



City of Cockburn
Ordinary Council Meeting
Agenda Paper

For Thursday, 13 June 2019



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

Cnr Rockingham Road and
Coleville Crescent, Spearwood

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NOTICE OF MEETING

Pursuant to Clause 2.4 of Council's Standing Orders, an Ordinary Meeting of Council has been called for Thursday 13 June 2019. The meeting is to be conducted at 7:00 PM in the City of Cockburn Council Chambers, Administration Building, Coleville Crescent, Spearwood.

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

A handwritten signature in black ink, appearing to read 'Stephen Cain', is written over a horizontal line.

Stephen Cain
CHIEF EXECUTIVE OFFICER

CITY OF COCKBURN

SUMMARY OF AGENDA TO BE PRESENTED TO THE ORDINARY COUNCIL MEETING TO BE HELD ON THURSDAY, 13 JUNE 2019 AT 7:00 PM

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CITY OF COCKBURN

AGENDA TO BE PRESENTED TO THE ORDINARY COUNCIL MEETING TO BE HELD ON THURSDAY, 13 JUNE 2019 AT 7:00 PM

- 1. DECLARATION OF MEETING**
- 2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)**
- 3. DISCLAIMER (TO BE READ ALOUD BY PRESIDING MEMBER)**

Members of the public, who attend Council Meetings, should not act immediately on anything they hear at the Meetings, without first seeking clarification of Council's position. Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

- 4. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN
DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT
OF INTEREST (BY PRESIDING MEMBER)**

- 5. APOLOGIES & LEAVE OF ABSENCE**

- 6. WRITTEN REQUESTS FOR LEAVE OF ABSENCE**

Nil

- 7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON
NOTICE**

Nil

- 8. PUBLIC QUESTION TIME**

9. CONFIRMATION OF MINUTES

9.1 MINUTES OF THE ORDINARY COUNCIL MEETING - 9/5/2019

RECOMMENDATION

That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 9 May 2019 as a true and accurate record.

10. DEPUTATIONS

11. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil

12. DECLARATION BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

13. COUNCIL MATTERS

13.1 MINUTES OF THE DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS COMMITTEE MEETING - 23 MAY 2019

Author(s) B Pinto

Attachments 1. Minutes of the Delegated Authorities, Policies & Position Statements Committee Meeting - 23 May 2019 [↓](#)

RECOMMENDATION

That Council receive the Minutes of the Delegated Authorities Policies & Position Statements Committee Meeting held on 23 May 2019 and adopt the recommendations contained therein.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

The Delegated Authorities, Policies & Position Statements Committee conducted a meeting on 23 May 2019. The Minutes of the meeting are required to be presented.

Submission

N/A

Report

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

The primary focus of this meeting is to review the Delegated Authorities pursuant to the Local Government Act. Also presented are Delegated Authorities extraneous to the Local Government Act which have now been reviewed.

The next phase of the Policies Review Project, namely the Priority 2 Policies have been reviewed and presented to Committee for adoption. In addition to this, three Local Planning Policies have been reviewed and amended.

This now represents a completion rate of approximately 88% of documents required to fulfil the Project.

Strategic Plans/Policy ImplicationsLeading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Ensure sound long term financial management and deliver value for money.

Budget/Financial Implications

As contained in the Minutes.

Legal Implications

As contained in the Minutes.

Community Consultation

As contained in the Minutes.

Risk Management Implications

Failure to adopt the Minutes may result in inconsistent processes and lead to non-conformance with the principles of good governance, and non-compliance with the Local Government Act 1995 for delegations made under the Act.

Advice to Proponent(s)/Submitters

N/A

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

Nil



City of Cockburn
Delegated Authorities, Policies &
Position Statements Committee
Minutes

For Thursday, 23 May 2019

These Minutes are subject to confirmation

Presiding Member's signature

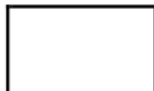
Date: 22 August 2019

DAPPS 23/05/2019

CITY OF COCKBURN

SUMMARY OF MINUTES OF THE DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS COMMITTEE MEETING HELD ON THURSDAY, 23 MAY 2019 AT 6:00 PM

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CITY OF COCKBURN**MINUTES OF DELEGATED AUTHORITIES, POLICIES &
POSITION STATEMENTS COMMITTEE
HELD ON THURSDAY, 23 MAY 2019 AT 6:00 PM****PRESENT:****ELECTED MEMBERS**

Ms C Sands	-	Councillor (Presiding Member)
Mr L Howlett	-	Mayor
Ms L Smith	-	Deputy Mayor
Mrs C Reeve-Fowkes	-	Councillor
Mr M Separovich	-	Councillor

IN ATTENDANCE

Mr S Cain	-	Chief Executive Officer
Mr D Green	-	Director Governance & Community Services
Mr S Downing	-	Director Finance & Corporate Services
Mr D Arndt	-	Director Planning & Development
Mr C Sullivan	-	Director Engineering & Works
Mrs G Bowman	-	Executive Manager, Strategy & Civic Support
Mrs B Pinto	-	Acting Governance & Risk Advisor

1. DECLARATION OF MEETING

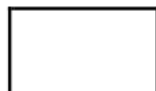
The Presiding Member declared the meeting open at 6.02 pm.

2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)

Nil

**3. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN
DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT
OF INTEREST (BY PRESIDING MEMBER)**

Nil.



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4. APOLOGIES & LEAVE OF ABSENCE

Nil.

5. CONFIRMATION OF MINUTES**5.1 (2019/MINUTE NO 0022) MINUTES OF THE DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS COMMITTEE MEETING - 28/02/2019****RECOMMENDATION**

That Committee confirms the Minutes of the Delegated Authorities, Policies & Position Statements Committee Meeting held on Thursday, 28 February 2019 as a true and accurate record.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0**6. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)**

Nil

7. DECLARATION BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

Nil

AT THIS POINT IN THE MEETING, THE TIME BEING 6.05 PM THE FOLLOWING ITEMS WERE CARRIED BY 'EN BLOC' RESOLUTION OF COMMITTEE

8.2	9.1	10.1	11.2
	9.2		11.4
	9.3		11.5

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Item 8.1

8. COUNCIL MATTERS**8.1 (2019/MINUTE NO 0023) ANNUAL REVIEW OF DELEGATED AUTHORITIES MADE UNDER THE LOCAL GOVERNMENT ACT 1995**

Author(s)	J Ngoroyemoto
Attachments	<ol style="list-style-type: none"> 1. Delegated Authority LGAES3 - Calling of Tenders or Expression of Interest ↓ 2. Delegated Authority LGAES4 - Contract Variation ↓ 3. Delegated Authority LGAEW3 - Dangerous Trees ↓ 4. Delegated Authority LGAFCS4 'Payments from Municipal & Trust Funds' ↓ 5. Delegated Authority LGAPD1- Local Laws 2000 (Local Government Act) Signs, Hoardings, Bill Posting' ↓

RECOMMENDATION

That Council:

- (1) adopt proposed amendments to the Delegated Authorities made under the Local Government Act 1995, as shown in the attachments to the Agenda;
- (2) adopt Delegated Authorities under the Local Government Act 1995, that have no changes as listed in the report; and
- (3) update the Delegated Authority Register accordingly.

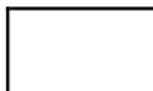
TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**COMMITTEE RECOMMENDATION**

MOVED Cr C Reeve-Fowkes SECONDED Deputy Mayor L Smith

That the recommendation be adopted.

CARRIED 5/0**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL****Background**

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Item 8.1

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Section 5.46 of the *Local Government Act 1995* requires local governments to keep and maintain a Register of Delegations. In accordance with section 5.46(2), Governance Services has coordinated a full review of the Delegations made under the Local Government Act, as required.

The review of the Delegations made under the Local Government Act is now complete. DAPPS Committee is now required to consider and recommend adoption of the proposed amendments to Council.

Submission

N/A

Report

In accordance with s5.46 of the *Local Government Act 1995* the City currently maintains a Register of Delegated Authority.

Section 5.46(2) of the Act requires a complete review of the Register of Delegations to be conducted at least once every financial year. The review of the delegations made under the Local Government Act has now been undertaken and is now being presented for adoption.

In consultation with the relevant officers, a comprehensive review of these delegations was undertaken. Very few changes were made to delegations, indicating they are still in line with their objective.

Listed in the table below are the proposed amended delegations for consideration of Council.

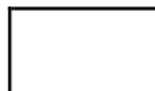
<u>Delegation</u>	<u>Proposed Amendment</u>	<u>Reason for Amendment</u>
DA - LGAES3, Local Government Act, 1995 'Calling of Tenders or Expressions of Interest'	Title change - Local Government Act, 1995 – Calling of Tenders, Expression of Interest or Panel of Pre-qualified Suppliers. Under sub heading Function delegated & conditions / guidelines – add equivalent, including or panel of pre-qualified suppliers.	Change to reflect other procurement methods in use including the change to Local Government (Functions and General) Regulations 1996, Part 4 to allow a panel of pre-qualified suppliers.
DA – LGAES4, Local Government Act, 1995 'Contract Variations'	Title change - Local Government Act, 1995 – Contract variations (Tender or Equivalent).	Change to reflect other procurement methods in use including the change to Local Government (Functions and General)

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Item 8.1

<u>Delegation</u>	<u>Proposed Amendment</u>	<u>Reason for Amendment</u>
	<p>Function delegated – add Tenders (or equivalent), expressions of Interest or panel of pre-qualified suppliers.</p> <p>Council approval required for any variations above \$750,000.</p>	<p>Regulations 1996, Part 4 to allow a panel of pre-qualified suppliers.</p> <p>Change to mitigate potential overruns in contract variations within existing operational requirements.</p>
DA – LGAEW3 'Local Government Act, 1995 – Dangerous Trees'.	<p>Title change - Local Government Act, 1995 – Dangerous Trees on Private Land</p> <p>Under the sub heading Sub-delegate/s: to include Parks Manager</p>	<p>Change to reflect the policy is for trees on private land so there is no conflict with the new Street & Reserve Tree Management Policy</p> <p>The changing operational business processes require the appointment of the Parks Manager to make decisions on private tree issues. With currently only the Manager Parks & Environment as the sub delegate the addition of another staff member will ensure matters pertaining to private trees can be resolved in a timely manner.</p>
DA - LGAFCS4 Local Government Act 1995 - Payments from Municipal & Trust Funds	Delete (1) 1 & 2 under Conditions/Guidelines	The City does not make cheque payments any more.
DA – LGAPD1 'City of Cockburn (Local Government Act) Local Laws 2000 (As Amended) Signs, Hoardings, Bill Posting'	<p>Change Title heading, to add 'Part VIII', delete typographical error in 'Bill Posting.</p> <p>Under sub heading 'Function Delegated' add '- Local Laws 2000'. Under 'Conditions/Guidelines:' (1) delete 'District' and include 'Town'; In (2) alter and refer to 's9.5 and s9.7'. Refer to 'Local Government (Functions and General) Regulations r33(1) and r34(1)'</p>	To more accurately define the various applicable statutory sections in regard to the existing delegation/s

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Item 8.1

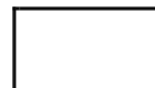
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The Instruments of delegation, listed below have been reviewed by staff and are considered appropriate for Council to adopt in their present form.

- LGAES2 Local Government Act 1995 - Appointment of Authorised Persons
- LGAES5 Legal Proceedings
- LGAES6 Local Government Act 1995 - Authority to Call Public Meetings
- LGAES11 Local Government Act 1995 - Execution of Documents
- LGAES12 Acquisition & Disposal of Property (Land)
- LGAES13 Legal Representation - Elected Members & Employees
- LGACS2 City of Cockburn (Local Government Act) Local Laws – Grants
- LGACS3 City of Cockburn (Local Government Act) Local Laws – Notices
- LGACS4 City of Cockburn (Local Government Act) Local Laws – Stallholders
- LGACS5 City of Cockburn (Local Government Act) Local Laws - Use of Reserves
- LGACS7 Funding Assistance - Community Associations - Publication & Distribution of Newsletters
- LGACS9 Local Government Act 1995 - Youth Sports Travel Assistance Grant
- LGACS11 City of Cockburn (Local Government Act) Local Laws - Applications to keep more than Two Dogs at a Residential Property
- LGACS12 Usage & Management of Community & Sporting Facilities
- LGACS14 Community Funding for Community Organisations & Individuals
- LGAEW1 City of Cockburn (Local Government Act) Local Laws - Traffic & Vehicles
- LGAEW2 Local Government Act 1995 - Temporary Road Closure
- LGAEW4 Local Government Act 1995 - Sand Drift
- LGAEW5 Local Government Act (Uniform Local Provisions) Regulations 1996 - Obstruction of Streets
- LGAFCS1 Local Government Act 1995 - Advertising Proposed Differential Rates
- LGAFCS5 Local Government Act 1995 - Recovery of Rates & Service Charges - Leased Properties
- LGAFCS10 Objections to the Rate Record & Rateable Status of Land
- LGAFCS11 Procurement Selection and Award
- LGAPD4 Preparation of Business Plans for Disposal of Land

Strategic Plans/Policy Implications

Leading & Listening



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Item 8.1

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

Sec.5.46 (2) of the Local Government Act, 1995 refers.

Community Consultation

N/A

Risk Management Implications

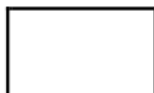
Failure to adopt the recommendation would result in a "Moderate" level of "Compliance" risk with the Local Government Act 1995 requirement to complete a review of the Register of Delegated Authority at least once every financial year.

