments:	Not
Truck		433,660						Project is in progress with no issues	Applicable
PL759 Waste - Side Load Waste	423,470	423,469	1	70%	●	●	●	Comments:	Not
Truck		423,469						Project is in progress with no issues	Applicable
PL804 New - Road Sweeper	400,000	455,916	-55,916	95%	●	●	●	Comments:	Bibra Lake
		455,916						Project is practically complete. Project requires financial reconciliation	
PL778 - Landfill - Hooklift	320,000	320,116	-116	70%	●	●	●	Comments:	Not
		320,116						Project in progress without issues.	Applicable
PL711 - Roads - Flocon	300,000	0	300,000	30%	●	●	●	Comments:	Not
		0						Project commenced with no issues. Project is subject to Mid Year Budget Review.	Applicable
PL297 - Seniors - BCI Low Profile Bus	270,000	0	270,000	30%	●	●	●	Comments:	Not
		0						Project commenced with no issues. Project is subject to Mid Year Budget Review.	Applicable
PL721 Landfill - Water Truck	269,875	272,093	-2,218	95%	●	●	●	Comments:	Not
		272,093						Project is in progress . Project requires financial reconciliation	Applicable
PL770 Waste - Rubbish Rear Loader	263,640	263,640	0	100%	●	●	●	Comments:	Not
		263,640						Project is in progress with no issues	Applicable
PL714 - Roads - Drainage Truck with Cran	260,000	0	260,000	30%	●	●	●	Comments:	Not
		0						Project commenced with no issues. Project is subject to Mid Year Budget Review.	Applicable
PL718 - Parks - Truck & Crane	240,000	0	240,000	10%	●	●	●	Comments:	Not
		0						Project commencing with no issues.	Applicable
Waste Service Low Profile rear Loader 8M	220,000	323,000	-103,000	95%	●	●	●	Comments:	Not
		323,000						Project in progress. Project requires financial reconciliation.	Applicable
Waste Articulated Loader	142,175	142,176	-1	100%	●	●	●	Comments:	Not
		142,176						Project in progress without issues.	Applicable
CoSafe & Ranger Vehicle CCTV Project - E	140,000	0	140,000	0%	●	●	●	Comments:	Bibra Lake
		0						Project commencing with no issues.	
Waste Verge Loader (New)	124,444	142,176	-17,732	95%	●	●	●	Comments:	Not
		142,176						Project is in progress . Project requires financial reconciliation	Applicable
PL712 - Waste - Illegal Dumping Truck	120,000	0	120,000	20%	●	●	●	Comments:	Not
		0						Project commencing with no issues.	Applicable
PL730 - Parks - Mowing Truck	110,000	0	110,000	20%	●	●	●	Comments:	Not
		0						Project commencing with no issues.	Applicable
New - Seniors - Commuter Van	100,000	72,703	27,297	70%	●	●	●	Comments:	Bibra Lake
		72,703						Project commencing with no issues.	
PL775 Parks - Hort Truck	90,000	126,535	-36,535	95%	●	●	●	Comments:	Not
		126,535						Project is practically complete. Project requires financial reconciliation	Applicable
PL734 - Roads - Pathsweeper	85,000	0	85,000	10%	●	●	●	Comments:	Not

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
		0						Project commencing with no issues.	Applicable
PL520 - Senior Centre - Hi-Ace Commuter	81,000	72,106 72,106	8,894	70%	●	●	●	Comments:	Not
PL116 - Parks - Tow Behind Wide-Area Mow	75,000	0	75,000	20%	●	●	●	Project commencing with no issues.	Applicable
PL289 - DFES	65,000	99,476 99,476	-34,476	70%	●	●	●	Comments:	Not
								Project is in progress . Project requires financial reconciliation	Applicable
PL425 - Landfill	55,000	55,443 55,443	-443	70%	●	●	●	Comments:	Not
								Project commencing with no issues.	Applicable
PL522 - Environmental Svcs	55,000	67,570 67,570	-12,570	70%	●	●	●	Comments:	Not
								Project is in progress . Project requires financial reconciliation	Applicable
PL539 - Environmental Svcs	55,000	67,570 67,570	-12,570	70%	●	●	●	Comments:	Not
								Project is in progress . Project requires financial reconciliation	Applicable
PL242 - Facilities - Sign Shop	50,000	45,490 45,490	4,510	30%	●	●	●	Comments:	Not
								Project commencing with no issues.	Applicable
PL270 - Fleet	50,000	0	50,000	10%	●	●	●	Comments:	Not
								Project commencing with no issues.	Applicable
PL525 - Rangers	50,000	0	50,000	10%	●	●	●	Comments:	Not
								Project commencing with no issues.	Applicable
CCTV Trailer PL6831	46,215	0	46,215	10%	●	●	●	Comments:	Not
								Project commencing with no issues.	Applicable
CCTV Trailer PL6841	46,215	0	46,215	10%	●	●	●	Comments:	Not
								Project commencing with no issues.	Applicable
CCTV Trailer PL6851	46,214	0	46,214	10%	●	●	●	Comments:	Not
								Project commencing with no issues.	Applicable
PL102 - Parks - Out Front Mower	45,000	32,825 32,825	12,175	50%	●	●	●	Comments:	Not
								Project commencing with no issues.	Applicable
PL209 - Roads	45,000	0	45,000	10%	●	●	●	Comments:	Not
								Project commencing with no issues.	Applicable
PL217 - Roads	45,000	38,229 38,229	6,771	70%	●	●	●	Comments:	Not
								Project commencing with no issues.	Applicable
PL231 - Traffic & Transport	45,000	0	45,000	10%	●	●	●	Comments:	Not
								Project commencing with no issues.	Applicable
PL237 - Workplace Health & Safety	45,000	39,467 39,467	5,533	100%	●	●	●	Comments:	Not
								Project is practically complete.	Applicable
PL243 - Parks	45,000	36,754 36,754	8,246	70%	●	●	●	Comments:	Not
								Project commencing with no issues.	Applicable
PL245 - Cockburn ARC	45,000	36,531 36,531	8,469	70%	●	●	●	Comments:	Not
								Project commencing with no issues.	Applicable
PL246 - Parks	45,000	39,511 39,511	5,489	70%	●	●	●	Comments:	Not
								Project commencing with no issues.	Applicable

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
PL253 - Project Services	45,000	38,501 38,501	6,499	70%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL256 - Parks	45,000	39,402 39,402	5,598	70%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL277 - Rangers	45,000	44,787 44,787	213	70%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL279 - Roads	45,000	38,456 38,456	6,544	70%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL280 - Civil Projects	45,000	0 0	45,000	10%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL293 - Youth Services	45,000	0 0	45,000	10%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL320 - Parks - Mowing Trailer	45,000	39,835 39,835	5,165	70%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL328 - Parks - Mowing Trailer	45,000	43,800 43,800	1,200	70%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL516 - Landfill - ATV	45,000	47,154 47,154	-2,154	70%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL537 - Landfill - Mule	45,000	47,154 47,154	-2,154	70%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL570 - CoSafe - Supervisor Utility	45,000	46,341 46,341	-1,341	95%	●	●	●	Comments: Project is in progress . Project requires financial reconciliation	Not Applicable
PL574 - CoSafe	45,000	41,817 41,817	3,183	70%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL575 - CoSafe	45,000	41,817 41,817	3,183	70%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL636 - Parks Mowing Trailer	45,000	0 0	45,000	10%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL661 - Roads - Compliance Officer	45,000	0 0	45,000	10%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
New - Waste - Verge Trailer	45,000	49,900 49,900	-4,900	70%	●	●	●	Comments: Project is in progress . Project requires financial reconciliation	Bibra Lake
PL316 - Parks - Mowing Trailer	43,800	43,800 43,800	0	70%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL302 Parks - Mower Trailer	42,500	42,500 42,500	0	70%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL311 Parks - Mower Trailer	42,500	42,500 42,500	0	70%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL266 - Parks - Retic	42,000	0 0	42,000	10%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL267 - Parks - Retic	42,000	0	42,000	10%	●	●	●	Comments:	Not



City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
		0						Project commencing with no issues.	Applicable
PL792 - Parks	42,000	46,032	-4,032	70%	●	●	●	Comments:	Not
		46,032						Project is in progress . Project requires financial reconciliation	Applicable
PL250 Enviro Health	41,000	35,685	5,315	70%	●	●	●	Comments:	Not
		35,685						Project commencing with no issues.	Applicable
PL313 - Parks - Mowing Trailer	39,835	39,835	0	70%	●	●	●	Comments:	Not
		39,835						Project commencing with no issues.	Applicable
PL255 Waste Manager	39,096	39,096	0	100%	●	●	●	Comments:	Not
		39,096						Project is practically complete.	Applicable
PL668 - Facilities Technical Officer	36,878	36,878	0	100%	●	●	●	Comments:	Bibra Lake
		36,878						Project is practically complete.	
PL429 - Facilities Officer	36,165	36,619	-454	100%	●	●	●	Comments:	Not
		36,619						Project is practically complete.	Applicable
PL548 - Plant Maintenance - Workshop	35,463	35,463	0	70%	●	●	●	Comments:	Not
		35,463						Project commencing with no issues.	Applicable
PL207 Planning & Develop	35,453	35,453	0	100%	●	●	●	Comments:	Not
		35,453						Project is practically complete.	Applicable
PL244 - Parks - Spray Ute	35,000	41,282	-6,282	70%	●	●	●	Comments:	Not
		41,282						Project is in progress . Project requires financial reconciliation	Applicable
PL315 - Parks - Mowing Trailer	35,000	39,835	-4,835	70%	●	●	●	Comments:	Not
		39,835						Project is in progress . Project requires financial reconciliation	Applicable
PL547 - Rangers - Parking Inspector	35,000	29,274	5,726	100%	●	●	●	Comments:	Not
		29,274						Project is practically complete.	Applicable
PL695 - Environmental Operations Coordin	35,000	48,645	-13,645	95%	●	●	●	Comments:	Bibra Lake
		48,645						Project is in progress . Project requires financial reconciliation	
PL696 - Streetscape Supervisor (New)	35,000	37,509	-2,509	95%	●	●	●	Comments:	Bibra Lake
		37,509						Project is in progress . Project requires financial reconciliation	
PL241 - Roads	34,979	34,978	1	100%	●	●	●	Comments:	Not
		34,978						Project is practically complete.	Applicable
PL263 - Facilities	32,574	32,574	0	100%	●	●	●	Comments:	Not
		32,574						Project is practically complete.	Applicable
PL426 Strategic planning svcs	32,000	36,478	-4,478	70%	●	●	●	Comments:	Not
		36,478						Project commencing with no issues.	Applicable
PL259 - Facilities	31,231	31,231	0	70%	●	●	●	Comments:	Not
		31,231						Project commencing with no issues.	Applicable
New - Parks - Watertank Trailer	25,000	0	25,000	10%	●	●	●	Comments:	Bibra Lake
		0						Project commencing with no issues.	
New - Roads - Path Sweeper Trailer	25,000	0	25,000	0%	●	●	●	Comments:	Bibra Lake
		0						Project commencing with no issues.	
PL600 - Parks - Retic	20,000	0	20,000	10%	●	●	●	Comments:	Not
		0						Project commencing with no issues.	Applicable

City Of Cockburn
EXCO - OPERATIONS CAPITAL EXPENDITURE PROJECTS REPORT
Period 6 Report

Description	Amended Budget	Actual & Commit YTD	Balance	% Comp	Scope	Budget	Time	Additional Comments	Suburb
PL652 - Parks - Retic	20,000	0	20,000	10%	●	●	●	Comments: Project commencing with no issues.	Bibra Lake
PL526 - Enviro Svcs - Spray Unit	18,000	17,747	253	100%	●	●	●	Comments: Project is practically complete.	Not Applicable
PL625 - Canopy to suit PL259	18,000	18,760	-760	70%	●	●	●	Comments: Project is in progress . Project requires financial reconciliation	Not Applicable
PL642 - Enviro Svcs - Spray Unit	18,000	17,747	253	100%	●	●	●	Comments: Project is practically complete.	Not Applicable
PL655 - Fleet	18,000	0	18,000	10%	●	●	●	Comments: Project commencing with no issues.	Bibra Lake
PL647 - Canopy to suit PL548	16,214	16,213	1	70%	●	●	●	Comments: Project commencing with no issues.	Not Applicable
PL622 - Environmental Services - Trailer	13,091	13,950	-859	95%	●	●	●	Comments: Project is in progress . Project requires financial reconciliation	Not Applicable
Parks - Mowing Deck	10,000	5,864	4,136	95%	●	●	●	Comments: Project is practically complete.	Not Applicable
Parks - Mowing Deck	10,000	5,864	4,136	95%	●	●	●	Comments: Project is practically complete.	Not Applicable
PL725 Parks - HortTruck	0	126,554	-126,554	100%	●	●	●	Comments: Project is practically complete. Project is subject to Mid Year Budget Review.	Not Applicable

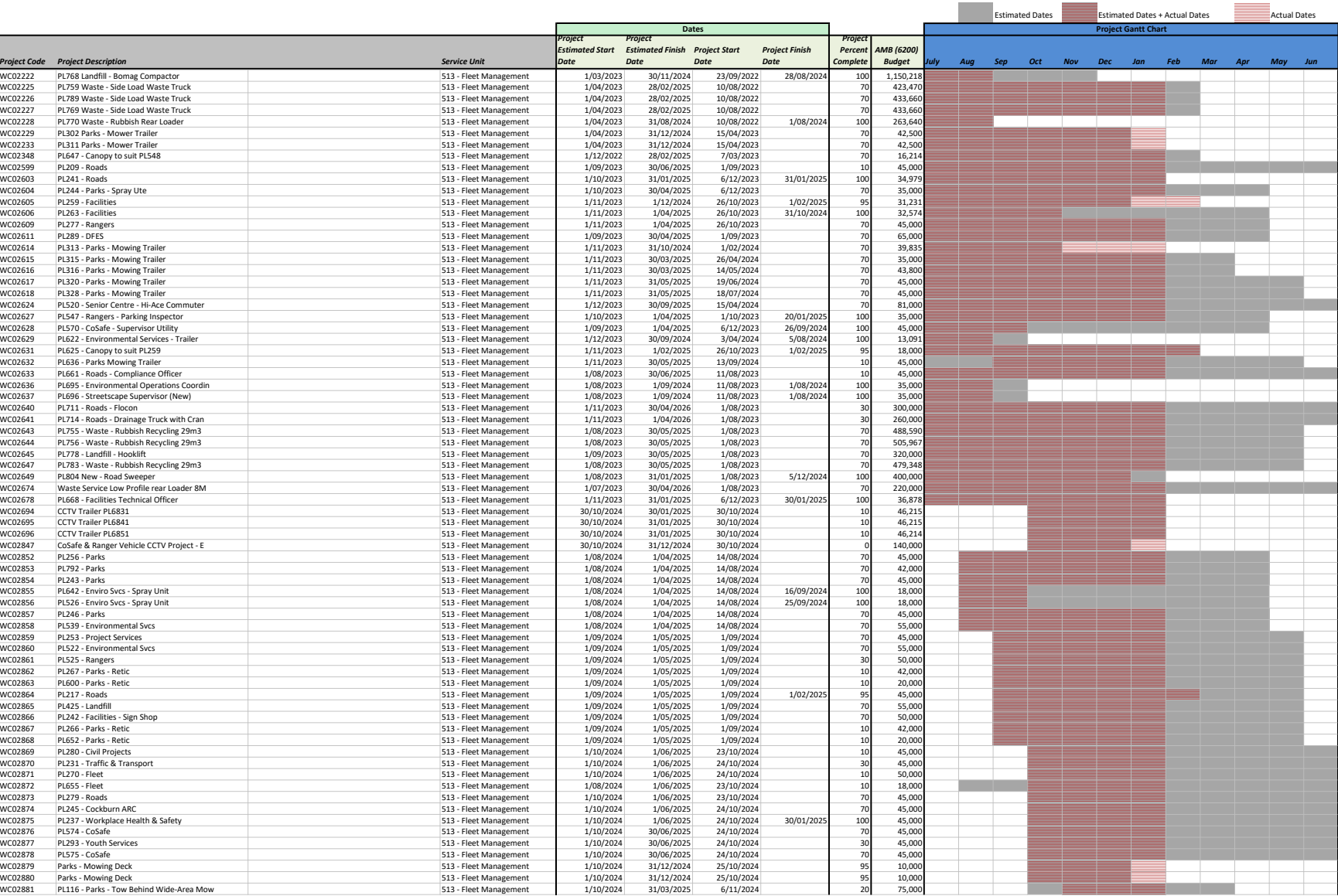
Portfolio Gantt Schedule

			Dates				Project Gantt Chart														
Project Code	Project Description	Service Unit	Project	Project	Project	Project	Project	AMB (6200)													
			Estimated Start Date	Estimated Finish Date	Project Start Date	Project Finish Date			Percent Complete	Budget	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
WC00037	Disability Access Audit & Improvements	532 - City Facilities	1/07/2024	30/06/2025	1/07/2024		35	136,248													
WC00059	Facilities Floor Covering Replacement	532 - City Facilities	1/07/2024	30/06/2025	1/07/2024		65	110,394													
WC00458	HVAC replacement - Various Buildings	532 - City Facilities	1/07/2024	30/06/2025	1/07/2024		50	165,678													
WC00666	Civic and Community Buildings - Asbe	532 - City Facilities	1/07/2024	30/06/2025	1/07/2024		25	90,125													
WC00667	Civic and Community Buildings - BBQ	532 - City Facilities	1/07/2024	30/06/2025	1/07/2024		55	19,055													
WC00674	Civic and Community Buildings - Exte	532 - City Facilities	1/07/2024	30/06/2025	1/07/2024		45	102,495													
WC00943	Civic and Community Buildings - Furnitur	532 - City Facilities	1/07/2024	30/06/2025	1/07/2024		30	92,062													
WC01251	Civic & Community Buildings - Signage R	532 - City Facilities	1/07/2024	30/06/2025	1/07/2024		25	46,350													
WC01645	Community Buildings All - Circuit Break	532 - City Facilities	1/07/2024	30/06/2025	2/09/2024		50	142,017													
WC01646	Civic and Community Buildings - Key and	532 - City Facilities	1/07/2024	30/06/2025	1/07/2024		65	82,951													
WC02118	Civic & Community Buildings - Swipe Ca	532 - City Facilities	1/07/2024	30/06/2025	1/07/2024		35	37,595													
WC02286	City Facilities lighting upgrade program	532 - City Facilities	1/07/2024	30/06/2025	1/07/2024		95	6,035													
WC02288	Facilities - carpark linemarking program	532 - City Facilities	1/08/2024	30/06/2025	1/08/2024		15	15,105													
WC02293	Facilities - height safety audit works	532 - City Facilities	1/08/2024	30/06/2025	1/08/2024		85	20,600													
WC02295	Success Regional improvements	532 - City Facilities	1/10/2022	31/12/2024	1/10/2024		90	11,668													
WC02296	Bibra Lake Community Centre improvements	532 - City Facilities	1/04/2023	30/10/2024	1/10/2023	10/12/2024	100	111,028													
WC02297	Len Packham clubroom & tennis courts imp	532 - City Facilities	1/07/2022	13/10/2024	3/11/2023	28/09/2024	100	47,139													
WC02298	Davilak Changerooms Improvements	532 - City Facilities	2/10/2024	31/01/2025	2/10/2024		90	219,749													
WC02300	Integrated Health Building improvements	532 - City Facilities	1/08/2022	31/10/2024	1/08/2022		75	61,663													
WC02305	Hamilton Hill Seniors Centre	532 - City Facilities	1/03/2023	30/06/2024	1/03/2023	30/06/2024	100	19,746													
WC02306	Harvest Lakes storage	532 - City Facilities	3/07/2023	24/10/2024	1/08/2023	24/10/2024	100	28,424													
WC02308	Wally Hagan improvements	532 - City Facilities	1/03/2023	30/04/2023	1/07/2023	30/08/2024	100	31,905													
WC02413	001 219 Winterfold Road - AMP	532 - City Facilities	1/07/2023	31/05/2024	1/11/2023		10	46,350													
WC02414	002 Aubin Grove Sporting Facility - AMP	532 - City Facilities	1/07/2023	30/03/2025	1/08/2024		80	38,626													
WC02415	003 Cockburn Youth Centre - AMP	532 - City Facilities	1/07/2023	30/06/2024	3/11/2023	30/06/2024	100	34,881													
WC02419	007 Santich Park Clubrooms - AMP	532 - City Facilities	1/07/2023	30/06/2024	3/10/2023	1/09/2024	100	11,800													
WC02420	008 Senior Citizens Centre Hamilton Hil	532 - City Facilities	1/07/2023	30/06/2024	10/10/2023	30/08/2024	100	750													
WC02422	010 South Coogee Agricultural Hall - AM	532 - City Facilities	1/07/2024	30/06/2025	1/07/2024		75	36,183													
WC02426	020 Operations Centre building manageme	532 - City Facilities	1/07/2023	30/08/2024	1/07/2023		50	192,682													
WC02428	023 Coogee Surf Club balcony tiling and	532 - City Facilities	1/07/2023	30/10/2024	1/04/2024		80	50,000													
WC02429	024 Cockburn ARC harmonic filter instal	532 - City Facilities	1/07/2023	30/10/2024	1/02/2024		50	202,596													
WC02511	225 Equipment Shed installation and fit	532 - City Facilities	18/03/2024	30/04/2025	18/03/2024		30	38,029													
WC02781	342 Old Jandakot School - Demountable T	532 - City Facilities	1/01/2025	31/05/2025	20/11/2024		50	8,755													
WC02782	343 Port Coogee Toilet Block AMP	532 - City Facilities	1/07/2024	31/01/2025	10/09/2024		100	11,845													
WC02783	358 Bibra Lake Adventure Park storage s	532 - City Facilities	1/02/2025	31/05/2025	1/11/2024		15	30,900													
WC02784	359 Bibra Lake Adventure Playground toi	532 - City Facilities	1/02/2025	31/05/2025	1/11/2024		15	82,400													
WC02785	360 Depot external fencing repairs	532 - City Facilities	1/10/2024	28/02/2025			0	30,900													
WC02786	361 Anning Park extended patio and drai	532 - City Facilities	1/11/2024	28/02/2025	1/11/2024		15	46,350													
WC02831	330 Atwell Community Centre AMP	532 - City Facilities	10/09/2024	30/04/2025	10/09/2024		60	128,750													
WC02832	331 Atwell Reserve Clubrooms AMP	532 - City Facilities	1/10/2024	30/04/2025	10/09/2024		60	80,340													
WC02833	332 Banjup Community Hall AMP	532 - City Facilities	21/09/2024	30/05/2025	21/09/2024		70	58,710													
WC02834	333 Edwards Park Clubrooms AMP	532 - City Facilities	1/10/2024	30/04/2025	3/10/2024		60	30,900													
WC02835	334 Enright Reserve Clubrooms AMP	532 - City Facilities	1/08/2024	30/06/2025			60	106,090													
WC02836	335 Install solar photovoltaic systems o	532 - City Facilities	1/09/2024	30/04/2025			10	257,500													
WC02837	337 219 Winterfold Road AMP	532 - City Facilities	1/02/2025	31/05/2025		9/12/2024	100	0													
WC02838	338 Coogee Beach Toilets AMP	532 - City Facilities	1/04/2025	31/05/2025			20	46,350													
WC02839	339 Enright Reserve Clubrooms NEW	532 - City Facilities	1/01/2025	30/04/2025	12/09/2024		10	64,890													
WC02840	340 Manning Park Toilets South AMP	532 - City Facilities	1/04/2025	30/06/2025	26/09/2024		15	45,320													
WC02841	341 Old Jandakot School AMP	532 - City Facilities	9/12/2024	30/06/2025			20	90,640													
WC02842	019 City Facilities - lighting upgrade	532 - City Facilities	1/08/2024	30/06/2025	1/07/2024		50	82,400													
WC02843	362 Administration building lift renewal	532 - City Facilities	15/08/2024	30/05/2025	1/07/2024		20	103,000													
WC02844	363 Jandakot Hall storage improvements	532 - City Facilities	1/10/2024	1/02/2025	25/09/2024		75	41,200													
WC02845	364 Harvest Lakes environmental room and	532 - City Facilities	1/10/2024	31/05/2025	1/10/2024		20	97,850													
WC02846	515 Coobellup Hub AV/Conferencing Equipm	532 - City Facilities	7/11/2024	20/01/2025	7/11/2024		99	19,055													
WC02848	Airconditioning to Kitchen area Santich	532 - City Facilities	1/07/2024	1/07/2024	1/07/2024	1/07/2024	100	15,000													
WC02902	CVES HVAC Replacement	532 - City Facilities	15/10/2024	30/06/2025	15/10/2024		10	105,000													
WC02903	Beelie Reserve Flood Light repair	532 - City Facilities	23/10/2024	30/06/2025	23/10/2024		50	64,355													
WC02904	Senior Centre - Freezer replacement	532 - City Facilities	16/10/2024	30/06/2025	23/10/2024		95	6,700													
WC01208	Hammond Road Duplication from Branch Cir	523 - Civil Projects	1/01/2019	30/06/2023	1/01/2019	30/06/2023	97	250,000													
WC01440	Rockingham Road Revitalisation	523 - Civil Projects	1/07/2023	30/06/2027	1/07/2019		20	450,000													
WC01808	Rockingham Road and Phoenix Roundabout	523 - Civil Projects	1/11/2023	30/06/2026	1/11/2023		30	3,123,037													
WC02006	Cockburn Road Orsino to Keisley path wi	523 - Civil Projects	1/07/2021	30/06/2025	1/07/2021		30	425,154													
WC02124	Bakers Square - Court Resurface	523 - Civil Projects	1/08/2024	31/05/2025	1/08/2024		60	430,000													
WC02234	Stratton Street Upgrade	523 - Civil Projects	1/08/2022	31/01/2025	1/08/2022		98	2,786,572													
WC02238	Edeline Street Sump	523 - Civil Projects	1/11/2022	30/06/2025	1/11/2022		80	1,258,536													
WC02239	Hobley Street Drainage improvements	523 - Civil Projects	1/12/2022	30/06/2025	1/12/2022		45	541,464													
WC02289	Marvell Avenue #5 drainage improvements	523 - Civil Projects	1/07/2022	30/06/2025	1/07/2022		30	2,478,862													
WC02325	Sump Investigations and Designs	523 - Civil Projects	1/07/2024	30/06/2025	1/07/2022																

Estimated Dates Estimated Dates + Actual Dates Actual Dates

616 of 822

Portfolio Gantt Schedule



Portfolio Gantt Schedule

			Dates				Project Percent Complete	AMB (6200) Budget	Project Gantt Chart											
Project Code	Project Description	Service Unit	Project Estimated Start Date	Project Estimated Finish Date	Project Start Date	Project Finish Date			July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
WC02882	New - Seniors - Commuter Van	513 - Fleet Management	1/09/2024	31/05/2026	17/09/2024		70	100,000												
WC02883	New - Waste - Verge Trailer	513 - Fleet Management	1/07/2024	31/12/2024	1/07/2024		70	45,000												
WC02884	New - Parks - Watertank Trailer	513 - Fleet Management	1/09/2024	28/02/2025	1/09/2024		70	25,000												
WC02885	New - Roads - Path Sweeper Trailer	513 - Fleet Management	1/10/2024	28/02/2025			0	25,000												
WC02886	PL537 - Landfill - Mule	513 - Fleet Management	1/11/2024	31/03/2025	7/08/2024		70	45,000												
WC02887	PL516 - Landfill - ATV	513 - Fleet Management	1/11/2024	30/06/2025	1/11/2024		70	45,000												
WC02888	PL764 - Roads - Roadsweeper	513 - Fleet Management	1/09/2024	1/04/2026	1/09/2024		30	450,000												
WC02889	PL734 - Roads - Pathsweeper	513 - Fleet Management	1/10/2024	28/02/2025	16/09/2024		10	85,000												
WC02890	PL102 - Parks - Out Front Mower	513 - Fleet Management	1/10/2024	31/03/2025	25/10/2024		50	45,000												
WC02891	PL718 - Parks - Truck & Crane	513 - Fleet Management	1/09/2024	31/01/2025	1/09/2024		10	240,000												
WC02892	PL730 - Parks - Mowing Truck	513 - Fleet Management	1/11/2024	1/04/2026	30/10/2024		20	110,000												
WC02893	PL297 - Seniors - BCI Low Profile Bus	513 - Fleet Management	1/09/2024	1/04/2026	1/09/2024		30	270,000												
WC02894	PL747 - Waste - Rubbish Rear Loader	513 - Fleet Management	1/08/2024	1/04/2026	5/08/2024		30	500,000												
WC02895	PL745 - Waste - Rubbish Rear Loader	513 - Fleet Management	1/08/2024	1/04/2026	5/08/2024		30	500,000												
WC02896	PL712 - Waste - Illegal Dumping Truck	513 - Fleet Management	1/11/2024	31/03/2025	30/11/2024		20	120,000												
WC02897	PL750 - Waste - Side Load Waste Truck	513 - Fleet Management	1/08/2024	1/04/2026	5/08/2024		30	500,000												
WC02898	PL749 - Waste - Side Load Waste Truck	513 - Fleet Management	1/08/2024	1/04/2026	5/08/2024		30	500,000												
WC02899	PL752 - Waste - Side Load Waste Truck	513 - Fleet Management	1/08/2024	1/04/2026	5/08/2024		30	500,000												
WC00195	Bus Shelter Replacement Program	512 - Civil Infrastructure	1/10/2024	30/06/2025	30/09/2024		20	50,000												
WC00196	Bus Stop Facilities	512 - Civil Infrastructure	2/09/2024	30/07/2025	16/12/2024		15	80,000												
WC00211	Street Lighting System - Various Enhance	512 - Civil Infrastructure	1/07/2024	30/06/2025	1/07/2024		15	90,000												
WC00212	Minor Roadworks	512 - Civil Infrastructure	1/07/2024	30/06/2025	7/10/2024		30	85,000												
WC01223	Minor Drainage Improvements	512 - Civil Infrastructure	1/07/2024	30/06/2025			0	85,000												
WC01797	SPEARWOOD AVENUE UNDERGROUND STORAGE	512 - Civil Infrastructure	6/01/2025	31/03/2025	6/01/2025		15	370,800												
WC02007	Coolbellup Ave Shared Path	512 - Civil Infrastructure	1/07/2021	21/01/2025	9/05/2022		75	40,992												
WC02035	Blackwood Avenue and Ely Street speed	512 - Civil Infrastructure	1/07/2022	31/12/2024	25/05/2023	31/12/2024	100	22,529												
WC02037	Coogee Primary School Childrens Crossi	512 - Civil Infrastructure	1/07/2021	30/06/2025	4/04/2022		80	38,759												
WC02235	Spearwood Avenue Doolette to Falstaff	512 - Civil Infrastructure	10/10/2024	30/04/2025	7/10/2024	29/11/2024	99	350,200												
WC02282	Carrington and Forrest Intersection	512 - Civil Infrastructure	1/02/2023	28/02/2023	2/02/2023	7/08/2024	100	0												
WC02290	Bucat Street drainage improvements	512 - Civil Infrastructure	1/07/2024	30/06/2025	1/07/2023		10	228,870												
WC02521	242 61 Cordelia Avenue (2023/24)	512 - Civil Infrastructure	2/12/2024	27/06/2025	2/08/2023		10	262,650												
WC02528	022 Administration site car park resurf	512 - Civil Infrastructure	31/12/2024	31/03/2025	5/10/2024	22/11/2024	98	133,900												
WC02529	120 Discovery Drive upgrade Universal S	512 - Civil Infrastructure	1/07/2023	31/10/2024	26/02/2024		100	50,551												
WC02531	122 Voyagers Way Sump upgrade	512 - Civil Infrastructure	1/07/2023	31/08/2024	22/01/2024	31/08/2024	100	18,424												
WC02532	123 North Lake Road Osprey to Omeo Swal	512 - Civil Infrastructure	1/07/2023	31/03/2024	8/04/2024	30/08/2024	100	12,503												
WC02533	124 North Lake Road Phoenix to Sobek	512 - Civil Infrastructure	1/07/2023	30/08/2024	15/02/2024	30/08/2024	100	22,649												
WC02579	177 Discovery Drive path renewal	512 - Civil Infrastructure	1/08/2023	31/10/2024	11/03/2024	31/10/2024	100	37,954												
WC02582	180 Hamilton Road Phoenix to Rockingham	512 - Civil Infrastructure	29/07/2023	7/10/2024	29/07/2024	7/10/2024	100	50,738												
WC02697	288 MINOR FOOTPATHS	512 - Civil Infrastructure	8/07/2024	30/06/2025	8/07/2024		20	85,000												
WC02698	455 SAFETY IMPROVEMENTS	512 - Civil Infrastructure	8/08/2024	30/06/2025	14/10/2024		62	50,000												
WC02699	461 LESSUER PASS complete link and cros	512 - Civil Infrastructure	2/09/2024	28/02/2025			0	11,593												
WC02700	462 pram ramps (X21) disability ACCESS	512 - Civil Infrastructure	2/12/2024	28/02/2025			1	64,890												
WC02701	463 SOBEK PASS Horus to Aspiration	512 - Civil Infrastructure	20/09/2024	30/09/2024	20/09/2024	27/09/2024	100	23,340												
WC02702	464 WENTWORTH PARADE #343 to Lauderdale	512 - Civil Infrastructure	15/12/2024	15/01/2025	15/12/2024		95	21,630												
WC02703	465 NORTH LAKE ROAD Rimmington to Thoma	512 - Civil Infrastructure	28/10/2024	30/06/2025	29/10/2024		75	151,410												
WC02704	466 Jubilee Park raise section of path	512 - Civil Infrastructure	6/01/2025	30/04/2025			0	15,713												
WC02705	467 Lake Coogee path rehab and raise se	512 - Civil Infrastructure	6/01/2025	30/06/2025			0	309,000												
WC02706	468 PETERBOROUGH CIRCLE PAW next to # 1	512 - Civil Infrastructure	11/11/2024	31/12/2024			0	14,962												
WC02707	469 Winterfold Road Carrington to Simms	512 - Civil Infrastructure	2/12/2024	31/03/2025			0	57,943												
WC02708	470 COCKBURN ROAD Lister Lane to McTagg	512 - Civil Infrastructure	28/02/2025	31/05/2025			0	61,285												
WC02709	471 Access way Rebecca to Tarrdale & Ti	512 - Civil Infrastructure	15/11/2024	31/05/2025	25/11/2024		95	13,784												
WC02710	472 Cape Range Circle Brindabella to Ki	512 - Civil Infrastructure	10/01/2025	30/04/2025	20/01/2025		5	29,050												
WC02711	473 Bulrush Drive Meller Rd to Bibr Dr	512 - Civil Infrastructure	21/10/2024	25/12/2024	18/11/2024		98	46,350												
WC02712	474 Alberod Street Milan to Bischoff	512 - Civil Infrastructure	14/02/2025	31/03/2025			0	13,295												
WC02713	475 Frangipani Road Fuchsia Rd to Kalam	512 - Civil Infrastructure	1/01/2025	31/03/2025			0	12,518												
WC02714	476 Omeo Street Little rush Cl to North	512 - Civil Infrastructure	25/01/2025	30/04/2025			0	12,980												
WC02715	477 Meller Road Thatched to Walliubup	512 - Civil Infrastructure	7/11/2024	25/12/2024	18/11/2024		98	13,295												
WC02716	478 Lydon Blvd Rosehill to Freshwater	512 - Civil Infrastructure	1/10/2024	30/11/2024			0	13,217												
WC02717	479 Kinship Way Lyon to Harvest Lakes	512 - Civil Infrastructure	1/02/2025	31/03/2025			0	63,250												
WC02718	480 Davilak Ave Rockingham to Janson	512 - Civil Infrastructure	1/09/2024	30/06/2025			0	99,894												
WC02719	481 Farrington Road North Lake to Bibra	512 - Civil Infrastructure	14/10/2024	30/11/2024	14/10/2024	2/12/2024	100	62,735												
WC02720	482 Wattleup Road Rockingham to Moylan	512 - Civil Infrastructure	1/04/2025	30/04/2025	11/11/2024		95	116,495												
WC02721	483 Counsel Rd Coolbellup to Stock	512 - Civil Infrastructure	1/02/2025	31/03/2025			0	53,928												
WC02722	484 Cordelia Ave Sebastian to Tait	512 - Civil Infrastructure	20/02/2025	29/04/2025			0	92,858												
WC02723	485 YANGETUP ROAD Spearwood to Railway	512 - Civil Infrastructure	1/10/2024	25/11/2024	1/10/2024	22/11/2024	100	52,845												
WC02724	486 YANGETUP ROAD Spearwood to Osprey	512 - Civil Infrastructure	1/02/2025	30/04/2025			0	59,035												
WC02725	491 AW Meller to Apara and Nettle way	512 - Civil Infrastructure	1/04/2025	30/04/2025	26/03/2025		0	54,338												
WC02726	435 BARTRAM ROAD Branchley Intersection	512 - Civil Infrastructure	3/02/2025	30/06/2025	3/02/2025		1	66,570												
WC02727	436 HAGUE PASS Cincotta to Peradini	512 - Civil Infrastructure	2/12/2024	30/06/2025	2/12/2024	4/12/2024	98	35,120												
WC02728	437 HYBANTHUS LOOP #2 to # 38 red secti	512 - Civil Infrastructure	3/12/2024	30/06/2025	3/12/2024	4/12/2024	98	11,650												
WC02729	438 NARCISUS VIEW #24 to #28 red secti	512 - Civil Infrastructure	1/11/2024	31/01/2025	3/12/2024	4/12/2024	98	16,760												
WC02730	439 NOGGA RETREAT #18 to #20 red secti	512 - Civil Infrastructure	1/09/2024	31/10/2024	2/12/2024	4/12/2024	98	12,540												