Advice to Proponent(s)/Submitters

N/A

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

Nil



DAPPS 23/05/2019

Item 8.1 Attachment 1

DA	LOCAL GOVERNMENT ACT, 1995 – CALLING OF TENDERS, <u>OR</u> EXPRESSIONS OF INTEREST <u>OR</u> <u>PANEL OF PRE-QUALIFIED SUPPLIERS</u>	LGAES3
----	--	--------

DELEGATED AUTHORITY CODE:	LGAES3
DIRECTORATE:	Executive Services Department
BUSINESS UNIT:	Executive Services
SERVICE UNIT:	Executive Services
RESPONSIBLE OFFICER:	All Directors
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	
OCM:	9 June 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	

FUNCTION DELEGATED:

Authority to invite Ttenders (or equivalent),or expressions of interests or a panel of pre-qualified suppliers for the provision of goods and services to Council and the disposal of property.

CONDITIONS/GUIDELINES:

- (1) Copies of all Ttender (or equivalent),or expression of interest or panel of pre-qualified suppliers documents and advertisement to be retained on the relevant System.
- (2) Notification that Ttenders (or equivalent),or expression of interests or a panel of pre-qualified suppliers has been called to be included in Elected Members Newsletter.
- (3) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided under Legislative requirements and conditions above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

[1]

Item 8.1 Attachment 1

DAPPS 23/05/2019

DA	LOCAL GOVERNMENT ACT, 1995 – CALLING OF TENDERS, <u>OR</u> EXPRESSIONS OF INTEREST <u>OR</u> <u>PANEL OF PRE-QUALIFIED SUPPLIERS</u>	LGAES3
----	--	--------

Local Government Act 1995, Sections 3.57 and 3.58
Local Government (Functions and General) Regulations 1996, Part 4
Local Government (Functions and General) Regulations 1996, Part 6 - Disposition of Property

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:

SUB-DELEGATE/S:

Director, Finance & Corporate Services
Director, Engineering & Works
Director, Planning & Development
Director, Governance and Community Services

[2]



DAPPS 23/05/2019

Item 8.1 Attachment 2

DA	LOCAL GOVERNMENT ACT, 1995 – CONTRACT VARIATIONS S (TENDER OR EQUIVALENT)	LGAES4
----	---	--------

DELEGATED AUTHORITY CODE:	LGAES4
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Services
SERVICE UNIT:	Executive Services
RESPONSIBLE OFFICER:	All Directors
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	
OCM:	9 June 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	

FUNCTION DELEGATED:

The authority to approve variations for a specific Contract [executed from tenders \(or equivalent\), expressions of interests or a panel of pre-qualified suppliers for the provision of goods and services to Council.](#)

CONDITIONS/GUIDELINES:

- (1) The overall amount being within the Budgeted allocation.
- (2) Details of any variations to be listed in the Contracts System.
- (3) Any delegate has the authority to deal with such matters as relevant to this declaration.
- (4) All transactions utilising this delegation are to be recorded in the Contracts System by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.
- (5) [Any variation to a specific Contract that exceeds \\$750,000 \(Ex GST\) must be approved by Council.](#)

AUTONOMY OF DISCRETION:

[1]

Item 8.1 Attachment 2

DAPPS 23/05/2019

DA	LOCAL GOVERNMENT ACT, 1995 – CONTRACT VARIATIONS S (TENDER OR EQUIVALENT)	LGAES4
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As provided under Legislative requirements and conditions (1) to (3) above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Local Government Act 1995, Sections 3.57 and 3.58
Local Government (Functions and General) Regulations 1996, Part 4.

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

SUB-DELEGATE/S:

Director, Finance & Corporate Services
Director, Engineering & Works
Director, Planning & Development
Director, Governance & Community Services

[2]



DAPPS 23/05/2019

Item 8.1 Attachment 3

DA	LOCAL GOVERNMENT ACT, 1995 – DANGEROUS TREES <u>ON PRIVATE LAND</u>	LGAEW3
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DELEGATED AUTHORITY CODE:	LGAEW3
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Parks Services
RESPONSIBLE OFFICER:	Manager, Parks
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	
OCM:	9 June 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	

FUNCTION DELEGATED:

The authority to issue a Notice on an owner or occupier of a property and initiate necessary proceedings to ensure a tree that endangers any person or thing or adjoining land is made safe, pursuant to Sec. 3.27(2) (Schedule 3.2(7)) of the Local Government Act, 1995.

CONDITIONS/GUIDELINES:

- 1) Assessment by person suitably qualified to provide guidance on such matters should be obtained, prior to issue of a Notice under these provisions if appropriate.
- (2) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer

AUTONOMY OF DISCRETION:

As provided under Legislative requirements and conditions above

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Local Government Act, 1995, s3.27(2) (Schedule 3.2(7)), s5.42 and s5.44.

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

[1]

Item 8.1 Attachment 3

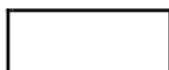
DAPPS 23/05/2019

DA	LOCAL GOVERNMENT ACT, 1995 – DANGEROUS TREES <u>ON PRIVATE LAND</u>	LGAEW3
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SUB-DELEGATE/S:

Manager, Parks & Environment
Parks Manager

[2]



DAPPS 23/05/2019

Item 8.1 Attachment 4

DA	LOCAL GOVERNMENT ACT, 1995 – PAYMENTS FROM MUNICIPAL AND TRUST FUNDS	LGAFCS4
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DELEGATED AUTHORITY CODE:	LGAFCS4
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Financial Services
SERVICE UNIT:	Accounting Services
RESPONSIBLE OFFICER:	Director, Finance & Corporate Services
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	
OCM:	9 June 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	

FUNCTION DELEGATED:

The authority to make payments from the City's Municipal Fund and Trust Fund.

CONDITIONS/GUIDELINES:

~~(1) All cheque payments are to be authorised as follows:~~

~~1. payments under \$50,000 require one/authorised Delegate,~~

~~2. payments over \$50,000 require two Authorised Delegates~~

(21) All electronic bank file payments are to be authorised as follows:

1. payment files under \$500,000 require one/authorised Delegate,

2. payments files over \$500,000 require two Authorised Delegates

(32) Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:

1. the payee's name;
2. the amount of the payment;
3. the date of the payment; and
4. sufficient information to identify the transaction

[1]

Item 8.1 Attachment 4

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DA	LOCAL GOVERNMENT ACT, 1995 – PAYMENTS FROM MUNICIPAL AND TRUST FUNDS	LGAFCS4
----	---	---------

This list is to be:

1. presented to the Council at the next Ordinary Meeting of the Council following the preparation of the list; and
2. recorded in the Minutes of the meeting at which it is presented.

- | (43) All decisions taken under this authority are to be recorded on the Payments-Listing as presented to Council, by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer..

AUTONOMY OF DISCRETION:

As provided under Legislative requirements and conditions (1) to (3) above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Local Government Act 1995, Section 6.10

Local Government (Financial Management) Regulations 1996, Regulation 13

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:

SUB-DELEGATE/S:

Director, Finance & Corporate Services

Director, Governance & Community Services

Manager, Financial Services

Accounting Services Manager

[2]



DAPPS 23/05/2019

Item 8.1 Attachment 5

DA	CITY OF COCKBURN (LOCAL GOVERNMENT ACT) LOCAL LAWS 2000 (AS AMENDED) – PART VIII SIGNS, HOARDINGS, BILL POSITING	LGAPD1
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DELEGATED AUTHORITY CODE:	LGAPD1
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Development Services
SERVICE UNIT:	Building Services
RESPONSIBLE OFFICER:	Manager, Building
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	
OCM:	9 June 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	14 June 2018
	12 June 2014	

FUNCTION DELEGATED:

The authority to undertake the functions of the Council in respect to the City of Cockburn (Local Government Act) -Local Laws 2000 relevant to Part VIII of the aforementioned Local Laws.

CONDITIONS/GUIDELINES:

- (1) The delegate shall become acquainted with the subsidiary legislation and Council's District Town Planning Scheme No. 3.
- (2) All decisions taken under this authority which are to refuse the issue of Sign Licences are to be advised to the applicant, pursuant to Sec. s9.5 and s9.7 of the Local Government Act, 1995, and Local Government (Functions and General) Regulations, r33(1) and r34(1).
- (3) All transactions utilising this delegation are to be recorded in the CI Sign Licence System by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided under legislation.

[1]

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Item 8.1 Attachment 5

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DA	CITY OF COCKBURN (LOCAL GOVERNMENT ACT) LOCAL LAWS 2000 (AS AMENDED) – PART VIII SIGNS, HOARDINGS, BILL POSITING	LGAPD1
----	---	--------

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Local Government Act, 1995, s3.5, s5.42 and s5.44
City of Cockburn (Local Government Act) Local Laws 2000 (Part VIII)

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

SUB-DELEGATE/S:

Manager, Building Services
Co-ordinator, Building Services
Senior Building Surveyors

[2]

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Item 8.2

DAPPS 23/05/2019

8.2 (2019/MINUTE NO 0024) ANNUAL REVIEW OF DELEGATED AUTHORITIES MADE UNDER ACTS EXTRANEIOUS TO THE LOCAL GOVERNMENT ACT 1995

Author(s)	J Ngoroyemoto
Attachments	<ol style="list-style-type: none"> 1. Delegated Authority - Building Act 2011 - OLPD20 Approve or Refuse Building Permit ↓ 2. Delegated Authority OLPD21 - Building Act 2011 - Approve or Refuse a Demolition Permit ↓ 3. Delegated Authority - OLPD22 Building Act - Extension of Building Demolition Permits ↓ 4. Delegated Authority - OLPD23 Building Act 2011 - Issue an Occupancy Permit ↓ 5. Delegated Authority - OLPD24 Building Act - Building Orders ↓ 6. Delegated Authority - OLPD25 Building Act - Revocation of Building Order ↓ 7. Delegated Authority - OLPD26 Building Act - Extend Occupancy Permit ↓ 8. Delegated Authority - OLPD27 Building Act - Appointing Authorised Persons ↓ 9. Delegated Authority - OLPD33 Town Planning Scheme No.3 - Development Control ↓ 10. Delegated Authority - LPP5.12 Subdivision Retaining Walls (To be deleted) ↓

RECOMMENDATION

That Council:

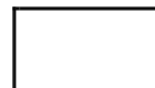
- (1) adopt proposed amendments to Delegated Authorities made under Acts extraneous to the Local Government Act 1995, as shown in the attachments to the Agenda;
- (2) adopt Delegated Authorities Extraneous to the Local Government Act 1995, that have no changes as listed in the report;
- (3) delete Delegated Authority LPP5.12 'Subdivision Retaining Walls', as shown in the attachment to the Agenda; and
- (4) update the Delegated Authority Register accordingly

COMMITTEE RECOMMENDATION

MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0



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Item 8.2

Background

Section 5.46 of the Local Government Act 1995 requires local governments to keep and maintain a Register of Delegations. Governance Services has coordinated a full review of the Delegations made under Acts extraneous to the Local Government Act.

The review of the Delegations made under Acts extraneous to the Local Government Act is now complete. The DAPPS Committee is now required to consider and recommend adoption of the proposed amendments to Council.

Submission

N/A

Report

In accordance with s5.46 of the *Local Government Act 1995* the City currently maintains a Register of Delegations.

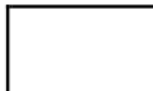
Section 5.46(2) of the Act requires a complete review of the Register of Delegations to be conducted at least once every financial year. While the mandatory review does not extend to those Delegations made under Acts extraneous to the Local Government Act 1995, it has been done to conform to the principle of good governance.

In consultation with the relevant officers, a comprehensive review of Delegations made under other Acts has been undertaken. Very few changes were recommended to these delegations, indicating they are still in line with their original intent and objectives.

Listed in the table below are the proposed amended delegations for the consideration of Council.

<u>Delegation</u>	<u>Proposed Amendment</u>	<u>Reason for Amendment</u>
DA - OLPD20 Approve or Refuse a Building Permit	Change all references to <u>Local</u> Planning Scheme No.3 to <u>Town</u> Planning Scheme No.3. Under sub heading Legislative Requirements /Council Policy , change typographical error from capital 'S' to small 's' 127(6)A Building Act 2011	To accurately reference the correct and current legislation and apply minor typographical changes
DA - OLPD21 Approve	Under sub heading Function	To accurately reference the

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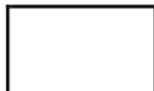
<u>Delegation</u>	<u>Proposed Amendment</u>	<u>Reason for Amendment</u>
or Refuse a Demolition Permit	<p>Delegated, delete reference to s22 of the Building Act 2011.</p> <p>Under sub heading Conditions/Guidelines paragraph (2) change to Town Planning Scheme No.3,</p> <p>Under sub heading Legislative Requirements/Council Policy, change capital 'S' to small's' in the reference to the Building Act 2011.</p>	correct and current legislation and apply minor typographical changes
DA - OLPD22 Approve or Refuse an extension of time for Building and Demolition Permits.	<p>Under sub heading Function Delegated, add reference to r24 (1) of the Building Regulations 2012.</p> <p>Under sub heading Conditions/Guidelines paragraph (1) change to Town Planning Scheme No.3.</p> <p>Under sub heading Legislative Requirements/Council Policy, change capital 'S' to small 's' in the reference to the Building Act 2011.</p>	To accurately reference the correct and current legislation and apply minor typographical changes
DA - OLPD23 Issue an Occupancy Permit or Building Approval Certificate.	<p>Under sub heading Function Delegated add the words 'or refuse to issue or modify'</p> <p>Under sub heading Legislative Requirements/Council Policy, change capital 'S' to small's' in the reference to the Building Act 2011.</p>	To accurately reference the correct and current legislation and apply minor typographical changes
DA - OLPD24 Make an Order for Building or Demolition Work	Under sub heading Legislative Requirements/Council Policy , change capital 'S' to small's' in the reference to the Building Act 2011.	To accurately reference the correct and current legislation and apply minor typographical changes
DA - OLPD25 Revoke Order for Building or Demolition Work	Under sub heading Legislative Requirements/Council Policy , change capital 'S' to small's' in the reference to the	To accurately reference the correct and current legislation and apply minor typographical changes

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<u>Delegation</u>	<u>Proposed Amendment</u>	<u>Reason for Amendment</u>
	Building Act 2011.	
DA - OLPD26 Approve or Refuse an Extension of time for an Occupancy Permit and Building Approval Certificate	<p>Under sub heading Function Delegated, add 'an' between 'of' and 'Occupancy Permit</p> <p>Under sub heading Conditions/Guidelines paragraph (1) change to Town Planning Scheme No.3.</p> <p>Under sub heading Legislative Requirements/Council Policy, change capital 'S' to small's' in the reference to the Building Act 2011.</p>	To accurately reference the correct and current legislation and apply minor typographical changes
DA - OLPD27 Appoint Authorised Persons	<p>Under sub heading Function Delegated add 'under Part 8 Division 2.</p> <p>Under sub heading Legislative requirements/Council Policy, Delete the words 'Authorised Persons', and shorten references to reflect 'Building Act 2011 s96(3), s127(6)(A).</p>	To accurately reference the correct and current legislation and shorten the reference to the relevant parts of the Building Act
OLPD 33 – Town Planning Scheme No. 3 – Development Control	<p>Under 'Conditions Guidelines', point 3 be amended from:</p> <p>"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."</p> <p>To:</p> <p>"3. The authority to determine</p>	Minor change to reflect the inclusion and reference of Significant Trees which is in line with the intent of the City's Local Planning Policy 4.4 – Heritage Conservation Design Guidelines.