Portfolio Gantt Schedule

										Estimated Dates				Estimated Dates + Actual Dates				Actual Dates		
										Project Gantt Chart										
Project Code	Project Description	Service Unit	Project Estimated Start Date	Project Estimated Finish Date	Project Start Date	Project Finish Date	Project Percent Complete	AMB (6200) Budget	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
WC02731	440 QUENDA CLOSE #5 to # 9 red section	512 - Civil Infrastructure	1/10/2024	30/11/2024	2/12/2024	4/12/2024	98	20,090												
WC02732	441 BARBERRY WAY Corokia to Cocos	512 - Civil Infrastructure	1/08/2024	30/09/2024	10/01/2025	11/01/2025	99	100,200												
WC02733	442 COCOS DRIVE Kalmia To Barberry	512 - Civil Infrastructure	1/10/2024	30/11/2024	1/11/2024	8/11/2024	100	182,280												
WC02734	443 KALMIA ROAD Cocos to Barberry	512 - Civil Infrastructure	8/07/2024	30/06/2025	31/01/2025		1	180,900												
WC02735	444 SIMONS STREET Williams to Hartley	512 - Civil Infrastructure	1/02/2025	31/03/2025	4/12/2024		98	91,680												
WC02736	445 HAMILTON ROAD King Intersection	512 - Civil Infrastructure	1/02/2025	31/03/2025	21/03/2025		1	38,290												
WC02737	446 CARRINGTON STREET Winterfold to Hea	512 - Civil Infrastructure	1/09/2024	31/10/2024	28/01/2025		1	321,270												
WC02738	447 DIMOND COURT Karel to Fernleaf	512 - Civil Infrastructure	1/08/2024	30/09/2024	11/03/2025		1	72,480												
WC02739	448 FREMONT PLACE Fernleaf to cul de sa	512 - Civil Infrastructure	1/04/2025	31/05/2025	5/12/2027		98	29,310												
WC02740	449 BARRINE GARDENS Glenbawn to Cul de	512 - Civil Infrastructure	1/11/2024	31/12/2024	6/02/2025		1	51,660												
WC02741	450 BOLWARRA HEIGHTS Elderberry to Cul	512 - Civil Infrastructure	1/11/2024	31/12/2024	5/02/2025		1	25,960												
WC02742	451 SILKPOD GARDENS Boulderwood to Cul de	512 - Civil Infrastructure	1/12/2024	31/01/2025	5/02/2025		1	26,720												
WC02743	452 PHOENIX ROAD Rockingham to Leo east	512 - Civil Infrastructure	1/08/2024	31/12/2024	1/08/2024		99	211,980												
WC02744	453 SOLOMON ROAD Dollier to Monash	512 - Civil Infrastructure	1/01/2025	28/02/2025	14/02/2025		1	240,800												
WC02745	434 FLOURISH LOOP Roundabout upgrade	512 - Civil Infrastructure	20/01/2025	3/03/2025	24/01/2025		2	42,860												
WC02746	500 Farrington Road North Lake Road SE	512 - Civil Infrastructure	1/12/2024	28/02/2025			10	36,050												
WC02747	506 Treeby School Warden Crossing cons	512 - Civil Infrastructure	13/01/2025	28/03/2025	13/01/2025		5	30,900												
WC02748	490 ERCEG STREET SUMP FENCE UPGRADE	512 - Civil Infrastructure	2/09/2024	30/09/2025			0	12,360												
WC02749	428 HAMILTON ROAD Phoenix to Rockingham	512 - Civil Infrastructure	21/03/2024	15/05/2025	24/03/2025		1	352,240												
WC02750	429 ROCKINGHAM ROAD Marvell to Troode r	512 - Civil Infrastructure	8/11/2024	23/12/2024	13/11/2024	15/11/2024	95	228,500												
WC02751	430 SPEARWOOD AVENUE Sudio to Cocos re	512 - Civil Infrastructure	11/11/2024	20/12/2024	11/11/2024	13/11/2024	99	392,090												
WC02752	431 north lake road (2) 690 SOUTH FARRI	512 - Civil Infrastructure	4/11/2024	20/12/2024	4/11/2024	7/11/2024	99	350,430												
WC02753	432 north lake road (1) 100M SOUTH FARR	512 - Civil Infrastructure	6/11/2024	20/12/2024	6/11/2024	8/11/2024	99	320,150												
WC02816	505 Barfield Road Shared path - Voyageur	512 - Civil Infrastructure	9/09/2024	31/01/2025	16/09/2024	16/10/2024	100	45,015												
WC02817	433 TERAMO STREET Cul de sac removal and	512 - Civil Infrastructure	12/08/2024	30/06/2025	1/09/2024	16/10/2024	100	27,010												
WC02850	Fanstone Ave (east of Jervois St), Beeli	512 - Civil Infrastructure	17/03/2025	30/06/2025			0	40,000												
WC00249	Park Infrastructure Renewal Allocation	511 - Environment, Parks and St	1/07/2024	30/06/2025	1/07/2024		70	381,100												
WC00290	Citywide Pump Renewals	511 - Environment, Parks and St	1/07/2024	30/05/2025	1/07/2024		50	412,000												
WC00300	Citywide Street Tree Planting Requests	511 - Environment, Parks and St	1/07/2024	30/06/2025	1/07/2024	31/10/2024	100	46,383												
WC00373	Park Signs (NEW)	511 - Environment, Parks and St	1/07/2023	27/06/2025			70	30,900												
WC00537	Citywide Irrigation Central Control	511 - Environment, Parks and St	1/07/2024	30/06/2025	1/07/2024		90	39,547												
WC00562	Citywide Irrigation Cabinet Renewal	511 - Environment, Parks and St	1/08/2024	30/05/2025	1/08/2024		50	154,500												
WC01114	Port Coogee Water Play Refurbishment.	511 - Environment, Parks and St	30/12/2024	30/06/2025	30/12/2024		10	80,000												
WC01836	Beeliar Lake Water Management Project	511 - Environment, Parks and St	1/07/2024	30/06/2025	1/07/2024	7/01/2025	100	100,000												
WC01986	Anning Park Irrigation Renewal	511 - Environment, Parks and St	1/06/2022	31/07/2024	11/04/2024	31/08/2024	100	58,167												
WC02181	Beeliar Reserve Irrigation Renewal	511 - Environment, Parks and St	1/10/2022	31/07/2024	12/03/2024	30/08/2024	100	94,503												
WC02184	Streetscapes Minor Roads Improvements	511 - Environment, Parks and St	1/07/2024	30/06/2025	1/07/2024		90	44,303												
WC02241	Drink Fountains - New	511 - Environment, Parks and St	1/07/2024	30/06/2025	1/07/2024	1/10/2024	100	20,600												
WC02343	GID Extraction Pump Renewal	511 - Environment, Parks and St	1/07/2024	30/06/2025	1/07/2024		80	37,265												
WC02431	045 Construction of Stile - Emma Treeby	511 - Environment, Parks and St	1/07/2023	30/06/2025	9/10/2023	4/10/2024	100	38,300												
WC02451	Market garden 1/2 B/8court	511 - Environment, Parks and St	3/06/2024	4/11/2024	3/06/2024	26/09/2024	100	3,392												
WC02470	SWAN SUBSCRIPTION AND DATA ENTRY	511 - Environment, Parks and St	1/07/2024	30/06/2025	1/07/2024	30/06/2025	100	34,620												
WC02484	Balboa tile repairs	511 - Environment, Parks and St	1/09/2024	2/05/2025	1/07/2024		30	190,550												
WC02759	371 KENNACK PARK IRRIGATION ASSET RENEW	511 - Environment, Parks and St	2/09/2024	30/04/2025	2/09/2024		30	30,900												
WC02771	404 ATWELL OVAL PAVING TO FRONT OF CLUB	511 - Environment, Parks and St	1/07/2024	30/06/2025	2/09/2024		15	87,550												
WC02793	375 FIREBREAK UPGRADES	511 - Environment, Parks and St	1/08/2024	30/03/2025	1/07/2024		15	130,460												
WC02794	376 FENCING RENEWALS	511 - Environment, Parks and St	1/07/2024	30/06/2025	1/07/2024		66	63,450												
WC02795	382 DENIS DE YOUNG RESERVE	511 - Environment, Parks and St	1/08/2024	31/12/2024	1/07/2024	9/12/2024	100	7,210												
WC02796	385 LITTLE RUSH LAKE DISABILITY ACCESS G	511 - Environment, Parks and St	1/07/2024	30/04/2025	1/07/2024		15	46,350												
WC02797	372 NICHOLSON RESERVE - removal of old e	511 - Environment, Parks and St	15/08/2024	15/09/2024		15/11/2024	100	1,180												
WC02798	377 CROWN PARK SHELTER LIGHTING	511 - Environment, Parks and St	26/08/2024	30/10/2024	26/08/2024	4/09/2024	100	8,240												
WC02799	378 HYDRANGEA PARK NEW BORE	511 - Environment, Parks and St	1/07/2024	2/05/2025	1/07/2024		40	154,500												
WC02800	380 IRRIGATION WEATHER STATIONS	511 - Environment, Parks and St	30/07/2024	30/06/2025	30/07/2024	31/10/2024	100	20,600												
WC02801	381 SOUTHLAKE COMMUNITY CENTRE PLAY SURF	511 - Environment, Parks and St	1/07/2024	30/06/2025	1/07/2024	9/09/2024	100	31,930												
WC02802	386 BEELIAR LAKE COMMUNITY CENTRE PLAY E	511 - Environment, Parks and St	1/09/2024	30/06/2025	9/09/2024		25	15,450												
WC02803	077 TANGLE PARK SOCCER GOALS	511 - Environment, Parks and St	2/09/2024	23/06/2025	2/09/2024		100	30,900												
WC02804	393 PORT COOGEE SHELTER RENOVATION X 2	511 - Environment, Parks and St	1/08/2024	30/06/2025	2/09/2024		80	46,350												
WC02805	395 ALLENDALE PARK BBQ	511 - Environment, Parks and St	2/09/2024	1/11/2024	2/09/2024	16/09/2024	100	18,540												
WC02806	063 WHEELER PARK FENCE	511 - Environment, Parks and St	2/09/2024	30/10/2024	2/09/2024	27/09/2024	100	10,300												
WC02807	398 RADONICH PARK CONCRETE CRICKET PITCH	511 - Environment, Parks and St	1/07/2024	26/07/2024	1/07/2024	26/07/2024	100	10,300												
WC02808	400 CILANTRO PARK FENCE TO CLEMENTINE RO	511 - Environment, Parks and St	2/09/2024	30/10/2024	2/09/2024	3/10/2024	100	6,180												
WC02809	064 ALLAMANDA MONKEY BARS	511 - Environment, Parks and St	1/07/2024	29/11/2024	1/07/2024	15/11/2024	100	10,300												
WC02810	405 BEALE PARK SOCCER GOALS RENEWAL	511 - Environment, Parks and St	26/08/2024	30/04/2025	26/08/2024		50	18,755												
WC02811	100 BENCH SEATS RENEWAL	511 - Environment, Parks and St	1/07/2024	30/04/2025	1/07/2024		95	36,050										</		

Portfolio Gantt Schedule

			Dates				Project Percent Complete	AMB (\$200)	Project Gantt Chart											
Project Code	Project Description	Service Unit	Project Estimated Start Date	Project Estimated Finish Date	Project Start Date	Project Finish Date			July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
WC02499	201 C.Y. O'Connor Foreshore Management	433 - Coastal Management and	1/11/2023	28/12/2024	1/11/2023	14/01/2025	100	8,880												
WC02778	495 Geotextile Sand Container - C.Y. O'	433 - Coastal Management and	21/10/2024	31/05/2025	21/10/2024		60	103,000												
WC01667	Swimming Pontoon SP1 Refurbishment	432 - Environmental Managem	1/08/2020	31/10/2024	1/08/2020	7/10/2024	100	10,000												
WC02503	207 Manning Park Mountain Bike Trail Pr	432 - Environmental Managem	1/08/2023	30/07/2025	1/08/2023		60	225,835												
WC00217	TRAFFIC SAFETY MANAGEMENT - Traffic calm	422 - Transport and Traffic	1/07/2020	30/06/2025	1/07/2020		80	26,861												
WC00222	Childrens Crossings	422 - Transport and Traffic	1/07/2020	30/06/2025	1/07/2020	30/06/2025	50	20,600												
WC02334	Major linemarking and signs	422 - Transport and Traffic	1/07/2024	30/06/2025	1/07/2024		35	20,600												
WC02789	497 Bennett Avenue Upgrade- Rollinson to	422 - Transport and Traffic	1/03/2025	30/06/2025			5	1,100,000												
WC02790	502 Spearwood Avenue Shared Path Pole Re	422 - Transport and Traffic	1/07/2024	30/03/2025	1/07/2024		30	23,600												
WC02791	510 Atwell College Bus Stop construct	422 - Transport and Traffic	1/07/2024	30/03/2025	1/07/2024		30	47,200												
WC02792	511 Rockingham Road Leda Street Bus Stop	422 - Transport and Traffic	1/07/2024	30/04/2025	1/07/2024		40	70,800												
WC01857	Project BETTI	344 - Safer City	1/02/2023	30/06/2025	1/02/2023		50	488,880												
WC02331	CCTV - Eliza Ponds	344 - Safer City	6/05/2024	31/03/2025	6/05/2024		80	127,274												
WC02410	CCTV - Eliza Ponds Phase 2 - DEL	344 - Safer City	1/07/2023	30/06/2024		15/11/2024	100	0												
WC02412	CCTV - South Lake	344 - Safer City	27/03/2024	29/11/2024	27/03/2024	29/11/2024	100	74,885												
WC02823	525 Project BETTI (Phase 3)	344 - Safer City	1/07/2024	31/03/2025	1/07/2024	26/08/2024	0	0												
WC02353	Macfaul Dog Park - Construction	341 - Rangers	1/05/2024	30/09/2024	1/05/2024	30/09/2024	100	11,400												
WC02132	Marina Services Building Upgrade	323 - Port Coogee Marina	1/08/2021	30/11/2024	1/08/2021	30/11/2024	100	55,732												
WC02317	Marina Vessel and Floating Dock	323 - Port Coogee Marina	1/10/2023	28/02/2025	1/10/2023		85	191,820												
WC02492	191 Jet Ski Docks	323 - Port Coogee Marina	1/07/2023	28/02/2025	1/10/2023		90	25,385												
WC02493	192 2 Internal doors for marina office	323 - Port Coogee Marina	29/07/2024	30/07/2024	29/07/2024	9/09/2024	100	29,472												
WC02495	194 Walcon jetty pontoons	323 - Port Coogee Marina	1/07/2023	30/06/2025	1/10/2023		10	177,000												
WC01919	Chlorine Generator Replacement	322 - Cockburn ARC	5/02/2024	10/02/2025	1/11/2023		95	247,110												
WC02341	Digital Signage Solution	322 - Cockburn ARC	1/12/2023	10/02/2025	24/06/2024		95	140,000												
WC02591	ARC Equipment Refurb & Renewal	322 - Cockburn ARC	1/07/2023	24/02/2025	1/07/2023		95	50,290												
WC02680	ARC FFE Renewal	322 - Cockburn ARC	2/01/2024	11/07/2025	2/01/2024		25	545,000												
WC02329	Frankland Ave Car Bays	321 - Recreation Services	1/01/2024	28/02/2025	1/01/2024		90	90,000												
WC02496	196 Sports Floodlighting Control Units	321 - Recreation Services	1/01/2024	28/10/2024	1/01/2024	28/10/2024	100	8,000												
WC02590	Success Library sorter Refurbishment	313 - Branch Libraries	1/08/2024	28/10/2024	1/08/2024	28/10/2024	100	120,000												

15.2 Governance Committee Meeting – 18/02/2025

15.2.1 (2025/MINUTE NO 0027) Policy Review - Local Planning Policies 1.6 and 1.15

Executive	Director Planning and Sustainability
Author	Coordinator Development Services
Attachments	<ol style="list-style-type: none"> 1. Local Planning Policy 1.6 - Lodging Houses ↓ 2. Local Planning Policy 1.15 - Tourist Accommodation ↓ 3. DRAFT Local Planning Policy 1.15 - Tourist Accommodation ↓

Officer Recommendation

That Committee recommend Council:

- (1) ADOPTS the *Draft Local Planning Policy 1.15* (as amended) for the purposes of advertising, as shown in Attachment 3, with a delayed implementation date to coincide with the future gazettal of Scheme Amendment No. 183 and the future approval of Council;
- (2) ADVERTISES the *Draft Local Planning Policy 1.15* as per recommendation 1 above, in accordance with Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015; Procedure for making local planning policies; and*
- (3) NOTES the City will seek to rescind the existing Local Planning Policy 1.6 with the intention to merge its contents into a unified Policy following adoption of the *Draft Local Planning Policy 1.15* at a future meeting.

Committee Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council:

- (1) ADOPTS the Draft Local Planning Policy 1.15 (as amended) for the purposes of advertising, as shown in Attachment 3, with a delayed implementation date to coincide with the future gazettal of Scheme Amendment No. 183 and the future approval of Council with the following modification to clause 8(4) fourth point:
 1. replace the word 'transparent' with 'suitably screened with visually permeable fencing (as per the requirements of the R-Codes);
- (2) ADVERTISES the Draft Local Planning Policy 1.15 as per Recommendation 1 above, in accordance with Clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015; Procedure for making local planning policies; and
- (3) NOTES the City will seek to rescind the existing Local Planning Policy 1.6 with the intention to merge its contents into a unified Policy following adoption of the Draft Local Planning Policy 1.15 at a future meeting.

CARRIED 7/0

Background

At the 12 November 2024 Ordinary Council Meeting, Council resolved to initiate a standard scheme amendment (amendment No. 183) to align Town Planning Scheme 3 (TPS3) with recent state government planning reform pertaining to Short Term Rental Accommodation (STRA).

Amendment No. 183 included new definitions for (tourist and visitor accommodation, workforce accommodation and roadhouse) and removed existing land use definitions in accordance with the deemed provisions in the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Amendment No. 183 has triggered a review of Local Planning Policies 1.6 (Lodging Houses) and LPP 1.15 (Tourist Accommodation) to align with the new set of land use definitions. Accordingly, a new *Draft Local Planning Policy 1.15* has been prepared and the City seeks approval to advertise.

Submission

N/A

Report

State Government STRA Reforms

STRA refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis.

This type of accommodation is usually booked through online platforms and is popular among visitors seeking temporary lodging for holidays, business trips or other 'short stays'.

In November 2023, the Western Australian Planning Commission (WAPC) released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* ([Position Statement - Planning for Tourism 2023 \(www.wa.gov.au\)](https://www.wa.gov.au/publications/2023/11/position-statement-planning-for-tourism-2023)) - 'Position Statement' and associated Guidelines ([planning-for-tourism-guidelines-2023.pdf \(www.wa.gov.au\)](https://www.wa.gov.au/publications/2023/11/planning-for-tourism-guidelines-2023.pdf)).

The release of the Position Statement complemented other reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry '*Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*'. This included development of a state-wide registration scheme for STRA.

The state-wide STRA Register, established by the *Short-Term Rental Accommodation Act 2024* (STRA Act 2024), is now operational. Registration for all STRA will be mandatory by 1 January 2025.

All STRA are required to register prior to operation – regardless of whether they are 'hosted' or 'un-hosted', or whether they qualify for a Development Approval exemption through the *Planning and Development (Local Planning Schemes) Regulations 2015* ('LPS Regulations'). Registration is completed by either the STRA owner or tenant (with the owner's consent) and is renewed annually.

The State Government's planning reforms for STRA are being implemented predominantly through the LPS Regulations.

Amendments to both Schedule 1 (model provisions) and Schedule 2 (deemed provisions) of the LPS Regulations have been made to facilitate the necessary planning changes of the State Government's STRA reform initiatives.

These changes include:

1. new 'deemed' land use classes of 'hosted short-term rental accommodation' and 'un-hosted short-term rental accommodation' to ensure these are classified as dedicated land use classes in local planning schemes.
2. new 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register.
3. a new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA and consolidate several existing land use terms for tourist and visitor accommodation (aside from 'hotel'), and other changes to general definitions.
4. a state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings).
5. a 90-night (cumulative) exemption within a 12-month period for 'unhosted short-term rental accommodation' in the Perth metropolitan area.

Planning Bulletin 115/2024 'Short-Term Rental Accommodation (STRA) – Guidance for local government' ([Planning Bulletin 115/2024 \(www.wa.gov.au\)](https://www.wa.gov.au/government/publications/planning-bulletin-115-2024) - 'Planning Bulletin 115') outlines the steps and timeframes for implementing recent changes to the LPS Regulations for STRA.

Scheme Amendment No. 183

In light of the state government reform in the STRA space, the City initiated Scheme Amendment No 183. Amendment No 183 intends to:

- Include new general definitions for cabins and chalets
- Delete the following land use definitions:
 - bed and breakfast
 - tourist accommodation
 - holiday home (standard)
 - holiday home (large)
 - motel
 - lodging house
- Insert the following land use definitions:
 - Roadhouse
 - Workforce Accommodation
 - Tourist and Visitor Accommodation
- Replace all references to Tourist Accommodation to Tourist and Visitor Accommodation within the Scheme
- Prescribe land use permissibility within the Zoning Table for the added land uses.



The draft Local Planning Policy 1.15 aims to make the policy consistent with the above scheme amendment, and broadly refers to 'Tourist Accommodation'.

This term is adopted within the Policy as a catch-all term for land uses such as Tourist and Visitor Accommodation, Workforce Accommodation, Hotel and STRA.

This can now be used as a catch-all term as it has been removed from the Scheme as a defined land use.

The Scheme Amendment process may take up to 12 months to be formally gazetted, as final approval is required from the Minister for Planning.

The exact date of the gazettal is not yet known, so a deferred implementation date of draft LPP 1.15 has been recommended to coincide with a future gazettal date of Amendment 183.

Local Planning Policy 1.6 – Lodging Houses

LPP 1.6 was first adopted in October of 2012 and aimed to establish development standards for lodging houses.

Lodging houses were defined under the *Health (Miscellaneous Provisions) Act 1911* (Health Act), and regulated backpacker lodges, boarding houses, recreational campsites, serviced apartments, refuges, and hostels.

With the removal of the Lodging House definition under Amendment 183, most of these operations are now regulated under the *Tourist and Visitor Accommodation* or *Residential Building* land uses pursuant to TPS3.

However, these operations may still be considered lodging houses for the purposes of the Health Act and the City's Health Local Law.

To consolidate information for proponents into one document, the Local Law requirements for lodging houses have been included as an appendix within the draft policy.

In addition, the development standards from the existing LPP 1.6 have been carried across and consolidated.

Local Planning Policy 1.15 – Tourist Accommodation

LPP 1.15 was first adopted in September of 2016 and aimed to provide guidance for a variety of land uses that fell under the umbrella of 'accommodation'.

The provisions of LPP 1.15 have been mostly retained, with the below changes being proposed:

1. Land use definitions have been removed/added/modified to align with Amendment 183.
2. Addition of Waste Management under the 'Management Plan' requirements (clause 2). This is to align with current practice, as the City can request waste management details when assessing accommodation proposals.
3. Removal of clause 3.2 from the existing LPP. This clause seeks to discourage grouped dwellings and multiple dwellings (apartments) from being used as tourist accommodation. This was included to address concerns around the use of



common areas, and concerns from residents within strata properties. These concerns are best managed through each strata company.

This clause has been removed for two key reasons:

- (i) The prohibition of *multiple and grouped dwellings* being used for tourist accommodation is inconsistent with the direction of the state government reforms which seeks to further exempt operators from the requirement for development approval and promote the development of STRA within the State.
- (ii) The State Administrative Tribunal decision in *Paterson v The Owners of 27 Purdom Road, Wembley Downs Survey Strata Plan 30555 [WASAT 69 2019]* concluded that landowner (i.e. the strata company) is required to undertake a use/development within common property.

If an operator has their guests using any common areas (such as hallways, parking areas, pools, foyers, stairwells etc.), then consent from the strata company or all other landowners is required to accept a development application. This requirement has routinely been upheld by the City's planning officers and eliminates the risk of co-owners becoming aggrieved by the approval of tourist accommodation within their complex.

4. Adding a reminder under Clause 3 of the mandatory registration process established under the STRA Act 2024.
5. Insertion of Workforce Accommodation section. This has been done to capture development standards for the newly defined land use. The development standards for this land use have been informed by other local governments with existing policies for Workforce Accommodation and the WAPC's position statement on the matter ([Position Statement Workforce Accommodation](#))
6. Insertion of an 'Exemptions' clause that articulates which proposal may commence without prior approval to reflect the recent amendments to the LPS regulations.
7. Addition of a Bushfire Requirements section. These requirements reflect planning officers' current practice in their assessment of development applications.
8. The addition of lodging house requirements (as explained above).

Strategic Plans/Policy Implications

Local Economy

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

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

Listening 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

N/A

Legal Implications

N/A

Community Consultation

In accordance with Clause 4 of the Deemed Provisions of the Planning and Development (Local Planning Scheme) Regulations 2015, a local government must advertise a proposed Local Planning Policy for at least 21 days.

After the expiry of the period within which submissions may be made, the local government must review the proposed policy in the light of any submissions made and resolve to —

- (iii) proceed with the policy without modification; or
- (iv) proceed with the policy with modification; or
- (v) not to proceed with the policy.

As such, the policy will be brought back to a future meeting for final consideration once community consultation has taken place.

Risk Management Implications

Should Council resolve to not adopted the draft policy, it may result in an inconsistent planning framework at a local level. Planning decisions made against an inconsistent framework may be successfully challenged upon appeal to the State Administrative Tribunal (SAT).

This may result in financial implications for the City, particularly if legal representation is required.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil

Title	Lodging Houses
Policy Number (Governance Purpose)	LPP 1.6



Policy Type

Local Planning Policy

Policy Purpose

The City's objectives for residential development include the provision of a variety of housing to meet the needs of different household types. This includes a commitment to the development of lodging houses that generally comply with the requirements of the City's Town Planning Scheme No. 3 (TPS 3) and this Policy. This Policy seeks to ensure the establishment of a lodging house is suitable to the nature and character of the locality within which it will be situated, and is conveniently positioned relative to local shops, community infrastructure and public transport services. The purpose is as follows:

To inform the design, assessment and determination process for lodging house proposals within the City of Cockburn.

- (1) To provide for the development of lodging houses in a suitable and sustainable manner.
- (2) To ensure lodging houses are developed evenly across the City, in locations where lodgers enjoy convenient access to local shops, community infrastructure and public transport services.
- (3) To ensure lodging houses are developed in a manner that adequately provides for the needs of lodgers, including their comfort, safety, and well-being.
- (4) To ensure lodging houses through appropriate design, development and management take into account the context of a location in terms of scale of development, and the relationship of such to adjoining development for the purpose of protecting the amenity of both lodgers and the occupants of adjoining properties (residential in particular).

Policy Statement

- (1) Application
 1. This Policy applies to all lodging house proposals on land zoned Residential under TPS 3 and any proposal for a lodging house on non-residential zoned land abutting residentially zoned land.
 2. The Policy can be used as a guide for the development of lodging houses on any other land.

[1]

Title	Lodging Houses
Policy Number (Governance Purpose)	LPP 1.6



3. A “Lodging House” means any building or structure, permanent or otherwise, and any part thereof, in which the provision is made for lodging or boarding more than 6 persons, exclusive of the family or the keeper thereof, for hire or reward, but the term does not include:
 - (a) Premises licensed under a publican’s general licence, limited hotel licence, or wayside-house licence, granted under the Liquor Control Act 1988;
 - (b) Residential accommodation for students in a non-government school within the meaning of the School Education Act 1999; or
 - (c) Any building comprising residential flats.

(2) Development Guidelines

In contemplating the establishment of a lodging house within the City of Cockburn, the following development guidelines need to be considered in the preparation and presentation of an application to the City and/or Council for determination.

1. Size
 - (a) The development of a lodging house should be for no more than 30 lodgers.
2. Location
 - (a) Lodging houses in a Residential Zone are to be separated by a minimum distance of 200m, measured in a straight line.
 - (b) A lodging house is to be located within 800m, measured in a straight line, from any part of the route to any part of the lot of local shops, community infrastructure and public transport services ie. a bus stop/station or train station (a 5-10 minute walking distance).
3. Site Planning
 - (a) All lodging houses should comply with the requirements of the Residential Design Codes of Western Australia (R-Codes) and/or relevant City of Cockburn Policies in the following areas: streetscape requirements (setbacks), boundary setback requirements, open space requirements (open space provision), access requirements, site works, building height and privacy requirements;
 - (b) All lodging houses are to comply with the parking requirements of TPS 3 which requires one (1) bay for every four (4) beds. Additional parking is to be provided at a rate of one (1) visitor bay for every six (6) beds, and one (1) exclusive bay for every on-site supervisor or staff member. Bicycle parking provision is to be provided at a rate of one (1) rack or similar for every five (5) lodgers.
 - (c) Outdoor communal areas are to be centrally located on-site i.e. separated from common boundaries with adjoining residential properties,

[2]

Title	Lodging Houses
Policy Number (Governance Purpose)	LPP 1.6



or situated within the front setback, suitably screened with transparent fencing for the benefit of lodger privacy.

- (d) Parking areas are to be suitably located relative to adjoining properties, with a minimum 2.5m landscaped separation.
- (e) Waste management storage and collection areas are to be conveniently located on-site, and appropriate in terms of location relative to adjoining properties.
- (f) Areas of site not used for a particular purpose i.e. as outdoor communal space, car parking and/or for waste management purposes, are to be developed and used for landscaping only.
- (g) Site planning is to provide for the sustainable development of any new lodging house building, providing for reduced energy consumption and cost while improving lodger comfort. As a minimum, orientation should maximise cross ventilation opportunities during summer and solar gain (warmth and natural lighting) during Winter.
- (h) All outdoor lighting (of parking areas, access ways and communal space/s) is to be in accordance with the requirements of Australian Standard AS4282-1997: 'Control of Obtrusive Outdoor Lighting' to protect against light spill.
- (i) Any signage erected for the purpose of identifying the use of a site for a lodging house is to be no greater than 1.0m x 1.5m in dimension, erected at the front of the site in a location that does not affect safe pedestrian movement or sight lines for safe vehicular access/egress into/out of the property (the details in respect of which are to be provided at the time of application for the development).

(3) Building Design

- (a) The adaptive re-use of an existing building for lodging house purposes is supported where the building is generally consistent with the character and scale of development of the local built environment, and can be adapted in a manner that is generally compliant with all other requirements of this Policy.
- (b) For new build development, the design shall have regard to the design requirements of State Planning Policy 3.7 (Residential Design Codes) Volume 2 – Apartments, where the City deems necessary.
- (c) The scale and external appearance of a new lodging house building is to be typically residential, consistent in terms of scale and appearance with the builtform prevalent in the street and on adjoining properties (within the parameters of the requirements listed in point 2.3(a) above).

[3]

Title	Lodging Houses
Policy Number (Governance Purpose)	LPP 1.6



- (d) All lodging houses are to have a clearly defined, street fronting entrance point, preferably centrally located in the front elevation of the building. All entry points are to be suitably weather protected for the benefit of lodgers and visitors.
- (e) Ablutions, laundries and recreation rooms should be located within the main building on-site. Recreation rooms in particular, should be located central to the building floor plan for the benefit of all lodgers whilst providing separation to adjoining properties.
- (f) All externally placed building hardware, including air conditioning condenser units and small satellite dishes i.e. exempt from requiring development approval in accordance with the City's Domestic Satellite Dishes Policy (LPP 1.9), is to be suitably positioned and/or screened so as to not be publicly visible, or visible from adjoining properties. The placement of air conditioning condenser units should also have regard for how they might impact acoustically on adjoining properties.

(4) Management

- a) Each lodging house development application submitted to the City of Cockburn is to be accompanied by a Management Plan that addresses and/or includes the following information:
 - i. Lodging house hours;
 - ii. Lodging house rules, including a lodging 'Code of Behaviour';
 - iii. Visitor rules;
 - iv. Security and access;
 - v. Waste management and the receiving of deliveries;
 - vi. Management and supervision information, including contact details.
- b) Waste management information is to detail the following:
 - i. Waste likely to be generated (type and amount);
 - ii. Size, type and location of storage area to be provided;
 - iii. Measures to promote a high level of recycling;
 - iv. Method and management of collection.

The City's Health and Building service units should be consulted in respect of the above requirements.

[4]

Title	Lodging Houses
Policy Number (Governance Purpose)	LPP 1.6



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 November 2024
Next Review Due: (Governance Purpose Only)	November 2026
ECM Doc Set ID: (Governance Purpose Only)	4709501



Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



Policy Type

Local Planning Policy

Policy Purpose

The City of Cockburn is well placed to accommodate tourists with good access to Perth CBD and Fremantle, major transport networks, health and educational facilities, and access to world-class beaches. Tourist and other short-term accommodation proposals are therefore expected to increase within the City and Town Planning Scheme No. 3 (TPS 3) provides limited development standards for such proposals.

The purpose of this policy is to provide development standards for the following land use types as defined in TPS 3:

- Tourist Accommodation (including cabins, chalets, short-stay self-contained accommodation and similar forms of tourist accommodation;
- Bed and Breakfast;
- Hotel;
- Motel;
- Holiday Home (Standard); and
- Caravan Parks.

The policy does not provide development standards for long-stay Park Home, Residential Parks, Lifestyle Villages or Hotels that do not contain accommodation.

Policy Statement

(1) Definitions

Short-term accommodation – accommodation for a maximum of 6 persons, inclusive of a keeper if they reside at the dwelling, for a period of up to 6 months within any 12 month period.

Keeper/Manager – a person who permanently resides at a premises providing short-term accommodation and is responsible for the upkeep and management of the accommodation.

Guest – a person who is accommodated within the short-term accommodation on a temporary basis for a fee, but is not subject to a Residential Tenancy Agreement.

Visitor – A person who is visiting a guest accommodated within short-term accommodation but who is not a guest themselves.

[1]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



(2) Management Plans

All proposals for tourist accommodation and other uses outlined in the purpose section of this policy shall include the lodgement of a management plan which shall address:

1. Control of Noise and other disturbances;
2. Complaints management procedures;
3. Security of guests, visitors and neighbours;
4. Control of anti-social behaviour and potential conflict between tourists/guests/visitors and permanent residents of the area;
5. Car parking for guests and visitors;
6. Number of bedrooms and beds; and
7. Contact details of Owner and Keeper/Manager.

(3) Tourist Accommodation

1. A keeper/manager is not required to reside at the premises whilst it is being used for tourist accommodation purposes;
2. The use of one or more existing multiple or grouped dwellings within a complex for the purposes of tourist accommodation shall generally not be supported.
3. Proposals including a mix of uses including permanent residential and tourist accommodation within the same development should provide sufficient separation of the uses to ensure the amenity of permanent residents is adequately protected.
4. Proposals for tourist accommodation in the form of apartments on residential zoned land shall be designed so that the building height generally accords with the maximum, building height permitted for multiple dwelling development.
5. Proposals for tourist accommodation in the form of apartments shall include an entrance/foyer with a reception desk attended by staff during check-in and check-out times.
6. Car parking for tourist accommodation shall be located on-site and in accordance with the TPS 3 provision.

(4) Hotels and Motels

1. Proposals for hotels providing accommodation and motels shall include an entrance/foyer with a reception desk attended by staff during check-in and check-out times.
2. Car parking for hotels and motels shall be in accordance with the TPS 3 provision.
3. Proposals for motels on residential zoned land shall be designed so that the building height generally accords with the maximum, building height permitted for multiple dwelling development.
4. Proposals including a mix of uses including permanent residential and hotel/motel uses within the same development should provide sufficient separation of the uses to ensure the amenity of permanent residents is adequately protected.

(5) Bed and Breakfast

1. The keeper/manager of the Bed and Breakfast must reside permanently on-site whilst the Bed and Breakfast is operating.

[2]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



2. Access to a dining area and laundry facilities shall be provided for Bed and Breakfast guests.
 3. Parking shall be provided at the rate of 1 car parking bay per guest bedrooms in addition to car bays required for the keeper/manager which shall be in accordance with the Residential Design Codes in residential areas or equivalent in rural zoned areas.
- (6) Holiday Home (Standard)
1. Holiday Homes (Standard) shall be generally located in areas designated as suitable for tourism-type uses. In other areas, it shall be demonstrated that Holiday Homes will not cause conflict with surrounding ordinary dwellings.
 2. A keeper/manager is not required to reside at the premises whilst it is being used for holiday home purposes.
 3. Car Parking for Holiday Homes shall be provided in accordance with the Single House requirements of the Residential Design Codes
- (7) Residential Dwellings
1. Proposals for the use of a portion of a residential dwelling where the owner/occupier is present and where the provision of breakfast is not provided are not considered to be defined as Tourist Accommodation and planning approval is not required.
 2. Proposals for the use of a single house where the owner/occupier is not present whilst it is being used for tourist accommodation or short-stay purposes shall be defined as a Holiday Home (Standard) and requires planning approval.
 3. Proposals for the use of a grouped or multiple dwelling where the owner/occupier is not present whilst it is being used for tourist accommodation or short-stay purposes shall be defined as Tourist Accommodation and requires planning approval. As per the Tourist Accommodation section above, these types of proposals shall generally not be supported.
- (8) Caravan Parks
- Development standards for caravan parks are contained in the Western Australian Planning Commission Planning Bulletin 49/2014 'Caravan Parks' and shall be used by the City in the assessment of these proposals.
- (9) Other Legislative Requirements
- Proposals for some forms of tourist accommodation may be defined as Class 3 buildings under the Building Code of Australia and may require a portion of units to be designed for persons with disabilities, may be required to comply with Australian Standard 1670.1:2015 Fire detection, warning, control and intercom systems - System design, installation and commissioning – Fire. Some proposals may also be required to comply with the City of Cockburn's Health Local Laws relation to Lodging Houses.

[3]

Document Set ID: 5092850
Version: 11, Version Date: 04/12/2024

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



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 November 2024
Next Review Due: (Governance Purpose Only)	November 2026
ECM Doc Set ID: (Governance Purpose Only)	5092850



Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



Policy Type

Local Planning Policy

Policy Purpose

The City of Cockburn is well placed to accommodate tourists with good access to Perth CBD and Fremantle, major transport networks, health and educational facilities, and access to world-class beaches. Tourist and other short-term accommodation proposals are therefore expected to increase within the City and Town Planning Scheme No. 3 (TPS 3) provides limited development standards for such proposals.

The purpose of this policy is to provide development standards for the following land use types as defined in TPS 3:

- Hosted and Unhosted Short Term Rental Accommodation (STRA)
- Tourist and Visitor Accommodation
- Workforce Accommodation
- Hotels

These land use definitions are defined in TPS3 and are broadly referred to as 'Tourist Accommodation' within this policy.

The policy does not provide development standards for long-stay Park Home, Residential Parks, Lifestyle Villages or Hotels that do not contain tourist accommodation.

Some proposals, depending on the specifics of the operation, may be identified as Lodging Houses for the purposes of the City's Local Health Law although such a land use is not defined in TPS3. Regardless of the development's land use designation under TPS3, all lodging houses shall adhere to the requirements of the City's Local Health Law. The City may request that applicants provide details of compliance with the Health Local Law, and such requirements may form conditions of approval on the development application. This policy provides the specific requirements for Lodging Houses.

Policy Statement

(1) Definitions

Short-term rental accommodation – has the same meaning as defined in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015

Keeper/Manager – a person who permanently resides at a premises providing short-term accommodation and is responsible for the upkeep and management of the accommodation.

[1]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



Lodging House – As per the *Health Act 1911* or superseding legislation

Guest – a person who is accommodated within the short-term accommodation on a temporary basis for a fee, but is not subject to a Residential Tenancy Agreement.

Visitor – A person who is visiting a guest accommodated within short-term accommodation but who is not a guest themselves.

(2) Management Plans

All proposals for tourist accommodation shall include the lodgement of a management plan which shall address:

- Control of Noise and other disturbances
- Complaints management procedures;
- Security of guests, visitors and neighbours;
- Control of anti-social behaviour and potential conflict between tourists/guests/visitors and permanent residents of the area;
- Car parking for guests and visitors;
- Number of bedrooms and beds; and
- Contact details of Owner and Keeper/Manager.
- Waste Management
- In the case of Lodging Houses:
 - Lodging House Hours
 - Lodging House Rules, including a lodging Code of Behaviour
 - Visitor Rules
 - Security and Access

(3) Tourist Accommodation

1. A keeper/manager is not required to reside at the premises whilst it is being used for tourist accommodation purposes;
2. The use of one or more existing multiple or grouped dwellings within a complex for the purposes of tourist accommodation shall generally not be supported.
3. Proposals including a mix of uses including permanent residential and tourist accommodation within the same development should provide sufficient separation of the uses to ensure the amenity of permanent residents is adequately protected.
4. Proposals for tourist accommodation in the form of apartments on residential zoned land shall be designed so that the building height generally accords with the maximum, building height permitted for multiple dwelling development.
5. Proposals for tourist accommodation in the form of apartments shall include an entrance/foyer with a reception desk attended by staff during check-in and check-out times.

[2]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



6. Car parking for tourist accommodation shall be located on-site and in accordance with the TPS 3 provisions.

(4) Hotels

1. Proposals for hotels providing accommodation shall include an entrance/foyer with a reception desk attended by staff during check-in and check-out times.
2. Car parking for hotels shall be in accordance with the TPS 3 provision.
3. Proposals including a mix of uses including permanent residential and hotel uses within the same development should provide sufficient separation of the uses to ensure the amenity of permanent residents is adequately protected.