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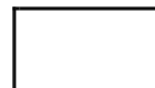
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<u>Delegation</u>	<u>Proposed Amendment</u>	<u>Reason for Amendment</u>
	applications excludes the determination of category "A" Heritage places, the removal of 'Significant Trees', and those applications proposing demolition of any category of heritage 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."	
DA – LPP5.12 Subdivision Retaining Walls	Delete DA - LPP5.12 Subdivision Retaining Walls	DA - LPP5.12 Subdivision Retaining Walls is now superseded by DA - OLPD20 and DA - OLPD23 (as amended). As such DA – LPP5.12 can be deleted.

The Instruments of delegation listed below have been reviewed by staff and no changes are required, as they are considered appropriate for Council to adopt in their present form.

- OLCS1 Bushfires Act 1954 - Abatement of a Fire Danger (Community Services)
- OLCS2 Bush Fires Act 1954 - Prohibited & Restricted Burning Period (Executive Services)
- OLCS3 Bush Fires Act 1954 - Legal Proceedings (Executive Services)
- OLCS5 Bush Fires Act 1954 - Powers & Duties (Executive Services)
- OLCS14 Cat Act 2011 - Administration & Enforcement (Governance & Community Services)
- OLCS15 Dog Act 1976 - Administration & Enforcement (Governance & Community Services)
- OLEW1 Graffiti Vandalism Act 2016 – Administration & Enforcement (Engineering & Works)
- OLPD17 City of Cockburn - Town Planning Scheme 3 - Development Contributions (Planning & Development Services)



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- OLPD28 Building Act 2011 – Legal Proceedings (Planning & Development Services)
- OLPD29 Food Act 2008 - Prosecution (Planning & Development)
- OLPD30 Food Act 2008 - Prohibition Orders (Planning & Development)
- OLPD31 Food Act 2008 - Registration of Food Business (Planning & Development)
- OLPD32 Food Act 2008 - Appointment of Authorised Persons & Designated Officers (Planning & Development)
- OLPD34 Public Health Act 2016 – Appointment of Authorised Officers (Planning & Development)

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

Sec.5.46 (2) of the Local Government Act, 1995 refers.

Community Consultation

N/A

Risk Management Implications

Failure to adopt the recommendation may result in inconsistent Instruments of Delegation that do not reflect current practices and positions, thus not adhering to the principles of good governance.

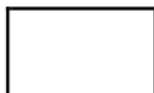
Advice to Proponent(s)/Submitters

N/A

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

Nil

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Item 8.2 Attachment 1

DA	BUILDING ACT 2011 - APPROVE OR REFUSE BUILDING PERMIT	OLPD20
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DELEGATED AUTHORITY CODE:	OLPD20
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Development Services
SERVICE UNIT:	Building Services
RESPONSIBLE OFFICER:	Manager, Building Services
FILE NO.:	086/003; 021/005
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 September 2011	2 June 2015
	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
OCM:	13 October 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	

FUNCTION DELEGATED:

The authority to approve or refuse to approve building plans, specifications, Building Permit and Certificate of Design Compliance as prescribed by s20 of the Building Act 2011.

The authority to approve or refuse to approve building(s) or Incidental Structures as prescribed by s20 of the Building Act 2011.

CONDITIONS/GUIDELINES:

- (1) All relevant legislation, including Council's [Local-Town](#) Planning Scheme [No. #3](#).
- (2) All delegates have the authority to deal with such matters relevant to this declaration and restricted to the City's expectations of their skills and qualifications in order to be able to perform the required duties.
- (3) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided under legislation and conditions (1) to (3) as above.

[1]

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Item 8.2 Attachment 1

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DA	BUILDING ACT 2011 - APPROVE OR REFUSE BUILDING PERMIT	OLPD20
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LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

| Building Act 2011, [sS-127\(6\)A](#)

DELEGATE:

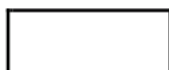
CEO

SUB-DELEGATE/S:

Manager, Building Services
Senior Building Surveyors
Co-ordinator, Building Services
Building Surveyors (subject to required qualifications and registration with the Western
Australian Building Commission) as defined in the Building Services (Registration) Act 2011.

[2]

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DAPPS 23/05/2019

Item 8.2 Attachment 2

DA	BUILDING ACT 2011 - APPROVE OR REFUSE A DEMOLITION PERMIT	OLPD21
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DELEGATED AUTHORITY CODE:	OLPD21
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Building Services
SERVICE UNIT:	Building Services
RESPONSIBLE OFFICER:	Manager, Building Services
FILE NO.:	086/003; 021/005
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 September 2011	2 June 2015
	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
OCM:	13 October 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	

FUNCTION DELEGATED:

The authority to approve or refuse to approve Demolition Permits as prescribed by s21 & 22 of the Building Act 2011.

CONDITIONS/GUIDELINES:

- (1) Applications to be completed to the satisfaction of responsible staff within Council's Building Department.
- (2) Responsible staff to become acquainted with all relevant legislation and Council's [Local-Town](#) Planning Scheme No.3.
- (3) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided under legislation and Conditions (1) to (3) above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Building Act 2011, [s127\(6\)A](#).

[1]

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Item 8.2 Attachment 2

DAPPS 23/05/2019

DA	BUILDING ACT 2011 - APPROVE OR REFUSE A DEMOLITION PERMIT	OLPD21
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DELEGATE:

CEO

SUB-DELEGATES:

Manager, Building Services

Co-ordinator, Building Services

Senior Building Surveyors (subject to required qualifications and registration with the West

Australian Building Commission) as defined in the Building Services (Registration) Act 2011.

[2]

[7_44071_008.docx](#)

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Item 8.2 Attachment 3

DA	BUILDING ACT 2011 - APPROVE OR REFUSE AN EXTENSION OF TIME FOR BUILDING AND DEMOLITION PERMITS	OLPD22
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DELEGATED AUTHORITY CODE:	OLPD22
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Development Services
SERVICE UNIT:	Building Services
RESPONSIBLE OFFICER:	Manager, Building Services
FILE NO.:	086/003; 021/005
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 September 2011	2 June 2015
	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
OCM:	13 October 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	

FUNCTION DELEGATED:

The authority to extend the duration of a Building Permit and a Demolition Permit as prescribed by s32 of the Building Act 2011 [and r24\(1\) of the Building Regulations 2012](#).

CONDITIONS/GUIDELINES:

- (1) All relevant legislation, including Council's [Local-Town](#) Planning Scheme [No. #3](#).
- (2) All delegates have the authority to extend the duration of both Building and Demolition Permits for up to a maximum of 12 months beyond the standard 2 years.
- (3) Delegates can further impose conditions in relation to an extension of time.
- (4) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided under legislation and Conditions (1) to (4) above.

[1]

[7_44071_011.docx](#)

Item 8.2 Attachment 3

DAPPS 23/05/2019

DA	BUILDING ACT 2011 - APPROVE OR REFUSE AN EXTENSION OF TIME FOR BUILDING AND DEMOLITION PERMITS	OLPD22
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LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

| Building Act 2011, [s](#)~~S~~-127(6)A.

DELEGATE:

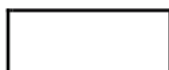
CEO

SUB-DELEGATE/S:

Manager, Building Services
Senior Building Surveyors
Co-ordinator, Building Services

[2]

| [7_44071_011.docx](#)



DAPPS 23/05/2019

Item 8.2 Attachment 4

DA	BUILDING ACT 2011 - ISSUE AN OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE	OLPD23
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DELEGATED AUTHORITY CODE:	OLPD23
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Building Services
SERVICE UNIT:	Building Services
RESPONSIBLE OFFICER:	Manager, Building Services
FILE NO.:	086/005; 021/005
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 September 2011	2 June 2015
	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
OCM:	13 October 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	

FUNCTION DELEGATED:

The authority to issue or modify or refuse to issue or modify an occupancy permit or a building approval certificate as prescribed by s58 of the Building Act 2011.

CONDITIONS/GUIDELINES:

- (1) that the applicant has complied with section 54 and that the building surveyor who signed the certificate of construction compliance or certificate of Building Compliance is an independent building surveyor in relation to the application
- (2) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided under legislation and Conditions (1) and (2) above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Building Act 2011, s127(6)A.

[1]

Item 8.2 Attachment 4

DAPPS 23/05/2019

DA	BUILDING ACT 2011 - ISSUE AN OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE	OLPD23
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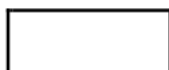
DELEGATE:

CEO

SUB-DELEGATE/S:

Manager, Building Services
Senior Building Surveyors
Co-ordinator, Building Services

[2]



DAPPS 23/05/2019

Item 8.2 Attachment 5

DA	BUILDING ACT 2011 - MAKE AN ORDER FOR BUILDING OR DEMOLITION WORK	OLPD24
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DELEGATED AUTHORITY CODE:	OLPD24
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Development Services
SERVICE UNIT:	Building Services
RESPONSIBLE OFFICER:	Manager, Building Services
FILE NO.:	086/003; 021/005
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 September 2011	2 June 2015
	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
OCM:	13 October 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	

FUNCTION DELEGATED:

The authority to issue a building order in respect of particular building work or particular demolition work as prescribed by s110 of the Building Act 2011.

CONDITIONS/GUIDELINES:

- (1) A building order must be directed to a Builder, if a building permit is in effect, or ~~a~~ Demolition Contractor if a demolition permit is in effect or ~~to~~ an owner of the land to which the particular building or demolition work is being carried out.
- (2) A time limit to comply with the building order must be included in accordance with s112 of the Building Act 2011.
- (3) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided under legislation and Conditions (1) to (3) above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Building Act 2011, [s 127\(6\)A](#).

[1]

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Item 8.2 Attachment 5

DAPPS 23/05/2019

DA	BUILDING ACT 2011 - MAKE AN ORDER FOR BUILDING OR DEMOLITION WORK	OLPD24
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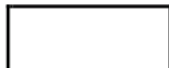
DELEGATE:

CEO

SUB/DELEGATE/S:

Manager, Building Services
Senior Building Surveyors
Co-ordinator, Building Services

[2]

[7_44071_006.docx](#)

DAPPS 23/05/2019

Item 8.2 Attachment 6

DA	BUILDING ACT 2011 - REVOKE ORDER FOR BUILDING OR DEMOLITION WORK	OLPD25
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DELEGATED AUTHORITY CODE:	OLPD25
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Development Services
SERVICE UNIT:	Building Services
RESPONSIBLE OFFICER:	Manager, Building Services
FILE NO.:	086/003; 021/005
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 September 2011	2 June 2015
	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
OCM:	13 October 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	

FUNCTION DELEGATED:

The authority to revoke a building order in respect of particular building work or particular demolition work as prescribed by s117 of the Building Act 2011.

CONDITIONS/GUIDELINES:

- (1) A building order may be revoked at any time and must be served, in writing, to each person to whom the order is directed.
- (2) A permit authority must, within 28 days of receiving a notification under section 112(3)(c) —
 1. decide whether the building order has been fully complied with; and
 2. either revoke the building order or inform each person to whom the order is directed that the building order remains in effect.
- (3) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided under legislation and Conditions (1) to (3) above.

Item 8.2 Attachment 6

DAPPS 23/05/2019

DA	BUILDING ACT 2011 - REVOKE ORDER FOR BUILDING OR DEMOLITION WORK	OLPD25
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LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

| Building Act 2011, [sS-127\(6\)A](#) and any relevant Council Policy

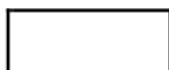
DELEGATE:

CEO

SUB-DELEGATE/S:

Manager, Building Services
Senior Building Surveyors
Co-ordinator, Building Services

|



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Item 8.2 Attachment 7

DA	BUILDING ACT 2011 - APPROVE OR REFUSE AN EXTENSION OF TIME FOR AN OCCUPANCY PERMIT AND BUILDING APPROVAL CERTIFICATE	OLPD26
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DELEGATED AUTHORITY CODE:	OLPD26
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Development Services
SERVICE UNIT:	Building Services
RESPONSIBLE OFFICER:	Manager, Building Services
FILE NO.:	086/003; 021/005
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 September 2011	2 June 2015
	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
OCM:	13 October 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	

FUNCTION DELEGATED:

The authority to extend the duration of [an](#) Occupancy Permit and a Building Approval Certificate as prescribed by s65 of the Building Act 2011.

CONDITIONS/GUIDELINES:

- (1) All relevant legislation, including Council's [Local-Town](#) Planning Scheme No.3.
- (2) All delegates have the authority to extend the duration of an Occupancy Permit by up to 12 months
- (3) All delegates have the authority to extend a Building Approval Certificate for up to a maximum of 12 months beyond the expiration date of the original Building Approval Certificate.
- (4) Delegates can further impose conditions in relation to an extension of time.
- (5) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

[1]

[7_44071_004.docx](#)

Item 8.2 Attachment 7

DAPPS 23/05/2019

DA	BUILDING ACT 2011 - APPROVE OR REFUSE AN EXTENSION OF TIME FOR AN OCCUPANCY PERMIT AND BUILDING APPROVAL CERTIFICATE	OLPD26
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AUTONOMY OF DISCRETION:

As provided under legislation and Conditions (1) to (4) above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

| Building Act 2011, [s 127\(6\)A](#), and any relevant Council Policy

DELEGATE:

CEO

DELEGATE/S AUTHORISED:

Manager, Building Services
Senior Building Surveyors
Co-ordinator, Building Services

[2]

| [7_44071_004.docx](#)



DAPPS 23/05/2019

Item 8.2 Attachment 8

DA	BUILDING ACT 2011 – APPOINT AUTHORISED PERSONS	OLPD27
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DELEGATED AUTHORITY CODE:	OLPD27
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Development Services Department
SERVICE UNIT:	Building Services
RESPONSIBLE OFFICER:	CEO & Manager Building Services
FILE NO.:	086/003; 021/005
DATE FIRST ADOPTED:	14 February 2013
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	31 January 2013	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	
OCM:	13 June 2013	9 June 2016
	12 June 2014	8 June 2017
	11 June 2015	

FUNCTION DELEGATED:

To designate an employee as an authorised person under [Part 8](#) Division 2 [Authorised Persons](#) of the Building Act 2011.

CONDITIONS/GUIDELINES:

- (1) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided under legislation.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Building Act 2011,
~~sSection 96(3), s127(6)(A) Appointment of authorised persons.~~
~~Building Act 2011~~
~~Section 127(6)A Delegation and sub-delegation of power.~~

DELEGATE:

CEO

[1]

[7_44071_003.docx](#)

Item 8.2 Attachment 8

DAPPS 23/05/2019

DA	BUILDING ACT 2011 – APPOINT AUTHORISED PERSONS	OLPD27
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SUB-DELEGATE/S:

Manager, Building Services

[2]

[7_44071_003.docx](#)

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Item 8.2 Attachment 9

DA	TOWN PLANNING SCHEME NO. 3 – DEVELOPMENT CONTROL	OLPD33
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DELEGATED AUTHORITY CODE:	OLPD33
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Statutory Planning
SERVICE UNIT:	Statutory Planning
RESPONSIBLE OFFICER:	Manager Statutory Planning
FILE NO.:	086/003
DATE FIRST ADOPTED:	11 June 2015
DATE LAST REVIEWED:	14 March 2019
POLICY REF.:	Various
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	2 June 2015	18 May 2017
	26 November 2015	23 November 2017
	26 May 2016	24 May 2018
	23 February 2017	28 February 2019
OCM:	11 June 2015	8 June 2017
	10 December 2015	14 December 2017
	9 June 2016	14 June 2018
	9 March 2017	

FUNCTION DELEGATED:

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

1. Local Development Plans:
 - a) The authority to approve local development plans with or without conditions.
 - b) The authority to refuse to approve local development plans and, where the proposed local development plan was submitted by an owner, to provide reasons for this to the owner.
2. Amending or cancelling development approval:
 - 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 amend or delete any condition to which the approval is subject.
 - c) The authority to amend an aspect of the development approved which, if amended, would not substantially change the development approved.
 - d) The authority to cancel the approval.
3. Unauthorised Existing Subsequent approval of development
 - a) The authority to determine applications excludes the determination of category "A" Heritage places, the removal of 'Significant Trees', and those

[1]

Item 8.2 Attachment 9

DAPPS 23/05/2019

DA	TOWN PLANNING SCHEME NO. 3 – DEVELOPMENT CONTROL	OLPD33
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~~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."The authority to grant planning approval to a use or development already commenced or carried out regardless of when it was commenced or carried out, if the development conforms to the provisions of the Scheme.~~

4. Determination of Applications
 - 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
 - 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
 - a) The authority to impose conditions limiting period of time for which an approval is granted.
7. Approval Subject to Later Approval of Details
 - 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.

CONDITIONS/GUIDELINES:

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:
 - 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 and authorised in writing by Director Planning and Development or Manager Statutory Planning).
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

[2]



DA	TOWN PLANNING SCHEME NO. 3 – DEVELOPMENT CONTROL	OLPD33
----	---	--------

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 excludes the determination of applications for 'Industry – General (Licenced) proposing a lesser distance from residential properties than is recommended in the Environmental Protection Authority's document 'Guidance for the Assessment of Environmental Factors – Separation Distances between Industrial and Sensitive Land Uses'
5. The authority to issue a renewal of a planning approval or extension of the approval period prior to expiry subject to:
 - a) The lodgement of a new Planning Application Form, prescribed fee and plans.
 - b) The development being substantially the same as that previously approved by Council or the City under delegation.
 - c) Unless circumstances have changes, any conditions of development approval shall be the same as those previously imposed.
 - d) A new "Notice of determination on application for development approval" shall be issued.
6. In relation to a decision that is subject to a review in the State Administrative Tribunal, sub-delegated officers may:
 - a) Attend directions hearings, mediations and hearings.
 - b) Appear as an expert witness in a hearing.
 - c) Provide evidence in a hearing.
 - d) Prepare any written documents required as part of matter the subject of a review.
7. All transactions utilising this delegation are to be recorded in the Recording of Delegations Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided for in Conditions (1) to (6) above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

City of Cockburn Town Planning Scheme No.3.

DELEGATE:

Chief Executive Officer

SUB-DELEGATE/S:

[3]

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DA	TOWN PLANNING SCHEME NO. 3 – DEVELOPMENT CONTROL	OLPD33
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Director Planning and Development
Manager Statutory Planning
Coordinator Statutory Planning
Senior Planning Officer (Statutory)
Planning Officer (Statutory)

[4]



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Item 8.2 Attachment 10

DA	SUBDIVISION RETAINING WALLS	LPP 5.12
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DELEGATED AUTHORITY CODE:	LPP 5.12
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Development Services
SERVICE UNIT:	Building Services
RESPONSIBLE OFFICER:	Manager, Building
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	7

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 June 2012	26 November 2015
	22 August 2013	26 May 2016
	26 February 2015	24 May 2018
OCM:	13 August 2009	12 March 2015
	14 June 2012	10 December 2015
	14 June 2012	9 June 2016

FUNCTION DELEGATED:

The authority to require and issue building permits /building approval certificates for retaining walls constructed as part of subdivisional works.

CONDITIONS/GUIDELINES:

- (1) The requirements specified in Council Local Planning Policy LPP 5.12.
- (2) The Manager, Building Services may issue a building permits /building approval certificates subject to being satisfied that the retaining wall has been certified by a suitably qualified practicing engineer.
- (3) A recommendation to the WAPC that the relative subdivision condition be cleared will only be given if the Manager, Building Services is satisfied with the certification.
- (4) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided in Conditions (1) to (3) above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Building Act 2011 Local Government (Mis. Provision) Act, 1960
 Building Code of Australia
 Planning and Development Act

[1]

Item 8.2 Attachment 10

DAPPS 23/05/2019

DA	SUBDIVISION RETAINING WALLS	LPP 5.12
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DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to

DELEGATE/S AUTHORISED:

Manager, Building Services

Co-ordinator, Building Services

Senior Building Surveyors

To be deleted

[2]



Item 8.3

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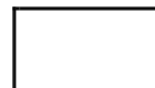
8.3 (2019/MINUTE NO 0025) POLICY REVIEW PROJECT - MINOR AMENDMENTS TO POLICIES

Author(s)	J Ngoroyemoto
Attachments	<ol style="list-style-type: none"> 1. Policy - Asset Management ↓ 2. Policy - SC39-Asset Management (To be deleted) ↓ 3. Policy - Landowner Biodiversity Conservation Grant Program ↓ 4. Policy - AEW5-Landowner Biodiversity Conservation Grant Program (To be deleted) ↓ 5. Policy - Installation of Memorial Plaques in Public Open Space ↓ 6. Policy - AEW12-Installation of Memorial Plaques in Public Open Space (To be deleted) ↓ 7. Policy - Risk Management ↓ 8. Policy - SC51-Enterprise Risk Management (To be deleted) ↓ 9. Policy - Approval to participate in Representative Delegations ↓ 10. Policy - AES9-Approval to participate in Representative Delegations (To be deleted) ↓ 11. Policy - Awarding Honorary Freeman of the City of Cockburn ↓ 12. Policy - SC27-Honorary Freeman of City of Cockburn (To be deleted) ↓ 13. Policy - Representation at Council Related Forum ↓ 14. Policy - SC9-Representation at Council Relation Forum Policy (To be deleted) ↓ 15. Policy - Acknowledgement of Traditional Custodians ↓ 16. Policy - SC44-Acknowledgement of Traditional Owners (To be deleted) ↓

RECOMMENDATION

That Council:

- (1) adopt the following proposed Policies as attached to the report:
1. Proposed Asset Management Policy - Attachment 1.
 2. Proposed Landowner Biodiversity Conservation Grant Program Policy – Attachment 3.
 3. Proposed Installation of Memorial plaques in Public Open Space Policy – Attachment 5.



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4. Proposed Risk Management Policy – Attachment 7.
 5. Proposed Approval to participate in Representative Delegations Policy – Attachment 9.
 6. Proposed Awarding Honorary Freeman of the City of Cockburn Policy – Attachment 11.
 7. Proposed Representation at Council Related Forum Policy – Attachment 13.
 8. Proposed Acknowledgement of Traditional Custodians Policy – Attachment 15.
- (2) delete the following Policies, as attached to the report;
1. SC39 Asset Management Policy – Attachment 2.
 2. AEW5 Landowner Biodiversity Conservation Grant Program Policy – Attachment 4.
 3. AEW12 Installation of Memorial Plaques in Public Open Space Policy – Attachment 6.
 4. SC51 Enterprise Risk Management – Attachment 8.
 5. AES9 Approval to participate in Representative Delegations Policy – Attachment 10.
 6. SC27 Award of title Honorary Freeman of the City of Cockburn Policy – Attachment 12.
 7. SC9 Representation at Council Relation Forum Policy – Attachment 14.
 8. SC44 Acknowledgement of Traditional Owners Policy– Attachment 16.

COMMITTEE RECOMMENDATION

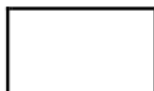
MOVED Cr M Separovich SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted subject to amending Clause (1) Point 3 of Policy 'Installation of Private Memorial Plaques in Public Open Space' (as shown in Attachment 5) as follows:

- (1) 3. Where the proposed park has existing memorials, alternative locations within the same park or another park will need to be considered.

CARRIED 5/0

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Reason for Decision

The wording in Clause (1) Point 3 needed clarification in relation to 'alternative locations' which could imply that another memorial plaque cannot be installed within the same park. In order to reflect that there can be more than one memorial plaque within the same location, the wording of Clause (1) point 3 needed to be specific that there can be more than one park bench within the same park where a memorial plaque can be installed.

Background

Council, at its December 2017 meeting, endorsed the proposal to conduct a review of its current Delegated Authority, Policies and Position Statements (DAPPS) documents. Subsequently, at its June 2018 meeting, Council adopted the City's Policy Framework and at its September 2018 meeting, adopted the proposed Plan to review all relevant documents.

The following policies have been considered up to date at the August 2018, December 2018, and March 2019 Council meetings in accordance with the Council Policies review plan. A total of 50 policies have been adopted/adopted for public consultation, representing 88% of the project.

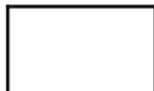
Adopted Policies	Endorsed for Public Consultation	Deleted/Obsolete
<ul style="list-style-type: none"> • Procurement • Library Services • City of Cockburn Artworks Collection • Legal Proceedings between City and other parties • Complaints, Feedback and Compliments • Execution of Documents • Records Management • Fraud & Misconduct Control & Resilience • Legal Representation, Costs Indemnification, and Other Expert Advice • Investments • Smoke – Free Environment 	<ul style="list-style-type: none"> • Sustainability • Access and Equity • City of Cockburn Use of CCTV System • Graffiti Management • Waste wise Events 	<ul style="list-style-type: none"> • Underground Power • Procedural Fairness • Community Transport Service • Joint Development of Community Facilities Position Statement • Jandakot Airport Position Statement

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Adopted Policies	Endorsed for Public Consultation	Deleted/Obsolete
<ul style="list-style-type: none"> • Completion of Firebreaks on Private Property • FOOD ACT 2008 – Fee Exemption • Civic Hospitality and Gifts • Recognition of Elected Members on Cessation of Service • Bereavement Recognition - Local Notable Citizens • Council Administration Building Access • Attendance at conferences, seminars and training • Budget and Business Planning Policy • Related Party Disclosures Policy • Uninhabitable Premises Policy • Dust Management for Development Sites Policy • Leasing of City of Cockburn Property for Community and/or Recreational Purposes (including not for profit) Policy • Commercial Leasing of City of Cockburn Owned or Controlled Land Policy • Public Internet Usage and Wireless Access Policy • Prohibition of Exotic Animals in Circuses Policy • Establishment Of Markets On Land Owned And Control By City Of Cockburn Policy • Pedestrian Access Way Closures Policy • Council Meetings Policy 		

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Adopted Policies	Endorsed for Public Consultation	Deleted/Obsolete
<ul style="list-style-type: none"> • Elected Members Entitlements and Reimbursement Policy • Incoming Sponsorships Policy • City of Cockburn Branding and Logos Policy • Community Engagement Policy • Structure for Administering the City of Cockburn Policy • Elected Members Appointment & Training - standing Committees, Reference Groups, Boards & External Organisations Policy • Elected Members Communications Policy • Community Funding For Community Organisations and Individuals (Grants, Donations & Sponsorships) Policy • Community Funding For Sporting Clubs and Individuals Policy • Usage and Management of Community and Sporting Facilities 		

Submission

N/A

Report

Following the presentation of policies at the March 2019 Council meeting, Officers have continued the organisational internal review of remaining Council Policies and Position Statements in accordance with the adopted Plan.