(5) Exemptions

1. Proposals for the use of a portion of a residential dwelling where the owner/occupier is present shall be deemed a hosted STRA and is exempt from the requirement to obtain development approval in accordance with clause 61 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.
2. Proposals for the use of a single house where the owner/occupier is not present whilst it is being used for tourist accommodation or short-stay purposes shall be defined as unhosted STRA. In accordance with clause 61 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, operators may use dwellings for the purpose of unhosted STRA for a maximum of 90 nights without needing to obtain prior development approval.
3. In all other cases, the permissibility of tourist accommodation proposals shall be in accordance with the Zoning Table of TPS3.

(6) Caravan Parks

Development standards for caravan parks are contained in the Western Australian Planning Commission Planning Bulletin 49/2014 'Caravan Parks' which shall be used by the City in the assessment of these proposals.

(7) Workforce Accommodation

1. Any application for workforce accommodation shall demonstrate that a proposal is required to accommodate solely the proponent's workforce. Information shall be provided with any Development Application for Workforce Accommodation and must address the following:
 - Details of the work site(s) of which the occupants of the workforce accommodation will be employed, including their location(s);
 - Details of the estimated numbers of workers required to support the work site(s);

[3]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- The length of time of the workforce accommodation is anticipated to be in place or will be operational for;
 - Details on the types of roles the occupants will be employed for (e.g. construction, operational, maintenance);
 - Details/breakdown of short-term, intermittent and long-term employees, needing to be accommodated at each worksite;
 - Whether the proposal seeks to accommodate workers from other worksites and/or companies.
2. Third party proposals that seek to accommodate multiple workforces from various employers, that are not serving a particular worksite or project, will generally not be supported.
 3. Workforce accommodation that is only required for a certain period of time will be required to be decommissioned at the end of the project, unless the buildings can be re-used for another land use and have been designed to be adaptive. Approval for the reuse of the accommodation will need to be sought through the development application process.
 4. Workforce Accommodation proposals shall be located within a 30 minute drive from the applicable project/work location.
- (8) Lodging Houses
1. Some proposals, depending on the specifics of the operation, may be identified as Lodging Houses for the purposes of the City's Local Health Law although such a land use is not defined in TPS3.
 2. In accordance with the Part 8 of the City's Local Health Law, lodging houses include recreational campsites, serviced apartments and hostels.
 3. A proposal may be classified as 'tourist accommodation' during the planning application process; however, if the proposal meets the definition of a 'lodging house' under the Health Act and Local Law, it will also require separate approval under the applicable legislation. This distinction is critical, as the requirements for lodging houses may differ significantly from those for tourist accommodation. The planning process should ensure a shared understanding of all relevant approvals to avoid potential non-compliance. The below details provide relevant considerations for lodging houses.

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



4. Proposal for lodging houses shall adhere to the following development standards:

- The development of a lodging house should be for no more than 30 lodgers
- Lodging houses in a residential zone shall be separated by a minimum distance of 200m, measured in a straight line
- A lodging house is to be located within 800m, measured in a straight line, from any part of the route to any part of the lot of local shops, community infrastructure and public transport services ie. a bus stop/station or train station (a 5-10 minute walking distance).
- The development of lodging houses in the residential zone shall comply with the requirements of the Residential Design Codes of Western Australia
- The development of lodging houses shall comply with the parking requirements of TPS3.
- Outdoor communal areas are to be centrally located on-site i.e. separated from common boundaries with adjoining residential properties, or situated within the front setback, suitably screened with transparent fencing for the benefit of lodger privacy
- Areas of site not used for a particular purpose i.e. as outdoor communal space, car parking and/or for waste management purposes, are to be developed and used for landscaping only.

5. The requirements for an application for a lodging house as identified in the Local Law are attached in Appendix A of this Policy. Appendix A is for information only and is correct at the time of the publishing of this policy. It does not form part of this policy and may be subject to change. Proponents are encouraged to consult the current version of the local law.

(9) Other Legislative Requirements

Proposals for some forms of tourist accommodation may be defined as Class 3 buildings under the Building Code of Australia and may require a portion of units to be designed for persons with disabilities, may be required to comply with Australian Standard 1670.1:2015 as it relates to fire detection and warning.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Development Services
Public Consultation: (Yes or No)	
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[5]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



APPENDIX A – LOCAL LAW PROVISIONS

Please note: This Local Law extract provided as an appendix to LPP 1.15 is for reference only. If the law is amended, the official local law prevails. Users should check the current local law as the official source.

PART 8 – LODGING HOUSES

Division 1 – Registration

Interpretation

79. (1) In this Part, unless the context otherwise requires:

“bed” means a single sleeping berth only. A double bed provided for the use of couples shall have the same floor space requirements as two single beds;

“bunk” means a sleeping berth comprising one of two arranged vertically;

“dormitory” means a building or room utilised for sleeping purposes at a short term hostel or recreational campsite;

“keeper” means a person whose name appears on the register of keepers, in respect of a lodging house, as the keeper of that lodging house;

“lodger” means a person who obtains, for hire or reward, board or lodging in a lodging house;

“lodging house” includes a recreational campsite, a serviced apartment and a short- term hostel;

“manager” means a person duly appointed by the keeper in accordance with this Division to reside in, and have the care and management of, a lodging house;

“register of lodgers” means the register kept in accordance with section 157 of the Act and this Part;

“recreational campsite” means a lodging-house:

(a) situated on a campsite principally used for:

[6]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- (i) recreational, sporting, religious, ethnic or educational pursuits; or
- (ii) conferences or conventions;

and

- (b) where the period of occupancy of any lodger is not more than 14 consecutive days,

and includes youth camps, youth education camps, church camps and riding schools;

“resident” means a person, other than a lodger, who resides in a lodging house;

“serviced apartment” means a lodging house in which each sleeping apartment, or group of sleeping apartments in common occupancy, is provided with its own sanitary conveniences and may have its own cooking facilities;

“short term hostel” means a lodging house where the period of occupancy of any lodger is not more than 14 consecutive days and shall include youth hostels and backpacker hostels;

“vector of disease” means an arthropod or rodent that transmits, by biological or mechanical means, an infectious agent from a source or reservoir to a person, and includes fleas, bedbugs, crab lice, body lice and head lice.

- (2) Where in this Part an act is required to be done or forbidden to be done in relation to any lodging house, the keeper of the lodging house has, unless the contrary intention appears, the duty of causing to be done the act so required to be done, or of preventing from being done the act so forbidden to be done, as the case may be.

Lodging House not to be kept Unless Registered

80. A person shall not keep or cause, suffer or permit to be kept a lodging house unless:

- (a) the lodging house is constructed in accordance with the requirements of this Part;
- (b) the lodging house is registered by the Environmental Health Services Manager under section 82;
- (c) the name of the person keeping or proposing to keep the lodging house is entered in the register of keepers; and
- (d) either:

[7]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- (i) the keeper; or
- (ii) a manager who, with the written approval of the Environmental Health Services Manager, has been appointed by the keeper to have the care and management of the lodging house, resides or intends to reside continuously in the lodging house.

Application for Registration

81. An application for registration of a lodging house shall be:

- (a) in the form approved by local government from time to time;
- (b) duly completed and signed by the proposed keeper; and
- (c) accompanied by:
 - (i) the approved fee; and
 - (ii) detailed plans and specifications of the lodging house.

Approval of Application

82. The Environmental Health Services Manager may approve, with or without conditions, an application by issuing to the applicant a certificate of registration in the form approved by local government from time to time.

Renewal of Registration

83. A person who keeps a lodging house, which is registered under this Part, shall:

- (a) during the month of June in each year apply to the Environmental Health Services Manager for the renewal of the registration of the lodging house; and
- (b) pay the approved fee at the time of making the application for renewal.

Notification upon Sale or Transfer

84. If the owner of a lodging house sells or transfers or agrees to sell or transfer the lodging house to another person, he or she shall, within 14 days of the date of sale, transfer or agreement, give to the Environmental Health Services Manager, in the form approved by local government from time to time, written notice of the full name, address and occupation of the person to whom the lodging house has been, or is to be, sold or transferred.

Revocation of Registration

85. (1) Subject to sub-clause (3), the Environmental Health Services Manager may, at any time, revoke the registration of a lodging house for any reason, which,

[8]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



in the opinion of the Principal Environmental Health Officer, justifies the revocation.

- (2) Without limiting the generality of sub-clause (1), the Environmental Health Services Manager may revoke a registration upon one or more of the following grounds:
 - (a) that the lodging house has not, to the satisfaction of the Principal Environmental Health Officer, been kept free from vectors of disease or in a clean, wholesome and sanitary condition;
 - (b) that the keeper has:
 - (i) been convicted of an offence against these local laws in respect of the lodging house;
 - (ii) not complied with a requirement of this Part; or
 - (iii) not complied with a condition of registration.
 - (c) that the local government or the Environmental Health Services Manager, having regard to a report from the Police Service, is satisfied that the keeper or manager is not a fit and proper person; and
 - (d) that, by reason of alterations or additions or neglect to repair and renovate the condition of the lodging house is such as to render it, in the opinion of the Environmental Health Services Manager, unfit to remain registered.
- (3) Before revoking the registration of a lodging house under this section, The local government or Environmental Health Services Manager shall give notice to the keeper requiring him or her, within a time specified in the notice, to show cause why the registration should not be revoked.
- (4) Whenever the local government revokes the registration of a lodging house, it shall give the keeper notice of the revocation and the registration shall be revoked as from the date on which the notice is served on the keeper.

Division 2 – Construction and Use Requirements

General Construction Requirements Locking Devices

86. The general construction requirements of a lodging house shall comply with the Building Code.

Sanitary Conveniences

87. (1) A keeper shall maintain in good working order and condition and in convenient positions on the premises:

[9]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- (a) toilets; and
 - (b) bathrooms each fitted with a shower, bath and wash basin, in accordance with the requirements of the Building Code.
- (2) A bathroom or toilet, which is used as a private bathroom or toilet to the exclusion of other lodgers or residents, shall not be counted for the purposes of sub-clause (1).
- (3) Each bath, shower and hand basin shall be provided with an adequate supply of hot and cold water.
- (4) The walls of each shower and bath shall be of an impervious material to a minimum height of 1.8 metres above the floor level.
- (5) each toilet and bathroom shall:
- (a) be so situated, separated and screened as to ensure privacy;
 - (b) be appointed to each sex;
 - (c) have a distinct sign displayed in a prominent position denoting the sex for which the toilet or bathroom is provided; and
 - (d) be provided with adequate electric lighting.
- (6) Paragraphs (b) and (c) of sub-clause (5) do not apply to a serviced apartment.

Laundry

88. (1) A keeper shall:
- (a) subject to sub-clause (2):
 - (i) in the case of a recreational campsite, provide on the premises a laundry consisting of at least one 45 litre stainless steel trough; and
 - (ii) in any other case, provide on the premises a laundry unit for each 15 lodgers;
 - (b) at all times maintain each laundry in a proper sanitary condition and in good repair;
 - (c) provide an adequate supply of hot and cold water to each wash trough, sink, copper and washing machine; and
 - (d) ensure that the floor area of each laundry is properly surfaced with an even and continuous fall to a floor waste drain.

[10]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- (2) The Environmental Health Services Manager may approve the provision of a reduced number of laundry units if suitable equipment of a commercial type is installed.

- (3) In this section:

“Laundry unit” means a group of facilities consisting of:

- (a) a washing machine with a capacity of not less than 4 kilograms of dry clothing;
- (b) one wash trough of not less than 36 litres capacity, connected to both hot and cold water; and
- (c) either an electric drying cabinet or not less than 30 metres of cloth line, and for which a hot water system is provided that:
- (d) is capable of delivering 136 litres of water per hour at a temperature of at least 75 degrees celsius for each washing machine provided with the communal facilities; and
- (e) has a delivery rate of not less than 18 litres per minute to each washing machine.

Kitchen

89. The keeper of a lodging house shall provide in that lodging house a kitchen which: (a) has minimum floor area of:

- (i) where lodgers prepare their own meals – 0.65m² per person;
 - (ii) where meals are provided by the keeper or manager – 0.35m² per person; or
 - (iii) where a kitchen and dining room are combined – 1m² per person, but in any case not less than 16m².
- (b) has adequate:
- (i) food storage facilities and cupboards to prevent contamination of food, or cooking or eating utensils, by dirt, dust, flies or other vectors of disease of any kind; and
 - (ii) refrigerator space for storage of perishable goods;
- (c) where food is prepared for lodgers, the lodging house is to be registered as a food business under the Food Act. The lodging house kitchen must be constructed and maintained at all times in accordance with the requirements of-

[11]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- (i) the Food Act;
- (ii) the Food Regulations; and
- (iii) Chapter 3 of the Food Standards Code; and
- (d) where the kitchen is provided for the lodgers use in preparing food for their own consumption, the kitchen is to be designed and constructed and at all times maintained in accordance with the requirements of Chapter 3 of the Food Standards Code.

Cooking Facilities

90. (1) The keeper of a lodging house where lodgers prepare their own meals shall provide a kitchen with electrical, gas or other stoves and ovens approved by the Environmental Health Services Manager in accordance with the following table:

No. of Lodgers	Ovens	4 Burner Stoves
1 – 15	1	1
16 – 30	1	2
31 – 45	2	3
46 – 60	2	4
Over 60	2	4 + 1 for each additional 15 lodgers (or part thereof) over 60

- (2) The keeper of a lodging house where the keeper or manager provides meals shall provide a kitchen with cooking appliances of a number and type approved by the Environmental Health Services Manager.

Dining Room

91. The keeper of a lodging house shall provide in that lodging house a dining room:

- (a) located in close proximity to, or combined with, the kitchen;
- (b) the floor area of which shall be not less than the greater of:
 - (i) 0.5m² per person; or
 - (ii) 10m²; and
- (c) which shall be:
 - (i) adequately furnished to accommodate, at any one time, half of the number of lodgers; and

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- (ii) provided with a smooth, impervious, easily cleanable floor covering.

Lounge Room

92. The keeper of a lodging house shall provide in that lodging house a lounge room: (a) with a floor area of:

- (i) where the lounge is not combined with the dining room – not less than 0.6m² per person; or

- (ii) where the lounge room is combined with a dining room – not less than 1.2m² per person, but in either case having a minimum of 13m²; and

(b) which shall be:

- (i) adequately furnished to accommodate, at any one time, half of the number of lodgers; and

- (ii) provided with a suitable floor covering.

Fire Prevention and Control

93. (1) A keeper shall:

- (a) ensure that all buildings comprising the lodging house are fitted with fire protection equipment in accordance with the Building Code and approved by the local government;
- (b) provide a fire blanket positioned within 2 metres of the cooking area in each kitchen;
- (c) ensure that each exit sign and fire fighting appliance is clearly visible, accessible and maintained in good working order at all times; and
- (d) not cause, suffer or permit furniture, fittings or other things to be placed either temporarily or permanently in, on or across-
 - (i) a stairway, stair landing, fire-escape, window, doorway or common passageway; or
 - (ii) part of the lodging house in common use or intended or adapted for common use,

In such a manner as to form an obstruction to the free passage of lodgers, residents or persons in, occupying or leaving the lodging house.

Obstruction of Passages and Stairways

94. (1) A keeper shall not cause, suffer or permit furniture, fittings or other things to be placed either temporarily or permanently in or on:

[13]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- (a) a stairway, stair landing, fire-escape, window or common passageway; or
 - (b) part of the lodging house in common use or intended or adapted for common use, in such a manner as to form an obstruction to the free passage of lodgers, residents or persons in or occupying the lodging house.
- (2) Each passage in a lodging house shall be provided with an emergency light-
- (a) in such a position and of such a pattern as approved in writing by an Environmental Health Officer; and
 - (b) which shall be kept separate from the general lighting system and kept illuminated during the hours of darkness.

Restriction on Use of Rooms for Sleeping

95. (1) Subject to sub-clause (3) and section 109 a keeper shall not use or permit to be used as a sleeping apartment a room in a lodging house:

- (a) which contains food;
- (b) which contains or is fitted with a cooking appliance or kitchen sink;
- (c) which is used as a kitchen, scullery, store room, dining room, general sitting room or lounge room or for the preparation or storage of food;
- (d) which is not reasonably accessible without passing through a sleeping or other room in the private occupation of another person;
- (e) which, except in the case of a short term hostel or a recreational campsite, contains less than 5.5m² of clear space for each lodger occupying the room;
- (f) which is naturally illuminated by windows having a ratio of less than 0.1m² of unobstructed glass to every 1m² of floor area;
- (g) which is ventilated at a ratio of less than 0.5m² of unobstructed ventilating area to every 10m² of floor area;
- (h) in which the lighting or ventilation referred to in paragraph (f) and (g) is obstructed or is not in good and efficient order;
- (i) which is not free from internal dampness;
- (j) of which any part of the floor is below the level of the adjoining ground; or

[14]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- (k) the floor of which is not fitted with an approved carpet or vinyl floor covering or other floor treatment approved by the Environmental Health Services Manager.
- (2) For the purposes of this section, two children under the age of 10 years shall be counted as one lodger.
- (3) Paragraphs (a), (b) and (c) of sub-clause (1) shall not apply to a serviced apartment.

Sleeping Accommodation - Short Term Hostels and Recreational Campsites

96. (1) A keeper of a short-term hostel or recreational campsite shall provide clear floor space of not less than 5m².
- (2) The calculation of floor space in sub-clause (1) shall exclude the area occupied by any large items of furniture, such as wardrobes, but may include the area occupied by beds.
 - (3) The minimum height of any ceiling in a short-term hostel or recreational campsite shall be 2.4 metres in any dormitory utilising beds and 2.7 metres in any dormitory utilising bunks.
 - (4) The minimum floor area requirements in sub-clause (1) will only apply if there is ventilation, separation distances, fire egress and other safety requirements in accordance with the Building Code.
 - (5) The keeper of any short-term hostel or recreational campsite shall provide:
 - (a) fixed outlet ventilation at a ratio of 0.15m² to each 10m² of floor area of the dormitories. Dormitories shall be provided with direct ventilation to open air from a point within 230 millimetres of the ceiling level through a fixed open window or vents, carried as direct to the open air as is practicable;
 - (b) mechanical ventilation in lieu of fixed ventilation, subject to the approval of the Environmental Health Services Manager.
 - (6) The keeper of any short-term hostel or recreational campsite shall provide:
 - (a) beds with a minimum size of:
 - (i) 800 millimetres x 1.9 metres;
 - (ii) in recreational campsites – 750 millimetres x 1.85 metres.
 - (b) storage space for personal effects, including backpacks, so that cleaning operations are not hindered and access spaces are not obstructed.

[15]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- (7) The keeper of any short-term hostel or recreational campsite shall:
- (a) arrange at all times a distance of 750 millimetres between beds and a distance of 900 millimetres between bunks;
 - (b) ensure that where bed or bunk heads are placed against the wall on either side of a dormitory, ensure there is a passageway of at least 1.35 metres between each row of beds and a passageway of at least 2 metres between each of bunks. The passageway shall be kept clear of obstruction at all times; and
 - (c) ensure all doors, windows and ventilators are kept free of obstruction.
- (8) The keeper shall ensure that:
- (a) materials used in dormitory areas must comply with AS 1530.2 and AS 1530.3 as follows:
 - (i) drapes, curtains, blinds and bed covers – a maximum Flammability Index of 6;
 - (ii) upholstery and bedding – a maximum Spread of Flame Index of 6; - a maximum Smoke Developed Index of 5; and
 - (iii) floor coverings - a maximum Spread of Flame Index of 7; - a maximum Smoke Developed Index of 5;
 - (b) fire retardant coatings used to make a material comply with these indices must be:
 - (i) certified by the manufacturer as approved for use with the fabric to achieve the required indices; and
 - (ii) certified by the manufacturer to retain its fire retardancy effect after a minimum of 5 commercial dry cleaning or laundering operations carried out in accordance with AS 2001.5.4 – 1987, Procedure 7A, using ECE reference detergent; and
 - (iii) certified by the applicator as having been carried out in accordance with the manufacturer's specification;
 - (c) all buildings are fitted with fire protection equipment as advised by Fire and Emergency Services Authority of Western Australia and approved by the local government;
 - (d) emergency lighting is provided in accordance with the Building Code;
 - (e) no person shall smoke in any room in a short term hostel or recreational campsite other than in a single occupancy room and then only with the approval of the manager;

[16]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- (f) the keeper of any short-term hostel or recreational campsite shall ensure all mattresses are fitted with a mattress protector.

Furnishing etc. of Sleeping Apartments

97. (1) A keeper shall:
- (a) furnish each sleeping apartment with a sufficient number of beds and sufficient bedding of good quality;
 - (b) ensure that each bed:
 - (i) has a bed head, mattress and pillow; and
 - (ii) is provided with a pillow case, two sheets, a blanket or rug and, from the 1st day of May to the 30th day of September, not less than one additional blanket or rug; and
 - (c) furnish each bedroom so that there are adequate storage facilities for belongings within the room.
- (2) A keeper shall not cause, suffer or permit any tiered beds or bunks to be used in a sleeping apartment other than in a lodging house used exclusively as a short-term hostel or recreational campsite.
- (3) The sheets and blankets required to be provided by sub-clause (1) (b) (ii), shall be deemed to have been provided by the keeper, where the keeper offers them for hire to the lodgers. In such circumstances, each lodger must either provide his own clean sheets or hire them from the keeper.
- (4) In a short term hostel or recreational campsite, the storage facilities required by sub-clause (1) (c) may be located in a separate secure storage room or locker room.

Room Numbering

98. (1) A keeper shall place or cause to be placed on the outside of the doors of all rooms available to lodgers in the lodging house, serial numbers so that:
- (a) the number "1" is placed on the outside of the door of the room nearest to the front or main entry door of the lodging house; and
 - (b) the numbers continue in sequence throughout each floor (if there is more than one) of the lodging house.
- (2) The numbers to be placed on the doors under sub-clause (1) shall be:
- (a) not less than 40 millimetres in height;
 - (b) 1.5 metres from the floor; and

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- (c) permanently fixed either by being painted on the doors or shown by other legible means.

Division 3 – Management and Care

Keeper or Manager to Reside in the Lodging House

99. Whenever there is one or more lodgers in a lodging house, a keeper or manager shall:
- (a) reside continuously in the lodging house; and
 - (b) not be absent from the lodging house for more than 48 consecutive hours unless he or she arranges for a reputable person to have the care and management of the lodging house.

Register of Lodgers

100. (1) A keeper shall keep a register of lodgers in the form approved by local government from time to time.
- (2) The register of lodgers shall be:
- (a) kept in the lodging house; and
 - (b) open to inspection at any time on demand by any member of the Police Service or by an Environmental Health Officer.

Keeper Report

101. A keeper shall, whenever required by the local government, report to the local government, in the form approved by local government from time to time, the name of each lodger who lodged in the lodging house during the preceding day or night.

Certificate in Respect of Sleeping Accommodation

102. (1) An Environmental Health Officer may issue to a keeper a certificate, in respect of each room, which shall be in the form approved by local government from time to time.
- (2) The certificate issued under sub-clause (1) shall specify the maximum number of persons who shall be permitted to occupy each room as a sleeping apartment at any one time.
- (3) When required by the Environmental Health Services Manager, a keeper shall exhibit the certificate issued under this section in a conspicuous place in the room to which the certificate refers.

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- (4) A person shall not cause, suffer or permit a greater number of persons than is specified on a certificate issued under this section to occupy the room to which it refers.

Duplicate Keys and Inspection

103. Each keeper and manger of a lodging house shall:

- (a) retain possession of a duplicate key to the door of each room; and
- (b) when required by an Environmental Health Officer, open the door of any room for the purpose of inspection by the officer.

Room Occupancy

104. (1) A keeper shall not:

- (a) cause, suffer or permit more than the maximum number of persons permitted by the Certificate of Registration of the lodging house to be lodged at any one time in the lodging house;
- (b) cause, suffer or permit to be placed or kept in any sleeping apartments:
 - (i) a larger number of beds; or
 - (ii) a larger quantity of bedding, than is required to accommodate and provide for the maximum number of persons permitted to occupy the sleeping apartment at any one time;
- (c) use or cause, suffer or permit to be used for sleeping purposes a room that:
 - (i) has not been certified for that purpose; or
 - (ii) the Environmental Health Services Manager has forbidden to be used as a sleeping apartment;

- (2) For the purpose of this section, two children under 10 years of age shall be counted as one lodger.

Maintenance of a Room by a Lodger or Resident

105. (1) A keeper may permit, or contract with, a lodger or resident to service, clean or maintain the room or rooms occupied by the lodger or resident.

- (2) Where permission is given or a contract entered into under sub-clause (1) the keeper shall:
 - (a) inspect each room the subject of the permission or agreement at least once a week; and

[19]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- (b) ensure that each room is being maintained in a clean condition;
- (3) A lodger or resident who contracts with a keeper to service, clean or maintain a room occupied by him or her, shall maintain the room in a clean condition.

Cleaning and Maintenance Requirements

106. (1) A keeper of a lodging house shall:
- (a) maintain in a clean, sound and undamaged condition:
 - (i) the floor, walls, ceiling, woodwork and painted surfaces;
 - (ii) the floor coverings and window treatments; and
 - (iii) the toilet seats;
 - (b) maintain in a clean condition and in good working order:
 - (i) all fixtures and fittings; and
 - (ii) windows, doors and door furniture
 - (c) ensure that the internal walls of each bathroom and toilet are maintained with a smooth impervious washable surface;
 - (d) whenever there is one or more lodgers in a lodging house, ensure that the laundry floor is cleaned daily;
 - (e) ensure that:
 - (i) all bed linen, towels and house linen in use are washed at least once a week;
 - (ii) within a reasonable time of a bed having been vacated by a lodger or resident, the bed linen is removed and washed;
 - (iii) a person does not occupy a bed, which has been used by another person unless the bed has been provided with clean bed linen;
 - (iv) all beds, bedsteads, blankets, rugs, covers, bed linen, towels and house linen are kept clean, in good repair and free from vectors of disease;
 - (v) when any vectors of disease are found in a bed, furniture, room or sleeping apartment, immediate effective action is taken to eradicate the vectors of disease; and

[20]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- (vi) a room, which is not free from vectors of disease, is not used as a sleeping apartment;
- (f) when so directed by the Environmental Health Services Manager, ensure that:
 - (i) a room, together with its contents, and any other part of the lodging house, is cleaned and disinfected; and
 - (ii) a bed or other article of furniture is removed from the lodging house and properly disposed of;
- (g) ensure that the yard is kept clean at all times;
- (h) provide all bathrooms, passages, common areas, toilets, bathrooms and laundries with adequate lighting; and
- (i) comply with any direction, whether orally or in writing, given by the Environmental Health Services Manager or an Environmental Health Officer.
- (2) In this section:

“bed linen” includes sheets and pillow cases and in the case of a short term hostel or a recreational campsite, mattress protectors;

Responsibilities of Lodgers and Residents

107. A lodger or resident shall not:

- (a) use any room available to lodgers:
 - (i) as a shop, store or factory; or
 - (ii) for manufacturing or trading services;
- (b) keep or store in or on the lodging house any goods or material which are inflammable, obnoxious or offensive;
- (c) use a bath or wash basin other than for ablutionary purposes;
- (d) use a bathroom facility or fitting for laundry purposes;
- (e) use a sink installed in a kitchen or scullery for any purpose other than the washing and cleaning of cooking and eating utensils, other kitchenware and culinary purposes;
- (f) deposit rubbish or waste food other than into a proper rubbish receptacle;
- (g) in a kitchen or other place where food is kept:

[21]

Title	Tourist Accommodation
Policy Number (Governance Purpose)	LPP 1.15



- (i) wash or permit the washing of clothing or bedding; or
- (ii) keep or permit to be kept any soiled clothing or bedding; (h) subject to section 109:
 - (i) keep, store, prepare or cook food in any sleeping apartment; or
 - (ii) unless sick or invalid and unable to leave a sleeping apartment other than within a serviced apartment for that reason, use a sleeping apartment for dining purposes;
- (i) place or keep, in any part of a lodging house, any luggage, clothing, bedding or furniture, that is infested with vectors of disease;
- (j) store or keep such a quantity of furniture, material or goods within the lodging house:
 - (i) in any kitchen, living or sleeping apartment so as to prevent the cleaning of the floors, walls, fittings or fixtures; or
 - (ii) in a sleeping apartment so as to decrease the air space to less than the minimum required by this Part;
- (k) obstruct or prevent the keeper or manager from inspecting or examining the room or rooms occupied by the lodger or resident; and
- (l) fix any fastener or change any lock to a door or room without the written approval of the keeper.

Approval for Storage of Food

108. (1) The Environmental Health Services Manager may:
- (a) upon written application from a keeper, approve the storage of food within a refrigerator or sealed container in a sleeping apartment; and
 - (b) withdraw the approval if a nuisance or vector of disease infestation is found to exist in the lodging house.
- (2) The keeper of a serviced apartment may permit the storage and consumption of food within that apartment if suitable storage and dining facilities are provided.

15.2.2 (2025/MINUTE NO 0028) New Local Planning Policy - Environmental Conservation

Executive	Director Planning and Sustainability
Author	Environmental Coordinator - Management, Planning and Policy
Attachments	<ol style="list-style-type: none"> 1. Local Planning Policy - Draft Environmental Conservation Policy ↓ 2. Local Planning Policy - Environmental Conservation Policy - SERGE Recommendations ↓

Officer Recommendation/Committee Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich
That Council:

- (1) SUPPORTS converting Council Policy – Environmental Conservation (Attachment 1) into a Local Planning Policy; and
- (2) ADVERTISES the Draft Local Planning Policy – Environmental Conservation in accordance with Clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015; Procedure for Making Local Planning Policies.

CARRIED 7/0

Background

Council Policy - Environmental Conservation (Policy) was first adopted by Council on 10 June 2021.

The objective of the Policy is to guide sustainable planning outcomes for the protection and enhancement of environmental values on private land. It applies to the City's assessment of scheme amendment, structure plan, subdivision, and development applications.

The Policy serves as a complement to the adopted *Natural Area Management Strategy*, which seeks to protect and enhance environmental values in the public domain.

It applies across all private land and zonings in the City of Cockburn, and it details the City's approach to assessing planning applications that are subject to Clauses 4.14 (Protection of Native Flora), 4.15 (Protection of Native Fauna) and 4.16 (Protection of Wetlands) of the *City of Cockburn - Town Planning Scheme No. 3*.

It also aligns to the recently adopted *Local Planning Strategy*, which has specific objectives for the retention of native vegetation and ecological linkages.

The Policy has since been amended to better protect and enhance natural areas and other environmental values through the planning process.

The amended Policy was presented to the Sustainability and Environmental Reference Group (SERG) at its meeting on 28 November 2024.

At the meeting, the SERG noted its support for the Policy and provided several recommendations in its formal feedback. Most of these recommendations have been addressed and included into the draft policy.

The City's consolidated responses to the SERG feedback is included in Attachment .

Submission

N/A

Report

The review proposes several updates to the Policy. These updates seek to modernise the Policy and align it with the current planning framework.

The amendments also seek to convert the Policy into a Local Planning Policy. Doing this will give the Policy greater weight in the planning process and require the City to consider the Policy in its assessment of applications.

Furthermore, *The Planning and Development (Local Planning Schemes) Regulations* outline that Local Planning Policies are given 'due regard' in planning decisions, whereas Council Policies are not afforded the same status.

In addition, the revised policy has amended several provisions to further protect native flora and fauna. It has also added provisions to ensure that applicants quantify the environmental impact of proposed developments.

Other amendments include:

- Updates to strengthen environmental protection for applications subject to the requirements of *State Planning Policy 2.7 – Planning in Bushfire Prone Areas*;
- Updating the information requirements for applicants seeking approval to undertake earthworks at development sites containing trees. This is particularly relevant to larger residential subdivisions.

Overall, the proposed changes will assist the City in achieving the objectives for canopy cover and biodiversity conservation, as prescribed by the *Natural Area Management Strategy* and the *Urban Forest Plan*.

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.
- Address Climate Change.



Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

In accordance with Clause 4 of the Deemed Provisions of the Planning and Development (Local Planning Scheme) Regulations 2015, a Local Government must advertise a proposed Local Planning Policy for at least 21 days.

After the expiry of the period within which submissions may be made, the Local Government must review the proposed policy in the light of any submissions made and resolve to:

- (i) proceed with the policy without modification; or
- (ii) proceed with the policy with modification; or
- (iii) not to proceed with the policy.

As such, the policy will be brought back to a future meeting for final consideration once community consultation has taken place.

Risk Management Implications

If the Local Planning Policy – Environmental Conservation Policy is not adopted, there is an increased risk for negative impacts to the natural environmental values on private land, including the bushland and wetland areas, and future Public Open Space reservations.

The continual declining of natural areas risks of exacerbating the heat island effect and negatively impacting the health and well-being of residents. The benefits of natural areas are known to support emotional, psychological and physical health.

Retained natural areas within the metropolitan area helps to reduce the risk of local extinction by providing opportunities for fauna species to move across the landscape. It also enhances the genetic diversity of different species within the area.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil



Title	Planning Policy - Environmental Conservation
-------	--



Policy Type

~~Council~~ Local Planning Policy

Policy Purpose

Cockburn has unique and diverse ecological and cultural assets that form an important part of the natural and built environment and are highly valued by the community. The City adopts a strategic approach to conservation, protection and management of natural areas within the City.

The ~~objective purpose~~ of this policy is to set out clear guidance guide for sustainable planning outcomes and protection and enhancement of the environmental values of natural areas through the scheme amendment, subdivision and development process for the retention and management of locally significant flora and fauna and to promote wetland conservation and restoration.

The objectives of this policy are:

- Retention and appropriate management of ~~locally~~ significant flora and fauna
- Protection and enhancement of ecological corridors
- Conservation and restoration of wetlands
- Development that is site responsive and avoids or minimises detrimental impacts on native vegetation, in accordance with State Planning Policy 2.0 'Environment and Natural Resources' and the State's 'Native Vegetation Policy 2022'.
- Maximising all opportunities to increase and retain tree canopy cover to reduce the heat island effect, provide urban habitat, enhance amenity, protect local character, and improve the health and well-being of residents
- Maintenance and increase in vegetation cover over the Jandakot Groundwater Protection area to facilitate the key objective of long-term protection and maintenance of groundwater for public supply and maintenance of associated ecosystems, consistent with SPP 2.3 Jandakot Groundwater Protection Policy (SPP 2.3) / Draft State Planning Policy 2.9 'Planning for Water'.

This policy applies to the assessment of structure plans, subdivision and development applications within the City of Cockburn and should be read in addition to the City's Town Planning Scheme No 3 (TPS 3) and the City of Cockburn Natural Area Management Strategy.

TPS 3 provides strategic guidance on the protection of ~~includes measures to protect~~ Native Flora (Section 4.14), Native Fauna (Section 4.15) and Wetlands (Section 4.16). and this policy provides a range of additional initiatives provisions to ensure the effective protection and ongoing management of natural areas, native flora and fauna and wetlands within the City occurs in accordance with the intent of TPS3.

[1]

Title	Planning Policy - Environmental Conservation
-------	--



~~This policy should be read in conjunction with the City's Natural Area Management Strategy and the Landowner Biodiversity Conservation Grants Policy which promotes the retention of natural areas on private property.~~

The policy clearly articulates Council's position on environmental protection and management when assessing:

- Scheme amendments
- Structure plans
- Subdivision applications
- Local Development Plans
- ~~Subdivision applications~~
- Development applications

Policy Statement

(1) Protection of Flora and Fauna

1. Where remnant vegetation is present proponents will be required to undertake flora and fauna surveys as outlined in the relevant and most recent Environmental Protection Authority Technical Guidance documents. ———
2. Structure plans, subdivision and development applications ~~(and Local Development Plans where applicable)~~ should be supported by documentation to demonstrate that site clearing is minimised, the presence of natural areas ~~have~~ been ~~considered identified~~, and ~~that~~ consideration has been given to vegetation condition, habitat and ecological linkages, including those identified in the City of Cockburn Local Planning Strategy. If earthworks are required, final developments levels shall be identified.
3. All endeavours are to be made to protect and retain trees that have been identified in fauna or flora surveys as providing significant habitat foraging value. Proponents are to seek advice from the City as early as possible in the development process to discuss alternative opportunities to integrate tree retention into the development design. This may include, for example, the designing of road alignments to retain significant trees within verge areas, retaining trees within POS reserves or within private properties. Trees with a diameter greater than 300mm diameter at breast height (DBH) shall be plotted on an overlay of the development plans and proposed cut to fill levels (bulk earthworks). This will provide meaningful data for which trees are able to be retained and included within a Tree Protection Management Plan.

4. ———

[2]

Title	Planning Policy - Environmental Conservation
-------	--



When areas of remnant vegetation or removal of significant trees is proposed, a fauna relocation plan shall be developed in accordance with the City's 'Guideline - Preparation of Fauna Relocation Management Plan'. Approval of the Fauna Relocation Management Plan is required prior to the commencement of site works.

5. Developments abutting remnant native vegetation shall be designed to obtain the highest allowable Bushfire Attack Level (BAL29) to reduce the extent of clearing required for bushfire risk mitigation.

6. Regardless of current fuel load, developments abutting conservation reserves may be required to classify plots of vegetation as Class A-Forest (Australian Standard – Construction of Buildings in Bushfire Prone Areas) to ensure that City revegetation initiatives are not compromised in the future.

~~6. Regardless of current fuel load, developments abutting conservation reserves may be required to classify plots of vegetation as Class A-Forest (Australian Standard – Construction of Buildings in Bushfire Prone Areas) to ensure that City revegetation initiatives are not compromised in the future.~~

7. With the exception of firebreaks, all setbacks required for bushfire hazard separation must be confined to the property on which the development is proposed.

~~With the exception of firebreaks, all setbacks required for bushfire hazard separation must be confined to the property on which the development is proposed.~~

48. The City will use its discretion where appropriate to consider opportunities to retain environmental assets when facilitating sustainable development outcomes. This, for example, may include higher residential densities where there is a greater provision of public open space required for conservation through the structure planning process.

59. Larger integrated parcels of public open space that are wholly comprised of remnant bushland are preferred to smaller fragmented parcels however, these smaller parcels will be considered of higher value if it is of high conservation significance and/or if it provides an ecological linkage value. Ideally bushland should form part of an area of public open space that includes other recreational and amenity functions to ensure the recreational needs of the future community are met. Notwithstanding this, all planning proposals need to demonstrate the provision of an adequate balance between active and passive public open space.

610. Where applicable/necessary, conditions preventing or restricting the clearing of vegetation within subdivision and development approvals (or recommended to the Western Australian Planning Commission) where applicable) in order to

Title	Planning Policy - Environmental Conservation
-------	--



facilitate the maximum retention and ecological function of natural areas, consistent with endorsed structure plans, subdivision approvals, and/or development approval and related planning decisions.

11. Where necessary, the City will require building envelopes to be nominated on development plans to ensure the protection of onsite environmental values.

712. Development proposals which are deemed to impact on fauna that is considered rare and/or endangered will require the proposal to be referred to State and/or federal authorities in line with the guidelines outlined under the Environmental Protection and Biodiversity Act (1999) and the WA Biodiversity Conservation Act 2016. Proponents may also be required to submit their proposal to the Environmental Protection Authority (EPA).

13. If native vegetation or significant tree is identified as worthy for retention, but retention is unlikely due to unfavourable site specifics, the proponent shall liaise with the City regarding the feasibility of an appropriate revegetation/ tree replacement offsets package that suits both parties.

(2) Wetland Conservation

1. Wetland buffers will be determined based on the relevant State Government Guidance.
2. Development that incorporates a wetland will require the proponent to prepare a Wetland Management Plan which details the measures required to be taken to maintain the ecological function of the wetland, hydrological balance and to prevent pollution.
3. Discharge of drainage directly into wetlands will not be permitted unless there has been suitable treatment to remove nutrients and other pollutants, provided that adverse hydrological impacts will not occur. The integrity of wetland and buffer vegetation is to be maintained where drainage facilities are established within the buffer to the wetland. Information on how this is to be achieved should-must be detailed in the Local Water Management Strategy and Urban Water Management Plan.
4. Where on-site effluent disposal is proposed in sewage sensitive areas, including wetlands and their buffers, the systems must comply with the Department of Planning Sewage Policy and any associated guidelines.

(3) Bushland Resource Recovery

Where all possibilities to retain good quality bushland have been exhausted and the bushland is to be cleared, the City may seek agreement with the proponent to:

- Make topsoil available for rehabilitation projects
- Permit seed collection to occur prior to clearing
- Permit plant salvage to occur prior to clearing

[4]

Title	Planning Policy - Environmental Conservation
-------	--



- Permit large habitable logs to be salvaged
- Permit access to mulch from the site if it is not to be used elsewhere, and utilise salvaged and existing vegetation within areas to be landscaped.

Applicants are encouraged to identify these opportunities within their applications.

(4) Advice

Where applicable, conditions preventing or restricting the clearing of vegetation within subdivision and development approvals will be applied (or recommended to the Western Australian Planning Commission where applicable) in order to facilitate the maximum retention and function of bushland, consistent with endorsed structure plans and related planning decisions.

The following steps should be taken by the developer to identify and maximise the retention of flora and fauna during the development process.

1. Undertake a Flora and Fauna Survey of the land to be developed.
2. Consider the survey results and identify the best quality and high habitat value areas for retention within POS areas.
3. Prepare a Draft proposal
4. Discuss with the City of Cockburn's ~~statutory planners or environmental staff.~~
5. Finalise and submit proposal.

(5) Information

~~(5) Information~~

Any other relevant environmental information associated with an application must also be submitted to the City. Information may include preceding approvals from State or Federal Agencies and any relevant environmental studies.

Applicants are encouraged to contact the Environmental Management, Policy and Planning Team for advice in this regard.

References

[Environmental Protection and Biodiversity Act \(1999\)](#)

[WA Biodiversity Conservation Act 2016](#)

Town Planning Scheme No.3 –

- s4.14 (Native Flora)
- s4.15 (Native Fauna)
- s4.16 (Wetlands)

Strategic Link:	Natural Area Management Strategy
Category	Environment & Sustainability
Lead Business Unit:	Sustainability and Environment Environment
Public Consultation:	No

[5]

Title	Planning Policy - Environmental Conservation
-------	--



|
|
|

(Yes or No)	
Adoption Date: (Governance Purpose Only)	10 June 2024
Next Review Due: (Governance Purpose Only)	June 2023
ECM Doc Set ID: (Governance Purpose Only)	8503481





Sustainability and Environment Reference Group Review of Draft Council Policy: Environmental Conservation

	SERG Recommendation	City Comment	Outcome
1.1	Request to add 'foraging' to point 3 "foraging value" (Protection of Flora and Fauna (- pg. 2).	Agreed	Amended
1.2	DBH is not a standardised term for tree measurements anymore so requests a review of wording. Will provide notes. (not provided)	A review of pertinent government regulations relating to tree surveys shows that Diameter at Breast Height "DBH" is still used as a standard unit of measurement. Recently received reports from qualified environmental consultancies are still using this terminology too.	Recommendation not supported.
1.3	The different Acts relating to conservation have different trigger points and these trigger points should be included in the policy. It should also be made very clear that it is the applicant's responsibility to obtain the necessary environmental approvals. As things stand, it could be misinterpreted as being the City's responsibility.	These referrals are already required under law, and including a reference in the policy will only serve to duplicate existing requirements. It also creates potential confusion with respect to who is responsible for referring	Provision 12 has been removed from the draft policy because the requirements are already addressed under State and Federal legislation



SERG Recommendation		City Comment	Outcome
1.4	<p>Additional SERG feedback outside the minutes</p> <p>A number of environmental acts should be included to be considered by developers.</p> <ul style="list-style-type: none"> the Environmental Protection Act 1986 (State Govt - governs the ERA), the Biodiversity Conservation Act 2016 (State Govt), and the Environment Protection and Biodiversity Conservation (EPBC) Act 1999 (Federal Govt). 	<p>These referrals are already required under law, and including a reference in the policy will only serve to duplicate existing requirements. It also creates potential confusion with respect to who is responsible for referring</p>	<p>Provision 12 has been removed from the draft policy because the requirements are already addressed under State and Federal legislation.</p>
1.5	<p>Was there a reason that this is restricted to rare and endangered fauna (regarding point 12)? Is there scope to include any fauna?</p> <p>Can we include ALL fauna AND endangered/threatened flora, rather than restricting it to just endangered/threatened fauna as the policy currently reads?</p>	<p>Not applicable.</p>	<p>Provision 12 has been removed from the draft policy because the requirements are already addressed under State and Federal legislation</p>



SERG Recommendation		City Comment	Outcome
1.6	What about rare and endangered flora as well? Is it covered under the same act?	Not applicable.	Provision 12 has been removed from the draft policy because the requirements are already addressed under State and Federal legislation



15.2.3 (2025/MINUTE NO 0029) Policy Review - Website Management

Executive Director Corporate and System Services
Author Communications and Marketing Manager
Attachments 1. Website Management Policy (Tracked Changes) [↓](#)

Officer Recommendation/Council Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council ADOPTS the revised Website Management Policy.

CARRIED 7/0**Background**

The purpose of the Website Management Policy is to establish guidelines for the effective management of the City's websites.

This includes retaining records of website content and transactions, documenting the administration of the sites, implementing adequate security measures, and ensuring website accessibility.

Submission

N/A

Report

Most of the changes to this Policy are cosmetic. The major update is the specific identification of the City websites that exist alongside the corporate website.

These are Growth Areas Perth and Peel (GAPP) website (built by the City on behalf of partner Councils for the project), Cockburn ARC, Coogee Live, Cockburn History and Cockburn Libraries.

Minor changes to the policy include being less prescriptive on website administration. This encompasses the number of page versions captured in backups and the number of password attempts before locking out a user.

The reference to the future Cloud Strategy has been removed, as a separate strategy is not necessary.

Records

Under Principle 2 of the State Records Commission (SRC) Standard 2: Policies and Procedures, the City of Cockburn is required to have a policy for the proper management of its website.

The State Records Office prescribes that websites should also be managed in accordance with SRC Standard 8: Managing Digital Information which is supported by the State Records Office (SRO) Guideline: Management of Digital Records. This Policy fulfils that purpose.

Accessibility

Anyone who has a website must be compliant under the World Wide Web Access: Disability Discrimination Act, which is administered by the Australian Human Rights Commission.

In 2023, the City won the award for Government Website of the Year in the Australian Access Awards and was also the joint winner of the Overall Website of the Year for its corporate website.

It is important that the City maintains the same level of accessibility across all its platforms. The Cockburn ARC and Cockburn History websites have a good level of compliance, while the Coogee Live and Cockburn Libraries websites have issues that we will continue to prioritise and address.

It should be noted that the Derbal Nara website (derbalnara.org.au) is old and not accessible and cannot be retrofitted to become accessible.

Security measures

The City's main website is compliant and, while the other websites have varying levels of security compliance we are prioritising stronger compliance.

Strategic Plans/Policy ImplicationsCommunity, 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.

Listening and 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

Organisations can face legal action for disability discrimination due to a website's accessibility issues, and the number of related court cases is increasing.

Community Consultation

N/A



Risk Management Implications

Records – there is low risk of non-compliance with the current processes in place.

Accessibility – there is a low risk of being prosecuted for websites that are not accessible, but this risk is reduced if the City can demonstrate that it is continuing to make improvements which we are. However, there is also a reputational risk to not providing accessible platforms.

Security measures – the decentralised management of security measures for the non-corporate websites presents a medium security risk to the organisation. The centralisation of this is being progressed to achieve a residual low risk.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil



Policy	Website Management
--------	--------------------



Policy Type

Administration

Policy Purpose

Under Principle 2 of the State Records Commission (SRC) Standard 2: Policies and Procedures, the City of Cockburn is required to have a policy in place for the proper management of its website. The State Records Office prescribes that websites should also be managed in accordance with SRC Standard 8: Managing Digital Information which is supported by the State Records Office (SRO) Guideline: Management of Digital Records.

The purpose of this policy is to ensure the City's websites are appropriately managed and records of website content and transactions are retained, together with records that document the administration of the sites.

The policy ~~also commits the City to providing accessible websites in line with Web Content Accessibility Guidelines (WCAG) 2.1 which define how to make Web content more accessible to people with disabilities.~~

The policy ~~is also to ensure~~also ensures that adequate security measures are in place to protect the integrity of the websites.

Policy Statement

This policy applies to the City of Cockburn corporate website, City of Cockburn Libraries website, City of Cockburn History website, Coogee Live website, GAPP (Growth Areas Perth and Peel) website, the Derbal Nara website and the Cockburn ARC website.

The websites are used for both informational and transactional purposes.

In order to comply with legislative requirements and best practice standards, the City of Cockburn will ensure that:

- (1) The websites are backed up to a back-up repository daily.
- (2) The websites are updated and managed using a Content Management System (CMS) and all changes to content are captured within the CMS. The website has a limit of twenty versions for each page within the CMS, meaning the roll back date for any particular page is reliant on how often the page is updated.
- (3) Digital information is safe from intentional damage and unauthorised tampering, and authentication and passwords are required for all users accessing the websites' content management system.
- (4) The City has systems that log and alert access to information. More than five Multiple incorrect password attempts will lock the account and notify the account owner, enabling the City to identify and respond to incidents or attempted security breaches.

[1]

Policy	Website Management
--------	--------------------



- (5) All files and digital information are stored on systems that use Access, Authentication and Authorisation (AAA) which require usernames and passwords before being permitted access.
- (6) ~~The City's future cloud strategy will review the risk of storing information systems offsite or offshore.~~
- (7) All documents on the City's corporate website are captured in the City's records management system in order to be published to the websites via an automated integration process. ~~Any future websites will be integrated with the records management system.~~
- (8) Only authorised officers with assigned security permissions are able to publish documents to the corporate website via the City's records management system. Training is provided to these officers and documented procedures are also available.
- (9) Transactional information is managed in accordance with the City's Records Management policy and is the responsibility of the Service Unit that owns the transaction. Transactions conducted via the websites are retained as records in the financial management, Perfect Gym web portal or records management system as appropriate and for the required retention periods.
- (10) Only authorised content writers and uploaders who have received training are permitted to add, remove or alter content on the websites. Content is approved by allocated staff in a City marketing or communications area and the CMS captures the most recent approval of any given page, including who has submitted it and who has approved it.

Accessibility Compliance

The City strives to ensure that information published on its websites is accessible to all users. ~~including older people and people with visual, hearing, cognitive or motor impairments.~~

~~The websites have been designed in accordance with the World Wide Web Consortium (W3C) internationally recognised Web Accessibility Initiative (WAI) guidelines.~~ The City aims for its websites to conform to Level AA of the Web Content Accessibility Guidelines (WCAG) 2.2¹⁰.

Accessibility features include readability, ability to scale font size, screen reader access to image information, ability to disable formatting, keyboard navigation in all areas of the website, keyboard shortcuts on all pages, ReadSpeaker text-to-speech screen reader and writing to year 9 academic level. This applies to the City's own CMS content and not third party providers.

Archiving

Policy	Website Management
--------	--------------------



Website pages can be archived if required and captured for historical purposes if a site is decommissioned.

|

Governing Legislation

State Records Act 2000
Electronic Transactions Act 2011
Evidence Act 1906
Financial Management Act 2006
Freedom of Information Act 1992
Limitations Act 1935

Strategic Link:	Digital Strategy
Category:	Business, Economy & Technology
Lead Business Unit:	Information & Technology
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	2 August 2022
Next Review Due: (Governance Purpose Only)	August 2024
ECM Doc Set ID: (Governance Purpose Only)	11079252



15.2.4 (2025/MINUTE NO 0030) Policy Review: City of Cockburn Branding and Logos

Executive	Director Corporate and System Services
Author	Communications and Marketing Manager
Attachments	1. City of Cockburn Branding and Logos Policy ↓

Officer Recommendation

The Committee recommends Council ADOPTS the amended Policy.

Committee Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council ADOPTS the amended Policy with the following changes:

1. Deletes the second paragraph under point (3) relating to State and Federal elections;
2. Inserts a new point (6) as follows: 'The City of Cockburn Corporate logo, Council Crest and Office of the Mayor Crest must not be used for promoting the political interest of an Elected Member, or any candidate or Political Party contesting a local, State or Federal government election';
3. Removes the strikethrough on the word 'gold' to retain 'Office of the Mayor – Gold Crest'; and
4. Removes the word 'shirts' in point (3).

CARRIED 7/0

Background

A policy on the use of branding and logos is necessary to maintain a unified visual identity across all platforms, assets, and materials.

This Policy helps build a strong, recognisable brand image for the City that reflects the ratepayer investment in service delivery and community outcomes, prevents misuse or misrepresentation of the logo and brand elements, and safeguards the brand's professionalism and trustworthiness.

Submission

N/A

Report

The recommended amendments are proposed to strengthen, not change the intent of this Policy. This includes stipulating that the City of Cockburn logo is given prominence and hierarchy over other City brandmarks, enhancing awareness of the City's role in providing assets, services, and programs.

A further addition to the Policy includes clarifying that Cockburn Council refers to the Elected Members (Mayor and Councillors) and City of Cockburn refers to the City of Cockburn as the local government authority and its employees.

For clarification, we have included images of the logos referenced in the policy.

It was noted that the Policy incorrectly stated that the Office of the Mayor Crest is used on the City flag. On review, it was found that the Council Crest is used, and the Policy has been updated accordingly.

There are two flags: one behind the Mayor in the Council chambers and one in the Mayoral Office.

These flags serve a ceremonial purpose and are displayed alongside the Australian flag internally.

In January 2025, officers contacted former CEO Rodney Brown to gather some history about the flag. Mr Brown recalled that around the 1990s the Council decided to have a flag. He, along with his neighbour, came up with a couple of designs, which were then refined and added to by the Council's draftsman.

The Council's General Purpose Committee approved a design, which was then adopted by the Council.

The treatment of the logos is detailed in the Corporate Style Guide, an internal working document that is updated several times a year.

This guide includes instructions on, for example, when a black and white version of the logo may be used, such as in cases of print restrictions, as well as guidelines on ensuring communications are accessible, template designs and the treatment of marketing design elements.

Strategic Plans/Policy Implications

Listening and Leading

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

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

Budget/Financial Implications

Any changes required to adhere to this policy will be undertaken within existing budget, or as materials need to be updated, or by raising a new budget item through the budgeting process.

Legal Implications

N/A

Community Consultation

N/A



Risk Management Implications

Lack of consistent branding on City assets and in communication and marketing materials risks the community not understanding the extent of facilities and services that the City offers and the value-for-money the community receives for its rates.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil



City of Cockburn

Policy | City of Cockburn Corporate Branding & Logos



Policy Type

Council

Policy Purpose

~~To protect the City's reputation by protect and~~ clarifying the use of the City's corporate branding and logos and to control the use of the title 'City of Cockburn/Cockburn Council'.

Policy Statement

~~There are three graphic objects that represent three parts of the City; (1) the Office of the Mayor - Crest, (2) City of Cockburn – Corporate logo and (3) Council and the – Crest administration.~~

~~(1)~~ Office of the Mayor – Gold Crest
(1)



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.

Page 1

(2) City of Cockburn ~~corporate~~ Corporate logo



The logo represents the City of Cockburn and is given prominence and hierarchy, over other City landmarks, that enhances awareness of the City's role in providing assets, services and communications, whether online or in hard copy.

(2)(3) Council – Crest



Councillors use the Council crest (not the office of the Mayor crest) in all Councillor communications, including badges, shirts, e-signatures, headed paper, envelopes, business cards, the City flag (used for Civic Events), etc.

The ~~City of Cockburn - corporate~~ Corporate logo may not be used for promoting the political interest of Elected Members or of any State or Federal Political Party or representative.

(3) Community usage of the logo

(4)

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 or supported by the City of Cockburn logo in agreed marketing material for the

duration of the agreement. The City's Communications and Marketing team must approve the usage.

(5) Cockburn Council refers to the Elected Members (Mayor and Councillors). City of Cockburn refers to the City of Cockburn as a local government authority and its employees.

Strategic Link:	Communications Strategy and <u>and</u> -Action Plan
Category:	Governance
Lead Business Unit:	Communications and Marketing
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	8 September 2022
Next Review Due: (Governance Purpose Only)	September 2024
ECM Doc Set ID: (Governance Purpose Only)	4133992

15.2.5 (2025/MINUTE NO 0031) Corporate Strategic Planning and Budget Policy Review

Executive	Director Corporate and System Services
Author	Director Corporate and System Services
Attachments	1. Draft Integrated Business Planning Policy ↓ 2. Corporate Strategic Planning & Budget - Policy ↓

Officer Recommendation

The Committee recommends Council:

- (1) REPEALS the Corporate Strategic Planning Budget Policy; and
- (2) ADOPTS the Draft Integrated Business Planning Policy.

Committee Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council DEFERS this item to a workshop.

CARRIED 7/0

Background

Council originally adopted the Corporate Strategic Planning Budget Policy on 14 June 2022. It is proposed that this Policy be repealed and replaced by the draft Integrated Business Planning Policy.

The new draft Policy removes references to legislative requirements that the City is already obliged to comply with and provides concise guidance to the administration for integrating the City's strategies and financial management.

A review of the current policy provisions has led to the drafting of a new policy, which is provided in Attachment 1.

Submission

N/A

Report

The draft Integrated Business Planning Policy in Attachment 1 aims to establish a comprehensive framework for developing and implementing robust business planning processes. This framework ensures efficient strategic planning and allocation of the City's finances and resources in full compliance with legislative requirements.

Additionally, the draft policy sets the Council's requirements for integrated reporting and determines expenditure levels for specific services.

Difference Between the New Policy and the Current Policies

The proposed draft Integrated Business Planning Policy introduces several key differences from the current policy, as outlined below:

Comprehensive Framework:

The new policy establishes a more comprehensive framework for business planning processes, ensuring that all decisions align with the City's strategic outcomes and community aspirations. It does not reference the legislative requirements that the City must comply with in the preparation and review of its integrated strategies and annual budgets.

Integrated Reporting:

It establishes specific requirements for integrated reporting, which were not as clearly defined in the current policy.

Risk Management:

The draft policy integrates risk management into the business planning process, ensuring that potential risks are proactively identified and addressed.

Financial Sustainability:

The policy emphasises long-term financial sustainability, ensuring that all business planning decisions consider the long-term affordability and life cycle costing of existing and new infrastructure. It includes the percentage thresholds adopted by Council in the current policy for setting budget allocations for:

- a) Donations, Sponsorships and Grants of up to 1.5% of the City's general rates revenue (excluding any specified area rates)
- b) Community Events up to 0.8% of the City's general rates revenue (excluding any specified area rates).

Continuous Improvement:

The draft policy promotes continuous improvement by establishing measurable objectives, tracking progress, and regularly reviewing performance.

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

N/A

Legal Implications

There is no legislative or regulatory requirement for this policy. Section 2.7(2)(b) of the Local Government Act 1995 provides Council with the power to determine policies.



Community Consultation

N/A

Risk Management Implications

Low: It is low risk for Council to repeal the current policy and replace with an updated policy that provides a more concise policy statement to guide administration on how the City will manage the integrated reporting process.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil



Policy	Integrated Business Planning
Policy Number (Governance Purpose)	TBA



Policy Type

Council

Policy Purpose

To establish a comprehensive framework for the development and implementation of robust business planning processes, ensuring the efficient strategic planning and allocation of the City's finances and resources in full compliance with legislative requirements.

"This policy aims to create a comprehensive framework for developing and implementing robust business planning processes. It ensures efficient strategic planning and allocation of the City's finances and resources in compliance with legislative requirements. Additionally, it sets the Council's requirements for integrated reporting and determines expenditure levels for specific services."

Policy Scope

This policy applies to Council and the City's Administration.

Policy Statement

The City is committed to an integrated Council-led business planning process that:

- a) is adaptive to the aspirations and priorities of our community and Council.
- b) is driven by the City's Strategic Community Plan (SCP) and operationalised through the Long-Term Financial Plan (LTFP), Corporate Business Plan (CBP), Asset management Plans (AMPs), Service Plans and the annual budget.
- c) aligns with the Long-Term Financial Plan (LTFP) to ensure the financial sustainability of the City's operations.
- d) Maintains effective communication and collaboration between Council and the Administration and ensures mutual trust and respect.

Fosters a collaborative culture between Council and the Administration, supporting informed and transparent decision-making. It also establishes performance monitoring to measure progress towards strategic priorities. "

Business planning principles

The City's business planning will:

- i. **Align with the SCP by:**
Requiring all business planning decisions to align with and contribute to the achievement of the City's strategic outcomes.
- ii. **Demonstrate accountability by:**
 - a) Aligning all services and projects with SCP and CBP outcomes.
 - b) Timely and transparent reporting on performance and progress of the SCP, CBP, and budget, including the Annual Report.
 - c) Maintaining a budgetary provision for Donations, Sponsorships and Grants up to 1.5% of the City's general rates revenue (excluding any specified area rates).

[1]

Policy	Integrated Business Planning
Policy Number (Governance Purpose)	TBA



- d) Maintaining a budgetary provision for Community Events up to 0.8% of the City's general rates revenue (excluding any specified area rates).

iii. Take a risk-informed approach by:

Aligning all business planning decisions with the Council's adopted risk appetite statement. The business planning process integrates with enterprise risk management through the identification, assessment, and management of risks associated with services, programs, and projects. Additionally, it involves identifying, assessing, and managing financial risks to protect the City's assets.

iv. Maintain financial sustainability by:

- Assessing long-term affordability and life cycle costing of existing infrastructure and community assets before embarking on new projects.
- Demonstrating the financial viability of operating, maintaining, and sustaining any newly constructed assets through life cycle costing. It recognises the critical role of Local Government in preserving and enhancing the community's existing infrastructure and assets. Additionally, it is informed by comprehensive and up-to-date Asset Management Plans
- to ensure responsible and sustainable investment decisions.

v. Manage financial reserves for the future by:

- Taking a long-term perspective and prioritising financial sustainability of existing community assets.
- Saving and spending reserve funds to meet the needs of current ratepayers without burdening future generations.
- Using financial reserves for priority projects to produce balanced budgets while ensuring sustainable rates increases.
- Transferring excess budget surpluses into appropriate reserve accounts to maintain long-term financial viability of essential services and infrastructure for the benefit of our community, while ensuring the maintenance of sufficient working capital.

vi. Include performance management by:

Setting, tracking, and reporting achievable and measurable targets for CBP, organisational performance and strategic outcomes to demonstrate implementation of the SCP.

vii. Enable continuous improvement by:

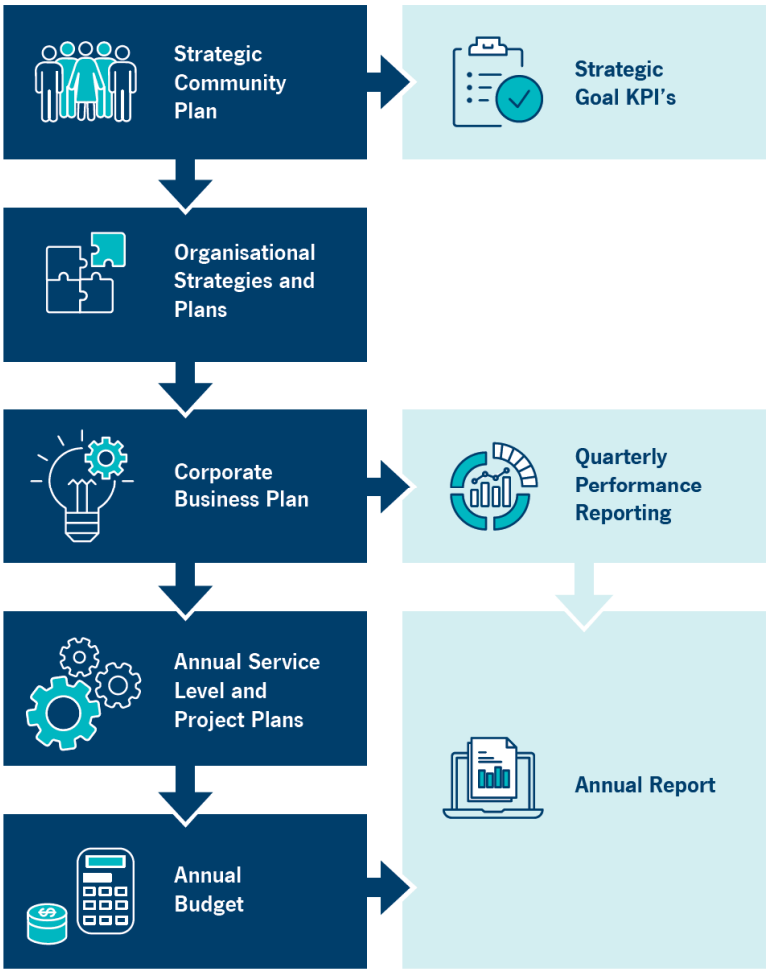
Setting measurable objectives, tracking progress, and regularly reviewing performance.

[2]

Policy	Integrated Business Planning
Policy Number (Governance Purpose)	TBA



Figure 1 illustrates the City’s business planning process and relationship between the key business planning documents. The City’s process aligns with the integrated planning and reporting framework guidelines¹.



¹ LINK TO RELEVANT IPR GUIDELINES

[3]



Policy	Integrated Business Planning
Policy Number (Governance Purpose)	TBA



Figure 1: the City’s Business Planning Framework

Strategic Link:	5. Listening and Leading
Category:	5.1 Best practice Governance, partnerships, and value for money
Lead Business Unit:	Strategy and Integrated Planning
Public Consultation:	No
Adoption Date: (Governance Purpose Only)	
Termination Date: (Governance Purpose Only)	March 2026
ECM Doc Set ID: (Governance Purpose Only)	

Attachment 1: Current Policy – [ECM Document Set ID: 4134024](#)

[4]



Title	Corporate Strategic Planning & 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]

Document Set ID: 4134024
Version: 14, Version Date: 29/07/2022

Title	Corporate Strategic Planning & Budget
-------	---------------------------------------



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, Sponsorships and Grants is to be up to a maximum of 1.5% of Rates Revenue (excluding any specified area rates). The Expenditure Review Committee (ERC) makes recommendations to Council regarding individual donations, sponsorships 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). The ERC recommends to Council the annual calendar of events each year.
6. All budget submissions are to include detailed cash flow requirements in order to facilitate budget variance reporting each month.
7. Sustainability issues need to be considered when assessing all new initiatives, as well as value for money.

[2]

Document Set ID: 4134024
Version: 14, Version Date: 29/07/2022

Title	Corporate Strategic Planning & Budget
-------	---------------------------------------



8. 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.
9. 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.
10. 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.
11. 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.
12. 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).

(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.

[3]

Title	Corporate Strategic Planning & Budget
-------	---------------------------------------



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.
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

[4]

Title	Corporate Strategic Planning & Budget
--------------	--



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 Progress Report

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.

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.

(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.

[5]

Title	Corporate Strategic Planning & Budget
--------------	--



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"> Community Resident Groups invited to consider budget requests and priorities for the following financial years' budget.
November	<ul style="list-style-type: none"> Community Resident Groups submissions to be submitted by the end of November. First quarterly status progress report for KPIs to Council for noting. Mid-year draft service plans issued to Senior Leadership Team.
December	<ul style="list-style-type: none"> Long Term Financial Plan reviewed and adopted (Biennially) . Mid-year budget review procedures and submission templates issued to Managers. 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.
January	<ul style="list-style-type: none"> Mid-year budget review submissions due back from Managers. Executive to consider the proposed budget review. Completion of budget and mid-year service plans review for Council adoption or consideration. Budget guidelines, procedures and submission templates issued to Managers for next year's budget. Budget Review amendments included in the monthly reports for February

[6]

Document Set ID: 4134024
Version: 14, Version Date: 29/07/2022

Title	Corporate Strategic Planning & Budget
-------	---------------------------------------



February	<ul style="list-style-type: none"> • New initiatives/capital works submissions due back to Management Accounting. • Proposed new initiatives/capital works considered by the Executive. • Advertising of differential rates. • Review of fees and charges register by management. • Completed operational budgets returned to Finance • Council to adopt the Budget Review. • Second quarterly status progress report for KPIs to Council for noting. • Mid-year review of service plans to Council for decision (adoption)
March	<ul style="list-style-type: none"> • Review & Update of Activity Based Costing Model. • Annual review of the Corporate Business Plan prepared by management. • The Executive considers initial draft of Budget and Corporate Business Plan review. • 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. • Fees & Charges Schedule updated.
April	<ul style="list-style-type: none"> • Second Budget Forum for Elected Members covering the operational budget and differential rating model. • Review of completed budget by the Executive. • Finalisation of Statutory Budget and draft annual review of the Corporate Business Plan.
May	<ul style="list-style-type: none"> • At beginning of May, commence community engagement of draft budget on Comment on Cockburn providing 28 days to provide feedback. • Presentation to Cockburn Community Development Group meeting • Advertise proposed differential rates including objects and reasons seeking feedback. • Third quarterly status progress report for KPIs to Council for noting.
June	<ul style="list-style-type: none"> • Briefing to Elected Members on feedback from community engagement • Report back to Community Resident Groups on the draft budget submissions included in the draft budget for consideration by Council • Carried forward projects estimated by management • Adoption of reviewed Corporate Business Plan and Budget at Special Council Meeting.

[7]

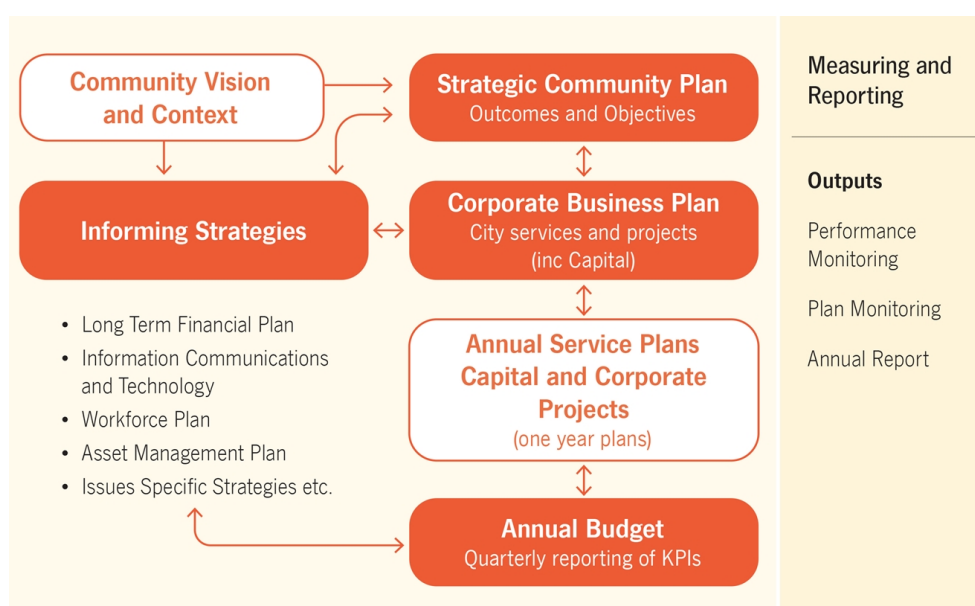
Document Set ID: 4134024
Version: 14, Version Date: 29/07/2022

Title	Corporate Strategic Planning & Budget
--------------	--



July	<ul style="list-style-type: none"> Fourth quarterly status progress report for KPIs to Council for noting.
September	<ul style="list-style-type: none"> Budget amended to reflect final position with regard to estimated carried forward projects and end of financial year current surplus/deficit.

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)	14 July 2022
Next Review Due: (Governance Purpose Only)	July 2024
ECM Doc Set ID: (Governance Purpose Only)	4134024

15.2.6 (2025/MINUTE NO 0032) Policy Review: Sponsorship of City Events

Executive Director Corporate and System Services
Author Communications and Marketing Manager
Attachments 1. Sponsorship of City Events Policy [↓](#)

Officer Recommendation

The Committee recommends Council ADOPTS the amended Sponsorship of City Events Policy.

Committee Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council ADOPTS the amended Sponsorship of City Events Policy subject to the following amendment to point (7):

1. Sponsorship from lobby groups, and sponsorship with a financial or in-kind value of over \$10,000 is at discretion of Council.

CARRIED 7/0

Background

The City may seek external sponsorship to help offset costs to the ratepayer.

The Sponsorship of City Events Policy sets out the objectives for seeking sponsorship, defines the processes, ensures there is consistency across the organisation, clarifies responsibilities and sets out some guidelines around the choice of sponsor to protect the City's reputation.

The Policy excludes:

- Funding from State and Federal Government or their agencies, as the City does not control how this funding is managed
- Sponsorship and naming rights on City controlled land and/or buildings which is covered in the Sponsorship and Naming Rights on City Controlled Land and/or Buildings Policy.

Submission

N/A

Report

It is recommended that the Policy name is changed from Incoming Sponsorship of Events Policy to Incoming Sponsorship Policy.

Incoming Sponsorship Policy was the original title of the Policy and it was changed at the last review. It seems unnecessary to limit incoming sponsorship to events.



New recommendations in the policy are:

- That all incoming sponsorships are reported in the annual report for transparency purposes
- That in-kind or cash sponsorships of \$250 or less do not require approval from the Executive Leadership Team is changed to \$500, to reduce bureaucracy, as this amount is considered low risk.

The cosmetic changes are:

- Removing very procedural clauses
- Wording some things more concisely, while retaining the key points
- Changing the order of the points to be more logical
- Adding headers.

Strategic Plans/Policy Implications

Listening and Leading

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

Nil

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There is little risk in not adopting this proposed updated Policy as most of the changes are cosmetic, although the changes do provide more clarity.

The main risk of not having a policy at all for incoming sponsorship is reputational damage due to a poor choice of sponsors who do not align with the City's values, or who could be seen to have a conflict of interest.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil



Title

Incoming Sponsorships of City Events

Amended title in header from 'Sponsorship of City events' to Incoming Sponsorship, thereby not restricting to 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 costs~~ to the ratepayer of these community events.

This policy applies to all City of Cockburn employees seeking cash and/or in-kind sponsorship, excluding State and Federal Government funding or their agencies. in all business units and external service areas. and sponsorship and naming rights on City controlled land and/or buildings which is covered in the Sponsorship and Naming Rights on City Controlled Land and/or Buildings Policy.

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]

Title

Incoming Sponsorships of City Events

~~Officers must discuss potential sponsorships with the Communications and Marketing Manager and Manager Advocacy and Engagement or Executive Corporate Affairs prior to approaching a potential sponsor and seek approval from the Executive Leadership team to proceed with sponsorship.~~

~~. This is to:~~

~~Ensure consistency with the Policy and procedures.~~

~~Avoid multiple approaches by various City business units to one organisation.~~

~~Enable appropriate acknowledgement of sponsors by the Elected Members and in Council marketing activities.~~

~~Ensure alignment with the City of Cockburn's values.~~

~~Establish clearly defined objectives to enable the City to evaluate the outcome and results.~~

~~Check that the sponsor is not in any dispute with the City (e.g. legislative)~~

Types of sponsorship

(1) Sponsorship as defined and governed by this policy can include but is not limited to the following contributions:

1. Monetary, e.g. a lump sum contribution
2. In kind e.g. when a business or organisation provides products or services to support service delivery
3. Asset sponsorship e.g. purchasing the rights to name or brand a facility.

Exclusions

(2) The following are not considered sponsorship:

1. State and Federal Government funding
- ~~4.2.~~ Giveaways such as pens, which are provided under approved co-funded or partnership activities, however gifts branded by suppliers should not be accepted without approval of the strategic senior procurement manager/officer.

Asset Sponsorship Expressions of interest

[2]

Title

~~Incoming Sponsorships of City Events~~

~~(3) Opportunities to sponsor assets will be made available via advertising the opportunity publicly; and/or shared directly with potential sponsors. Sponsorship does not apply to leased facilities unless agreed to by the Lessee and the City.~~

~~(4) Asset sSponsorship of assets can arise in different ways:~~

~~1. organisations responding to a sponsorship opportunity with an expression of interest, resulting in competitive evaluation against the assessment criteria;~~

~~or~~

~~2. unsolicited offers from organisations where the City receives a request to sponsor assets despite not advertising the opportunity~~

~~(5) Organisations seeking to sponsor assets must not lobby, seek to influence or canvass the decision-making of Council Members or employees, in relation to their expression of interest once it has been lodged. Any organisation who does so may have their expression of interest rejected.~~

~~unsolicited offers from organisations where the City receives a request to sponsor assets despite not advertising the opportunity.~~

~~(1) The following points must be adhered to when considering or accepting sponsorship:~~

~~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.~~

~~Expressions of interest~~

~~Sponsorship of assets can arise in different ways:~~

~~organisations responding to a sponsorship opportunity with an expression of interest, resulting in competitive evaluation against the assessment criteria; or unsolicited offers from organisations where the City receives a request to sponsor assets despite not advertising the opportunity.~~

~~Each sponsorship must be supported by a written agreement outlining the benefits and obligations pertaining to both parties, signed by authorised representatives a City of Cockburn Executive Leadership Team member of the City of Cockburn. The agreement will allow the City to terminate the arrangement if The sponsor does not comply with the sponsorship agreement;~~

[3]

Title

Incoming Sponsorships of City Events

~~the sponsor takes action, whether related to the project or not, that brings the City or its reputation into dispute.~~
~~For in-kind donations with a value of less than \$250 (ex-GST), an email confirmation will suffice.~~

~~The duration of sponsorship agreements shall be fixed and not usually exceed a period of one year unless approved by the Communications and Marketing Manager and the Executive Leadership Team, or Executive Corporate Affairs.~~

- ~~1. 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.~~

~~The provision of free space at shopping centres does not require an agreement.~~

~~Officers securing sponsorship must update the incoming sponsorship register for the organization, excluding. There is no need to add State or Federal Government funding which is recorded elsewhere.~~

~~Incoming sponsorships will be reported on in the annual report.~~

~~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.~~

- ~~2. Sponsorship must not provide personal benefits to City employees or Elected Members.~~

~~Sponsorship excludes giveaways such as pens, which are provided under approved co-funded or partnership activities, however branded gifts should not be accepted from suppliers without approval of the senior strategic procurement manager.~~

~~Inappropriate sponsors must not be engaged in order to protect the City's reputation. Sponsors regarded as inappropriate include any company:~~

- ~~— linked to gambling except for LotteryWest~~
- ~~— engaged in the manufacture, marketing or distribution of cigarettes tobacco related products or alcohol~~
- ~~— political candidates or organisations or individuals~~
- ~~— which contravenes the City of Cockburn's policies or activities~~
- ~~— that does not reflect the City of Cockburn's values; any~~
- ~~— organisation that (in the City's opinion) supports, promotes or facilitates violence, intolerance, discrimination or the inhibition of human rights;~~

Title

~~Incoming Sponsorships of City Events~~

- ~~— whose products are in conflict with the aims or objectives of the City of Cockburn.~~
- ~~— where residents could perceive a conflict of interest.~~

~~Sponsorship from lobby groups is at discretion of Council.~~

~~Organisations seeking to sponsor assets must not lobby, seek to influence or canvass the decision-making of Council Members or employees, in relation to their expression of interest once it has been lodged. Any organisation who does so will have their expression of interest rejected.~~

Sponsorship Assessment and Endorsement

(6) ~~The following points must be adhered to when considering or accepting sponsorship:~~

- ~~1. The cost in time or resource to secure and administer a sponsorship must be no more than the sponsorship amount secured.~~
- ~~2. 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.~~
- ~~3. Sponsorship must not provide personal benefits to City employees or Elected Members.~~
- ~~4. Inappropriate sponsors must not be engaged in order to protect the City's reputation. Sponsors regarded as inappropriate include any company:

 - ~~I. linked to gambling except for LotteryWest~~
 - ~~II. engaged in the manufacture, marketing or distribution of cigarettes tobacco related products or alcohol~~
 - ~~III. political candidates or organisations~~
 - ~~IV. which contravenes the City of Cockburn's policies or activities~~
 - ~~V. that does not reflect the City of Cockburn's values; any organisation that (in the City's opinion) supports, promotes or facilitates violence, intolerance, discrimination or the inhibition of human rights;~~
 - ~~VI. whose products are in conflict with the aims or objectives of the City of Cockburn.~~
 - ~~VII. where residents could perceive a conflict of interest.~~~~

(7) ~~Sponsorship from lobby groups is at discretion of Council.~~

(8) ~~Officers must discuss potential sponsorships with the Communications and Marketing Manager and Manager Advocacy and Engagement relevant officer prior to approaching a potential sponsor and seek approval from the Executive Leadership team to proceed with sponsorship. This excludes financial or in-kind sponsorships of \$500 or less.~~

[5]

Title

Incoming Sponsorships of City Events

This is to:

1. Ensure consistency with the Policy and procedures.
2. Avoid multiple approaches by various City business units to one organisation.
3. Enable appropriate acknowledgement of sponsors by the Elected Members and in Council marketing activities.
4. Ensure alignment with the City of Cockburn's values.
5. Establish clearly defined objectives to enable the City to evaluate the outcome and results.
6. Check that the sponsor is not in any dispute with the City (e.g. legislative)

Sponsorship Management

(9) Approved sponsorship shall:

1. Have a written agreement outlining the benefits and obligations pertaining to both parties, signed by a City of Cockburn Executive Leadership Team member. The agreement will allow the City to terminate the arrangement if:
 - I. The sponsor does not comply with the sponsorship agreement.
 - II. the sponsor takes action, whether related to the project or not, that brings the City or its reputation into dispute.
- 1.2. Have a fixed term and not usually exceed a period of one year.