As part of the review, Council Policies and Position Statements were reviewed and consulted internally for alignment with the adopted Policy



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Framework. As agreed by Council, all Council policies that have been reviewed to date and are ready for consideration are now presented. Below are all the proposed Council Policies that are not included in an individual report as part of this Agenda.

Asset Management Policy – (Attachment 1)

The proposed policy incorporates content from Policy SC39 – Asset Management.

The intent of the policy is unchanged, but it has been simplified to make it easier to read and modernise the policy.

Landowner Biodiversity Conservation Grant Program Policy – (Attachment 3)

The proposed policy is a review of existing policy AEW5 Landowner Biodiversity Conservation Grant Program.

The intent of the policy is unchanged, no major changes from the original policy AEW5 Landowner Biodiversity Conservation Grant Program as follows:

- The policy statement incorporates the background content and the procedure framework from policy AEW5 Landowner Biodiversity Conservation Grant Program, with minor words editing to simplify and make policy easier to read.

Installation of Memorial plaques in Public Open Space Policy – (Attachment 5)

There are no major changes from the original policy AEW12 Installation of Memorial Plaques in Public Open Space. The proposed policy incorporates all content from policy AEW12, with minor word editing for modernising and easier reading.

Risk Management Policy – (Attachment 7)

This proposed policy is a modification of policy SC51, with minor changes as follows:

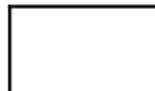
Title – changed from Enterprise Risk Management to Risk Management

Reference to ISO standard – this has been changed from ISO 31000:2009 to ISO 31000: 2018, to reflect the most up to date version of the standard.

Approval to participate in Representative Delegations Policy – (Attachment 9)

The proposed policy incorporates content from Policy AES9 – Approval to participate in Representative Delegations. The intent of the policy is

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unchanged, but it has been simplified to make it easier to read and modernise the policy.

Awarding Honorary Freeman of the City of Cockburn Policy – (Attachment 11)

The proposed policy incorporates content from Policy SC27 – Honorary Freeman for City of Cockburn. The intent of the policy is unchanged, but it has been simplified to make it easier to read and modernise the policy.

Representation at Council Related Forum Policy – (Attachment 13)

The proposed policy incorporates content from Policy SC9 – Representation at Council Related Forum. The intent of the policy is unchanged, but it has been simplified to make it easier to read and modernise the policy.

Acknowledgement of Traditional Custodians Policy – (Attachment 15)

The proposed policy incorporates content from Policy SC44 – Acknowledgement of Traditional Owners. The intent of the policy is unchanged, but it has been simplified to make it easier to read and modernise the policy.

The proposed policy specifies various pathways and opportunities for acknowledgement of traditional custodians.

Conclusion

The Policy Project Review is nearly complete except for 7 Engineering Policies and 3 Policies which are currently under community consultation, that have yet to be reviewed. These should now be presented to the August DAPPS meeting.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

N/A



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Community Consultation

All policies that require community consultation will be advertised for public comment, before being adopted.

Risk Management Implications

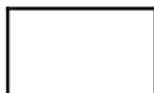
Adoption of the recommendations will ensure that the Council Policies are aligned to the adopted Policy Framework and provide a consistent approach for the development and implementation of Policies. This will also be a positive step towards achieving the Council's approved scheduled Review Plan in order to complete the Policy review project within the set timelines.

Advice to Proponent(s)/Submitters

N/A

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

Nil



DAPPS 23/05/2019

Item 8.3 Attachment 1

Title	Asset Management
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

- (1) To establish a clear direction to ensure appropriate asset management practices for the City's asset portfolio now and into the future, to ensure
 1. Corporate responsibility and resources are identified;
 2. Management of assets is undertaken in a structured and co-ordinated way;
 3. Risk management is considered;
 4. Financial, social and environmental sustainability issues are considered;
 5. Continuous improvement and seeking innovative ways of meeting identified and agreed Levels of Service are fostered; and
 6. Legislative and regulatory requirements are achieved.
- (2) The Policy also ensures that Asset Management and the importance of managing Council's infrastructure assets for present and future generations is clearly understood and recognised by Council and its community. It provides an essential framework and rationale for best practice asset management decision-making (function and standard) and informs the organisation on how it will maintain its assets to meet service delivery requirements.

Policy Statement

- (1) Elected Members, as custodians of City of Cockburn's assets, should represent the community as the asset owners and ensure the asset is maintained for present and future generation at an equitable cost.
- (2) Council staff have a corporate responsibility to provide the correct asset management related technical and professional advice to Elected Members so that they may make the best decisions on behalf of the community they represent.
- (3) As part of Council's consideration of asset management, Elected Members and Council staff will:
 1. As custodians/caretakers of community assets, and as part of providing quality infrastructure and community facilities, undertake to develop industry standard, affordable and financially sustainable Asset Management Plans;
 2. In accordance with its Strategic Community Plan, provide quality infrastructure assets that support services that are appropriate, accessible, responsive and sustainable to the community;

[1]

Item 8.3 Attachment 1

DAPPS 23/05/2019

Title	Asset Management
Policy Number (Governance Purpose)	



3. Manage the infrastructure and assets in a systematic and sustainable manner;
4. Involve and consult with the community and key stakeholders on determining Levels of Service standards;
5. Ensure asset information is accurate and up to date allowing for appropriate asset planning, both in the short and long term, and for informed decision-making to occur;
6. Manage the City's assets utilising a team approach crossing across all Business Units and drawing on the authority and cooperation of the Executive and the Senior Management Team (SMT);;
7. Allocate appropriate resources to ensure sound Asset Management practices are employed and the maintenance and renewal of assets is undertaken in a timely manner so that life cycle costs are optimised for existing and new assets;
8. Prior to consideration of any major works involving renewal or improvement to an asset, undertake a critical review of the need and the whole of life cost of that asset;
9. Continually seek opportunities for optimal use(s) of assets;
10. Ensure that the roles and responsibilities of all asset custodians are well defined and understood;
11. Develop and implement a framework for the evaluation and prioritisation of Capital projects taking account of sound asset management principles; and
12. Develop mechanisms for the acquisition of consistent, fit for purpose, asset data for new and existing assets, including those constructed by the City or handed over by developers.

(4) Application

This policy applies to Council, Elected Members, Executive Management, Staff, Committees of Management and the Community involved in the operations, maintenance, refurbishment, renewal, upgrading and development of Council's existing and new infrastructure and other tangible assets.

(5) Asset Management Roles and Responsibilities

To achieve this policy the following key roles and responsibilities and commitments are identified:

1. Council
 - (a) To act as stewards for infrastructure assets;

[2]



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Item 8.3 Attachment 1

Title	Asset Management
Policy Number (Governance Purpose)	



- (b) Set corporate Asset Management Policy with linkage to the Council's Strategic Community Plan and Corporate Business Plan (previously Plan for the District);
 - (c) Contribute to the development, adoption and periodic review of appropriate Levels of Service, risk and financial measures and projections as applied to Asset Management Plans
 - (d) Ensure appropriate resources and funding for the Asset Management Planning Framework are made available to facilitate integration and application of Asset Management policies, Asset Management strategies and Asset Management Plans within the corporate governance framework;
 - (e) Provide consistent and transparent decision-making based on adopted Asset Management Policy, Strategies and Plans; and
 - (f) Provide a best practice Asset Management advocacy role with State and Federal Governments and the community.
2. Executive and Senior Management Team (SMT)
- (a) Continually promote Asset Management across the organisation and with Council and the community;
 - (b) Validate and challenge proposals to ensure they meet the Council's Asset Management Plan objectives and community service needs;
 - (c) Contribute to the development and continued refinement of the overarching Asset Management Policy and Asset Management Strategy with linkage to the Strategic Community Plan and Corporate Business Plan, for consideration by Council;
 - (d) Monitor the performance of the staff in implementing asset management;
 - (e) Ensure the community and key stakeholders are engaged during the development and continuous improvement of the Asset Management Plans;
 - (f) Ensure staff are appropriately trained and skilled to perform the required Asset Management functions;
 - (g) Ensure that accurate and reliable asset related information is presented to Council for decision-making; and

[3]

Item 8.3 Attachment 1

DAPPS 23/05/2019

Title	Asset Management
Policy Number (Governance Purpose)	



- (h) Provide effective communication between Staff, Council and the community in respect to the application of the City's Asset Management Policy, Strategy and Plans.

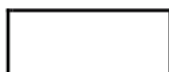
3. Business & Service Unit Managers:

- (a) Develop, implement and review Asset Management plans applicable to their area of operation, using the International Infrastructure Asset Management Manual (IIAMM) and Australian Infrastructure Financial Management Guidelines (AIFMG) as a guide, documenting required allocation of funding and improvement plans for individual asset groups, using the principles of lifecycle analysis;
- (b) Contribute to the implementation and periodic review and updating of Asset Management Policy and Strategy;
- (c) In consultation with the community and key stakeholders, identify current and target Levels of Service, risk mitigation and financial measures for incorporation into Asset Management Plans and for subsequent Council endorsement;
- (d) In accordance with Council approved Asset Management Plans, prepare budget items and allocate resources to deliver on agreed Levels of Service, risk mitigation and financial measures;
- (e) Ensure efficient and effective use of Council funds to optimise the life cycle cost of assets to the extent possible whilst attaining agreed Levels of Service and risk mitigation;
- (f) Develop Long Term Financial Plans for asset maintenance, refurbishment, improvement and replacement capital works programs in accordance with Asset Management Plans, for endorsement and incorporation into the Corporate Business Plan;
- (g) Develop and implement procedures that ensure the asset database is maintained and updated and provide required reports to Council to meet their statutory and legal responsibilities; and
- (h) Promote and raise awareness of asset management to the Council, staff, users and community.

4. Project & Asset Services Manager & Asset Services Team

- (a) Contribute to the implementation and periodic review and updating of Asset Management Policy and Strategy;
- (b) Lead in the development and implementation of the various components of the City's Asset Management System, including those designed to ensure the City's asset database is maintained and updated;

[4]



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Item 8.3 Attachment 1

Title	Asset Management
Policy Number (Governance Purpose)	



- (c) Assist Business and Service Units in their development, implementation and review of Asset Management Plans, including the identifying of current and target Levels of Service, risk mitigation, financial measures and optimum asset life cycles for incorporation into Asset Management Plans
- (d) Facilitate the provision of required reports to or on behalf of Council to meet statutory and legal responsibilities and other reporting needs; and
- (e) Communicate with and report on Asset Management to SMT and promote and raise awareness of Asset Management to the Council, staff, users and community.

Strategic Link:	Asset Management Strategy
Category	City Assets & Maintenance
Lead Business Unit:	Project & Asset Services
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[5]

Item 8.3 Attachment 2

DAPPS 23/05/2019

POL	ASSET MANAGEMENT	SC39
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POLICY CODE:	SC39
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Infrastructure Services
SERVICE UNIT:	Asset Services
RESPONSIBLE OFFICER:	Asset Manager
FILE NO.:	182/001
DATE FIRST ADOPTED:	10 May 2007
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 March 2007	27 August 2015
	22 March 2012	24 August 2017
	28 November 2013	
OCM:	10 May 2007	12 December 2013
	12 April 2012	10 September 2015

BACKGROUND:

The City's Asset Management Policy was adopted in 2007 in consideration of changes to the Local Government Act that provide "*in carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity*".

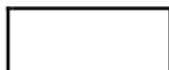
It was recognised that one of the primary objectives of Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decision-making, and as part of the Council's requirement to comply with legislation and to protect its community, it was considered that Council must establish a clear direction to ensure appropriate asset management practices for its asset portfolio now and into the future.

In accordance with Council's Corporate management practices this Policy has been reviewed to reflect the current status of the development of Asset Management within the organisation.

PURPOSE:

1. The purpose of this Policy is to ensure in respect to Asset Management (AM) policy and practice at the City of Cockburn that:
 - (1) Corporate responsibility and resources are identified;

[1]



POL	ASSET MANAGEMENT	SC39
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- (2) Management of assets is undertaken in a structured and co-ordinated way;
 - (3) Risk management is considered;
 - (4) Financial, social and environmental sustainability issues are considered;
 - (5) Continuous improvement and seeking innovative ways of meeting identified and agreed Levels of Service are fostered; and
 - (6) Legislative and regulatory requirements are achieved.
2. The Policy also ensures that Asset Management and the importance of managing Council's infrastructure assets for present and future generations is clearly understood and recognised by Council and its community. It provides an essential framework and rationale for best practice asset management decision-making (function and standard) and informs the organisation on how it will maintain its assets to meet service delivery requirements.