(2)(10) Clause (9)1 does not apply to:

1. The provision of free space at shopping centres which does not require an agreement.
2. In-kind donations to the organisation with a value of less than \$500,250 (ex-GST), where an email confirmation will suffice.

~~Officers securing sponsorship must update the incoming sponsorship register, excluding State or Federal Government funding which is recorded elsewhere.~~

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.

(11)

[6]

Title	Incoming Sponsorships of City Events
-------	---



~~(12) Incoming sponsorships will be reported in the annual report.~~

~~For in-kind donations with a value of less than \$250 (ex-GST), an email confirmation will suffice.~~

~~Opportunities to sponsor assets will be made available via advertising the opportunity publicly, and/or shared directly with potential sponsors.~~

Strategic Link:	Communications Strategy & Action Plan
Category	Governance
Lead Business Unit:	Communications and Marketing
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	8 September 2022
Next Review Due: (Governance Purpose Only)	December 2024
ECM Doc Set ID: (Governance Purpose Only)	4131713



15.2.7 (2025/MINUTE NO 0033) Policy Review: Installation of Private Memorial Plaques in Public Open Space

Executive Director Infrastructure Services
Author Environment, Parks and Streetscapes Manager
Attachments 1. Installation of Private Memorial Plaques in Public Open Spaces [↓](#)

Officer Recommendation/Committee Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council ADOPTS the Installation of Private Memorial Plaques in Public Open Spaces Policy without amendment.

CARRIED 7/0**Background**

The Installation of Private Memorial Plaques in Public Open Spaces Policy has been identified for review as per the recently adopted Policy Review Program

Submission

NA

Report

A review of the Installation of Private Memorial Plaques in Public Open Spaces Policy has been completed with no proposed changes.

The policy has been in operation for a long period of time without issue or challenges for City officers or community members making submissions.

Strategic Plans/Policy ImplicationsCommunity, 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.

Listening and Leading

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

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

Budget/Financial Implications

Memorial plaques are funded through the Environment, Parks and Streetscape Capital Works Budget.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There is medium to high risk of community dissatisfaction if policy is not adopted.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil



Title	Installation of Private Memorial Plaques in Public Open Space
-------	---



Policy Type

Council

Policy Purpose

To provide guidance to applicants requesting the installation of a memorial plaque within a public open space, considering the suitability of the park bench asset for attachment, location, specification, size and material of the memorial plaque and associated costs.

The policy does not apply to council buildings, facilities or jetties.

Policy Statement

- (1) Written submissions will be assessed by Parks Services, endeavouring to work with the applicant to establish the preferred location based on the following factors;
 1. The availability of a park bench at the preferred location
 2. The suitability of the proposed park for a memorial plaque installation
 3. Where the proposed park has existing memorials, alternative locations will need to be considered.
- (2) A standard plaque template has been developed to ensure a consistent application
- (3) The City will supply and install a standard plaque at no cost to the applicant.
- (4) When the park bench containing the memorial plaque reaches the end of its useful life, the City will attempt to relocate the plaque on the new asset.
- (5) Burials or internment of ashes are not permitted on Council managed land.
- (6) Plaques will not be permitted at the base or in proximity to a park tree.

Strategic Link:	
Category	Assets & Maintenance
Lead Business Unit:	Environment, Parks and Streetscapes
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[1]

15.2.8 (2025/MINUTE NO 0034) Policy Review: Maintenance of Public Open Space and Road Reservation following Residential Subdivision

Executive Director Infrastructure Services
Author Environment, Parks and Streetscapes Manager
Attachments 1. Maintenance of Public Open Space Road Reservations following Residential Subdivision (Tracked Changes) [↓](#)

Officer Recommendation/Committee Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council ADOPTS the Maintenance of Public Open Space and Road Reservations following Residential Subdivision Policy as amended.

CARRIED 7/0**Background**

The Maintenance of Public Open Space and Road Reservations following Residential Subdivision Policy has been identified for review as per the recently adopted Policy Review Program.

Submission

N/A

Report

In accordance with the Western Australian Planning Commission subdivision approvals, developers receive conditions to develop the public open space and streetscapes along with completing a two-year maintenance period.

To ensure these areas are maintained post the two-year maintenance the Council has adopted the Maintenance of Public Open Space and Road Reservations following Residential Subdivision Policy.

This Policy outlines the City's service levels and responsibilities in maintaining the appearance of these areas, ensuring they remain presentable while staying within the allocated budget and groundwater usage limits.

A review has identified the following amendments:

Clause	Amendment	Reason
2	Minor – inclusion of “entry statements” to areas of maintenance	There has been feedback received from new property owners about entry statements maintenance. Although the City has been maintaining these areas, it provides clarification and will enable

		officers to inform property owners accordingly.
5	Minor amendment to reflect areas of maintenance and when it will be undertaken	Property owners have been requesting the replacement of all dead plants installed by the developer which has become environmentally and financially unsustainable. By clearly defining locations and principles for replacement, the City will be able to manage these areas proactively.
6	<p>New Section</p> <p>The City will landscape (mulch and tree) and maintain a disconnected verge. A verge is deemed disconnected where a property, through an approved subdivision design, is separated from the verge by a significant level difference or has significant access restrictions</p>	The City is in receipt of verges which through the subdivision development design approval process has resulted in property owners having no connection. This new section provides the City capacity to manage these selected verges to achieve tree canopy targets as outlined in the Urban Forest Plan and improve the suburbs visual amenity.

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.

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.

Budget/Financial Implications

Funding is secured through annual operational budgets submission for maintenance of public open space, streetscapes and street trees. Landscaping of disconnected verges is allocated through the annual capital expenditure program.

Legal Implications

N/A



Community Consultation

N/A

Risk Management Implications

Should Council not adopt the policy amendments, there is a significant risk the Environmental Responsibility objectives detailed in the 2024 Liveability Survey are unable to be achieved.

Advice to Proponent(s)/Submitters

N/A

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

Nil



Title	Maintenance of Public Open Space and Road Reservations following Residential Subdivision
-------	--



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) 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) The City will maintain ~~the entry statements~~, 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.
- (5) The City will determine whether it is appropriate to replace dead verge, ~~entry statement, central median and roundabout~~ shrub planting by the developer after handover. If it is deemed ~~environmentally or financially unsustainable~~ to replace shrubs in these locations, the City will apply mulch only and plant new trees to these areas.
- (6) The City will landscape (mulch and tree) and maintain a disconnected verge. A verge is deemed disconnected where a property, through an approved subdivision design, is separated from the verge by a significant level difference or has significant access restrictions.

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

[1]

Title	Maintenance of Public Open Space and Road Reservations following Residential Subdivision
-------	--



Adoption Date: (Governance Purpose Only)	11 May 2023
Next Review Due: (Governance Purpose Only)	May 2025
ECM Doc Set ID: (Governance Purpose Only)	8738398



Declaration

Type of Interest	Nature of Interest
Cr Philip Eva submitted an Impartiality Interest, pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 for Item 15.2.9.	I am a volunteer in the South Coogee Volunteer Bush Fire Brigade and also a member of the City of Cockburn Bush Fire Advisory Reference Group.

15.2.9 (2025/MINUTE NO 0035) Local Law Review - Bush Fire Brigades Local Law 2025

Executive Author	Director Community and Place Fire and Emergency Management Manager
Attachments	<ol style="list-style-type: none"> 1. Repeal of Bush Fire Brigades Local Law 2000 Notice ↓ 2. Proposed City of Cockburn Bush Fire Brigades Local Law 2025 ↓

Officer Recommendation/Committee Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich
That Council:

- (1) PROPOSES to make the City of Cockburn Bush Fire Brigades Local Law 2025, the purpose and effect of which is summarised in the notice, pursuant to section 3.12 of the *Local Government Act 1995* and as shown in this report;
- (2) ADVERTISES the proposed Bush Fire Brigades Local Law 2025 for a period of six (6) weeks, giving local public notice calling for submissions to be made before the closure date specified in the notice, in accordance with section 3.12(3)(a) of the *Local Government Act 1995*; and
- (3) PROVIDES a copy of the proposed Local Law, together with the public notice, to the Minister for Local Government and the Minister for Emergency Services, in accordance with section 3.12(3)(b) of the *Local Government Act 1995*.

CARRIED 7/0**Background**

At the February 2022 Ordinary Council Meeting (OCM), Council resolved to advertise the proposed Bush Fire Brigade Local Law 2022 in accordance with the statutory requirements of the *Local Government Act 1995*.

As part of this process, and in accordance with Council's decision, the City sought feedback from the Minister for Local Government and the Minister for Emergency Services.

Following the conclusion of the public consultation period, the City received ministerial feedback that conflicted with previous advice and with existing Bush Fire Brigade Local Laws in operation across the State. Consequently, a comprehensive review of the proposed local law was undertaken.



Given the requirement for the local law to be reviewed by the Joint Standing Committee on Delegated Legislation (JSCDL), Officers redrafted the proposed legislation and recommended its re-advertisement for public comment, as required under the *Local Government Act 1995*.

Council subsequently resolved at the November 2023 OCM to proceed with advertising the Bush Fire Brigade Local Law 2023.

During the consultation period, further feedback was received from the Ministers, necessitating additional revisions to the proposed local law. Due to the substantial nature of these amendments, the local law-making process, as prescribed under the *Local Government Act 1995*, must be recommenced in full.

Submission

N/A

Report

In accordance with the statutory process for making a local law, the City is required to define the purpose and effect of the proposed local law.

- Purpose: The purpose of the proposed City of Cockburn Bush Fire Brigades Local Law 2025 is to ensure good governance and the effective management of the City's Volunteer Bush Fire Brigades
- Effect: The effect of the proposed local law is to repeal the City of Cockburn Bush Fire Brigade Local Law 2000, enable the Council to establish and maintain volunteer bush fire brigades in accordance with contemporary best practices, and ensure compliance with the *Bush Fires Act 1954*. The Bush Fire Brigades Local Law 2025 incorporates operational rules to enhance governance, safety, and operational efficiency.

The City has undertaken extensive consultation with the South Coogee and Jandakot Volunteer Bush Fire Brigades, as well as the volunteer Fire Control Officers from both brigades.

This process included a formal period for comment and attendance at Brigade Management Team meetings to discuss proposed changes and gather feedback. The Brigades have expressed their support for the proposed local law, which has also been reviewed by the City's legal representation to ensure compliance and clarity.

The following is a list of the notable proposed amendments from the City of Cockburn Bush Fire Brigade Local Law 2000 to the Bush Fire Brigades Local Law 2025:

- References to the Bush Fire Advisory Committee have been removed, as its governance is already covered under the *Bush Fires Act 1954* and Council-adopted Terms of Reference. This does not limit Council's ability to establish a Bush Fire Advisory Committee under s.67 of the Bush Fires Act 1954.
- Bush Fire Control Officers will be appointed based on merit by the local government rather than through Brigade Annual General Meetings (AGMs), aligning with contemporary best practice.



- The appointment of mandatory brigade officers must be approved by a simple majority of eligible members at each Brigade's AGM.
- Membership classifications have been updated, including the addition of Cadet and Probationary Member categories and the removal of Honorary Life Member status. The management of membership processes (acceptance, suspension, and dismissal) has been revised to prioritise safety and compliance.
- Various definitions, procedural updates, and date changes have been incorporated for improved clarity and ease of implementation.
- Operational rules adopted by Council in February 2022 have been formally incorporated into the Bush Fire Brigades Local Law 2025.

The following list is a summary of the additional amendments made from the previous draft endorsed by the Council for consultation in November 2023:

- Reinstating the 'Cadet Member' category.
- Including provisions for a fair and equitable process regarding the acceptance, termination, and dismissal of members (Part 1 and 2 of the Rules).
- Prescribing duties of Brigade Officers (Part 5 of the Rules).
- Outlining the Brigade Management Team general purpose and constitution (Part 6 of the Rules).
- Meetings of the Bush Fire Brigade (Part 7 of the Rules).
- Meetings of the Brigade Management Team (Part 8 of the Rules).
- Notices and proxies for meetings (Part 12 of the Rules).
- Removal of several provisions to be dealt with in procedures, including licence checks, DFES circulars and procedures to be distributed and adopted, vehicle administration and use, and deployments.

The process for making and amending local laws is governed by s.3.12 of the *Local Government Act 1995*.

The procedure comprises of several stages. Initially, the proposed new Local Law is adopted by a simple majority of Council and must be advertised to seek broad public comment for a minimum period of six weeks.

Additionally, a copy of the documentation must be provided to the Minister for Local Government and the Minister for Emergency Services for review.

Following closure of the public comment period, a report will be prepared for Council to consider the public submissions received. Should any significant changes be required to the local law, it will be recommended that Council recommence the local law-making process.

Should there be no significant changes required, Council may approve the making of the Local Law through an absolute majority decision of Council.

More information on the local law-making process and requirements is available on the Department of Local Government, Sports and Cultural Industries website.
<https://www.dlgsc.wa.gov.au/local-government/local-governments/local-laws>

If the Local Law is made following the process outlined above, the Local Law will commence operation on the fourteenth (14th) day after the day it is published in the Government Gazette as specified in the Local Law.



Strategic Plans/Policy Implications

Environmental Responsibility

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

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

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive, and connected community.

- A safe and healthy community that is socially connected.
- 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.
- High quality and effective community engagement and customer service experiences.

Budget/Financial Implications

The process for reviewing, advertising and implementing the Bush Fire Brigades Local Law 2025 has been budgeted for in the FY25 Budget.

Legal Implications

Sections 3.12 to 3.16 of the *Local Government Act 1995* and sections 41, 43 and 62 of the *Bush Fires Act 1954* refer.

Community Consultation

Contingent on Council approving the advertisement of draft Bush Fire Brigades Local Law 2025, a public notice will be given on the intent to adopt the Local Law and a period of at least six weeks to accept submission about the proposed local law will be undertaken.

Upon conclusion of the public comment period, the proposed Local Law, including any recommended amendments resulting from public feedback and any recommendations from the Ministers will be presented to Council for its consideration and formal adoption.

In preparing the Bush Fire Brigades Local Law 2025, City Officers sought feedback on the draft from the Jandakot and South Coogee Brigade Management Teams, the Deputy Chief Bush Fire Control Officer and the City's lawyers. City Officers also sought advice from the WA Local Government Association.



Risk Management Implications

Based on the stipulated compliance requirements to review local laws per section 3.16 of the *Local Government Act 1995*, there is a low level of assessed compliance risk associated with this item as the process for reviewing and adopting Local Laws is governed by the Act.

There is a low level of brand reputation risk associated with this item as the control listed within the Bush Fire Brigade Local Law principally governs the management of the City's longstanding Bush Fire Brigades.

Procedurally, the process for creating local laws does attract risks that a law created by the Council could be disallowed by the Joint Standing Committee for Delegated Legislation after the law has come into operation, which may result in further budget required to progress the review of the local law.

The City has tried to mitigate this risk as much as reasonably possible by seeking legal advice during the drafting stages of the draft Bush Fire Brigades Local Law 2025 and reviewing our draft against the most recent Local Laws of the same intent and purpose accepted by the Joint Standing Committee.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil



BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995
City of Cockburn
BUSH FIRE BRIGADES **REPEAL** LOCAL LAW 2025

Under the powers conferred by the *Bush Fires Act 1954*, *Local Governments 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 Bush Fire Brigades*

2. Purpose and Effect

The **purpose** of the proposed *City of Cockburn Bush Fire Brigades Local Law 2025* is to ensure overall good governance and effective management of City's Volunteer Bush Fire Brigades.

The **effect** of the proposed *City of Cockburn Bush Fire Brigades Local Law 2025* is to repeal the *City of Cockburn Bush Fire Brigade Local Law 2000*, ensure Council can establish and maintain volunteer bush fire brigades in accordance to best practice and comply with the requirements of the *Bush Fires Act 1954*. The *City of Cockburn Bush Fire Brigades Local Law 2025* incorporates operational rules to improve governance, address safety and operational matters efficiently.

3. Commencement

This local law comes into operation on the fourteenth (14th) day after it is published in the *Government Gazette*.

4. Repeal

The *City of Cockburn Bush Fire Brigades Local Law 2000* published in the *Government Gazette* on 2 February 2001 is repealed.

Dated this _____ day of 2025.

The Common Seal of the City of Cockburn was
hereunto affixed in the presence of:

Mayor

Chief Executive Officer



Bush Fire Brigades Local Law 2025

City of Cockburn

DRAFT

XX XXX 2025

Table of Contents

BUSH FIRE BRIGADES LOCAL LAW 2025

PART 1 – PRELIMINARY

- 1.1 Citation and application
- 1.2 Commencement
- 1.3 Content and intent
- 1.4 Repeal
- 1.5 Interpretation

PART 2 – ESTABLISHMENT OF A BUSH FIRE BRIGADE

Division 1 – Establishment of a bush fire brigade

- 2.1 Establishment of a bush fire brigade
- 2.2 Name and officers of bush fire brigade

Division 2 – Command at a fire

- 2.3 Ranks within the bush fire brigade

Division 3 – Application of Rules to a bush fire brigade

- 2.4 Rules

Division 4 – Transitional

- 2.5 Existing bush fire brigades

Division 5 – Dissolution of a bush fire brigade

- 2.6 Dissolution of a bush fire brigade
- 2.7 New arrangement after dissolution

PART 3 – ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADE

Division 1 – Local Government Responsibility

- 3.1 Local Government Responsibility

Division 2 – Chief Bush Fire Control Officer

- 3.2 Managerial role of the Chief Bush Fire Control Officer
- 3.3 Chief Bush Fire Control Officer may attend meetings
- 3.4 Duties of the Chief Bush Fire Control Officer

Division 3 - Appointment of Bush Fire Control Officers

- 3.5 Appointment of Bush Fire Control Officers

Division 4 – Annual general meetings of bush fire brigades

- 3.6 Holding of annual general meeting

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

- 4.1 Types of membership of bush fire brigades
- 4.2 Fire fighting member
- 4.3 Probationary member
- 4.4 Auxiliary member
- 4.5 Cadet member
- 4.6 Notification of membership

PART 5 – APPOINTMENT DIMISSAL AND MANAGEMENT OF MEMBERS

- 5.1 Rules to govern

PART 6 – EQUIPMENT OF BUSH FIRE BRIGADES

- 6.1 Policies of local government
- 6.2 Equipment under brigade responsibility
- 6.3 Funding from Local Government

FIRST SCHEDULE BUSH FIRE BRIGADE RULES PART 1 - INTRODUCTION

- 1.1 Interpretations

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

- 2.1 Objects of bush fire brigade
- 2.2 Brigade members
- 2.3 Conditions of membership
- 2.4 Applications for membership
- 2.5 Notification of registration
- 2.6 Termination of membership
- 2.7 Suspension of membership
- 2.8 Existing liabilities to continue
- 2.9 Member has right of defence
- 2.10 Objection Rights

PART 3 – CODE OF CONDUCT

- 3.1 Code of Conduct

PART 4 – FUNCTIONS OF BRIGADE OFFICERS

- 4.1 Reporting structure
- 4.2 Office bearers
- 4.3 Duties of Captain
- 4.4 Lieutenants
- 4.5 Secretary
- 4.6 Treasurer
- 4.7 Equipment Officer
- 4.8 Storage of equipment
- 4.9 Training Officer
- 4.10 Non-Mandatory Position

PART 5 – BRIGADE MANAGEMENT TEAM

- 5.1 Management of bush fire brigade
- 5.2 Constitution of Brigade Management Team

PART 6 – MEETINGS OF BUSH FIRE BRIGADE

- 6.1 Ordinary meetings
- 6.2 Annual general meeting
- 6.3 Quorum
- 6.4 Auditor
- 6.5 Awards
- 6.6 Honorary Life Award

PART 7 – MEETINGS OF BRIGADE MANAGEMENT TEAM

- 7.1 Meetings of Brigade Management Team

PART 8 – GENERAL ADMINISTRATION MATTERS

- 8.1 Funds
- 8.2 Financial Year
- 8.3 Banking

BUSH FIRES ACT 1954
CITY OF COCKBURN
BUSH FIRE BRIGADES LOCAL LAW 2025

Pursuant to the powers under the *Bush Fires Act 1954*, *Local Government Act 1995*, and all other powers enabling it, the Council of the City of Cockburn resolved on the XX XXXX 20XX to make the following local law.

PART 1 – PRELIMINARY

1.1 Citation and application

This local law may be cited as the *City of Cockburn Bush Fire Brigades Local Law 2025* and shall apply to the whole of the district.

1.2 Commencement

This local law comes into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

1.3 Content and intent

The purpose and effect of this local law is to provide for the regulation, control and management of Bush Fire Brigades within the district.

1.4 Repeal

The Bush Fire Brigade Local Law 2000 adopted by Council on the 21 November 2000 and published in the *Government Gazette* on 2 February 2001 is repealed.

1.5 Interpretation

- (1) In this local law, unless the context otherwise requires:

Act means the *Bush Fires Act 1954*;

brigade area is defined in clause 2.2(1)(b);

brigade member means a fire fighting member, probationary member, auxiliary member or cadet member of a bush fire brigade;

brigade officer means a person holding a position referred to in clause 2.2(1)(c), whether or not they were appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

bush fire brigade is defined in section 7 of the Act;

Bush Fire Operating Procedures means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

Bush Fire Control Officer means a person appointed under section 38 of the Act;

CEO means the chief executive officer of the City of Cockburn;

Council means the Council of the local government;

Department means the Department of Fire and Emergency Services of Western Australia;

district means the district of the local government;

local government means the City of Cockburn;

Regulations means Regulations made under the Act; and

Rules means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
 - (b) a First Lieutenant;
 - (c) a Second Lieutenant;
 - (d) any additional Lieutenants;
 - (e) an Equipment Officer;
 - (f) a Training Officer;
 - (g) a Secretary; and;
 - (h) a Treasurer; or
 - (i) a Secretary/Treasurer Combined,

means a person holding that position in a bush fire brigade.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The Council may by resolution establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the decision of the Council under sub-clause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to:
 - (a) name the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the **brigade area**); and
 - (c) appoint -
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) an Equipment Officer;
 - (vi) a Training Officer;
 - (vii) a Secretary; and;
 - (viii) a Treasurer; or
 - (ix) a Secretary/Treasurer Combined.
- (2) When considering the appointment of persons to the positions in sub-clause (1)(c), the local government is to have regard to the qualifications and experience, which may be required to fill each position.
- (3) A person appointed to a position mentioned in sub-clause (1)(c) is to be taken to be a brigade member.
- (4) The appointments referred to in sub-clause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in sub-clause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with sub-clause (2).

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

- (1) Where under the Act, this local law and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a Bush Fire Control Officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by fire fighters.
- (2) In the absence of the Captain, the First Lieutenant, and in the absence of the First Lieutenant, the Second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (3) Where a Bush Fire Control Officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act, this local law and the Bush Fire Operating Procedures, the most senior Bush Fire Control Officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by fire fighters.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with this local law and the Rules.

Division 4 – Transitional

2.5 Existing bush fire brigades

- (1) Where the local government has established a bush fire brigade prior to the commencement date of this local law, then on and from the commencement day:
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –
commencement day means the day on which this local law comes into effect.

Division 5 – Dissolution of a bush fire brigade

2.6 Dissolution of a bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if the need arises due to the extension of the metropolitan fire district, or if it is of the opinion that the bush fire brigade is not complying with the Act, this local law or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If the local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 – ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsibility

The local government is to ensure there is an appropriate structure through which the organisation of bush fire brigades is maintained.

Division 2 – Chief Bush Fire Control Officer

3.2 Managerial role of the Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.3 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or their nominee (who is to be a Bush Fire Control Officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.4 Duties of the Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include:

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention and fire suppression matters generally and directions to be issued by the local government to Bush Fire Control Officers (including those who issue permits to burn) bush fire brigades or brigade officers; and
- (d) ensure that bush fire brigade members are registered with the local government and that lists of brigade members are maintained.

Division 3 – Appointment of Bush Fire Control Officers

3.5 Appointment of Bush Fire Control Officers

- (1) The local government may appoint, and may suspend or terminate the appointment of, persons to the positions of the Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer and Bush Fire Control Officers.
- (2) A decision to suspend or terminate a person's appointment to a position under clause 3.5(1) must be made in accordance with the principles of procedural fairness and the local government is to have regard to the qualifications and experience, which may be required to fill each position.
- (3) A person's appointment to a position under clause 3.5(1) ends –
 - (a) if the appointment is for a fixed term – on the expiry of that term;
 - (b) if the person dies – on the date of their death;
 - (c) if a person gives written notice of resignation – on the date, as specified in the written notice, that the resignation is to take effect or, if no date is specified, on the date that the written notice is given to the CEO; or
 - (d) if the appointment is terminated by the local government – on the date that written notice of the termination is given to the person, whichever occurs first.
- (4) Sub-clauses (1) and (2) does not prevent the local government from appointing additional Bush Fire Control Officers for the purposes of the

Act.

Division 4 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold an annual general meeting during the month of July or August of each year.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1 Types of membership of bush fire brigades

The membership of a bush fire brigade consists of the following:

- (a) Fire fighting member;
- (b) Probationary member;
- (c) Auxiliary member; and
- (d) Cadet member.

4.2 Fire fighting member

- (1) Fire fighting members are those persons being at least 18 years of age who;
 - (a) complete the requirements of a probationary member;
 - (b) complete requisite training as stipulated by the local government; and
 - (c) undertake all normal bush fire brigade activities;unless prior written approval is obtained from the local government by the prospective member.

4.3 Probationary member

- (1) Probationary members are those persons being at least 18 years of age who has yet to successfully complete the requisite training as stipulated by the local government.
- (2) Probationary members -
 - (a) must fulfill no less than three months as a probationary member before being considered for fire fighting or auxiliary membership;
 - (b) must not perform any brigade duties except under the supervision of a fire fighting member of the brigade;
 - (c) are prohibited from attending any fires or driving any operational appliances; and
 - (d) may be periodically assessed as competent to perform other duties as their level of training and experience increases.
- (3) At the conclusion of three months, or such longer period as is determined by the Brigade Management Team, the Captain may consider a probationary member for fire fighting or auxiliary membership.

4.4 Auxiliary member

- (1) Auxiliary members are those persons over the age of 18 who are willing to render other assistance required by the bush fire brigade.

- (2) Auxiliary members must have completed the requisite training as stipulated by the local government and completed the requirements of a probationary member.

4.5 Cadet member

- (1) Cadet members are to be aged 15 to 18 years and to be admitted to membership only with the consent of their parent or guardian.
- (2) Cadet members are to be admitted for the purpose of training and are not to attend or be in attendance at uncontrolled fires or other emergency incidents.
- (3) Cadet members are to be supervised by a fire fighting member when undertaking normal brigade activities.
- (4) Cadet members are not;
 - (a) eligible to vote at bush fire brigade meetings;
 - (b) to be elected as a brigade officer.

4.6 Notification of membership

No later than 30 September in each year, the bush fire brigade is to report to the Chief Bush Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRE BRIGADES

6.1 Equipment under brigade responsibility

No later than 30 September in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.2 Funding from Local Government

A request to the local government from the bush fire brigade for funding of protective clothing, equipment and appliances need is to be received by the local government by 1 December in order to be considered in the next following local government budget and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.3 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.



FIRST SCHEDULE
RULES GOVERNING THE OPERATIONS OF BUSH FIRE BRIGADES

PART 1 - INTRODUCTION

1.1 Interpretations

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in this local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
 - absolute majority** means a majority of more than 50% of the number of:
 - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
 - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Brigade Management Team.
 - Brigade Management Team** means the Brigade Management Team of the bush fire brigade constituted under Part 5 these Rules;
 - Code of Conduct** means the Code of Conduct prepared and implemented by the CEO of the local government under section 5.51A of the *Local Government Act 1995*;
 - local law** means the City of Cockburn Bush Fire Brigades Local Law; and
 - normal brigade activities** is defined by section 35A of the Act.
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Brigade Management Team, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Membership of a bush fire brigade

- (1) A person wishing to be a brigade member may make an application for membership to the Captain of the Bush Fire Brigade.
- (2) An application for membership of a Bush Fire Brigade –

- (a) is to be assessed by the Captain of the Bush Fire Brigade who is to make a recommendation to the Chief Bush Fire Control Officer; and
 - (b) is to be determined by the Chief Bush Fire Control Officer who is to accept or reject the application.
- (3) A person whose membership application is accepted is to be appointed as a brigade member of a Bush Fire Brigade.
- (4) If the Chief Bush Fire Control Officer has a conflict of interest in considering and determining whether a person's membership should be suspended or terminated –
 - (a) the Chief Bush Fire Control Officer must refer the matter to the CEO; and
 - (b) the CEO is to consider and determine the matter.
- (5) If the Chief Bush Fire Control Officer refuses to approve an application for membership, they are to give written reasons for the refusal to the applicant, as soon as practicable after the decision is made and the advice that the applicant has the right to object to the CEO.

2.3 Conditions of membership

In relation to any type of membership, as described in the local law, the local government through Bush Fire Operating Procedures may determine and specify –

- (a) the qualifications required;
 - (b) a requirement to serve a probationary period;
 - (c) procedures to be employed by the Brigade Management Team prior to the recommendation of an application for membership,
- and the Brigade Management Team is to act within the parameters of any such requirements and procedures in reviewing applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary and is to be in the form as determined by the local government from time to time.

2.5 Notification of registration

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.

2.6 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member –
 - (a) dies;
 - (b) gives written notice of resignation to the Secretary;
 - (c) is, in the opinion of the Chief Bush Fire Control Officer, permanently incapacitated by mental or physical ill-health; so far as it effects their ability to carry out normal brigade activities; or

- (d) is dismissed by the Chief Bush Fire Control Officer under subclause (2).
- (2) The Chief Bush Fire Control Officer may dismiss a brigade member including that the member has, in the opinion of the Chief Bush Fire Control Officer –
 - (a) failed to comply with the objectives of the bush fire brigade;
 - (b) contravened the Act, the Regulations, this local law, or the Bush Fire Operating Procedures;
 - (c) performed an unsafe act that jeopardises the safety of the members or others;
 - (d) been convicted of a criminal offence that in the opinion of the Chief Bush Fire Control Officer would ordinarily exclude the member from joining a brigade; or
 - (e) acted in such a manner as to cause harm or distress to other brigade members.

2.7 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Chief Bush Fire Control Officer, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Chief Bush Fire Control Officer.
- (3) Upon the expiry of the period of suspension, the Chief Bush Fire Control Officer may:
 - (a) Extend the period of suspension;
 - (b) Terminate the membership; or
 - (c) Reinstatement the membership.

2.8 Existing liabilities to continue

The resignation or dismissal of a member under clause 2.6 this part does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.9 Member has right of defence

A brigade member is not to be dismissed under clause 2.6(1)(d) without being given the opportunity to meet with the Brigade Management Team and answer any charges which might give grounds for dismissal.

2.10 Objection Rights

A person whose -

- (a) application for membership is refused recommendation under clause 2.5(1)(b)
 - (b) membership is terminated under clause 2.6(1)(c), clause 2.6(1)(d) or clause 2.7(3)(b);
 - (c) membership is suspended under clause 2.7(1) or clause 2.7(3)(a),
- has the right of objection to the CEO which may dispose of the objection by –
- (a) dismissing the objection;

- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without direction, for another decision by the Chief Bush Fire Control Officer.

PART 3 – CODE OF CONDUCT

3.1 Code of Conduct

Members of the bush fire brigade are to adhere to the City of Cockburn Employee Code of Conduct.

To avoid any doubt, for the purposes of these Rules any references to Employee(s) in the Code of Conduct is taken to include a brigade member.

PART 4 – FUNCTIONS OF BRIGADE OFFICERS

4.1 Reporting structure

- (1) The Captain of each brigade is the primary point of contact for requests and issues for their members.
- (2) The Captain may delegate some functions to other members of the Brigade Management Team. Delegation of these tasks shall be in writing and shall not conflict with the local law.

4.2 Office bearers

Bush Fire Brigades will have the following mandatory office bearers referred to as Brigade Officers:

- (a) a Captain;
- (b) a First Lieutenant;
- (c) a Second Lieutenant;
- (d) additional Lieutenants as the Brigade Management Team considers it necessary, to a maximum of four Lieutenants total;
- (e) an Equipment Officer;
- (f) a Training Officer;
- (g) a Secretary; and
- (h) a Treasurer; or
- (i) a Secretary/Treasurer combined.

4.3 Duties of Captain

- (1) The Captain is to -
 - (a) preside at all brigade meetings, subject to subclause (2) below;
 - (b) demonstrate positive leadership and mentor members;
 - (c) attend meetings with the local government or other parties as requested by the local government;
 - (d) promote the objects of the brigade and Code of Conduct; and
 - (e) ensure the Brigade and its members operates in accordance with the

local law, Rules and Bush Fire Operating Procedures.

- (2) In the absence of the Captain, the most senior Lieutenant present assumes the duties of the Captain and the performance of normal brigade activities

4.4 Lieutenants

- (1) A Lieutenant is to -
- (a) provide support to the Captain and assist with the management of the Brigade as required;
 - (b) demonstrate positive leadership and mentor members; and
 - (c) promote the objects of the brigade and the Code of Conduct.

4.5 Secretary

- (1) The Secretary is to -
- (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
 - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
 - (c) prepare and send out all necessary notices of meetings;
 - (d) receive donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
 - (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after the last day of attendance by the bush fire brigade at an incident.
 - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership;
 - (g) provide no later than 30 September in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.

4.6 Treasurer

- (1) The Treasurer is to -
- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
 - (b) pay accounts as authorised by the Brigade Management Team;
 - (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
 - (d) be the custodian of all monies of the bush fire brigade;
 - (e) report on the financial position at meetings of the bush fire brigade or Brigade Management Team; and
 - (f) manage brigade monies for the objects of the bush fire brigade.

4.7 Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good

order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade) and is required to complete reporting required under clause 6.1 of the local law.

4.8 Storage of equipment

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the local government (the “station”).
- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

4.9 Training Officer

The Training officer is responsible for the coordination of brigade training under the direction of the Captain.

4.10 Non-Mandatory Positions

- (1) In consultation with the Brigade’s membership, the Captain may at any time create non-mandatory positions with the purpose of assisting in the administration of the brigade.
- (2) At the discretion of the Captain, non-mandatory positions may attend Brigade Management Team meetings and are non-voting attendees.

PART 5 – BRIGADE MANAGEMENT TEAM

5.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules and Bush Fire Operating Procedures, the administration of the affairs of the bush fire brigade are vested in the Brigade Management Team.
- (2) Without limiting the generality of subclause (1), the Brigade Management Team is to have the following functions –
 - (a) to recommend to the local government amendments to these Rules;
 - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
 - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
 - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
 - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
 - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Brigade Management Team) on any conditions it thinks fit;
 - (g) to do all things necessary or convenient in order to perform any of its

- functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
- (h) deal with membership applications, grievances, disputes and disciplinary matters.

5.2 Constitution of Brigade Management Team

- (1) The Brigade Management Team of the bush fire brigade is to consist of the Brigade Officers of the bush fire brigade.
- (2) The Brigade Officers are to -
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any Brigade Officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Brigade Management Team may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 6 – MEETINGS OF BUSH FIRE BRIGADE

6.1 Ordinary meetings

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 3 days notice to all brigade members and to the Chief Bush Fire Control Officer for the purpose of –
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.

6.2 Annual general meeting

- (1) At the annual general meeting the bush fire brigade is to –
 - (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - (c) adopt the annual financial statements;
 - (d) appoint an Auditor for the ensuing financial year in accordance with clause 6.5; and
 - (e) deal with any general business.

6.3 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the members of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

6.4 Auditor

- (1) At the annual general meeting a person employed by the City of Cockburn, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

6.5 Awards

- (1) Subject to the Rules and Bush Fire Operating Procedures, the Brigade Management Team may present awards, such as honorary life award, to members and past members for recognition of services and contribution to the Brigade aligned to the Code of Conduct.
- (2) All awards shall only be a title and be presented at a meeting of the brigade.

6.6 Honorary Life Award

- (1) The bush fire brigade may by a simple majority resolution at a meeting appoint a person an honorary life award for in recognition of services by that person to the bush fire brigade.
- (2) The title for an honorary life award will remain valid for the life of the awarded person, unless they undertake activities that bring disrepute to a Brigade or the local government.
- (3) Revocation of a life award may be authorised by the Captain or Chief Bush Fire Control Officer.

PART 7 – MEETINGS OF BRIGADE MANAGEMENT TEAM

7.1 Meetings of Brigade Management Team

- (1) The Brigade Management Team is to meet for the dispatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Brigade Management Team at any time.

PART 8 – GENERAL ADMINISTRATION MATTERS

8.1 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

8.2 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

8.3 Banking

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by the Secretary or Treasurer in accordance with sub-clause (2)
- (2) for the purposes of subclause (1), any 2 of the Captain, Secretary or Treasurer may authorise in writing the use of electronic banking by a brigade member to draw on the funds of a bush fire brigade.



Dated this _____ day of _____ 20____.

The Common Seal of the City of Cockburn was hereunto affixed in the presence of:

Mayor

Chief Executive Officer



15.2.10 (2025/MINUTE NO 0036) Policy Review - Community Gardens

Executive	Director Community and Place
Author	Community Development Lead and Environment, Parks and Streetscapes Manager
Attachments	1. Community Gardens Policy (Tracked Changes) ↓

Officer Recommendation/Committee Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council ADOPTS the revised Community Garden Policy, provided as Attachment 1.

CARRIED 7/0

Background

The Community Garden Policy (Policy) was first adopted in 2019 and was last reviewed at the 10 June 2021 Ordinary Council Meeting.

Community gardens are increasingly recognised as valuable initiatives that foster strong community connections, improve health and wellbeing, and offer environmental and educational benefits.

This Policy provides clear guidance on the assessment, approval, and management of community gardens to ensure consistency and sustainability.

Submission

N/A

Report

The Policy has been reviewed for accuracy, consistency, accountability, and general improvements. Proposed revisions are shown as track changes in Attachment 1.

The key change is clarification of the City's position regarding restoration of land associated with poorly maintained community gardens.

Strategic Plans/Policy ImplicationsCommunity, Lifestyle and Security

A vibrant healthy, safe, inclusive, and connected community.

- A safe and healthy community that is socially connected.

Budget/Financial Implications

N/A



Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

If the Policy is not amended, it will be inconsistent with the information provided to residents, posing a reputational risk to the City. If the revised Policy is adopted, the risk of non-compliance is mitigated.

The revised Policy mitigates reputational risk by ensuring the information remains current.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil



Title	Community Gardens
-------	-------------------



Policy Type

Council

Policy Purpose

Council recognises community gardening as a valuable recreational activity that builds strong community relationships, contributes to health and ~~wellbeing~~wellbeing, and provides a range of environmental, social and educational benefits.

The purpose of this policy is to:

- Provide the assessment conditions to guide Council's approval and support for community gardens on City owned or managed land ('Land')
- Establish a framework that ensures community groups take a leadership role in the establishment and ongoing management of the proposed community garden
- Ensure that the location is the initial consideration in determining the potential for a community garden
- Ensure consistency in the development and long term management of community gardens.

Policy Statement

Guidance on the establishment and management of community gardens is provided in the '*Guidelines for Community Gardens in the City of Cockburn*'.

1. Community Gardens

1.1 Initial enquiries for community gardens are to be directed to the Community Development Business Unit.

1.2 A site assessment of potential locations will be undertaken by the ~~Land and Property Administration Service~~Property Services Unit.

1.3 Community consultation must be undertaken in conjunction with Community Development Business Unit should the location be supported.

1.4 The community garden group must be an incorporated community group or incorporated not-for-profit organisation registered with the Community Development Business Unit.

1.5 A risk and safety assessment, management plan and rules of use for the community garden must be prepared in conjunction with the ~~Environment, Parks and Landscape Service~~Community Development Service Unit.

1.6 A draft ~~license~~licence agreement for the community garden will be prepared with the ~~City's Land and~~Property Services Unit. An Elected Members item will

[1]

Title	Community Gardens
-------	-------------------



be submitted for Council's consideration once the agreement has been established.

[1.7 The City reserves the right to restore the land to its original condition if the community garden ceases operation or is deemed unkempt.](#)

[1.8](#) Guidance on edible verge gardens is provided separately in the City of Cockburn Street Verge Improvements Policy.

[1.9](#) Applications for community gardens on land that is not owned or managed by the City (e.g. schools, churches, private land) should be submitted to the respective ~~land owner~~[landowner](#).

Strategic Link:	Public Open Space Strategy
Category	Community Support
Lead Business Unit:	Operations and MaintenanceCommunity Development Services
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)	4132828



15.2.11 (2025/MINUTE NO 0037) Policy Review - Sister City

Executive	Director Community and Place
Author	Principal Advocacy and Public Policy
Attachments	<ol style="list-style-type: none"> 1. Review of Sister City and Foreign Arrangements Program 2024 ↓ 2. Option One - Sister City Relationship and Engagement Policy ↓ 3. Option Two - Sister City Relationship and Engagement Policy ↓

Officer Recommendation

The Committee recommends Council:

- (1) NOTES the establishment of an Elected Member Travel Register – Overseas, Interstate and Intrastate, published on the City’s website;
- (2) NOTES the establishment of an Elected Member Sister City Travel Register – Overseas, published on the City’s website;
- (3) ADOPTS Option ___ Sister City Relationship and Engagement Policy (Attachment 2); and
- (4) RECEIVES the Review of Sister City and Foreign Arrangements Program 2024 Report.

Committee Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council:

- (1) NOTES the establishment of an Elected Member Travel Register – Overseas, Interstate and Intrastate, published on the City’s website;
- (2) NOTES the establishment of an Elected Member Sister City Travel Register – Overseas, published on the City’s website;
- (3) ADOPTS Option 2 of the Sister City Relationship and Engagement Policy (Attachment 2);
- (4) RECEIVES the Review of Sister City and Foreign Arrangements Program 2024 Report; and
- (5) REPLACES the word ‘termination’ with ‘dissolution’, throughout out the Policy.

CARRIED 7/0

Background

At the 12 March 2024 Ordinary Council Meeting, Council resolved the following:

That Council:

1. DIRECTS the City to create an Elected Member Travel Register for travel since July 2022, excluding professional development, to publish on the City website, with the provisions as outlined in the original motion by no later than July 2024;
2. DIRECTS the City to create a Sister City travel register for each Sister City visit since establishment of the agreements to publish on the City website with the provisions as outlined in the original motion by no later than July 2024; and
3. REFERS relevant policies to the Governance Committee for updating.

At the 12 March 2024 Ordinary Council Meeting, Council also resolved the following:

That Council:

1. DOES NOT AUTHORISE any delegation to Split in 2024;
2. REQUESTS the Sister City Reference Group review the purpose and justification of Sister City Relationships, with a report tabled at a Council meeting before January 2025;
3. DOES NOT ENTER any new Sister City arrangements until the review has been completed.

Submission

N/A

Report

City officers undertook a review of the City's Sister City relationships to consider the purpose and justification of the arrangements, in alignment with the Council resolution of 12 March 2024.

This review was first presented to the Sister City Reference Group on 22 August 2024 for input.

The final report was accepted by the Sister City Reference Group at the 18 November 2024 meeting for presentation to the Governance Committee and subsequently to the following OCM.

The review incorporates feedback on the purpose and justification provided by the Sister City Reference Group at a workshop, held on 22 May 2024.

Review Findings

The Report identified the Purpose and Justification for Sister City arrangements as:

Purpose

The purpose of Sister City arrangements is to foster international relationships and promote mutual understanding between different communities around the world.

These partnerships are established with the intention of benefiting the participating communities through various forms of exchange and collaboration over a long period of time, often decades.

Sister City arrangements are designed to create mutually beneficial relationships that enhance the social, cultural, economic, and environmental well-being of the partner communities.

They encourage a spirit of global cooperation and understanding, enriching the lives of residents and contributing to a more connected, informed, and peaceful world.

The Sister City Relationship and Engagement Policy outlines that the purpose of the Policy is to:

1. Facilitate the development and maintenance of effective international relations that promote and enhance Cockburn's reputation as the best place to be.
2. Outline the rationale and criteria for entering into international and Sister City relationships.
3. Provide Council with guidelines for initiating and accepting requests to engage in new relationships.

Justification

The City of Cockburn's Sister City Relationship Program is justified by its potential to bring multifaceted benefits to the participating communities, from economic growth and cultural enrichment to environmental sustainability and international cooperation. These partnerships contribute to the overall well-being of the cities involved, promoting global understanding and collaboration.

The review provided 24 recommendations, including five policy amendments, and operational considerations for City officers and the Reference Group.

Overall, the review of the City's Sister Cities and Foreign Arrangements Program found the structure and intent of the Program was well aligned with the City's objectives but could be enhanced through improved policy clarity and more transparent decision making.

It also found that changes in community sentiment was a strong driver of opposition to activities and associated expenditure in a post-COVID environment, and acknowledged the importance of including specialist staff, community, and business representatives in delegations.



Policy Amendments

The City of Cockburn has a well-structured and deeply considered Sister City Relationships and Engagement Policy. It is evident this Policy has matured in alignment with changing environmental and political pressures.

The current policy has a strong and clear purpose and scope, which provides a structured approach to Sister City relationships, including broad processes to transition from initiation to Friendship Agreements, and ultimately to Sister City Arrangements. Each of these relationship statuses are defined in the Policy for additional clarity.

The review identified the positive aspects of the program as:

Clear criteria for Relationships

The criteria for entering into relationships are well-defined, covering economic, educational, environmental, and social/cultural aspects. This ensures that any relationship formed will be beneficial and relevant to the City's goals.

Visitation and Delegation Guidelines

The policy provides detailed guidelines for both inbound and outbound delegations, including the selection process for Councillors. This ensures transparency and fairness in representation.

Compliance with Foreign Policy:

The policy mandates compliance with Australia's Foreign Relations Act 2020. This is crucial for maintaining the City's credibility and ensuring that all relationships are legally sound and aligned with national interests.

Types of Relationships

The distinctions between Sister City, Friendship City, and MoU relationships are clearly defined, allowing for flexibility depending on the nature and depth of the relationship desired.

Areas identified for improvement:

Measurable Outcomes. While the policy outlines broad criteria for relationships, it lacks specific, measurable outcomes or KPIs. Including clear benchmarks would help in evaluating the success of these relationships over time.

Review and Evaluation Mechanism. The policy mentions the review of Friendship Agreements after five years but lacks a detailed mechanism for ongoing evaluation of all relationships. A more frequent and structured review process would help in assessing the ongoing relevance and effectiveness of the relationships.

Termination of arrangements. The policy does not make any provision or advise of criteria to facilitate the termination of agreements. Consideration should be made for periods of inactivity, inconsistent or unacceptable actions of the nation/state, or inconsistencies with Australia's foreign policy.

Community participation. The policy does not mention any role for community participation in the process of establishing or maintaining these relationships. Involving local communities could increase public support and ensure that the relationships are more deeply rooted in the community's interests.



Budget Transparency. While there is mention of budget allocations for delegations, the policy could benefit from more transparency regarding the funding and financial management of these relationships. This includes clear reporting on the expenses and returns from these initiatives.

Environmental Considerations. Although environmental partnerships are included in the criteria, the policy could be more explicit about prioritising sustainable practices in all Sister City activities, particularly in light of global environmental challenges.

City Officers presented an amended Policy to the Sister City Reference Group in November 2024 for feedback. The Reference Group had diverse opinions on the policy changes with two clear positions relating to the decision-making process for forming delegations and expenditure of budgeted funds on travel arrangements.

As a result of feedback from the Reference Group, City officers have drafted two options for policy amendment. Both options incorporate the recommendations from the program review referenced above.

Option One provides a more descriptive method for approving travel and delegation participation. It provides for some delegation of expenditure to the CEO within the remit of the policy provisions, where a budget has already been adopted by the Council. This is the current practice.

Option Two is a simpler policy which includes the same recommended changes, however all travel and delegation approvals are required to be determined by Council at an Ordinary Council Meeting and there is no delegation authority for the CEO. It also removes the detailed considerations for forming delegations because this information was only relevant for the purpose of CEO delegation and budgeting.

Option Two requires additional officer time to prepare a report for each opportunity received by the City. There will be a timing impact as some delegation activities may have to be forgone if a report cannot be considered by Council before deadline.

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 & Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.
- Aboriginal and Torres Strait Islander cultures and other diverse cultures and heritage are recognised and celebrated.



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

Nil

Legal Implications

International arrangements must be in alignment with [Australia's Foreign Relations \(State and Territory Arrangements\) Act 2020](#) and reported through the Foreign Arrangements Scheme [Public Register](#).

Community Consultation

NA

Risk Management Implications

There is very little risk associated with adopting, or failing to adopt, the proposed amendments to the Sister City Relationships and Engagement Policy.

The substantive Policy was adopted by Council in September 2023 and remains within operational validity until September 2025, at which time a review will be commenced by City officers.

There is currently no strategic or operational risk posed by the existing policy.

The proposed amendments aim to provide procedural clarity rather than risk mitigation.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil





Sister Cities Reference Group

Review of Sister Cities and Foreign Arrangements program - 2024

Document Set ID: 12180057
Version: 1, Version Date: 09/01/2025

Contents

Scope: 3

 Resolutions giving effect:..... 4

Background 5

Community Sentiment 7

Comparison Councils 7

Legislative compliance 8

Current arrangements 10

 Summary statistics of current relationships 10

Workshop outcomes: 12

Purpose 13

Justification..... 13

Summary of Delegations and Visits 14

Travel and accommodation arrangements 16

Gift protocol 18

Gift provisions 19

Asset Maintenance 20

Related Policies 21

Review of Sister City Relationships and Engagement Policy 22

Policy considerations: 24

 Policy improvements:..... 24

 Consolidation of International activities: 24

Recommendations: 25

Document Set ID: 12180057
Version: 1, Version Date: 09/01/2025

Scope:

This report is prepared by City officers for consideration and amendment by the Sister City Reference Group as per resolution of Council OCM 12 March 2024. It considers the purpose and justification for the City of Cockburn's Sister City and International Relationships program as at 2024. The scope includes existing and future relationships under the policy, other international delegations occurring outside of the Sister City program, alignment of existing policy, recommendations to improve the existing governance policies and reference group Terms of Reference.

City delegations facilitated outside of the Sister City program for the purpose of economic development are discussed but not reviewed as part of the scope of this document.

Mayoral travel to Sister Cities under the policy is considered a Visitation and is within the scope of this review.

Mayoral travel to other international destinations undertaken as Mayoral visitations or personal travel is not within the scope of this review.

Mayoral, Councillor, or staff travel to international destinations for conferences, meetings or personal holidays is not within scope of this review.



Resolutions giving effect:

Resolution of 12 March 2024: (item 17.2)

<p>Council Decision MOVED Deputy Mayor C Stone SECONDED Cr M Separovich That Council:</p> <div><div>(1) DOES NOT AUTHORISE any delegation to Split in 2024;</div><div>(2) REQUESTS the Sister City Reference Group review the purpose and justification of Sister City Relationships, with a report tabled at a Council meeting before January 2025;</div><div>(3) DOES NOT ENTER any new Sister City arrangements until the review has been completed.</div></div> <p>CARRIED 9/0</p>
<p>Reason This issue can and should be dealt with at this meeting and I believe this motion will do that in a conducive manner.</p> <p>Officer Comment The Sister City Reference Group has been created to consider sister city-related matters, with any decision required to come before the Council as necessary. However, ultimately, this is a matter for the Council to decide.</p>

Related resolution of 12 March 2024; triggers the revised Sister City policy to be reviewed by Governance Committee with updates related to the Travel Register requirements. (item 17.3)

<p>Council Decision MOVED Deputy Mayor C Stone SECONDED Cr T Dewan That Council:</p> <div><div>(1) DIRECTS the City create an Elected Member Travel Register for travel since July 2022, excluding professional development, to publish on the City website, with the provisions as outlined in the original motion by no later than July 2024;</div><div>(2) DIRECTS the City to create a Sister City Travel Register for each Sister City visit since establishment of the agreements to publish on the City website with the provisions as outlined in the original motion by no later than July 2024;</div><div>(3) REFERS relevant policies to the Governance Committee for updating.</div></div> <p>CARRIED 6/3</p>
<p>For: Mayor L Howlett, Deputy Mayor C Stone, Cr T Widenbar, Cr C Zhang, Cr P Corke and Cr M Separovich</p> <p>Against: Cr P Eva, Cr T Dewan and Cr C Reeve-Fowkes</p>



Background

Sister City arrangements, sometimes known as Twin Cities or Friendship agreements, are a common practice in Local and State government relations. These formal agreements are established between two cities, generally in different countries to foster cultural exchange, economic cooperation, and mutual understanding. Such partnerships provide a framework for collaboration in various areas, such as education, business, arts, and community development, by facilitating the exchange of people, ideas, and resources.

Local governments use sister city relationships to engage with international counterparts, exchange best practices, and address shared challenges.

Educational institutions, such as schools and universities, participate in these partnerships through educational exchanges, student programs, and academic collaborations.

Businesses and chambers of commerce leverage sister city connections to explore new markets, form international business links, and promote trade and investment.

Arts and cultural organisations utilise these relationships to organise cultural exchanges, festivals, and exhibitions, while community groups and non-governmental organisations engage in social, humanitarian, and environmental projects with their sister city counterparts.

Overall, sister city relationships are used by a diverse range of stakeholders to promote international cooperation and build stronger, more interconnected global communities.

There has been a change in community sentiment around the perceived usefulness of formal Sister City arrangements since the 1990's and the diplomatic decisions associated with foreign engagements post Global Financial Crisis.

In the early 2000's beneficial arrangements between international governments started to retract. Financial transactions are challenging to locate through consolidated revenue accounting, however there are well known examples of Australian associations auspiced and funded by foreign governments for the benefit of expatriates.¹

The 2007 cessation of government funding for primary school Italian language teachers in WA² also saw a significant retraction in Italian delegations and other foreign activities with Italy.

Diplomatic activities driven through foreign policy are not always transparent or publicised and Local Government should always consider the intention behind such activities before accepting them on face value. The China Belt and Road

¹ <https://www.coasit.org.au/about-coasit/our-story/history/>

² <https://thewest.com.au/news/australia/italian-class-chopped-as-rules-change-ng-ya-388254>

| Review of Sister Cities and Foreign Arrangements Program 2024 | 6

initiative³ is one such example of this and forms the cornerstone behind Australia's legislative response in the Foreign Relations Act following the actions of the Victorian Government.⁴

United States, Chinese, Italian, and Japanese governments continue reduced levels of soft diplomacy actions in Australia, often manifesting in professional⁵ or student⁶ exchanges, government subsidies for language classes⁷ and funding of education facilities⁸.

More recently with the increased technological advances such as Google Streetview and online video conferencing, the need to physically visit remote location has reduced. The COVID pandemic forced a closure of the international travel industry in 2020 and the price of travel since re-opening of global borders has remained more expensive. During this time many organisations, including governments and local councils, were forced to improve their technical offering and online meetings.

A notable observation is the decreased involvement of external and community representatives forming part of official delegations since the 2000's with the majority of proposed and actual delegations consisting of elected members – this is true of most local governments in WA and speaks to the rationale behind the changing community sentiment.

³ <https://www.chathamhouse.org/2021/09/what-chinas-belt-and-road-initiative-bri>

⁴ <https://theconversation.com/why-is-there-so-much-furore-over-chinas-belt-and-road-initiative-139461>

⁵ <https://exchanges.state.gov/non-us/program/international-visitor-leadership-program-ivlp>

⁶ <https://www.mofa.go.jp/policy/culture/people/student/index.html>

⁷ [https://www.premier.sa.gov.au/media-releases/news-items/\\$1m-support-for-italian-language-uni-programs](https://www.premier.sa.gov.au/media-releases/news-items/$1m-support-for-italian-language-uni-programs)

⁸ https://stratcomcoe.org/cuploads/pfiles/confucius_institutes.pdf

Community Sentiment

City ratepayers expect to see value in the City's expenditure. Delegations are often themed with the intention of specialist information being transferred from one City to another through formal and professional exchanges. However, the exclusion of City officers, industry experts, community representatives, and business owners has perpetuated ratepayer concerns around value and the level of quality information exchanged and may increase the perception of delegations as 'junkets'. Such opinions are further hardened upon travel arrangements including business class flights for all attendees.

Compounding the negative perception towards Sister City travel arrangements is the City's proactive response to lowering rates through constrained expenditure. In 2024 the City advised ratepayers of a reduced project plan to maintain the current service provision with language that foreshadowed a constrained fiscal environment in years ahead. The City received direct correspondence from ratepayers asking about the international travel budgets and how they were being managed in line with the Sister City programs given the need to save money.

Comparison Councils

In formulating this report the City contacted 14 tier one (top level) local governments in Western Australia⁹ to clarify and understand their positions, policies and objectives on Sister City programs.

The majority of LGAs contacted were proactively moving away from Sister City formalities and, when necessary, conducting ad hoc specific and targeted trade delegations or supporting School-to-school programs.

Worth noting was the difficulty officers had in locating relevant staff to provide information at some LGAs as there was no department (known to be) responsible for a coordinated program of engagement.

Only one LGA (Gosnells) is preparing a new Sister City policy for Council consideration.

⁹ Fremantle, Gosnells, Kwinana, Rockingham, Stirling, Subiaco, Victoria Park, Canning, Belmont, South Perth, Melville, Mandurah, Joondalup, Albany.

Legislative compliance

The Australian Government's Foreign Relations (State and Territory Arrangements) Bill¹⁰, often referred to as the Foreign Relations Bill, was introduced to manage the foreign relations of Australian states, territories, local governments, and public universities. The bill, which became law in December 2020, aims to ensure that these entities' foreign engagements align with Australia's national interests and foreign policy objectives.

Key Provisions of the Foreign Relations Bill

- 1. **Notification and Review:** The law requires states, territories, local governments, and public universities to notify the Minister for Foreign Affairs of any existing or proposed arrangements with foreign governments or entities. This includes memorandums of understanding, agreements, or other forms of cooperation.
- 2. **New Approval Process:** The Minister for Foreign Affairs has the authority to review these arrangements and can approve, reject, or require amendments if they are deemed inconsistent with Australia's foreign policy or national interests.
- 3. **Cancellation Powers:** The Minister can cancel existing arrangements if they are found to be detrimental to Australia's foreign relations or pose a risk to national security.
- 4. **Scope of Application:** The legislation applies to a broad range of entities, including state and territory governments, local councils, public universities, and other public institutions.

Implications for Local Government

- 1. **Increased Scrutiny:** Local governments must now notify the federal government of any foreign engagements, such as sister city agreements, partnerships, or any other form of cooperation with foreign governments or entities. This introduces an additional layer of oversight and scrutiny. All arrangements are published on the Public Register.¹¹
- 2. **Alignment with National Policy:** Local governments need to ensure that their foreign engagements align with Australia's broader foreign policy and national interests. This could limit the scope of international partnerships, particularly with countries or regions where there may be sensitive diplomatic considerations.

¹⁰ <https://www.foreignarrangements.gov.au/>
¹¹ <https://www.foreignarrangements.gov.au/public-register>



| Review of Sister Cities and Foreign Arrangements Program 2024 | 9

3. **Potential Delays:** The requirement for federal approval of foreign arrangements could lead to delays in implementing international projects or agreements, as local governments await clearance from the Minister for Foreign Affairs.
4. **Legal and Administrative Compliance:** Local governments must adapt their administrative processes to comply with the notification and approval requirements, ensuring all relevant agreements are reported and reviewed as mandated.
5. **Impact on Autonomy:** The legislation centralises control over international relations, potentially reducing the autonomy of local governments in pursuing independent foreign engagements. This could particularly affect councils with significant international partnerships or those involved in global initiatives.

The Foreign Relations Act represented a significant shift in how foreign relations are managed at the sub-national level in Australia. It aims to ensure that all foreign engagements by states, territories, local governments, and public institutions are consistent with national interests, but it also introduces new compliance requirements and constraints for these entities.

The City of Cockburn has updated all of its international arrangements through the publicly available portal and through policy inclusion, continues to maintain a proactive approach to compliance to this legislation.

Recommendation #1 - Include specific reference to compliance to Foreign Relations Act provision seeking prior approval from the Minister to commence discussions with foreign entities.

Current arrangements

The City of Cockburn has three Sister City arrangements with Split, Croatia; Yueyang, China; and Mobile, USA. These sister Cities form part of a broader program of international engagement as outlined in the Sister City Relationships and Engagement policy. Each relationship commences with a friendship agreement and after a suitable period of time, often about 5 years, progresses into a formal Sister City arrangement.

The City of Cockburn also has a friendship arrangement with the Shire of Carnarvon in Western Australia, which is supported with a Memorandum of Understanding to facilitate staff exchanges and resource sharing arrangements.

Summary statistics of current relationships

	Cockburn, WA	Split, Croatia	Yueyang, China	Mobile, Alabama	Carnarvon, WA (Friendship City)
Population:	131,913	160,577	5,051,922	187,041	5,251
Land Area (Km²)	167.5	79.38	14,896	1,978.5	46,664
Ancestry and Birthplace data: Cockburn residents with connection to Sister Country.	Top Ancestry: English: 34.7%, AU: 28.7%, Italian: 8.8%, Scottish: 8.6%, Irish: 8.0%	3.0% ancestry from Croatia 0.9% born in Croatia	5.4% ancestry from China 1.3% born in China	0.4% Born in USA	
GDP:	USD \$8.35b (A\$12.8b)	USD \$5.3m	USD \$69.69b	USD \$22.7m	USD \$0.86b
Schools:	30 primary 9 secondary	24 primary 23 secondary	6 Primary 6 Secondary 17 Middle 12 Colleges	89	5
Synergies:		Shipbuilding Coastal tourism Expat/ancestry	Large lakeside port city Bird migration	Naval Shipbuilding (Austal/BAE)	WA Local Government. Coastal town



| Review of Sister Cities and Foreign Arrangements Program 2024 | 11

Date of Agreement		6 July 1998	25 November 1998	28 September 2005	26 May 2023
Other Sister/Twin cites		<ol style="list-style-type: none"> 1. Ancona, Italy 2. Antofagasta, Chile 3. Beit Shemesh, Israel 4. Charlottenburg-Wilmersdorf (Berlin), Germany 5. Dover, United Kingdom 6. Gladsaxe, Denmark 7. Kraków, Poland 8. Los Angeles, United States 9. Mostar, Bosnia and Herzegovina 10. Odesa, Ukraine 11. Ostrava, Czech Republic 12. Rzeszów, Poland 13. Sarandë, Albania 14. Štip, North Macedonia 15. Trondheim, Norway 16. Velenje, Slovenia 17. Beirut, Lebanon 18. Bandar Lampung, Indonesia 19. Cagli, Italy 20. Cetinje, Montenegro 21. Iquique, Chile 22. İzmir, Turkey 23. Kermanshah, Iran 24. Patras, Greece 25. Pescara, Italy 26. Punta Arenas, Chile 27. Rosario, Argentina 	<ol style="list-style-type: none"> 1. Numazu, Shizuoka Prefecture, Japan 2. Titusville, Florida, United States 3. Castlegar, British Columbia, Canada 4. Stara Zagora, Bulgaria 	<ol style="list-style-type: none"> 1. Ariel, West Bank 2. Bolinao, Philippines 3. Constanta, Romania 4. Gaeta, Italy 5. Havana, Cuba 6. Heze, China 7. Ichihara, Japan 8. iLembe, South Africa 9. Katowice, Poland 10. Košice, Slovakia 11. Pyeongtaek, South Korea 12. Tianjin, China 13. Veracruz, Mexico 14. Worms, Germany 	<ol style="list-style-type: none"> 1. Antunovac, Croatia (proposed)

Document Set ID: 12180057
Version: 1, Version Date: 09/01/2025



Workshop outcomes:

The Sister City Reference Group undertook a workshop session on 22nd May 2024 to discuss the purpose and justification of the existing arrangements to assist in the development of this report.

Notes captured below:

The Group was asked “Why does the City have Sister City arrangements?” and the consensus of the elected members was to maintain a status quo and for the purpose of learning and sharing new ideas. Noting the majority of current Sister City arrangements have been borne from opportunity rather than strategy.

City	Purpose	Justification	Policy Themes	Recommend to maintain
Split, Croatia	To recognise and celebrate the ancestry of early settlement by Croatian migrants in the area.	Connection to culture through social linkages.	Social/Cultural	Yes
Yueyang, China	Ancestry Migration of Eastern Curlew birds Opportunity through 1998 Dragon Boat racing event.	Population/Ancestry Asian Connections Environmental/wetlands	Social/Cultural	Yes
Mobile, Alabama	To foster and enhance economic and skills trading opportunities through shipbuilders, dry-docking facilities and related marine sectors.	Economic trade opportunities Innovation in the Blue Economy Cultural and Education exchange opportunities.	Economic	Yes
Carnarvon, WA (Friendship City)	Providing regional support to smaller LGA. Building skills in the workforce.	Establishing an opportunity to ‘give back’ in a professional capacity. Generating collaborative and mutually beneficial opportunities for LG staff.	Education	Yes



Purpose

The purpose of Sister City arrangements is to foster international relationships and promote mutual understanding between different communities around the world. These partnerships are established with the intention of benefiting the participating communities through various forms of exchange and collaboration over a long period of time, often decades.

Sister city arrangements are designed to create mutually beneficial relationships that enhance the social, cultural, economic, and environmental well-being of the partner communities. They encourage a spirit of global cooperation and understanding, enriching the lives of residents and contributing to a more connected, informed, and peaceful world.

The Sister City Relationship and Engagement policy outlines the purpose of the policy is to:

1. *facilitate the development and maintenance of effective international relations that promote and enhance Cockburn's reputation as the best place to be;*
2. *outline the rationale and criteria for entering into international and Sister City relationships;*
3. *provide Council with guidelines for initiating and accepting requests to engage in new relationships.*

Justification

The City of Cockburn's Sister City relationship program is justified by its potential to bring multifaceted benefits to the participating communities, from economic growth and cultural enrichment to environmental sustainability and international cooperation. These partnerships contribute to the overall well-being of the cities involved, promoting global understanding and collaboration.

Summary of Delegations and Visits

Data available from the City records department (2024 to 2004) is summarised below.

The summary may not be comprehensive as records prior to 2004 are not available. Travel not sanctioned as a formal delegation may not be captured.

City	Date	Attendees	Nature
Mobile, Alabama	Sept 2005	CEO Stephen Cain Mayor Stephen Lee Councillor Kevin Allen	Outbound Delegation ¹²¹³
Yueyang, China	Sept 2005	CEO Stephen Cain Mayor Stephen Lee Councilor Kevin Allen	Outbound Delegation ¹⁴
Split, Croatia	May 2008	Director Don Green Cr Kevin Allen Cr Tony Romano Jade Castle (community) Melinda Castle (community)	Outbound Delegation ¹⁵
Mobile, Alabama	August 2008	CEO Stephen Cain	Outbound Visit ¹⁶
Mobile, Alabama	October 2008	Fred Richardson Connie Hudson	Inbound Host ¹⁷
Split, Croatia	October 2008	Joza Balic Goran Kovacevic Nicola Horvat	Inbound Host ¹⁸

¹² <https://cia.cockburn.wa.gov.au/T1Prod/CiAnywhere/Web/T1PROD/ECMCore/Rendition/Get?docsetId=2225116&renditionType=pdf&suite=ECM>

¹³ [ECM 7499964 v1 Conference and Expenditure for World Trip - China, sister city Visit. Current totals as at November 2005 \(cockburn.wa.gov.au\)](#)

¹⁴ [ECM 7499964 v1 Conference and Expenditure for World Trip - China, sister city Visit. Current totals as at November 2005 \(cockburn.wa.gov.au\)](#)

¹⁵ [ECM 7527704 v1 Conference Code Register - 2008 - includes attendance & Expenditure for all staff and Elected Members. \(cockburn.wa.gov.au\)](#)

¹⁶ [ECM 7527704 v1 Conference Code Register - 2008 - includes attendance & Expenditure for all staff and Elected Members. \(cockburn.wa.gov.au\)](#)

¹⁷ [ECM 7527704 v1 Conference Code Register - 2008 - includes attendance & Expenditure for all staff and Elected Members. \(cockburn.wa.gov.au\)](#)

¹⁸ [ECM 7527704 v1 Conference Code Register - 2008 - includes attendance & Expenditure for all staff and Elected Members. \(cockburn.wa.gov.au\)](#)

| Review of Sister Cities and Foreign Arrangements Program 2024 | 15

Yueyang, China	October 2010	Director Stuart Downing Mayor Howlett Dep Mayor Kevin Allen Deborah Allen Cr Carol Reeve-Fowkes Cr Lee-Anne Smith Jason Foo (Staff)	Outbound Delegation ¹⁹ Shanghai Trade Conference ²⁰
Mobile, Alabama	December 2012	CEO Stephen Cain Cr Kevin Allen Cr Carol Reeve-Fowkes Cr Lee-Anne Smith Cr Tony Romano Cr Yaz Mubarakai Cass Cooper (staff) Karla Hart (Community Performer) Trohne Ugle (Community Performer) Robert Dann (Community Performer)	Outbound Delegation ²¹
Split, Croatia	Nov 2019	Director Don Green Mayor Logan Howlett	Outbound Visit (CANCELLED) ²²
Split, Croatia	May 2023	Mayor Logan Howlett	Outbound Visit ²³
Carnarvon, WA	April 2023	Riley Brown (Staff) – Planning	Outbound Secondment
Carnarvon, WA	May 2023	Director Dan Arndt Mayor Logan Howlett Pat Howlett (Partner) Rachelle Quintner (Partner)	Outbound Visit ²⁴

¹⁹ [ECM 7527561 v1 Conference Code Register 2010 - includes attendance & Expenditure for all staff and Elected Members. \(cockburn.wa.gov.au\)](#)

²⁰ [ECM 7513107 v](#)

²¹ [ECM 7506382 v1 Conference Code Register - 2012 - includes attendance and expenditure for staff & Elected Members. \(cockburn.wa.gov.au\)](#)

²² [ECM 9125113](#)

²³ [ECM 11509751 v1 doc02271720230531155936 \(cockburn.wa.gov.au\)](#)

²⁴ <https://cia.cockburn.wa.gov.au/T1Prod/CiAnywhere/Web/T1PROD/ECMCore/Rendition/Get?docsetId=11488700&renditionType=pdf&suite=ECM>



| Review of Sister Cities and Foreign Arrangements Program 2024 | 16

Carnarvon, WA	September 2023	Deputy President Burke Maslen Cr Alex Fullarton CEO Andrea Selvey	Inbound Host ²⁵
Carnarvon, WA	August 2023	Keely Robertson (Staff) – Community Development	Outbound Secondment
Carnarvon, WA	June 2024	Maryline Cassou (Staff) – Waste Education	Resource Sharing

Travel and accommodation arrangements

Outbound

The Council endorsed internal policies which permitted business class travel for international flights of more than six-hours duration. This included references in part 3 of the Staff Expenses – Policy (Administration)²⁶ and part 4.1.(e) of the now superseded Attendance at Conferences, Seminars, Events and Training Policy²⁷ for Elected members.

This changed when a policy review and update was conducted, and over the period 2022-2024 all references to business class travel were removed from policies with relation to Elected Members. As a result, any business class travel is required to be paid as an additional out-of-pocket expense by the Elected Member or be expressly included in a council motion. City staff remain covered by the Staff Expenses policy.

By comparison, the City of Joondalup standards for elected member travel²⁸ outlines all overseas travel shall be by business class, except when an Elected Member chooses to travel at a cheaper rate.

²⁵ <https://www.carnarvon.wa.gov.au/news/meeting-with-sister-council-city-of-cockburn-generates-shared-ideas-and-benefits-for-both-regions/102#:~:text=The%20Shire%20of%20Carnarvon%20recently,Selvey%2C%20and%20Cr%20Alexander%20Fullarton.>

²⁶ <https://cia.cockburn.wa.gov.au/T1Prod/CiAnywhere/Web/T1PROD/ECMCore/Rendition/Get?docsetId=11312229&renditionType=pdf&suite=ECM>

²⁷ <https://cia.cockburn.wa.gov.au/T1Prod/CiAnywhere/Web/T1PROD/ECMCore/Rendition/Get?docsetId=4132631&renditionType=pdf&suite=ECM>

²⁸ <https://www.joondalup.wa.gov.au/files/committees/POL/2017/Attach1agnPOLICY170403.pdf>

| Review of Sister Cities and Foreign Arrangements Program 2024 | 17

Conversely, the City of Albany²⁹ and the City of Belmont³⁰ travel policies only permit economy class international airfares, however upgrades can be paid for by the traveler at personal expense.

Recommendation 1B– Clarify travel and accommodation standards and arrangements for inbound and outbound delegations

Recommendation 1C – Embed into the Sister City policy, the maintenance of a Travel Register for all Sister City related travel on the City's website, which gives effect to the OCM Resolution 17.3.2 of 12 March 2024.

Accommodation for delegates travelling to larger cities in countries such as China, and some European nations including Croatia, is sometimes supplied by the host government. This is customary for some Governments with administrative control or ownership of accommodation offerings such as hotels or boarding houses.

Nations such as the United States of America and the United Kingdom generally do not pay for flights or accommodation arrangements for guests. Much the same as Australia, this is an Anglo-Cultural norm.

For City of Cockburn delegates travelling, there is no current policy provision outlining the accommodation standard (eg star rating). Typically elected members and staff procure accommodation in 3-4 star hotels in close proximity to their primary meeting venue.

For comparison, the Victorian Government has established a standard for Members of Parliament and staff travelling overseas which is pegged to the prescribed accommodation value of a 4-star hotel for that destination – any costs in excess of this value is to be personally covered by the traveler. The valuation is independently provided by international accommodation property valuers ECA International³¹ which provide a fee-for-service report at the request of the Government.

Recommendation 1D – Update Sister City Policy to outline minimum standards and cost expectations for procurement of suitable accommodation while participating in outbound delegations.

²⁹ <https://www.albany.wa.gov.au/documents/494/travel-and-representation-policy>

³⁰ <https://www.belmont.wa.gov.au/docs/ecm/cp21-elected-member-professional-development-and-authorised-travel-policy-pdf.pdf>

³¹ <https://www.eca-international.com/home>

Inbound

In comparing the activities of other similar LGAs, City officers found in all instances, the host LGA facilitates local arrangements such as ground transport, events and meals, however none of the LGAs contacted paid for accommodation or flights for inbound delegates. The City of Stirling explicitly advised that delegations invited by the City to attend a specific program may have accommodation supplied by the City, however this did not apply to inbound delegations which had requested permission to visit without invitation.

Recommendation 1E– update Sister City Relationships and Engagement Policy to define accommodation provisions for inbound delegates, making specific reference to which party pays for accommodation and the standard and proximity of such accommodation.

Gift protocol

When participating in an international delegation, hosting, or attending an international delegation, it is customary to exchange small gifts with relevance to the representative district. Natural and local products are preferred, especially if that item tells part of a well-known story from the host area. Woodwork, clothing accessories such as hats, scarves and ties, tote bags, small jewelry, keyrings and picture books are frequently gifted in this way. Food, particularly perishable food or high quarantine risk foods such as honey, meat and fruit, is discouraged and often discarded before flights.

Small technological gifts are welcomed such as mobile phone battery chargers, torch/flashlight and electrical plug adapters – to make the visitors more comfortable in the host nation.

It is also customary for the Mayors or leaders of the delegation to exchange one iconic item on behalf of the residents of the City. This may be a piece of local artwork or a piece of memorabilia (eg a Fremantle Dockers football). This gift is typically placed on display in the civic building of each respective Mayor.

Where there is no traditional industry or iconic infrastructure, some Councils make a gift of a shield or plaque of the Council crest.

The City of Cockburn is well known for its marine and shipbuilding industry, South Fremantle power station, beaches and wetlands.

| Review of Sister Cities and Foreign Arrangements Program 2024 | 19

Recommendation 2A- The Sister City Reference Group should proactively and constantly identify unique and affordable gifts to exchange with international delegates.

Gift provisions

The City of Cockburn Civic Hospitality and Gifts Policy³² makes provision for the CEO and/or Mayor to make gifts of promotional or small items to guests or stakeholders when visiting other organisations interstate or overseas. The policy outlines a budget is to be provided however does not specify any further details.

Recommendation 2B - Provision of gifts should be specifically included in the Sister City policy amendments and include a recommended annual budget for items.

³² <https://cia.cockburn.wa.gov.au/T1Prod/CiAnywhere/Web/T1PROD/ECMCore/Rendition/Get?docsetId=8030117&renditionType=pdf&suite=ECM>

Asset Maintenance

The City of Cockburn has a collection of gifts and memorabilia acknowledging the Sister City program over past decades. This is primarily on display in the City administration building, the Mayor's office and a designated display cabinet adjacent to the Mayor's office. These items are not catalogued or recorded in the City's collection.

Recommendation 3A – City historian or library officer to undertake catalogue and photograph record of all existing artifacts related to the Sister City Program for digital collection.