POLICY:

- (1) Elected Members, as custodians of City of Cockburn's assets, should represent the community as the asset owners and ensure the asset is maintained for present and future generation at an equitable cost.
- (2) Council staff have a corporate responsibility to provide the correct asset management related technical and professional advice to Elected Members so that they may make the best decisions on behalf of the community they represent.
- (3) As part of Council's consideration of asset management, Elected Members and Council staff will:
 - 1. As custodians/caretakers of community assets, and as part of providing quality infrastructure and community facilities, undertake to develop industry standard, affordable and financially sustainable Asset Management Plans;
 - 2. In accordance with its Community and Corporate Planning processes (and the pre-existing Plan for District), provide quality infrastructure assets that support services that are appropriate, accessible, responsive and sustainable to the community;
 - 3. Manage the infrastructure and assets in a systematic and sustainable manner;
 - 4. Involve and consult with the community and key stakeholders on determining Levels of Service standards;

[2]

Item 8.3 Attachment 2

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POL	ASSET MANAGEMENT	SC39
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5. Ensure asset information is accurate and up to date allowing for appropriate asset planning, both in the short and long term, and for informed decision-making to occur;
 6. Manage the City's assets utilising a team approach crossing across all Business Units and drawing on the authority and cooperation of the Executive and the Strategic Business Managers group (SBMG);;
 7. Allocate appropriate resources to ensure sound AM practices are employed and the maintenance and renewal of assets is undertaken in a timely manner so that life cycle costs are optimised for existing and new assets;
 8. Prior to consideration of any major works involving renewal or improvement to an asset, undertake a critical review of the need and the whole of life cost of that asset;
 9. Continually seek opportunities for optimal use(s) of assets;
 10. Ensure that the roles and responsibilities of all asset custodians are well defined and understood;
 11. Develop and implement a framework for the evaluation and prioritisation of Capital projects taking account of sound asset management principles; and
 12. Develop mechanisms for the acquisition of consistent, fit for purpose, asset data for new and existing assets, including those constructed by the City or handed over by developers.
- (4) Application
- This policy applies to Council, Elected Members, Executive Management, Staff, Committees of Management and the Community involved in the operations, maintenance, refurbishment, renewal, upgrading and development of Council's existing and new infrastructure and other tangible assets.
- (5) Asset Management Roles and Responsibilities
- To achieve this policy the following key roles and responsibilities and commitments are identified:
1. Council
 - (a) To act as stewards for infrastructure assets;

[3]



POL	ASSET MANAGEMENT	SC39
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- (b) Set corporate AM policy with linkage to the Council's Community Strategic Plan and Corporate Business Plan (previously Plan for the District);
 - (c) Contribute to the development, adoption and periodic review of appropriate Levels of Service, risk and financial measures and projections as applied to Asset Management Plans
 - (d) Ensure appropriate resources and funding for Asset Management activities are made available to facilitate integration and application of Asset Management policies, Asset Management strategies and Asset Management Plans within the corporate governance framework;
 - (e) Provide consistent and transparent decision-making based on adopted Asset Management Policy, Strategies and Plans; and
 - (f) Provide a best practice Asset Management advocacy role with State and Federal Governments and the community.
2. Executive and Strategic Business Management Group (SBMG)
- (a) Continually promote AM across the organisation and with Council and the community;
 - (b) Validate and challenge proposals to ensure they meet the Council's Asset Management Plan objectives and community service needs;
 - (c) Contribute to the development and continued refinement of the overarching AM Policy and AM Strategy with linkage to the Community Strategic Plan and Corporate Business Plan, for consideration by Council;
 - (d) Monitor the performance of the staff in implementing asset management;
 - (e) Ensure the community and key stakeholders are engaged during the development and continuous improvement of the AM Plans;
 - (f) Ensure staff are appropriately trained and skilled to perform the required AM functions;
 - (g) Ensure that accurate and reliable asset related information is presented to Council for decision-making; and
 - (h) Provide effective communication between Staff, Council and the community in respect to the application of the City's AM Policy, Strategy and Plans.

[4]

POL	ASSET MANAGEMENT	SC39
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3. Business & Service Unit Managers:

- (a) Develop, implement and review AM plans applicable to their area of operation, using the International Infrastructure Asset Management Manual (IIAMM) and Australian Infrastructure Financial Management Guidelines (AIFMG) as a guide, documenting required allocation of funding and improvement plans for individual asset groups, using the principles of lifecycle analysis;
- (b) Contribute to the implementation and periodic review and updating of AM Policy and Strategy;
- (c) In consultation with the community and key stakeholders, identify current and target Levels of Service, risk mitigation and financial measures for incorporation into AM Plans and for subsequent Council endorsement;
- (d) In accordance with Council approved AM Plans, prepare budget items and allocate resources to deliver on agreed Levels of Service, risk mitigation and financial measures;
- (e) Ensure efficient and effective use of Council funds to optimise the life cycle cost of assets to the extent possible whilst attaining agreed Levels of Service and risk mitigation;
- (f) Develop Long Term Financial Plans for asset maintenance, refurbishment, improvement and replacement capital works programs in accordance with Asset Management Plans, for endorsement and incorporation into the Corporate Business Plan;
- (g) Develop and implement procedures that ensure the asset database is maintained and updated and provide required reports to Council to meet their statutory and legal responsibilities; and
- (h) Promote and raise awareness of asset management to the Council, staff, users and community.

4. Asset Manager & Asset Services Team

- (a) Contribute to the implementation and periodic review and updating of AM Policy and Strategy;
- (b) Lead in the development and implementation of the various components of the City's Asset Management System, including those designed to ensure the City's asset database is maintained and updated;
- (c) Assist Business and Service Units in their development, implementation and review of AM Plans, including the identifying of

[5]



POL	ASSET MANAGEMENT	SC39
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current and target Levels of Service, risk mitigation, financial measures and optimum asset life cycles for incorporation into AM Plans

- (d) Facilitate the provision of required reports to or on behalf of Council to meet statutory and legal responsibilities and other reporting needs; and
- (e) Communicate with and report on Asset Management to SBMG and promote and raise awareness of Asset Management to the Council, staff, users and community.

(6) Implementation and Review

1. Review of this Policy will take place annually. The two yearly review will incorporate:
 - (a) The Audit and review of the suitability and compliance of the AM Policy in respect to Statutory obligations;
 - (b) The Audit and review of the AM Policy's suitability to continue to progress "best practice" Asset Management by the City, including to generate "fit for purpose" AM Plans and Long Term Financial Plans meeting the Council's and Community's requirements; and
 - (c) Review of the Asset Management Strategy.
2. The responsible B/U Manager shall also review compliance to this Policy on an on-going basis and report to Council on an annual basis.

[6]

Item 8.3 Attachment 3

DAPPS 23/05/2019

Title	Landowner Biodiversity Conservation Grant Program
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

To provide financial support and deliver environmental education to local landowners with the intent to provide assistance with conservation and enhancement of natural bushland and wetland areas on privately owned land.

Policy Statement

As a consequence of urbanisation, local bushland has become fragmented and is increasingly under threat from a variety of causes that contribute to its degradation.

Privately owned bushland is therefore an important resource, forming part of wildlife corridors and bushland linkages for the migration of birds and animals. It plays a vital role in maintaining both the diversity of species at the individual plant level as well as diversity within the gene pool.

In recognition of the importance of conserving natural bushland and wetland areas on privately owned land, the Council will provide up to a maximum of \$3,000 per lot to eligible landowners. Landowners are eligible to lodge an application for each round of funding provided previous grants have been acquitted for a maximum of three consecutive years. Landowners will not become eligible to apply for funding again until after a period of three years has elapsed.

(1) Conditions of Approval

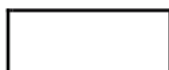
Landowners need to complete an application form prior to the end of October and may be awarded a grant if they meet the eligible criteria.

(2) Grant Conditions

All successful applicants are required to:

1. Complete and sign a Voluntary Management Agreement and Conditions of Funding form
2. Complete a Statement by Supplier form. This will avoid withholding tax being deducted from the grant
3. Develop a Property Management Plan with the assistance of the City's environmental staff
4. Attend a minimum of one environmental management workshop hosted by the City
5. Submit a final Report acquittal form within 12 months of receiving the grant.

[1]



DAPPS 23/05/2019

Item 8.3 Attachment 3

Title	Landowner Biodiversity Conservation Grant Program
Policy Number (Governance Purpose)	



(3) Allocation of Grants

Applications for grants will be evaluated and awarded:

1. In order of merit until the funding pool approved in the Council's annual operating budget is exhausted
2. In order of preference to properties with large remnant bushland or wetland areas that are of good biodiversity value. Smaller areas of bushland shall be considered if they are linked to adjoining properties or green corridors or if the conservation value of the area in question is extremely high.

(4) Acquittal of Grants

Grant recipients shall be required to complete and submit a final report acquittal form to the delegated officer within twelve months of receiving a grant, confirming that funds have been expended in accordance with the Voluntary Management Agreement and Conditions of Funding form.

(5) Supporting Documentation

1. Brochure
2. Procedure Manual
3. Application Form
4. Property Eligibility Checklist Form
5. Final Report Acquittal Form

Strategic Link:	Natural Area Management Strategy
Category	Sustainability & Conservation
Lead Business Unit:	Parks & Environment
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]

Item 8.3 Attachment 4

DAPPS 23/05/2019

POL	LANDOWNER BIODIVERSITY CONSERVATION GRANT PROGRAM	AEW5
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POLICY CODE:	AEW5
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Environmental Services
RESPONSIBLE OFFICER:	Manager, Environmental Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	14 June 1997
DATE LAST REVIEWED:	9 March 2017
ATTACHMENTS:	Yes
DELEGATED AUTHORITY REF.:	AEW5
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 August 2015 23 February 2017
OCM:	14 February 2013 10 September 2015

BACKGROUND:

As a consequence of urbanisation, local bushland has become fragmented and is increasingly under threat from a variety of causes that contribute to its degradation.

Privately owned bushland is therefore an important resource, forming part of wildlife corridors and bushland linkages for the migration of birds and animals. It plays a vital role in maintaining both the diversity of species at the individual plant level as well as diversity within the gene pool.

PURPOSE:

To provide financial support and deliver environmental education to local landowners with the intent to provide assistance with conservation and enhancement of natural bushland and wetland areas on privately owned land.

POLICY:

In recognition of the importance of conserving natural bushland and wetland areas on privately owned land, the Council will provide up to a maximum of \$3,000 per lot to eligible landowners. Landowners are eligible to lodge an application for each round of funding provided previous grants have been acquitted for a maximum of three consecutive years. Landowners will not become eligible to apply for funding again until after a period of three years has elapsed.

[1]



POL	LANDOWNER BIODIVERSITY CONSERVATION GRANT PROGRAM	AEW5
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Conditions of Approval

Landowners need to complete an application form prior to the end of October and may be awarded a grant if they meet the eligible criteria.

Grant Conditions

All successful applicants are required to:

1. Complete and sign a Voluntary Management Agreement and Conditions of Funding form;
2. Complete a Statement by Supplier form. This will avoid withholding tax being deducted from the grant;
3. Develop a Property Management Plan with the assistance of the City's environmental staff;
4. Attend a minimum of one environmental management workshop hosted by the City and;
5. Submit a final Report acquittal form within 12 months of receiving the grant.

Allocation of Grants

Applications for grants will be evaluated and awarded:

1. In order of merit until the funding pool approved in the Council's annual operating budget is exhausted; and
2. In order of preference to properties with large remnant bushland or wetland areas that are of good biodiversity value. Smaller areas of bushland shall be considered if they are linked to adjoining properties or green corridors or if the conservation value of the area in question is extremely high.

Acquittal of Grants

Grant recipients shall be required to complete and submit a final report acquittal form to the delegated officer within twelve months of receiving a grant, confirming that funds have been expended in accordance with the Voluntary Management Agreement and Conditions of Funding form.

Supporting Documentation

1. Brochure
2. Procedure Manual
3. Application Form
4. Property Eligibility Checklist Form
5. Final Report Acquittal Form

[2]

Item 8.3 Attachment 5

DAPPS 23/05/2019

Title	Installation of Private Memorial Plaques in Public Open Space
Policy Number (Governance Purpose)	

**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.

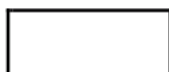
The policy does not apply to council buildings, facilities or jetties.

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. Where no park bench is available, the applicant will be required to fund the manufacture and installation of a new bench, including concrete pad.
- (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:	Public Open Space Strategy
Category	City Assets & Maintenance
Lead Business Unit:	Parks & Environment
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]



POL	INSTALLATION OF PRIVATE MEMORIAL PLAQUES IN PUBLIC OPEN SPACE	AEW12
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POLICY CODE:	AEW12
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Parks Services
RESPONSIBLE OFFICER:	Manager Parks and Environment
FILE NO.:	182/001
DATE FIRST ADOPTED:	10 December 2015
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AEW10
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	26 November 2015
OCM:	

BACKGROUND:

The installation of memorial plaques in Public Open Space (POS) requires a very clear set of guidelines to ensure that the City's reserves aren't overused for these purposes. Additionally the types and specifications of these memorial plaques need to be standardised so there is consistency throughout the City and equity to all applicants.

PURPOSE:

To give clear guidance to applicants regarding what is required for approval from the City, what type of memorial plaque is allowed, what sites are available (if any), the specifications for the memorial plaque and who is responsible for the associated costs.

This policy applies only to memorials in POS and not to Council facilities, buildings, outbuildings or jetties.

POLICY:

- (1) A brief submission, in writing, shall be issued to Parks Services that demonstrates the significance of the individual, nature of the memorial and the POS location.
- (2) Applications will be considered on a case-by-case basis with the final location approved by the Parks Services. The applicant is to note that not all memorials will be approved.