The City has also significantly invested in public art assets along Spearwood Avenue in the creation of the Friendship way. These artworks stand as a testament to the lasting and long-standing relationships with these Cities.

- **Yueyang** (Discovery Drive – Barrington Street)
 - Painted mural
 - Stone lions
 - Dwarf red flowering oleanders, dark-purple hibiscus, giant bamboo and golden hibiscus. Catalpa trees
- **Split** (Beeliar Drive – Mainsail Terrace)
 - 'Cultivate' by Dawn and Phil Gamblen, Three tall red and blue sculptures
 - Three Crowned leopards on brick and limestone columns
 - Dobro Dosli wall signage
- **Mobile** (Cockburn Road – Hamilton Road)
 - Cardinal South – giant blue sculpture by artist Tony Jones.
 - Sign wall
 - Mauve and yellow groundcover shrubs
 - Port Jackson Fig trees

The public art with strong symbolism and connection to the Sister City program requires ongoing upkeep and an elevated level of attention compared to other City assets. Two of the artworks require repair or replacement to ensure the state of the artwork is not viewed as a sign of disrespect.

Recommendation 3B– City Infrastructure Directorate to facilitate repair or replacement of the weathered painted mural depicting Yueyang and commence replanting of appropriate trees at the Mobile artwork and sign wall.

Related Policies

City records revealed the Sister City Relationships and Engagement policy is one of the most frequently amended policy documents with changes being made almost annually. This speaks to the everchanging community expectations around foreign relationships, transparency, and the expenditure of City funds.

The City of Cockburn has a breadth of current policies that interrelate or provide authority for actions related to Sister City activities as listed below:

- Sister City Relationships and Engagement Policy³³
- Approval to Participate in Representative Delegations – Policy³⁴
- Employee Conference and Seminar Attendance - Policy³⁵
- Staff Expenses – Policy (Administration)³⁶
- Elected Member entitlements – Allowances and Reimbursements - Policy³⁷
- Elected Member Attendance at Events - Policy³⁸
- Elected Member Professional Development - Policy³⁹
- Civic Hospitality and Gifts Policy⁴⁰
- Representation at City of Cockburn Related Forum - Policy⁴¹

³³ <https://cia.cockburn.wa.gov.au/T1Prod/CiAnywhere/Web/T1PROD/ECMCore/Rendition/Get?docsetId=4134016&renditionType=pdf&suite=ECM>

³⁴ <https://cia.cockburn.wa.gov.au/T1Prod/CiAnywhere/Web/T1PROD/ECMCore/Rendition/Get?docsetId=4132645&renditionType=pdf&suite=ECM>

³⁵ <https://cia.cockburn.wa.gov.au/T1Prod/CiAnywhere/Web/T1PROD/ECMCore/Rendition/Get?docsetId=11971010&renditionType=pdf&suite=ECM>

³⁶ <https://cia.cockburn.wa.gov.au/T1Prod/CiAnywhere/Web/T1PROD/ECMCore/Rendition/Get?docsetId=11312229&renditionType=pdf&suite=ECM>

³⁷ <https://cia.cockburn.wa.gov.au/T1Prod/CiAnywhere/Web/T1PROD/ECMCore/Rendition/Get?docsetId=8232292&renditionType=pdf&suite=ECM>

³⁸ <https://cia.cockburn.wa.gov.au/T1Prod/CiAnywhere/Web/T1PROD/ECMCore/Rendition/Get?docsetId=11304363&renditionType=pdf&suite=ECM>

³⁹ <https://cia.cockburn.wa.gov.au/T1Prod/CiAnywhere/Web/T1PROD/ECMCore/Rendition/Get?docsetId=11304587&renditionType=pdf&suite=ECM>

⁴⁰ <https://cia.cockburn.wa.gov.au/T1Prod/CiAnywhere/Web/T1PROD/ECMCore/Rendition/Get?docsetId=8030117&renditionType=pdf&suite=ECM>

⁴¹ <https://cia.cockburn.wa.gov.au/T1Prod/CiAnywhere/Web/T1PROD/ECMCore/Rendition/Get?docsetId=4133931&renditionType=pdf&suite=ECM>

Review of Sister City Relationships and Engagement Policy

The City of Cockburn has a well-structured and deeply considered Sister City Relationships and Engagement Policy. It is evident this policy has matured in alignment with changing environmental and political pressures.

The current policy has a strong and clear purpose and scope, which provides a structured approach to Sister City relationships, including broad processes to transition from initiation to Friendship Agreements, and ultimately to Sister City Arrangements. Each of these statuses are also defined in the policy for additional clarity.

The policy review identified the positive aspects as:

- **Clear criteria for Relationships:**

The criteria for entering into relationships are well-defined, covering economic, educational, environmental, and social/cultural aspects. This ensures that any relationship formed will be beneficial and relevant to the City's goals.

- **Visitation and Delegation Guidelines:**

The policy provides detailed guidelines for both inbound and outbound delegations, including the selection process for Councillors. This ensures transparency and fairness in representation.

- **Compliance with Foreign Policy:**

The policy mandates compliance with Australia's Foreign Relations Act 2020. This is crucial for maintaining the City's credibility and ensuring that all relationships are legally sound and aligned with national interests.

- **Types of Relationships:**

The distinctions between Sister City, Friendship City, and MoU relationships are clearly defined, allowing for flexibility depending on the nature and depth of the relationship desired.

Areas identified for Improvement:

- 1. **Measurable Outcomes:**
 - While the policy outlines broad criteria for relationships, it lacks specific, measurable outcomes or KPIs. Including clear benchmarks would help in evaluating the success of these relationships over time.
- 2. **Review and Evaluation Mechanism:**
 - The policy mentions the review of Friendship Agreements after five years but lacks a detailed mechanism for ongoing evaluation of all relationships. A more frequent and structured review process would help in assessing the ongoing relevance and effectiveness of the relationships.
- 3. **Termination of arrangements:**
 - The policy does not make any provision or advise of criteria to facilitate the termination of agreements. Consideration should be made for periods of inactivity, inconsistent or unacceptable actions of the nation/state, or inconsistencies with Australia's foreign policy.
- 4. **Community participation:**
 - The policy does not mention any role for community participation in the process of establishing or maintaining these relationships. Involving local communities could increase public support and ensure that the relationships are more deeply rooted in the community's interests.
- 5. **Budget Transparency:**
 - While there is mention of budget allocations for delegations, the policy could benefit from more transparency regarding the funding and financial management of these relationships. This includes clear reporting on the expenses and returns from these initiatives.
- 6. **Environmental Considerations:**
 - Although environmental partnerships are included in the criteria, the policy could be more explicit about prioritising sustainable practices in all Sister City activities, particularly in light of global environmental challenges.



Policy considerations:

Policy improvements:

To improve the policy, it is suggested to clarify the number of external delegations permitted each year to establish a suitable budget for each delegation, with any additional expenditure requiring review by the ERC or Council. Additionally, clear expectations for inbound delegations should be determined, along with travel and accommodation standards for both inbound and outbound delegations. Guidelines for concluding relationships should also be clarified. Lastly, it is recommended to include a review of all agreements every five years to ensure they continue to provide mutual value.

Recommendation 4a: Clarify the number of outbound delegations each year.

Recommendation 4b: Determine expectations for inbound delegations.

Recommendation 4c: Set a budget for each year with additional expenditure to be reviewed by ERC/Council.

Recommendation 4d: Clarify guidelines for concluding a relationship.

Recommendation 4e: Include a review of all agreements every 5 years to ensure mutual value.

Consolidation of International activities:

The City of Cockburn currently has grey area for foreign activities occurring outside of the Sister City program. Such examples include trade delegations or conference activities in other countries. These activities are governed under the Foreign Relations Act but are currently excluded from the Sister City relationships and engagement policy.

Recommendation 5 - All matters related to international relations should reside in one policy for context, clarity, and simplicity

| Review of Sister Cities and Foreign Arrangements Program 2024 | 25

Recommendations:

#	Theme	Recommendation	Action
1A	Policy Improvement	Include specific reference to compliance to Foreign Relations Act provision seeking prior approval from the Minister to commence discussions with foreign entities	Included as 2.9
1B	Policy Improvement	Clarify travel and accommodation standards and arrangements for inbound and outbound delegations	Included as Section 4.
1C	Policy Improvement	Embed into the Sister City policy, the maintenance of a Travel Register for all Sister City related travel on the City's website, which gives effect to the OCM Resolution 17.3.2 of 12 March 2024.	Included as 2.10
1D	Policy Improvement	Update Sister City Policy to outline minimum standards and cost expectations for procurement of suitable accommodation while participating in outbound delegations.	Included as Section 4.a
1E	Policy Improvement	update Sister City Relationships and Engagement Policy to define accommodation provisions for inbound delegates, making specific reference to which party pays for accommodation and the standard and proximity of such accommodation.	Included as Section 4.b
2A	Gifts	The Sister City Reference Group should proactively and constantly identify unique and affordable gifts to exchange with international delegates	Included as Section 4.c SCRG action

Document Set ID: 12180057
Version: 1, Version Date: 09/01/2025



| Review of Sister Cities and Foreign Arrangements Program 2024 | 26

2B	Gifts	Provision of gifts should be specifically included in the Sister City policy amendments and include a recommended annual budget for items.	Included as Section 4.c
3A	Asset maintenance	City historian or library officer to undertake catalogue and photograph record of all existing artifacts related to the Sister City Program for digital collection	Staff action
3B	Asset maintenance	City Infrastructure Directorate to facilitate repair or replacement of the weathered painted mural depicting Yueyang and commence replanting of appropriate trees at the Mobile artwork and sign wall.	Staff action
4a	Policy Improvement	Clarify the number of external delegations each year	Updated 2.1
4b	Policy Improvement	Determine expectations for inbound delegations	Updated 2.1
4c	Policy Improvement	Set a budget for each year with additional expenditure to be reviewed by ERC/Council	Existing policy
4d	Policy Improvement	Clarify guidelines for concluding a relationship.	Updated Section 5
4e	Policy Improvement	Include a review of all agreements every 5 years to ensure mutual value.	Updated Policy Statement
5	Consolidation of international activities	All matters related to international relations should reside in one policy for context, clarity, and simplicity	Consider including other Foreign engagements into the Sister City policy
3	Development of Specific Evaluation metrics	The formalization of an assessment matrix for new or proposed relationships to be assessed against in alignment with the policy expectations and comparison.	SCRG action

Document Set ID: 12180057
Version: 1, Version Date: 09/01/2025



| Review of Sister Cities and Foreign Arrangements Program 2024 | 27

4	Annual report of activities and engagements	The Sister City Reference Group should compile and report on the annual activities of the group and the advancement of the existing Sister City arrangements.	SCRG action
5a	Increased officer resourcing	City resources cannot service any additional arrangements with current resourcing. If additional arrangements are to be consider, additional staff may be required.	
5b	Increased officer resourcing	Specifically allocating an officer to the delivery of outcomes in this report and to support the ongoing activities of the reference group.	
6a	Enhanced community participation	Inclusion of community representatives on the Reference Group by appointment of the Council	SCRG action
6b	Enhanced community participation	Enhancing awareness of activities related to the sister city programs including through libraries, schools, and sporting programs	
7	Consider digital exchange opportunities	Increasing the use of technology to decrease the need to travel can reduce the carbon footprint of the Sister City program and decrease the cost associated with delegations. Digital interactions can occur for less formal occasions and for knowledge sharing opportunities.	
8	Seeking external funding	With additional staff resources, the City could seek funding through collaboration with public and/or private sectors to reduce the financial burden of international delegations. Consider partnerships with large organisations to underwrite the costs in a partnership model.	

| Review of Sister Cities and Foreign Arrangements Program 2024 | 28

9	Cultural education	Prior to undertaking a delegation, the delegates should undertake an information and education session to further understand cultural norms, traditions and customs to ensure the City's delegates present the best representation of the Community	
---	--------------------	---	--



Title

Sister City Relationships and Engagement



Policy Type

Council

Policy Purpose

This policy applies to all Sister City and international relationships, including, Friendship City and Memorandum of Understanding. This policy also applies to applications and requests to the City of Cockburn for letters of invitation and for intended visits by international Sister City delegations.

The purpose of the policy is to:

1. facilitate the development and maintenance of effective international relations that promote and enhance Cockburn's reputation as the best place to be;
2. outline the rationale and criteria for entering into international and Sister City relationships;
3. provide Council with guidelines for initiating and accepting requests to engage in new relationships.
- 3.4. provide Council with guidelines for concluding relationships.

Policy Statement

The City of Cockburn is committed to establishing and maintaining effective relationships with international, interstate, and intrastate local governments to facilitate sustainable and continuous improvement in the development of its economic, educational, cultural, social and environmental objectives.

All relationship initiatives must contribute to the achievement of at least one of the City of Cockburn Strategic Community Plan strategy objectives. The officer designated by the Chief Executive Officer shall be the central point of coordination and assessment of all relationships.

In establishing a new relationship the Council is to first establish a Friendship Agreement which will be reviewed by Council after a period of five years, or earlier if appropriate, to determine if a Sister City relationship would be beneficial to the City.

The friendship is to have demonstrated considerable activity in the areas of trade, tourism, education, cultural and sporting exchanges.

All relationships are to be reviewed by the Council every five years to ensure the relationship continues to provide mutual value.

(1) Criteria

A relationship may only be entered into if it is likely to yield one or more of the following outcomes:

[1]

Title	Sister City Relationships and Engagement
--------------	---



1. Economic
 - (a) Business partnerships and opportunities;
 - (b) Trade, investment and / or export opportunities;
 - (c) Industry attraction and expansion;
 - (d) Introduction of new technologies or processes;
 - (e) Tourism promotion opportunities.
2. Educational
 - (a) Enhanced education and training opportunities;
 - (b) Attraction of new adult training or tertiary institutions and students;
 - (c) University partnerships;
 - (d) Local Government knowledge sharing and information exchange.
3. Environmental
 - (a) Ecosystem and biodiversity research and conservation partnerships;
 - (b) Environmental and climate change adaptation information exchange;
 - (c) Environmental technology and innovation exchange.
4. Social/Cultural
 - (a) Cultural enhancement;
 - (b) Attraction of sporting competitions and events;
 - (c) Improved governance, leadership and internal standing

(2) Visitation and delegations

- (1) Council will support a delegation program of its Sister Cities. The program will consider annual delegations (incoming or outgoing) to be reciprocated to/by the partner City in the following financial year or later date. The program will be routinely reviewed as a means of assessing the outcomes of the visits and determining their value for the future.
- (2) Council will encourage all delegations (both inbound and outbound) to be supplemented with representatives who may be able to assist in furthering the benefits of these relationships, as noted at Clauses (1) 1 – 4 above.
- (3) Outbound delegations will be led by the Mayor and accompanied by up to a maximum of three (3) Councillors, the Chief Executive Officer (CEO) or nominated representative, and relevant staff as appropriate for the scale of the delegation. In the event of the Mayor not being available to attend any outbound delegation, the Deputy Mayor will be nominated to undertake this responsibility.
- (4) Inbound delegations will be received by the Mayor and accompanied by all interested Councillors, the Chief Executive Officer (CEO) or nominated representative, and relevant staff. In the event of the Mayor not being available to attend any inbound delegation activities, the Deputy Mayor will be nominated to undertake this responsibility. For practical, cultural or financial reasons, the Mayor may define a smaller list of attendees.
- (5) All inbound and outbound delegations are to be referred to the Sister Cities Reference group for consideration before agreement is made.

[2]

Title	Sister City Relationships and Engagement
-------	--



(6) The principle of selecting Councillors to form an outbound delegation will be on the basis of expressions of interest and administered by the CEO as follows:

1) The CEO will seek expressions of interest from Elected Members. If more than three (3) Councillors express interest, a ballot will be progressed. If fewer than three (3) Councillors express interest, a ballot is not required and the delegation is thus formed under the authority in this Policy.

4)2) The CEO will arrange a ballot, if required, to which all Councillors participating in the ballot will be invited to attend at a time and place nominated by the CEO,

2)3) If a Councillor has previously joined a delegation, then that Councillor is ineligible to enter the ballot.

3)4) When or if all Councillors have participated in a delegation, then the process recommences with all previous attendances being disregarded for the future selection process.

~~4) A register of delegates attending outward delegations is to be established and maintained by the officer designated by the Chief Executive Officer.~~

7. The Mayor, accompanied by the Chief Executive Officer or his/her delegated nominee, and any other person deemed to have relevance to the enhancing of the relationship, may participate in a delegation subject to appropriate provisions being made in the City's adopted budget.

8. Elected Members may accept an invitation to visit any existing Sister City or Friendship City in the interest of maintaining an ongoing relationship. Visitation of this nature is not considered a delegation and is not funded through the Sister City budget. Invitations of visitations shall be reviewed by the Sister City Reference Group to determine if the opportunity warrants initiating a formal delegation.

9. An Elected Member may, as part of other travel, be provided with a letter of introduction to visit a Sister City. Such a visit is not considered to be an official Sister City visit and is not to be funded from the Sister City budget or by Council.

10. Delegates participating in activities are authorised to represent the interests of the City of Cockburn. Delegates are not authorised to enter into agreements, contracts or programs unless approved by the Mayor or Chief Executive Officer following approval by the Minister for Foreign Affairs.

9.11. A register for all Sister City related outbound travel is to be maintained by City officers and published on the City website.

(3) ~~(3)~~ Travel Authorisation

[3]

Title

Sister City Relationships and Engagement



~~4.~~ The Chief Executive Officer is authorised to make arrangements for official travel under this policy and the expenditure of appropriate funds to meet the costs involved without further reference to the Council.

~~1.~~

~~1. An Elected Member may, as part of other travel, be provided with a letter of introduction to visit a Sister City. Such a visit is not considered to be an official Sister City visit and is not to be funded from the Sister City budget or by Council.~~

2. Any travel related to **Friendship and** Sister Cities that is not in accordance with this policy is required to be formally considered by the Council.

(4) Expenditure

a. Outbound travel

- i. Outbound travel and accommodation arrangements for Elected Members shall be funded from the Elected Member travel budget.
- ii. Outbound travel and accommodation arrangements for City officers, translators, community representatives or other delegates as determined by the Sister City Reference Group shall be funded from the City budget.
- iii. All travel arrangements shall be determined by the relevant City policies.

b. Inbound hosting

- i. Travel and accommodation is not provided to inbound delegates, however City officer may assist in recommending suitable arrangements.
- ii. Ground transport and group meals for inbound delegates may be coordinated and funded from the City Budget.
- iii. A Civic function to recognise and celebrate the inbound delegation may be coordinated and funded by the City budget.

c. Gifts

- i. The City budget will include up to \$5,000 annually for gifts to be provided to International delegations.
- ii. City officers will maintain a small stockpile of promotional items to complement and support representations to and from the City.
- iii. All gifts made to the City of Cockburn, except small gifts made to individuals, shall be catalogued and displayed in a City facility.

d. Asset management

- i. City assets representing international arrangements including public artwork shall be maintained in a good manner to acknowledge the important symbolic nature of the relationship.
- ii. Council shall support ad-hoc expenditure to maintain and repair public art, assets, gifts and plants directly related to a Sister City relationship.

(54) Compliance with Australia's Foreign Policy

Any activities, relationship or agreement between the City of Cockburn and any foreign entity, including local governments, agencies and departments, shall be in

[4]

Title	Sister City Relationships and Engagement
-------	--



compliance with *Australia’s Foreign Relations (State and Territory Arrangements) Act 2020*, and subsequent legislation.

(6) Termination of agreement

- a. Council should consider the following key criteria when reviewing the continuation of a foreign arrangement:
 - i. Alignment with National Interests: If the relationship conflicts with national foreign policy or security, it may need to be terminated.
 - ii. Lack of Mutual Benefit: If the partnership no longer meets its objectives or there is diminished engagement from either side, the relationship may not be worth continuing.
 - iii. Cultural or Social Incompatibility: Significant clashes in values, human rights concerns, or growing tensions may justify ending the relationship.
 - iv. Economic and Logistical Challenges: Financial constraints or the ineffective use of resources could warrant termination if maintaining the relationship becomes unsustainable.
 - v. Political or Diplomatic Issues: Political instability, diplomatic tensions, or breaches of agreement terms by the sister city could be grounds for ending the partnership.
 - vi. Community Sentiment: Strong local opposition or negative impact on the city's reputation may indicate the relationship should be reconsidered.
 - vii. Strategic Realignment: If the sister city relationship no longer aligns with the local government's evolving priorities or has completed its objectives, termination might be appropriate.
- b. To terminate a Friendship or Sister City arrangement, a resolution of Council determined at an ordinary meeting of Council is required. Following a Council decision, all parties to the arrangement shall be informed, including the partner City, the Australian Government Department of Foreign Affairs and Trade, and the Minister for Foreign Affairs.

(75) International Relationship Types



Title	Sister City Relationships and Engagement
-------	--



Model	Purpose	Duration
Sister City	A Sister City relationship is a formal, long-term relationship based on diverse linkages between the two cities, including cultural, educational, tourism, sporting and business links. Sister Cities often have similar demographic and other characteristics; however, this is not a mandatory requirement. The relationship requires a high degree of commitment on both sides.	Long-term commitment.
Friendship City	A Friendship City relationship is less formal than a Sister City relationship and it generally has a lower profile. It is likely to be a long-term relationship, but the level of required community support and involvement is not as high as for a Sister City relationship. For example, the purpose may be for: <ul style="list-style-type: none"> a particular sporting event held on an annual basis, cultural diversity, a specific project, specific objectives and opportunities between two cities, mentoring. 	Generally enduring, but can be set for a specific term
Memorandum of Understanding (MoU)	A MoU is a document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action, and may not imply a legal commitment. It is a more formal alternative to a Statement of Intent, but in some cases, depending on the exact wording, lacks the binding power of a contract.	Generally entered into for a specific term.

(86) Definitions

- a)** Delegation: A delegation is an official, in-person representation of the City, backed by City's resources and a structured program of activities. The delegation's role is to actively pursue one or more of the relationship outcomes as per the City's established objectives.
- b)** Visitation: A visitation is an informal, in-person representation of the City, not supported by City staff or a detailed program of activities. Despite its informal nature, visitations contribute to the City's profile and relations with others.

[6]

Title	Sister City Relationships and Engagement
-------	--



- | c) Inbound: An inbound visit refers to the travel of representatives from another city or organisation to the City of Cockburn. This could be part of a delegation, visitation, or other diplomatic or professional event.
- | d) Outbound visit: An outbound visit refers to the travel of representatives from the City of Cockburn to another city or organisation. Such visits can serve various diplomatic, economic, cultural, or educational purposes.
- | a)e) Relationship: A relationship is a formal or informal arrangement between the City of Cockburn and one or more cities or organisations. This can take various forms, such as a Sister City agreement, Friendship City designation, or Memorandum of Understanding, each with its own set of objectives, benefits, and responsibilities.



Title	Sister City Relationships and Engagement
-------	--



|
|

Strategic Link:	Strategic Community Plan
Category	Business, Economy & Technology
Lead Business Unit:	Advocacy and Engagement
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	14 September 2023
Next Review Due: (Governance Purpose Only)	September 2025
ECM Doc Set ID: (Governance Purpose Only)	



Title

Sister City Relationships and Engagement



Policy Type

Council

Policy Purpose

This policy applies to all Sister City and international relationships, including, Friendship City and Memorandum of Understanding. This policy also applies to applications and requests to the City of Cockburn for letters of invitation and for intended visits by international Sister City delegations.

The purpose of the policy is to:

1. facilitate the development and maintenance of effective international relations that promote and enhance Cockburn's reputation as the best place to be;
2. outline the rationale and criteria for entering into international and Sister City relationships;
3. provide Council with guidelines for initiating and accepting requests to engage in new relationships.
- 3.4. provide Council with guidelines for concluding relationships.

Policy Statement

The City of Cockburn is committed to establishing and maintaining effective relationships with international, interstate, and intrastate local governments to facilitate sustainable and continuous improvement in the development of its economic, educational, cultural, social and environmental objectives.

All relationship initiatives must contribute to the achievement of at least one of the City of Cockburn Strategic Community Plan strategy objectives. The officer designated by the Chief Executive Officer shall be the central point of coordination and assessment of all relationships.

In establishing a new relationship the Council is to first establish a Friendship Agreement which will be reviewed by Council after a period of five years, or earlier if appropriate, to determine if a Sister City relationship would be beneficial to the City.

The friendship is to have demonstrated considerable activity in the areas of trade, tourism, education, cultural and sporting exchanges.

All relationships are to be reviewed by the Council every five years to ensure the relationship continues to provide mutual value.

(1) Criteria

A relationship may only be entered into if it is likely to yield one or more of the following outcomes:

[1]

Title	Sister City Relationships and Engagement
-------	--



1. Economic
 - (a) Business partnerships and opportunities;
 - (b) Trade, investment and / or export opportunities;
 - (c) Industry attraction and expansion;
 - (d) Introduction of new technologies or processes;
 - (e) Tourism promotion opportunities.
2. Educational
 - (a) Enhanced education and training opportunities;
 - (b) Attraction of new adult training or tertiary institutions and students;
 - (c) University partnerships;
 - (d) Local Government knowledge sharing and information exchange.
3. Environmental
 - (a) Ecosystem and biodiversity research and conservation partnerships;
 - (b) Environmental and climate change adaptation information exchange;
 - (c) Environmental technology and innovation exchange.
4. Social/Cultural
 - (a) Cultural enhancement;
 - (b) Attraction of sporting competitions and events;
 - (c) Improved governance, leadership and internal standing

(2) Visitation and delegations

~~Council will support a delegation program of its Sister Cities. Any program of delegations, both inbound and outbound, will be supplemented by an appropriate funding allocation in Council's annual Municipal Budget. The program will consider annual delegations (incoming or outgoing) to be reciprocated to/by the partner City in the following financial year or later date. The program will be routinely reviewed as a means of assessing the outcomes of the visits and determining their value for the future.~~

1. All delegations involving Friendship and Sister Cities (both inbound and outbound) shall be considered and funded by Council through resolution at an Ordinary Council Meeting.

4.2. Council will encourage all delegations (both inbound and outbound) to be supplemented with representatives who may be able to assist in furthering the benefits of these relationships, as noted at Clauses (1) 1 – 4 above.

2.3. Outbound delegations will be led by the Mayor and accompanied by ~~up to a maximum of three (3)~~ Councillors, the Chief Executive Officer (CEO) or nominated representative, and relevant staff as appropriate for the scale of the delegation as determined by Council resolution. In the event of the Mayor not being available to attend any outbound delegation, the Deputy Mayor will be nominated to undertake this responsibility.

3.4. Inbound delegations will be received by the Mayor and accompanied by all interested Councillors, the Chief Executive Officer (CEO) or nominated representative, and relevant staff. In the event of the Mayor not being

[2]

Title	Sister City Relationships and Engagement
-------	--



available to attend any inbound delegation activities, the Deputy Mayor will be nominated to undertake this responsibility. For practical, cultural or financial reasons, the Mayor may define a smaller list of attendees.

~~All inbound and outbound delegations are to be referred to the Sister Cities Reference group for consideration before agreement is made.~~

~~4. The principle of selecting Councillors to form an outbound delegation will be on the basis of expressions of interest and administered by the CEO as follows:~~

- ~~(a) The CEO will arrange a ballot, if required, to which all Councillors participating in the ballot will be invited to attend at a time and place nominated by the CEO,~~
- ~~(b) If a Councillor has previously joined a delegation, then that Councillor is ineligible to enter the ballot.~~
- ~~(c) When or if all Councillors have participated in a delegation, then the process recommences with all previous attendances being disregarded for the future selection process.~~
- ~~(d) A register of delegates attending outward delegations is to be established and maintained by the officer designated by the Chief Executive Officer.~~

~~5. The Mayor, accompanied by the Chief Executive Officer or his/her delegated nominee, and any other person deemed to have relevance to the enhancing of the relationship, may participate in a delegation subject to appropriate provisions being made in the City's adopted budget.~~

~~6.5. Elected Members may accept an invitation to visit any existing Sister City or Friendship City in the interest of maintaining an ongoing relationship. Visitation of this nature is not considered a delegation and is not funded through the Sister City budget. Invitations of visitations shall be reviewed by the Sister City Reference Group to determine if the opportunity warrants initiating a formal delegation.~~

~~6. An Elected Member may, as part of other travel, be provided with a letter of introduction to visit a Sister City. Such a visit is not considered to be an official Sister City visit and is not to be funded from the Sister City budget or by Council.~~

~~7. Delegates participating in activities are authorised to represent the interests of the City of Cockburn. Delegates are not authorised to enter into agreements, contracts or programs unless approved by the Mayor or Chief Executive Officer following approval by the Minister for Foreign Affairs.~~

~~7.8. A register for all Sister City related outbound travel is to be maintained by City officers and published on the City website.~~

(3) ~~(3)~~ Travel Authorisation

[3]

Title

Sister City Relationships and Engagement



~~8. The Chief Executive Officer is authorised to make arrangements for official travel under this policy and the expenditure of appropriate funds to meet the costs involved without further reference to the Council.~~

~~9. An Elected Member may, as part of other travel, be provided with a letter of introduction to visit a Sister City. Such a visit is not considered to be an official Sister City visit and is not to be funded from the Sister City budget or by Council.~~

a. Any travel related to **Friendship and** Sister Cities that is not in accordance with this policy is required to be formally considered by the Council.

(4) **Expenditure**

a. Outbound travel

- i. Outbound travel and accommodation arrangements for Elected Members shall be funded from the Elected Member travel budget.
- ii. Outbound travel and accommodation arrangements for City officers, translators, community representatives or other delegates as determined by the Sister City Reference Group shall be funded from the City budget.
- iii. All travel arrangements shall be determined by the relevant City policies.

b. Inbound hosting

- i. Travel and accommodation is not provided to inbound delegates, however City officer may assist in recommending suitable arrangements.
- ii. Ground transport and group meals for inbound delegates may be coordinated and funded from the City Budget.
- iii. A Civic function to recognise and celebrate the inbound delegation may be coordinated and funded by the City budget.

c. Gifts

- i. The City budget will include up to \$5,000 annually for gifts to be provided to International delegations.
- ii. City officers will maintain a small stockpile of promotional items to complement and support representations to and from the City.
- iii. All gifts made to the City of Cockburn, except small gifts made to individuals, shall be catalogued and displayed in a City facility.

d. Asset management

- i. City assets representing international arrangements including public artwork shall be maintained in a good manner to acknowledge the important symbolic nature of the relationship.
- ii. Council shall support ad-hoc expenditure to maintain and repair public art, assets, gifts and plants directly related to a Sister City relationship.

(54) **Compliance with Australia's Foreign Policy**

Any activities, relationship or agreement between the City of Cockburn and any foreign entity, including local governments, agencies and departments, shall be in

Title	Sister City Relationships and Engagement
-------	--



compliance with *Australia's Foreign Relations (State and Territory Arrangements) Act 2020*, and subsequent legislation.

(6) Termination of agreement

- a. Council should consider the following key criteria when reviewing the continuation of a foreign arrangement:
 - i. Alignment with National Interests: If the relationship conflicts with national foreign policy or security, it may need to be terminated.
 - ii. Lack of Mutual Benefit: If the partnership no longer meets its objectives or there is diminished engagement from either side, the relationship may not be worth continuing.
 - iii. Cultural or Social Incompatibility: Significant clashes in values, human rights concerns, or growing tensions may justify ending the relationship.
 - iv. Economic and Logistical Challenges: Financial constraints or the ineffective use of resources could warrant termination if maintaining the relationship becomes unsustainable.
 - v. Political or Diplomatic Issues: Political instability, diplomatic tensions, or breaches of agreement terms by the sister city could be grounds for ending the partnership.
 - vi. Community Sentiment: Strong local opposition or negative impact on the city's reputation may indicate the relationship should be reconsidered.
 - vii. Strategic Realignment: If the sister city relationship no longer aligns with the local government's evolving priorities or has completed its objectives, termination might be appropriate.
- b. To terminate a Friendship or Sister City arrangement, a resolution of Council determined at an ordinary meeting of Council is required. Following a Council decision, all parties to the arrangement shall be informed, including the partner City, the Australian Government Department of Foreign Affairs and Trade, and the Minister for Foreign Affairs.

(75) International Relationship Types

Title	Sister City Relationships and Engagement
--------------	---



Model	Purpose	Duration
Sister City	A Sister City relationship is a formal, long-term relationship based on diverse linkages between the two cities, including cultural, educational, tourism, sporting and business links. Sister Cities often have similar demographic and other characteristics; however, this is not a mandatory requirement. The relationship requires a high degree of commitment on both sides.	Long-term commitment.
Friendship City	A Friendship City relationship is less formal than a Sister City relationship and it generally has a lower profile. It is likely to be a long-term relationship, but the level of required community support and involvement is not as high as for a Sister City relationship. For example, the purpose may be for: <ul style="list-style-type: none"> • a particular sporting event held on an annual basis, • cultural diversity, • a specific project, • specific objectives and opportunities between two cities, • mentoring. 	Generally enduring, but can be set for a specific term
Memorandum of Understanding (MoU)	A MoU is a document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action, and may not imply a legal commitment. It is a more formal alternative to a Statement of Intent, but in some cases, depending on the exact wording, lacks the binding power of a contract.	Generally entered into for a specific term.

(86) Definitions

a) Delegation: A delegation is an official, in-person representation of the City, backed by City's resources and a structured program of activities. The delegation's role is to actively pursue one or more of the relationship outcomes as per the City's established objectives.

b) Visitation: A visitation is an informal, in-person representation of the City, not supported by City staff or a detailed program of activities. Despite its informal nature, visitations contribute to the City's profile and relations with others.

[6]



1

1

I

15.2.12 (2025/MINUTE NO 0038) Local Government Reform Trache 1 - Consultation on CEO Matters and Online Registers

Executive Chief Executive Officer
Author Manager Legal and Compliance
Attachments N/A

Officer Recommendation/Officer Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich
 That Council:

- (1) ENDORSES the high-level position on the draft Local Government Amendment Regulations 2024 as outlined in this report; and
- (2) AUTHORISES the Chief Executive Officer to make a detailed submission to the Department of Local Government and Western Australian Local Government Association on the basis of this report.

CARRIED 7/0

Background

The Local Government Amendment Act 2023 (Tranche 1) was assented to in May 2023. A number of the Tranche 1 provisions are yet to commence.

The Department of Local Government, Sport and Cultural Industries recently commenced a consultation process on the introduction of Tranche 1 amendments relating to CEO Matters and Online Registers. In addition to the Consultation document, the Department released the [Local Government Regulations Amendment Regulations 2024](#) that will give effect to the amendments.

The Department's Consultation process includes commentary on CEO Matters and Online Registers, which are summarised below.

CEO Matters include:

- CEO Selection Panel
- CEO Recruitment, Termination and Certification
- CEO KPIs.

Online Registers include:

- Leasing Register
- Grants and Sponsorship Register
- Development / Applicant Contributions Register
- Goods and Services Contracts Register.

Submission

The City has considered the draft Regulations and the potential impact of the draft Regulations on the City.



A number of high-level concerns have been identified and these are summarised in this report.

Due to the deadline for providing feedback to the Department on the draft Regulations, it is proposed that Council form a high-level position on the draft Regulations. The Chief Executive Officer can be authorised to formulate a detailed submission that reflects Council's position.

The provisions on CEO Matters have been well consulted throughout the industry and provide a suitable framework for CEO recruitment, termination, certification and performance management. It is recommended that the City support these regulations.

Report

Local governments already have significant disclosure requirements in relation to transactions, contracts and payments. These include:

1. Online tender register listing all public tenders processes and the resulting contract.
2. Public notice of disposals of local government property, including the requirement to receive and consider submissions.
3. The preparation of business plans for Major Land Transactions and Major Trading Undertakings.
4. Monthly reporting of payments made to Council.
5. Detailed Annual Budget and Annual Financial Statements.
6. Delegations Registers.
7. Requirement to record every exercise of delegated authority.
8. Registers of Primary and Annual Returns.
9. Conduct of regular financial, risk, compliance and control reviews under the *Local Government (Financial Management) Regulations*.

The Western Australian Government has an Office of Digital Government which includes a Cyber Security Unit. The Office of Digital Government has adopted a Cyber Security Policy.

The Policy requires contract clauses promoting information security for government information. Implementation Guidance 2 – Cyber Security Executive requires implementation of Information Security including “Information secure procurement and supply chain management.”

Government agencies are repeatedly being warned to protect themselves from cyber risk, including fraud. A key element of this protection is protecting sensitive government information. Most cyber fraud risk prevention guidance highlights the importance of keeping sensitive government information secure.

If legislation did not require local governments to publish sensitive payment and contractual information, then it would be held confidentially in auditable record keeping systems and secured against external threats.



In such a risky cyber security and fraud environment, it is not clear why local governments are being required to publish commercially sensitive information about contracts, leases, grant agreements and other arrangements. This is particularly risky given that local government are required to publish a monthly listing of accounts paid.

Not only does the requirement to make commercially sensitive information public run counter to the Government's own advice on cyber security, there are further challenges.

The information proposed to be published in the registers is commercially sensitive and is likely to result in businesses and stakeholders declining to do business with local government to protect their commercially sensitive information and maintain their own cyber security.

The preparation of the registers for a large Tier 1 local government will create a significant administrative burden. These registers will need to be updated daily and this work will need to be undertaken by additional staff that could otherwise be delivering services to the community.

There is a better alternative. As part of Local Government Reform, legislation has been amended to require an independent Chair and Deputy Chair of what will be each local government's Audit Risk and Improvement Committee.

This provides an opportunity for independent oversight of each local government's contracts, leases, grant agreements and other arrangements, as well as schedule of payment listings.

It is recommended that Council approves the following high-level position:

1. The City supports the proposed regulations relating to CEO Matters.
2. The City does not support the introduction of online registers publishing information that is commercial in confidence to third parties.
3. The City does not support the introduction of online registers publishing information that increases the risk of cyber fraud to the City, its suppliers, tenants and grant recipients.
4. The City requests the removal of the Financial Management Regulation that requires local governments to report publicly a list of payments made each month to Council.
5. The City supports the introduction of a requirement to report confidentially each quarter to the proposed Audit, Risk and Improvement Committees: - the list of payments made in the previous quarter along with a listing of contracts, leases, grants and other arrangements covered by the proposed regulations.

If Council supports the above high-level position, the CEO will prepare a detailed submission to the Department and the WA Local Government Association.



Strategic Plans/Policy ImplicationsListening & Leading

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

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

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Local government legislative reform poses significant risk for the City.

The City may need to invest new resources to ensure ongoing compliance with legislation as it changes. The proposed reforms that are considered in this report will impose more administrative burden on the City.

The report above outlines the increased cyber security and fraud risks that result from the proposed legislative reform.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

N/A



16. Committee Minutes

16.1 Organisational Performance Committee Meeting – 18/02/2025

(2025/MINUTE NO 0039) Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council RECEIVES the Minutes of the 18 February 2025 Organisational Performance Committee Meeting.

CARRIED 7/0

16.2 Governance Committee Meeting – 18/02/2025

(2025/MINUTE NO 0040) Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council RECEIVES the Minutes of the 18 February 2025 Governance Committee Meeting.

CARRIED 7/0

17. Motions of Which Previous Notice Has Been Given

17.1 (2025/MINUTE NO 0041) Investigation on Viability of the Proposed Single Lane Roundabout on Rockingham Road and Phoenix Road, Spearwood

Executive Author	Director Sustainable Development and Safety Transport Engineer, TravelSmart Officer, Service Lead Traffic and Transport and Transport Engineer
Attachments	1. Response to listed concerns ↓

Officer Recommendation That Council:
(1) RECEIVES the report;
(2) NOTES the intersection requires treatment of road safety in accordance with the National Road Safety Strategy 2021-2030;
(3) NOTES Main Roads WA have approved the proposed new roundabout at the intersection of Phoenix Road and Rockingham Road and the decommissioning of Traffic Signals;
(4) NOTES the project has been the beneficiary of the WA State Black Spot Road Program and have obligations to demonstrate project progression.
(5) NOTES the project has been included for delivery in the City’s Corporate Business Plan 2024-2028 adopted by Council; and
(6) RECOMMENDS continuing with delivery of this project.