[1]

Item 8.3 Attachment 6

DAPPS 23/05/2019

POL	INSTALLATION OF PRIVATE MEMORIAL PLAQUES IN PUBLIC OPEN SPACE	AEW12
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- (3) The City, in consultation with the applicant, will endeavour to locate the memorial plaque on an existing piece of park furniture.
- (4) Where POS has no or limited park furniture the combination of a plaque on an item of approved park furniture will only be considered.
- (5) Where POS is already well appointed with park furniture containing memorial plaques an alternate location will need to be considered.
- (6) The City will provide a standard template for the plaque and a selection of park furniture suitable for a memorial. This will normally be in the form of a park bench.
- (7) The memorial plaque and park furniture, if approved, shall be funded by the applicant and include the full cost of the procurement, manufacture and installation, including a concrete pad (if required).
- (8) When the park furniture containing the plaque reaches the end of its useful life the City will attempt to return the plaque to the original applicant whenever possible. There is no guarantee that a new asset will be made available for the re-installation of the plaque.
- (9) Burials or internment of ashes are not permitted on any Council reserve

[2]



DAPPS 23/05/2019

Item 8.3 Attachment 7

Title	Risk Management
Policy Number (Governance Purpose)	



Policy Type

Council

Policy Purpose

To protect the community, the City of Cockburn and its workers against foreseeable risks through developing a whole of organisation culture of risk awareness, plans that reduce our risk exposure and systems that provide information to assist in informed decision making, maximising asset potential and enhancing wellbeing.

To achieve best practice in risk management by implementing a culturally effective and efficient risk management program which has been developed in accordance with Standards Australia AS/NZS ISO 31000 2018 Risk Management: Principles and Guidelines.

This policy applies to all staff, suppliers and contractors.

Policy Statement

The City of Cockburn will develop and maintain a risk management program to ensure that sound risk management practices and procedures are fully integrated into its strategic and operational processes and day to day business practices.

The City will also develop and maintain a Business Continuity Management Program to reduce the impact of disruptions to services and to ensure that business objectives can continue to be met for the benefit and protection of the City's:

- ratepayers, residents, customers, clients and other stakeholders;
- employees and community volunteers;
- natural and built environment;
- quality of service delivery;
- assets and intellectual property;
- contractual and statutory obligations;
- image and reputation

(1) Definitions

Risk Management : is the identification, assessment, and prioritisation of risks (defined in ISO 31000 as the effect of uncertainty on objectives, whether positive or negative) followed by coordinated and economical application of resources to minimise, monitor, and control the probability and/or impact of unfortunate events or to maximise the realisation of opportunities. Risks can come from uncertainty in service delivery, threats from project failures (at any phase in design, development, production, or sustainment life-cycles), legal liabilities, hazard risk, accidents, natural causes and disasters as well as deliberate attack, or events of uncertain or unpredictable root-cause.

[1]

Item 8.3 Attachment 7

DAPPS 23/05/2019

Title	Risk Management
Policy Number (Governance Purpose)	



AS/NZS ISO 31000: is the Australian/New Zealand standard developed by Standards Australia as AS/NZS ISO 31000:2018 Risk Management Principles and Guidelines which addresses the entire management system that supports the design, implementation, maintenance and improvement of risk management processes.

(2) The City is committed to

1. Utilising the principles and guidelines outlined in the standard
2. Promoting a culture within the City of awareness and active management of risks
3. Providing regular education to its staff in risk management practices
4. Implementation of these principles in the City's operations through the Risk Management Framework, as adopted by Council.

(3) Employee obligations

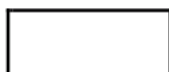
1. Risk management will be a core responsibility for all staff and will be incorporated into the employees' key performance indicators.
2. Risk management is a continuous process demanding awareness and a proactive attitude from each of the City's employees and outsourced service providers.

(4) Implementation

Implementation commences with risk identification, followed by risk evaluation and the development of cost-effective and practical management measures within the framework of the City's Risk Management Framework developed and maintained by the City's Governance Unit.

Strategic Link:	Risk Management Framework
Category	Governance
Lead Business Unit:	Governance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]



DAPPS 23/05/2019

Item 8.3 Attachment 8

POL	ENTERPRISE RISK MANAGEMENT	SC51
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POLICY CODE:	SC51
DIRECTORATE:	Executive Services Department
BUSINESS UNIT:	Executive Support Services
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	021/012; 182/001
DATE FIRST ADOPTED:	13 June 2013
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	Yes
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	23 May 2013 28 November 2013	26 May 2016 24 August 2017
OCM:	13 June 2013 12 December 2013	9 June 2016

BACKGROUND:

The City of Cockburn is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes while delivering a wide and diverse range of services to its residents and visitors. The management of risk is the responsibility of everyone and should be an integral part of organisational culture and be reflected in the various policies, protocols and processes used to ensure efficient and effective service delivery. The Risk Management Framework will reflect good practice and sound corporate governance and be consistent with *AS/NZS ISO 31000:2009 Risk Management Principles and guidelines*.

PURPOSE:

To outline a strategic approach to risk management that raises risk awareness across the organisation and ensures sound risk management practices are integrated into the future planning and day to day practices of the City.

This policy encompasses:

- The implementation of the Risk Management Framework across the organisation in accordance with the Standard *AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines*; and
- To ensure the Framework is integrated into all activities of the City from Strategic Planning and Corporate Governance to operational activities and specific projects.

POLICY:

Item 8.3 Attachment 8

DAPPS 23/05/2019

POL	ENTERPRISE RISK MANAGEMENT	SC51
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(1) Application:

This risk Management Policy and any associated frameworks, guidelines and protocols will apply across all operations of the City. All employees within the City are encouraged to develop an understanding and awareness of risk and contribute to the risk management process.

(2) Definitions:

“risk” means the effect of uncertainty on objectives, as defined within *AS/NZS ISO 31000:2009*. An effect is a deviation from the expected; positive and/or negative. Risk is often expressed in terms of a combination of the consequences of an event and the associated likelihood.

“risk management” means the coordination of activities that direct and control an organisation with regard to risk, as defined within *AS/NZS ISO 31000:2009*.

“risk management framework” means a set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation; as defined within *AS/NZS ISO 31000:2009*.

(3) Details:

1. Risk Management Outcomes:

Effective implementation of the Risk Management Framework will ensure that:

- (a) Risks that threaten the delivery of services will be identified, recognised and described;
- (b) Risks will be analysed to establish an understanding of their sources and causes and their likelihood and impact should they eventuate;
- (c) Risks will be evaluated to assist in making decisions about risk priorities and treatment plans;
- (d) Risk management processes will be continually reviewed to ensure that controls are effective, new information is gathered, latest changes and trends are identified, successes and failures are recorded, lessons are learned, changes in internal and external context are detected and emerging risks are captured; and
- (e) Benefits are realised including:
 - Greater likelihood of achieving objectives
 - Improved governance



POL	ENTERPRISE RISK MANAGEMENT	SC51
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- Compliance with legislative and regulatory requirements
- Enhanced health and safety performance
- Improved stakeholder trust and confidence
- Encouragement of decisive leadership rather than crisis management
- Better information for improved decision making and planning
- Reduced unexpected and costly surprises
- Better results from projects and programs
- More effective and efficient allocation of resources
- Protection of Council's assets.

2. Risk Appetite:

Resources available to control risks are limited and the cost of any controls should be considered along with the value of expected benefits. The City's risk appetite will be risk prudent. The City will accept the taking of controlled risks, the use of innovative approaches and the development of new opportunities to improve service delivery provided that the risks are properly identified, analysed and evaluated to ensure that exposures are acceptable and managed accordingly.

to be deleted

Item 8.3 Attachment 9

DAPPS 23/05/2019

Title	Approval to Participate in Representative Delegations
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

To ensure the capability of Council's interests being protected at all times through facilitating a process by which Council can be represented in a delegation(s), usually interstate, to promote a position favourable to the District, or the adjacent Region, to key stakeholders and/or decision makers who are in a position to influence, support and make commitments on behalf of the City or the Region and which may provide a benefit(s) to the area.

Policy Statement

Council supports the principle of enabling representatives of the City of Cockburn to attend delegations or visits to present information to key stakeholders with the objective of soliciting support which will assist Council in fulfilling its corporate goals.

For this purpose, the Mayor and the Chief Executive Officer (CEO), or their specified representative(s), may nominate to attend any such delegation which may be arranged, either in conjunction with an associated organisation or independently, in order to promote the interests of the District, or adjacent Region, to persons or organisations which may be able to influence, support, and/or make commitments towards the achievement of a favourable outcome for the District or Region.

This Policy is not to be used for purposes associated with administering Policy 'Attendance at Conferences, Seminars and Training'.

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Executive Support
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]



POL	APPROVAL TO PARTICIPATE IN REPRESENTATIVE DELEGATIONS	AES9
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POLICY CODE:	AES9
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/001
DATE FIRST ADOPTED:	21 August 2001
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AES9
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	17 September 2002 14 February 2013 13 March 2014

BACKGROUND:

From time to time, it is appropriate for Council to be represented in a delegation, usually interstate, the aims of which are to maximise benefits to the City of Cockburn, or immediate surrounds. In most instances, such delegations will consist of a number of representatives from the member Councils of the South West Group. However, there may be occasions when an issue of critical importance only to the City of Cockburn, may warrant the attendance of delegates only from Cockburn.

PURPOSE:

The purpose of this Policy is to ensure the capability of Council's interests being protected at all times through facilitating a process by which Council can be represented in a delegation(s), usually interstate, to promote a position favourable to the District, or the adjacent Region, to key stakeholders and/or decision makers who are in a position to influence, support and make commitments on behalf of the City or the Region and which may provide a benefit(s) to the area.

POLICY:

Council supports the principle of enabling representatives of the City of Cockburn to attend delegations or visits to present information to key stakeholders with the objective of soliciting support which will assist Council in fulfilling its corporate goals.

[1]

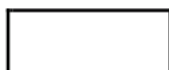
POL	APPROVAL TO PARTICIPATE IN REPRESENTATIVE DELEGATIONS	AES9
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For this purpose, the Mayor and the Chief Executive Officer (CEO), or their specified representative(s), may nominate to attend any such delegation which may be arranged, either in conjunction with an associated organisation or independently, in order to promote the interests of the District, or adjacent Region, to persons or organisations which may be able to influence, support, and/or make commitments towards the achievement of a favourable outcome for the District or Region.

This Policy is not to be used for purposes associated with administering Policies AES6 "Attendance at Conferences" and AES7 "Approval of Research/Study Visits".

to be deleted

[2]



DAPPS 23/05/2019

Item 8.3 Attachment 11

Title	Awarding "Honorary Freeman of the City of Cockburn"
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

To recognise outstanding and meritorious civic service to the City of Cockburn and stipulate procedures and criteria for the nomination and selection of persons designated as "Freeman of the City".

NOTE: The Oxford Dictionary defines the term "Freeman" as relating to a person and can, therefore, be used as a uniform term.

Policy Statement

The City of Cockburn recognises that from time to time members of the community demonstrate outstanding commitment and contribution to the City and that this contribution should be recognised. It will do this by, in special circumstances that meet the criteria of this policy, awarding to an individual the title of "Honorary Freeman of the City of Cockburn". This honour will only be awarded on rare and exceptional occasions.

(1) Eligibility Criteria

1. Nominees should have lived within the City of Cockburn for a significant number of years (significant would usually mean at least 20 years) and had a long and close association and identification with the City.
2. Nominees should have given extensive and distinguished service to the community that goes beyond particular local government activities (e.g. service to other organisations, voluntary and community groups) in a largely voluntary capacity. Nominees must have made an outstanding contribution to the City of Cockburn such that the nominee's contribution can be seen to stand above the contributions made by most other people.

(2) Selection Criteria

Nominees will be judged on their record of service to the community. The selection criteria are to include:-

1. Length of service in a field (or fields) of activity, to include at least twenty(20) years of service as either an Elected Member of the City and/or an organisation/s closely associated with, or formally recognised by, the City. Length of service may be reduced to at least fifteen (15) years in exceptional circumstances.

[1]

Item 8.3 Attachment 11

DAPPS 23/05/2019

Title	Awarding "Honorary Freeman of the City of Cockburn"
Policy Number (Governance Purpose)	



2. Level of commitment to the field (or fields) of activity.
3. Personal leadership and conduct.
4. Benefits to the community of Cockburn and/or State of Western Australia resulting from the nominee's work.
5. Specific recorded achievements of the nominee.

(3) Nomination Procedure

1. Nominations are to be contained in a written submission to the City detailing the reasons why the person is worthy of the award and are to be supported and countersigned by at least three Elected Members of the Council.
2. Nominations for the granting of the status of Honorary Freeman of the City and a subsequent recommendation to the Council will be made on the basis of the selection criteria.

(4) Determination of the Award

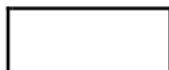
1. The matter is to be determined as a 'Confidential' Agenda item.
2. An absolute majority of Elected Members is required to bestow the honour of 'Freeman of the City of Cockburn' on a person nominated.

(5) Privileges

1. An Honorary Freeman of the City is to be invited to civic functions of the City, as agreed to by the Mayor of the day.
2. An Honorary Freeman of the City receives a special badge which identifies them as Freeman of the City

Strategic Link:	Strategic Community Plan
Category	Governance
Lead Business Unit:	Executive
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]



DAPPS 23/05/2019

Item 8.3 Attachment 11

Title	Awarding "Honorary Freeman of the City of Cockburn"
Policy Number (Governance Purpose)	



[3]

Item 8.3 Attachment 12

DAPPS 23/05/2019

POL	HONARARY FREEMAN OF THE CITY OF COCKBURN	SC27
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POLICY CODE:	SC27
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	16 December 2003
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 March 2012 24 May 2012	28 November 2013 24 August 2017
OCM:	15 March 2005 12 April 2012	14 June 2012 12 December 2013

BACKGROUND:

In the past, Local Governments in this State have been able to recognise outstanding civic service rendered by members of the community by conferring the title of "Freeman of the Municipality" on them. While this specific power is no longer contained in legislation, Council may continue with this tradition independently. The City of Cockburn has previously recognised outstanding contributions on 4 occasions, most recently in 1995.

PURPOSE:

To recognise outstanding and meritorious civic service to the City of Cockburn and stipulate procedures and criteria for the nomination and selection of persons designated as "Freeman of the City".