Council Decision MOVED Cr P Corke SECONDED Cr T Widenbar That Council commissions an independent options analysis to be undertaken on this treatment, and on potential other treatments for the Rockingham Road and Phoenix Road intersection, including high level cost estimates and schedules, based on the most recent traffic volumes and crash data. <u>CARRIED 8/0</u>
--

Reason There is considerable community concern over this proposed roundabout and conflicting opinion and advice as to whether this design is the best way forward. It is acknowledged that something must done to address the number of incidents that occur here as this intersection has the fifth highest number of crashes in the City, which is one occurring every five or so weeks. Safety of all road users – cars, walkers, riders - is paramount and it's really important that we make the right decision. As such, an independent options analysis would be extremely helpful and hopefully bring us to an outcome that is acceptable to all. The cost of such a report is not significant. Considering the scale of the project a short delay will not have a significant impact.

Background

On 6 February 2025, Cr Allen submitted the following Notice of Motion request:

An investigation is requested into the viability of the proposed single lane roundabout at Rockingham Road and Phoenix Road, Spearwood replacing the existing two lane signalised intersection, noting the Government guidelines for roundabouts, the imbalance of large traffic volumes at this intersection, the likely increase in traffic congestion, and increased safety concerns for pedestrians and cyclists, including students from the nearby Phoenix Primary School, from the introduction of a roundabout at this intersection, as well as significant Community concern about this proposal.

Reason

Government guidelines for roundabouts are:

- a. Proposed Roundabouts should not be built where the traffic flows from each direction are unbalanced and would result in compromised access from one or more entry points to the roundabout.
- b. Roundabouts should not be built on hills.
- c. Traffic signals are preferable to roundabouts for pedestrian and cyclist safety reasons.
- d. Consultation should be conducted with local residents into the desirability of the proposal taking their views into account.

The Community and community groups are concerned that the proposed roundabout is not consistent with these guidelines, particularly noting that the safety of pedestrians and cyclists is being significantly compromised, and unsafe, with children on their way to and from the Phoenix Primary School, and vulnerable elderly individuals walking to the local shopping centre.

The proposed roundabout was not included in Council documentation for the Phoenix Revitalisation Plan, and there has been no broad community consultation for the proposed roundabout, given that it is a major intersection in the Spearwood and Hamilton Hill areas.

Main Roads WA (MRWA) statistics for this intersection over the most recent two five-year periods (three hospitalisations per period in each of the last two five year periods and minimal pedestrian and cyclist issues in each period) do not provide compelling reasons to remove the existing pedestrian controlled traffic signals and the proposed roundabout is likely to result in more pedestrian and cyclist casualties (according to government studies), and the inherent vulnerability of these classes of road user is more likely to result in serious injuries and fatalities due to the combination of specific features at this location.

The proposed roundabout is a single lane design which requires vehicles to merge prior to entering the roundabout which will cause severe congestion and introduce further risk of collision.

It is noted that a number of other single lane roundabouts in the West Ward have queues of over 100 metres to enter the roundabouts during busy periods.



The bus stops on the north and south sides of Rockingham Road will require vehicles to stop when a bus is stopping and moves off causing further vehicle delays.

The community considers that the existing traffic signals do a good job of controlling the movement of traffic, and the existing signalised pedestrian crossings are much safer for pedestrians and cyclists in the volumes that use this intersection.

The Coogee Beach Progress Association and the Spearwood Progress Association have asked that this proposed project be suspended immediately, and if future action is proposed, then a detailed review of the project, addressing the above concerns, and including subsequent consultation with the community, be carried out prior to any future action.

Submission

N/A

Report

One of the critical roles in local government is the custodianship of our local roads and pathways. Keeping these environments safe for our communities' use is a fundamental contribution we can make to a nation-wide goal to reduce trauma and deaths on our roads.

The ultimate aspiration is towards zero. That is, no person should be injured or killed on our roads. No person should have to experience losing a family member, a friend, or a neighbour.

It is a collective goal, across local and State governments, which will take time but needs consistent and decisive actions to realise. It also needs the efforts of a broader community, from the people who get into a vehicle, the car makers who make them and law enforcement agencies. All of us have a level of power to drive change towards zero.

Also, listed for consideration within this agenda, is the updated City's Road Safety Management Plan. This shows how the City can work towards this national goal for the safety of its community.

In this case, for the traffic volume passing through, it has been found that an exceptionally high proportion of crashes at this intersection. A specifically designed solution has been approved and significant grant funding obtained which could take us closer to zero.

As a local government we need to lead towards zero. Investing in the right safety projects is prudent but not always popular.



Why this project is selected:

The National Road Safety Strategy 2021-30 sets the target for Australia as follows:

- To reduce the annual number of fatalities by at least 50 per cent by 2030 and to reduce the annual number of serious injuries by at least 30 per cent by 2030.

The priority areas found through the road safety process included analysis of the available data on road crash deaths and serious injuries and taking into account expert views on how to respond to road safety challenges over the next decade.

In line with the recommendation outlined above by the National Road Safety Strategy, the State provides annual crash data records to Local Governments.

The City received the first Black Spot grant funding when the relevant crash data set (five-year period from 2015 to 2019) was provided by the State government.

This listed the intersection of Phoenix Road and Rockingham Road within the top five sites in the City for Federal Grant funding for intersection upgrades, with 55 crashes, including 12 casualties. The other four intersections were intersections with State Roads (Armadale Road, Cockburn Road, Stock Road, and Russell Road West).

The most current five-year crash data set from 2019 to 2023 shows that the number of casualty crashes listed at the intersection of Phoenix Road and Rockingham Road stays the same (12 casualty crashes).

The total crash record of 48 crashes in this intersection included the following crash severity: 3 Hospital, 9 Medical, 23 Major Property, and 12 Minor Property Damage outcomes.

The City has a duty of care to improve the intersections that have been identified as being the worst and therefore the intersection of Phoenix Road and Rockingham Road had been included in the State Black Spot Program for road safety improvements.

Reasons for changing signals to roundabout:

To investigate on road safety improvements for the intersection of Phoenix Road and Rockingham Road, the City has adopted methodologies from the Road Safety Strategy for Western Australia 2020-2030. This focuses on key enabling factors from internationally recognised safe system principles with the following elements:

- Safe roads and roadsides
- Safe speeds
- Safe vehicles
- Safe people.

There are instances of road users ignoring the traffic signal rules.

In line with the Safe System approach described below, the proposed design accommodates treatments, including reducing vehicle speed, so crash outcomes from mistakes by road users are less severe (see Figures 3 and 4.)

The following are descriptions of previous crashes at this intersection:

- **Crash 1 Description:** I was travelling straight through the intersection with green light when another driver turned in front of me and caused a collision. He went through red light he said I didn't see you and I was rushing because of the rain. Severity: Hospital
- **Crash 2 Crash Description:** We were heading southbound on Rockingham Road going through intersection of Phoenix Road, other driver heading northbound on Rockingham Road at the intersection of Rockingham Road and Phoenix Road. The other driver was wanting to turn right onto Phoenix Road and as we are going through the green light at the above intersection, the other driver proceeded to go through the red turning arrow. Severity: Medical
- **Crash 3 Description:** Description: Vehicle 1 waiting at red traffic light to continue west on Phoenix Road, at the intersection of Rockingham Road. Light changed to green, vehicle 1 proceeded through the now green traffic light, as first vehicle in line. Pedestrian ran across the road in front of vehicle 1, being struck at low speed and falling to the ground. Driver of vehicle 1 exited vehicle and gave aid and waited for emergency services to arrive. St John Ambulance in attendance, conveyed pedestrian to Perth Children's Hospital to undergo tests/treatment. Driver of vehicle 1 provided negative prelim tests for both alcohol and drugs. Severity: Hospital
- **Crash 4 Description:** REGO1 travelling in a northerly direction on Rockingham Road through the intersection of Phoenix Road which is controlled by traffic control lights. REGO2 travelling in an easterly direction on Phoenix Road through the intersection. By witness accounts and admissions made by Driver H, REGO1 had proceeded through a red TCL while REGO2 had a green TCL to proceed. REGO1 has T boned REGO2 on the driver's side of the vehicle. Severity: Hospital

As per Road Safety Auditor training guidelines, the road safety auditing process primarily focuses on safe roads and roadsides and safe speeds.



Figure 1: Extract from Road Safety Auditor training guidelines

- Engineering for Safe roads and roadsides, in accordance with MRWA Guidelines for the Selection of Intersection Control, 2015:

When designed correctly, the roundabout is probably the safest type of intersection for motor vehicles.

Based on a summary of crash rates for all crash types, intersections controlled by roundabouts have a significantly lower crash rate than intersections controlled by traffic signals.

Even where traffic volumes are higher, roundabouts have less than half the crash rate of intersections controlled by traffic signals.

The summary data shows the average casualty crash exposure rate at roundabouts in the Perth Metropolitan Area is approximately twenty five percent less than the casualty crash exposure rate of signalised intersections.

- Engineering for Safe speeds

Adopting a Safe System approach to road safety recognises that road users are fallible and will continue to make mistakes and should not be killed or seriously injured when they do make mistakes. In a Safe System, roads are designed to reduce the incidence and severity of crashes when they inevitably occur.

The chances of surviving a crash decrease rapidly above certain impact speeds, depending on the nature of the collision.

The Safe System approach takes human errors and frailty into account, acknowledging that crashes will continue to occur but seeking to avoid death and serious injury as outcomes. Speed is a critical element in this approach. Speeds must be contained so that in the event of a crash the impact forces still are below human injury tolerance.

From a "Safe System" point of view the roundabout is often viewed as the ideal at-grade intersection option.

The design of the roundabout at Phoenix Road / Rockingham Road has been changed to make it safer for pedestrians and cyclists.

The design was developed using evidence based best practice concepts that have been implemented elsewhere in Australia to create pedestrian and cycling friendly roundabouts.

Lighting upgrades will be included to improve road safety and visibility of vulnerable road users at night. Sight lines will be improved so that drivers and vulnerable road users such as people walking, riding, or scooting can see each other clearly.

The partially protected parallel pedestrian crossing signals will be removed from the traffic signals. The future roundabout will require pedestrians to cross one lane at a time only. Traffic speeds through the intersection will be reduced by sideways movement through the roundabout, as well as the raised entries to the roundabout.



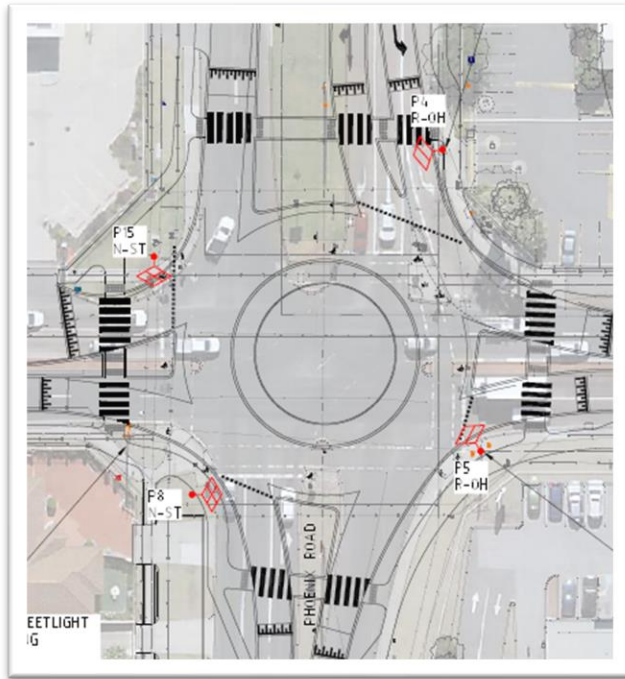


Figure 2: roundabout design showing raised entries (and future pedestrian crossing)

The following features also contribute to the high standard of safety of roundabouts:

- a) Low operating speed. Slow moving traffic means low energy / low severity crashes which can enable a driver to avoid a collision. Traffic at a roundabout is initially slowed down by the curved approach and the provision of the splitter island. The location of the central island then physically deflects the traffic through the intersection and controls the speed of traffic. In this case as the roundabout will be raised and the speeds will be further controlled.

A 10% reduction in mean speed could result in approx. 33% reduction in fatal road crashes. There is a strong relationship between the average speed of traffic and road safety, which is reflected in the numbers of road accidents and injuries. The difference speeding makes to the journey time is much lower than drivers expect and comes with greater fuel consumption, vehicle emissions and maintenance costs.

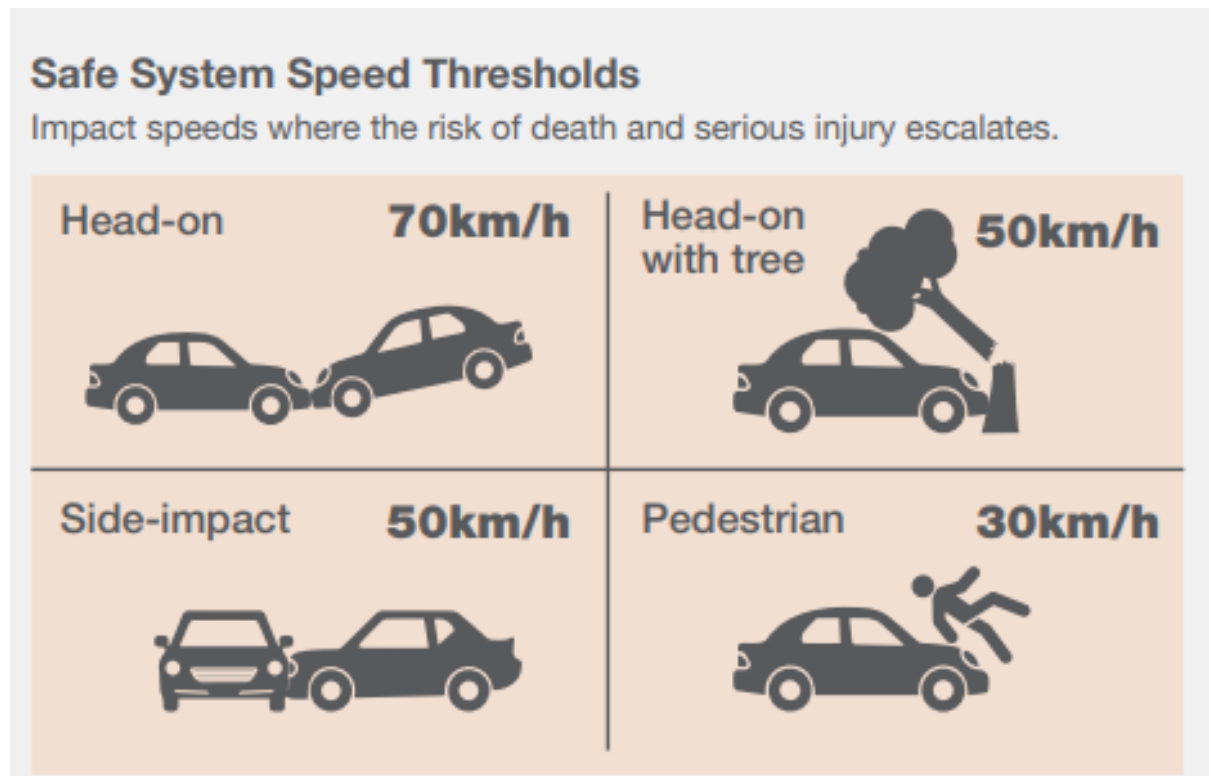


Figure 3: Extract from Driving Change – Road Safety Strategy for Western Australia 2020-30

- b) Elimination of high angles of conflict reduces speeds between conflicting vehicles. The roundabout layout limits the types of crashes and angle of impact. This results in low severity crashes in the event of a collision because traffic is moving in the same general direction at a low relative angle i.e. significantly reducing the incidence of head-on or right-angle crashes.
- c) Fewer and further separated conflict points. A conflict point occurs where two travel paths merge or cross. Roundabout layouts satisfy safe intersection design principles in relation to conflict points as they minimise the number of conflict points and separate the areas of conflict as demonstrated in the following diagram.

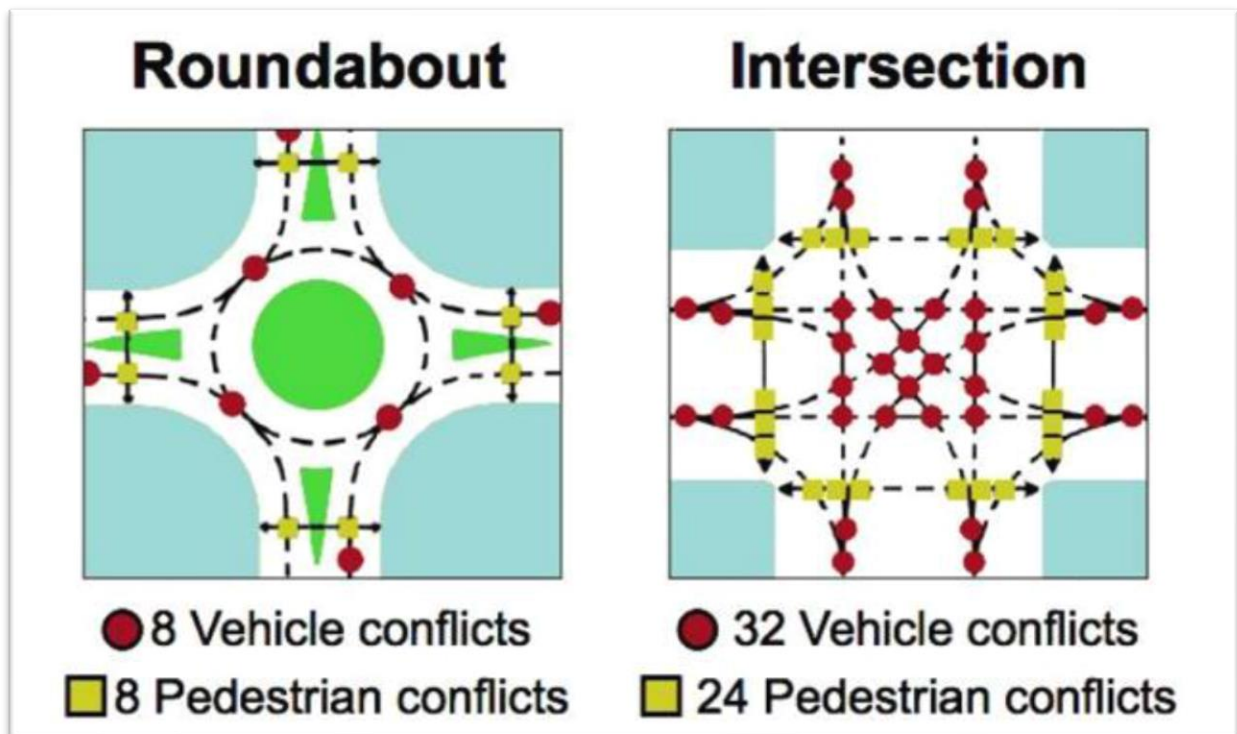


Figure 4: Extract from DoT design friendly roundabouts

- d) The Australian Institute of Traffic Planning and Management Ltd (AITPM) is the national association for traffic and transport professionals. The diagrams shown in Figure 4 are extracts from the Department of Transport presentation about bike and walk friendly intersection control in the urban environment AITPM session on 28 June 2018.
- e) The diagram is an updated analysis of crashes at roundabouts and four ways intersections and includes pedestrian conflict points as well as vehicle conflict points. Reducing the traffic lanes to one lane each way will reduce the conflict points. Separating the interactions via a roundabout reduces it even further.
- f) A lower design speed than usual, generally 30-40 km/h maximum, to slow vehicles entering and travelling through the roundabout. This will improve the ability of pedestrians to cross and reduce the severity of injury in the event of a pedestrian crash.
- g) The lane reduction and speed reduction along Rockingham Road will attract mainly local traffic and encourage more people to walk, ride or scoot.
- h) Crashes have occurred along Rockingham Road while driving near or at the speed limit, with vehicles or pedestrians ignoring traffic signals. The faster you drive, the longer it takes to stop and the more severe the consequences.

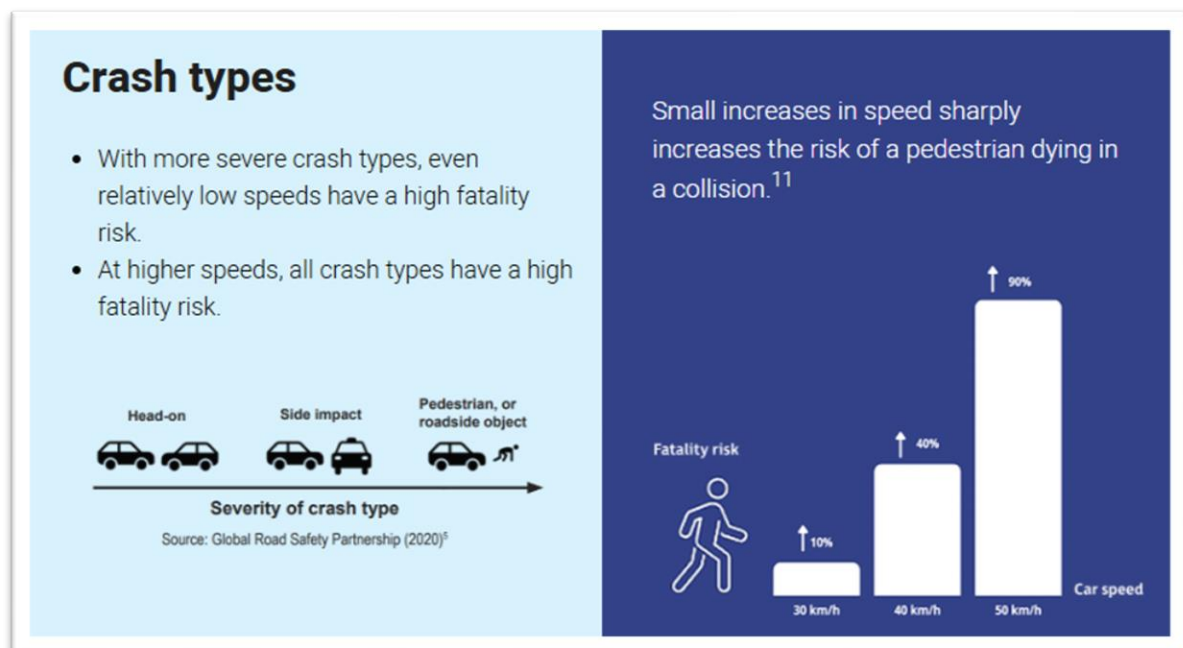


Figure 5: Road Safety Commission – Speed and how it influences road safety.

The City has detailed designs for a major upgrade to Rockingham Road between Phoenix Road and Coleville Crescent to create a green, tree-lined town centre boulevard.

The concept plan proposes to reduce the road to one lane in either direction between Coleville Crescent and Phoenix Road – this will slow traffic, improve safety, and beautify the road.

This area will have roundabouts at both ends, Coleville Crescent and Phoenix Road, as well as at Lancaster Street and an entry to Phoenix Shopping Centre. The roundabouts help in easing access to properties where it is otherwise changed when the central median is installed.

Approvals to decommission traffic signals and construct a new roundabout.

“The Commissioner of MRWA, under Regulation 297 of the Road Traffic Code 2000, has the sole authority to erect, establish or display, and alter or take down any traffic control signal in Western Australia.

To this extent, all traffic control signal installations, removals, or alterations must be formally approved by Network Operations Directorate’ (MRWA Traffic Signals Approval Policy, September 2021).

In line with the above, the decommissioning of traffic signals was approved by the MRWA Traffic Services Coordinator, Network Operations on 2 September 2021. The updated timeline for delivery of this project was approved by Network Operations on 2 April 2024.

MRWA assessed the proposed roundabout transport modelling and design with the detailed design for line marking and signage and approved the design on 8 November 2021.

The assessment also included an update to MRWA Regional Operational Model to reflect the proposal for revitalisation of Rockingham Road. This changes the road to single lanes in both directions with plans for widening and upgrading of Stock Road to take increased traffic volume.

This project has progressed based on the high priority of the intersection and the improved safety outcomes from the installation of a roundabout. Detailed technical responses to the reasons for the motion can be found in Attachment One.

The project is in the City of Cockburn Corporate Business Plan 2024-2028 which has been approved by Council. On this basis, it is recommended that the project goes ahead.

Strategic Plans/Policy Implications

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

Budget for preparation of Road Safety Audit, concept design and transport modelling is from the City's Road Safety funds.

Budget for detailed design and construction is from State Black Spot program.

If the project is cancelled the received grant funds will be returned back to the State.

The funding cannot be transferred to alternative projects.

Legal Implications

The relevant approvals and grant funding have been received from the State and the project has been included in the City of Cockburn Corporate Business Plan 2024-2028.

It is recommended to continue with the planned schedule and deliver the new roundabout to improve road safety outcomes.



Community Consultation

The safety of local road infrastructure rests with the City, Black Spot projects are treatment based not opinion based. However, this does not mean that no consultation is undertaken. Consultation is targeted to understand site-specific constraints that would benefit from consideration in the design.

In this case the consultation process occurred in 2021 involving a localised mail out merge (738 letters as per the indicative map below) sent out with details of the proposal, FAQs, and a plan. An opportunity was provided to request a one-on-one meeting or to attend a drop-in session at the Phoenix Shopping Centre.

The passage of time since this consultation is not unusual given the level of design and approval stages necessary.

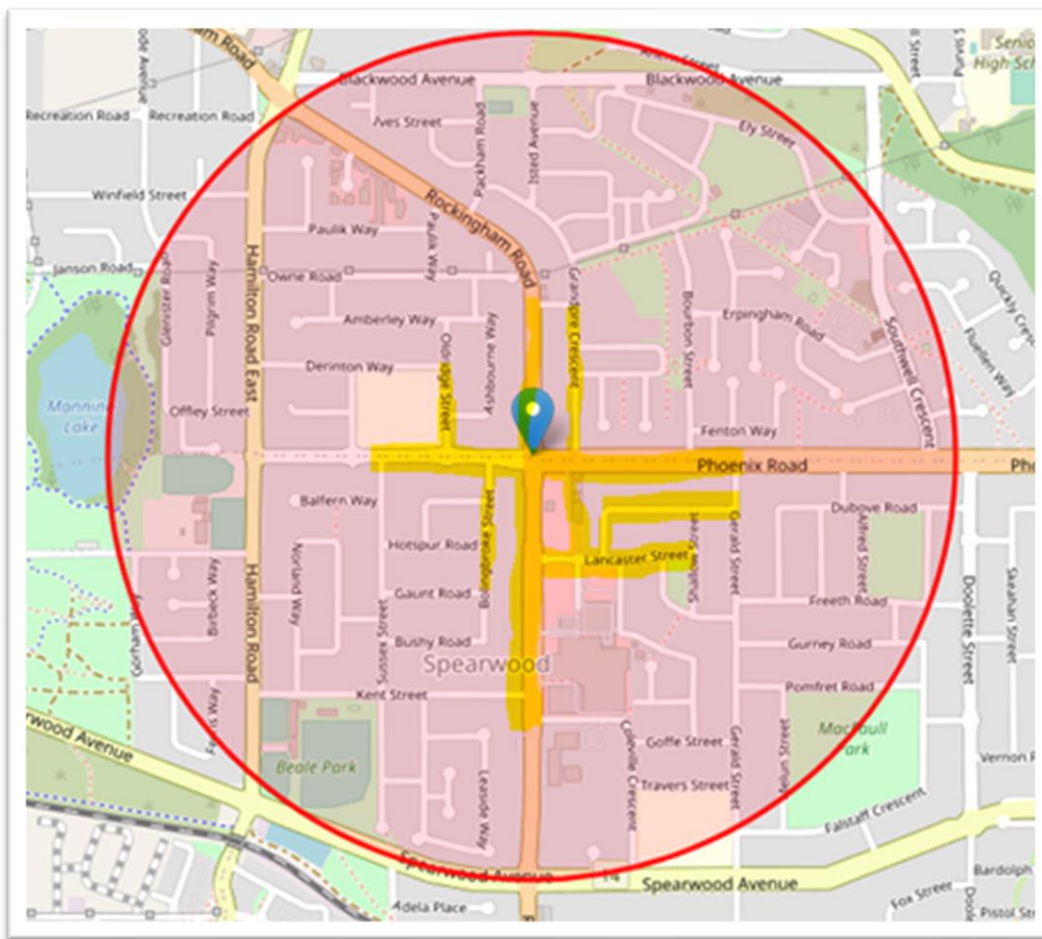


Figure 6: Consultation area

Risk Management Implications

As a high-risk intersection, Phoenix Road and Rockingham Road has been included in the State Black Spot Program for road safety improvements. High risk sites are identified and go through a Road Safety Audit, in line with the City's Risk Plan and Road Safety Plan.

The Black Spot Program directly targets roads with a proven crash history, or locations identified as high-risk.

There is a reputational risk should the City having significantly advanced this project, applied for, and been granted funding, then seek to discontinue this project.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

Nil



Response to listed concerns:

- a. Proposed Roundabouts should not be built where the traffic flows from each direction are unbalanced and would result in compromised access from one or more entry points to the roundabout.

Response

MRWA Guidelines for the Selection of Intersection Control (SIC) provides a summary list of generic site specific considerations when proposing the installation of Traffic Signals and Roundabouts. These considerations are not definitive, noting that they are subject to further analysis based on the specific site.

Traffic volumes and capacity are listed for consideration. Detailed analysis considers the flow of traffic on each approach to the intersection and the opportunities for entering traffic.

- b. Roundabouts should not be built on hills.

Response

Site specific considerations in SIC guidelines note that it may be difficult to install roundabouts in hilly terrains subject to design.

Grades associated with the intersection rather than the general topography of the area are confirmed at detail design stage.

This has been considered in the design of the roundabout as per Austroads Guide to Road Design Part4B: Roundabouts.

- c. Traffic signals are preferable to roundabouts for pedestrian and cyclist safety reasons.

Response

There is a perception that traffic signals are safer for pedestrians than roundabouts. However, the existing traffic signals allow vehicles to travel at high speed through the intersection which contributes to higher severity crash outcomes.

The City has included treatments to create a low-speed environment and pedestrian crossing facilities that require pedestrians to cross one lane of traffic at a time only.

The current signals and intersecting roads do not have dedicated on road cyclist facilities. Off ramps and on ramps have been provided in the roundabout design for less experienced cyclist to ramp off and on road. The low-speed environment will improve safety for experienced cyclists that travel on-road through the roundabout.

The supporting traffic survey did not indicate additional pedestrian priority treatments would be warranted due to low usage or supported by MRWA. However, the City has allowed for future pedestrian priority zebra crossing treatments in the geometric configuration and street lighting should factors change, as per the image below.

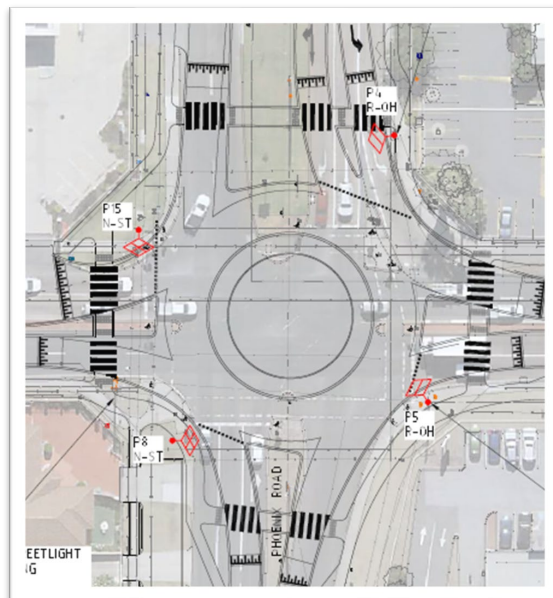


Figure : Proposed pedestrian treatments.

Taking into consideration community feedback the City will raise this concern with MRWA, as it supports the previous request by the City to install zebra crossings at the intersection when it is constructed.

- d. Consultation should be carried out with local residents into the desirability of the proposal taking their views into account.

Response

The City has a legal obligation and duty of care to manage the transport network and act when road crashes result in harm to the public.

The high-risk sites are identified and go through a Road Safety Audit, in line with the City's Risk Plan and Road Safety Strategy.

The Black Spot Program directly targets roads with a proven crash history, or locations identified as high-risk. Current Black Spot Program projects must ensure needs of cyclists and pedestrians are properly catered for as part of the application process and design approval.

The community engagement for Black Spot Projects is limited to informing the overall progress of the project and providing information regarding proposed work traffic management plans.

Traffic modelling to ensure the safe operation of the roundabout has been considered in the removal of the traffic signals which requires MRWA approval.

In line with the above, the decommissioning of traffic signals was approved by Main Roads on 2 September 2021.

The updated timeline for delivery of this project was approved by Main Roads on 2 April 2024.



17.2 (2025/MINUTE NO 0042) Youth Advisory Collective Reference Group

Executive	Chief Executive Officer
Author	Manager Legal and Compliance
Attachments	1. Youth Advisory Collective Terms of Reference ↓

Officer Recommendation/Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council APPOINTS Cr Corke as delegate to the Youth Advisory Collective.

CARRIED 7/0

Background

Cr Corke submitted the following Notice of Motion on 17 February 2025:

That Council appoints Cr Corke as delegate to the Youth Advisory Collective Reference Group.

Reason

I have attended several meetings of the YAC recently and they have asked me to nominate to be their formal delegate.

Submission

N/A

Report

Following each Ordinary Council Election, Council appoints representatives to various advisory and reference groups, including the Youth Advisory Collective.

The Terms of Reference for the Youth Advisory Collective provide for Elected Member appointments. Following the October 2023 Ordinary Council Election there was no Elected Member representative appointed to the Youth Advisory Collective.

The Youth Advisory Collective meets on the first and third Wednesday of each month from 5pm to 6pm. The meetings are generally held in the Pod at the Youth Centre, 25 Wentworth Parade, Success.

Cr Corke has requested to be appointed to the Youth Advisory Collective. Cr Corke has attended several meetings of the Youth Advisory Collective.

Strategic Plans/Policy ImplicationsCommunity, 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.

Listening and Leading

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

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

Budget/Financial Implications

Nil

Legal Implications

Nil

Community Consultation

Nil

Risk Management Implications

Nil

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

N/A





City of Cockburn Youth Advisory Collective

Terms of Reference

September 2019

Version no.	Date	Author	Comments/Amendments
1.0			

Document Set ID: 8760782
Version: 1, Version Date: 09/10/2019



Name

Name of this Group shall be known as:

City of Cockburn Youth Advisory Collective (YAC)

Note: In 2013, the appointed Youth Advisory Reference Group members voted to change the name to a Youth Advisory **Collective** believing a “collective” was a more accurate representation and more attractive name for young people looking to join.

Purpose

1. To represent the aspirations, views and needs of young people and participate in projects for the benefit of young people in the City of Cockburn.
2. To act as a consultative body on matters arising in Council business, which affect young people.
3. The Reference Group is established by the City of Cockburn and is administered and structured by the Youth Services service unit.

The City of Cockburn supports the Group by providing facilities for meetings, administrative support and updates on community and youth specific issues and opportunities arising within the Cockburn district.

Membership of the Collective

- Active Cockburn YAC members between the ages of 12 and 24 years
- City of Cockburn Councillor(s) appointed by Council
- City of Cockburn Officers

Quorum

A quorum constitutes at least 50% of active CockburnYAC members.

Roles & Responsibilities

YAC Chairperson

The YAC has agreed to share the chairperson role at meetings amongst its members. Where a young person is not willing to chair a Youth Services staff member will chair.

The Cockburn YAC Chairperson will be responsible for the following duties:

1. Chair the Cockburn YAC meetings;
2. Ensure continued promotion of key messaging through the Cockburn YAC Facebook page;
3. Raise a positive profile of young people in the community;
4. Promote Cockburn YAC in the community and to other Elected Members; and
5. Conduct presentations on behalf of Cockburn YAC when invited.

If the Chairperson is unavailable for one of the mentioned duties, another YAC member can be appointed by the YAC.

City Officers

The City of Cockburn will assist with the facilitation of the Cockburn YAC by providing the following Officer support:

1. Prepare the monthly YAC Agenda and disseminate to the Group and to Elected Members, via Personal Assistant to Mayor and Elected Members;
2. Attend fortnightly YAC meetings and take minutes;
3. Ensure that any correspondence from the meeting requiring administrative attention is disseminated;
4. Chair the YAC fortnightly meetings in the absence of the YAC Chairperson;
5. Provide available resources to the Group for events organised and endorsed by the Group or City events the Group is supporting;
6. Maintain the YAC Member database for Cockburn;
7. Promote YAC in the community;
8. Receive and assess new membership applications;
9. Distribute information/invitations to all Cockburn YAC Members, as appropriate; and
10. Support YAC Members with applications to youth related awards or programs.

Members

Active Members will be responsible to undertake the following functions:

1. Participate in fortnightly YAC meetings;
2. Raise a positive profile of young people in the community;
3. Promote Cockburn YAC in the community; and
4. Encourage community members who are interested in joining YAC to attend a meeting by pre-arrangement.

Accountability and Process

The YAC is primarily autonomous and operates at a local level within the direction and guidance provided by Cockburn Youth Services and the Cockburn Youth Strategy, via the following activities:

1. Attend community and youth activities to promote YAC, support the City's Youth Services Strategy and advocate for youth issues;
2. Represent YAC at City of Cockburn organised events, as appropriate;
3. Identify opportunities to promote YAC and increase membership and youth participation;
4. Induct new YAC members; and
5. Organise a timetable of events and activities for the YAC, once endorsed at a meeting.

Term

Terms of Reference to be reviewed by the YAC every four (4) years, or as directed by Council or the City of Cockburn Youth Services Manager.

Meetings

Meetings are held at the City of Cockburn Youth Centre on a Wednesday, 5pm to 6pm, every two weeks, except during school holidays. The City of Cockburn provides light refreshments for attendees at the meeting.

The proceedings of the meetings are to be recorded as the minutes and confirmed as an accurate record at the following meeting.

Any information provided to the meetings on a confidential basis will not be recorded in detail to protect its integrity.

The Cockburn YAC is a democratic forum where members are encouraged to address the Group with any youth issues, concerns or opportunities which are in accordance with its functions.

The City of Cockburn provides financial support to the Group for sundry expenses that occur throughout the year. City Officers have the responsibility to administer these funds, in conjunction with relevant decisions of the Group.

City of Cockburn

9 Coleville Crescent, Spearwood WA 6193
PO Box 1215, Bibra Lake DC Western Australia 6965
T: 08 9411 3444 F: 08 9411 3333
cockburn.gov.wa.au



Document Set ID: 8760782
Version: 1, Version Date: 09/10/2019

18. Notices Of Motion Given At The Meeting For Consideration At Next Meeting

Nil

19. New Business of an Urgent Nature Introduced by Members or Officers

Nil

20. Matters to be Noted for Investigation Without Debate

Nil

21. (2025/MINUTE NO 0043) Confidential Business

21.1 Confidential Matter

This report and its attachments are **CONFIDENTIAL** in accordance with Section 5.23(2) (c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

(c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

Council Decision

MOVED Cr T Widenbar SECONDED Cr M Separovich

That Council ADOPTS the actions agreed as specified in the Confidential Resolution.

CARRIED 8/0

22. Closure of Meeting

There being no further business the Presiding Member closed the meeting at 8:49pm.