NOTE: The Oxford Dictionary defines the term "Freeman" as relating to a person and can, therefore, be used as a uniform term.

POLICY:

The City of Cockburn recognises that from time to time members of the community demonstrate outstanding commitment and contribution to the City and that this contribution should be recognised. It will do this by, in special circumstances that meet the criteria of this policy, awarding to an individual the title of "Honorary

[1]



POL	HONARARY FREEMAN OF THE CITY OF COCKBURN	SC27
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Freeman of the City of Cockburn". This honour will only be awarded on rare and exceptional occasions.

(1) Eligibility Criteria

1. Nominees should have lived within the City of Cockburn for a significant number of years (significant would usually mean at least 20 years) and had a long and close association and identification with the City.
2. Nominees should have given extensive and distinguished service to the community that goes beyond particular local government activities (e.g. service to other organisations, voluntary and community groups) in a largely voluntary capacity. Nominees must have made an outstanding contribution to the City of Cockburn such that the nominee's contribution can be seen to stand above the contributions made by most other people.

(2) Selection Criteria

Nominees will be judged on their record of service to the community. The selection criteria are to include:-

1. Length of service in a field (or fields) of activity, to include at least twenty(20) years of service as either an Elected Member of the City and/or an organisation/s closely associated with, or formally recognised by, the City. Length of service may be reduced to at least fifteen (15) years in exceptional circumstances.
2. Level of commitment to the field (or fields) of activity.
3. Personal leadership and conduct.
4. Benefits to the community of Cockburn and/or State of Western Australia resulting from the nominee's work.
5. Specific recorded achievements of the nominee.

(3) Nomination Procedure

1. Nominations are to be contained in a written submission to the City detailing the reasons why the person is worthy of the award and are to be supported and countersigned by at least three Elected Members of the Council.
2. Nominations for the granting of the status of Honorary Freeman of the City and a subsequent recommendation to the Council will be made on the basis of the selection criteria.

[2]

Item 8.3 Attachment 12

DAPPS 23/05/2019

POL	HONARARY FREEMAN OF THE CITY OF COCKBURN	SC27
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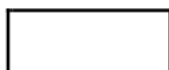
(4) Determination of the Award

1. The matter is to be determined as a 'Confidential' Agenda item.
2. An absolute majority of Elected Members is required to bestow the honour of 'Freeman of the City of Cockburn' on a person nominated.

(5) Privileges

1. An Honorary Freeman of the City is to be invited to civic functions of the City, as agreed to by the Mayor of the day.
2. An Honorary Freeman of the City receives a special badge which identifies them as Freeman of the City

[3]



DAPPS 23/05/2019

Item 8.3 Attachment 13

Title	Representation at Council Related Forum
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

To stipulate a protocol by which Council representation to attend occasional meetings, forums or visits as deemed appropriate, can be effected.

Policy Statement

Meetings, other than Council Meetings, which are either required to be conducted by Council (e.g. Elector Meetings) or are sought by, or requested of, City representatives to be held for any specific purpose (e.g. Public Meetings / Meetings with Ratepayers / Site Visits / Developers / Politicians) will be chaired, by the Mayor or nominee and attended, as appropriate, by Councillors and facilitated by nominated staff.

- (1) Elected Members wishing to initiate such meetings / visits shall send a request, in writing to the Chief Executive Officer for consideration. Where the request is supported all Elected Members shall be notified of the outcome.
- (2) Staff attendance at any such meetings will be at the discretion of the Chief Executive Officer and where staff do attend it will be to provide technical advice only.
- (3) It will be the responsibility of the Mayor and Councillors present at these meetings to respond to or promote any Council statements or position.
- (4) Unless a formal position on the subject matter has been previously resolved by Council, no indication of Council support or otherwise can be portrayed by any Council representatives to third parties in attendance.

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Executive Support
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]

Item 8.3 Attachment 14

DAPPS 23/05/2019

POL	REPRESENTATION AT COUNCIL RELATION FORUM	SC9
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POLICY CODE:	SC9
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 August 2000
DATE LAST REVIEWED:	8 June 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 March 2012	18 May 2017
	28 November 2013	24 August 2017
OCM:	17 September 2002	12 December 2013
	12 April 2012	8 June 2017

BACKGROUND:

Council often seeks, or is requested or required, to arrange or attend meetings or visits extraneous to the normal business of Council.

PURPOSE:

To stipulate a protocol by which Council representation to attend occasional meetings, forums or visits as deemed appropriate, can be effected.

POLICY:

Meetings, other than Council Meetings, which are either required to be conducted by Council (e.g. Elector Meetings) or are sought by, or requested of, City representatives to be held for any specific purpose (e.g. Public Meetings / Meetings with Ratepayers / Site Visits / Developers / Politicians) will be chaired, by the Mayor or nominee and attended, as appropriate, by Councillors and facilitated by nominated staff.

Elected Members wishing to initiate such meetings/visits, shall send a request, in writing to the Chief Executive Officer for consideration. Where the requested is supported all Elected Members shall be notified of the outcome.

Staff attendance at any such meetings will be at the discretion of the Chief Executive Officer and where staff do attend it will be to provide technical advice only.

[1]



DAPPS 23/05/2019

Item 8.3 Attachment 14

POL	REPRESENTATION AT COUNCIL RELATION FORUM	SC9
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It will be the responsibility of the Mayor and Councillors present at these meetings to respond to or promote any Council statements or position.

Unless a formal position on the subject matter has been previously resolved by Council, no indication of Council support or otherwise can be portrayed by any Council representatives to third parties in attendance.

to be deleted

[2]

Item 8.3 Attachment 15

DAPPS 23/05/2019

Title	Acknowledgement of Traditional Custodians
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

To determine how and when the City will acknowledge the Beeliar people of the Whadjuk Nyungar nation as the traditional custodians of the lands upon which City of Cockburn has been founded

Policy Statement

The City shall acknowledge the Beeliar people of the Whadjuk Nyungar nation as the traditional custodians of the lands upon which City of Cockburn has been founded and shall pay its respect to the Elders of the Nyungar nation, past, present and emerging.

- (1) Acknowledgement of the traditional custodians of a region can be done through:
 1. A Welcome to Country, which is a traditional protocol only delivered by an Aboriginal person widely recognised as having ancestral connection with the local area where the function or meeting is held. This is expected at more formal events.
 2. An Acknowledgement of Country which can be delivered by either Aboriginal or non-Aboriginal people, at both formal and informal functions, meetings and activities.
- (2) An Acknowledgment of Country is a statement acknowledging and showing respect for the Aboriginal history, culture and ongoing connection of traditional custodians with the land. For the lands on which City of Cockburn has been established, the traditional owners are the Beeliar people of the Whadjuk Nyungar region.
- (3) Acknowledgement of traditional custodians is a foundation action of all Reconciliation Action Plans, with the goal of strengthening opportunities, respect and relationships between the Aboriginal and Torres Strait Islander peoples and all other Australians. It is a requirement of Reconciliation Australia, which oversees all Reconciliation Action Plans.
- (4) The City adopted the practice of Acknowledgement of Country in 2009 and reaffirmed it in the Reconciliation Action Plan.
 1. An Acknowledgement of Country will be delivered by the Mayor or other delegated official at all Council Meetings, Citizenship Ceremonies and formal functions and events.
 2. Acknowledgement of Country may also be delivered by staff or other attendees upon request, at City functions, meetings, events or activities

[1]



DAPPS 23/05/2019

Item 8.3 Attachment 15

Title	Acknowledgement of Traditional Custodians
Policy Number (Governance Purpose)	



3. A statement of Acknowledgement of Country will be displayed on the City website.
4. Signage acknowledging the traditional custodians of this region will be displayed where possible in facilities across City of Cockburn
5. A short Acknowledgement will be added as a footer to staff emails.
6. Appropriate wording and use of Nyungar language can be provided by staff.
7. A Welcome to Country will be delivered at formal functions, Citizenship Ceremonies, events and activities. A list of acknowledged Elders or Custodians of the Whadjuk Nyungar region can be provided by staff to ensure appropriate protocol is followed.

Strategic Link:	Reconciliation Action Plan
Category	Community Support & Development
Lead Business Unit:	Community Development
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]

Item 8.3 Attachment 16

DAPPS 23/05/2019

POL	ACKNOWLEDGEMENT OF TRADITIONAL OWNERS	SC44
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POLICY CODE:	SC44
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	13 August 2009
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013 24 August 2017
OCM:	13 August 2009 12 April 2012 12 December 2013

BACKGROUND:

In recent times, it has become customary to acknowledge that various Aboriginal communities throughout Australia are the traditional custodians of the land. Such acknowledgement is generally provided in the form of a short statement in recognition of the local Aboriginal community whose ancestors originally inhabited the place upon which an event is occurring.

It is a practice which is now widely promoted as public policy and is popularly used at official functions and events as a show of respect for the cultural significance of the locality.

PURPOSE:

To acknowledge the Noongar people as the traditional owners of the lands upon which all formal City of Cockburn Council Meetings and Civic Ceremonial functions and/or events take place.

POLICY:

- (1) The City of Cockburn acknowledges that the Nyungar people originally inhabited the South West area of Western Australia, including that land contained within the City of Cockburn.

[1]



POL	ACKNOWLEDGEMENT OF TRADITIONAL OWNERS	SC44
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- (2) In expression of this, the City of Cockburn will recognise the Nyungar people as the traditional owners of the land upon which all Council meetings and Civic ceremonies/events/functions take place.

- (3) This recognition shall be presented by the Mayor, or other Council official presiding at the meeting or event, in the following statement:

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

I acknowledge the Nyungar (phonetic is Noongar) people who are the Traditional Custodians of this Land.

I pay respect to the Elders both past and present of the Nyungar (phonetic is Noongar) nation and extend that respect to other Indigenous Australians who are or may be present.

- (4) this statement will be displayed on Council's web site.

[2]

DAPPS 23/05/2019

Item 8.4

8.4 (2019/MINUTE NO 0026) ELECTIONS - CARETAKER PERIOD POLICY

Author(s) S Seymour-Eyles

Attachments 1. Draft Policy Elections - Caretaker Period [↓](#)

RECOMMENDATION

That Council adopt the Draft Policy 'Elections - Caretaker Period', as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Deputy Mayor L Smith SECONDED Cr M Separovich that the recommendation be adopted subject to amending the Draft Policy as follows:

Policy Statement (Page 1)

The Caretaker Period for Local Government Elections will take effect at the period of time from the first day of the nomination period being 44 days prior to the Council Election Day (4pm) in accordance with section 4.49(a) of the Local Government Act 1995, until 6pm on Election Day.

(12) Definitions (Page 7)

Local Government Caretaker Period means for local government elections, the period of time from the opening of nominations being 44 days prior to the Council Election Day in accordance with section 4.49(a) of the Local Government Act 1995, until 6pm on Election Day.

MOVED Cr M Separovich SECONDED Deputy Mayor L Smith that the motion be put.

CARRIED 5/0

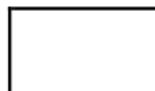
AMENDED MOTION PUT AND CARRIED 4/1

Reason for Decision

Committee felt that the timeframe for the caretaker period should commence from the opening day of nominations, as nominations may be received a week prior to the proposed 37 day period.

Background

This item was presented to the February Committee Meeting, however, was deferred on the basis that the proposed Clause (5) 4(d) may conflict with the intent of the relevant Clause of the Local Government



Item 8.4

DAPPS 23/05/2019

Act 1995 relating to the right of the Mayor to be the official spokesperson for the City, even during an Elections Caretaker Period. The deferral was recommended to enable a legal opinion to be sourced in order to clarify the position.

On speaking to the City's legal advisors, it was stated that the Act holds overall priority over any Policy document or statement and therefore any Policy position which could be in conflict with the statutory provisions are not able to be implemented, unless the Mayor agrees to allow the CEO to speak on behalf of the City, as provided for in the Act.

Given that such a decision can only be dispensed by the Mayor, it was suggested that the City modify the Media provisions contained within the current Draft Policy to enable the CEO to act in a "monitoring" role, as opposed to a "managing" function, as originally proposed, in relation to "proactive" media releases.

Accordingly, it is suggested that Clauses (5) 4 (d) and (e) be amended, as shown in the Attachment, to clarify that the CEO undertakes a monitoring function for the purpose of ensuring compliance with the Policy and that proactive media be limited to operational matters, or those which have already been resolved by Council.

In August 2018, the WA Local Government Association (WALGA) developed a Draft Electoral Caretaker Period Policy for local government, to ensure that any perceptions of Council decisions being made for the advantage and / or disadvantage of candidates at Council elections would be addressed.

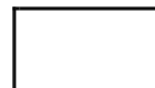
During an election campaign period there can be additional public scrutiny and added political considerations as matters are brought before Council.

The community has a right to expect that Council decisions reflect their wishes; that the City conducts its business in a transparent and accountable manner and that elections are conducted in an ethical, fair and equitable way.

Restrictions on Local Government decisions and activities during a 'caretaker period' have the purpose of preventing actual or perceived advantage or disadvantage to a candidate that may arise from Council decisions, activities or use of public resources.

Submission

N/A



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Report

The proposed Policy has implications for major decision making, public consultation, publications, publishing of information, the use of City of Cockburn resources and access to information and advice.

This Policy is to be applied in conjunction with all other relevant legislation, local laws, delegations, policies, procedures and processes of the City, providing guidance to ensure the continuation of ordinary business.

The Caretaker Period for Local Government Elections proposes to take effect at the period of time from the close of nominations, being 37 days prior to the Council Election Day (4pm) in accordance with section 4.49(a) of the *Local Government Act 1995*, until 6pm on Election Day.

This Policy will provide guidance in the lead up to Election Day, ensuring that major decisions which would bind an incoming Council are avoided where possible, preventing the use of public resources in ways that could be seen to be advantageous to, or promoting candidates seeking election and also ensuring staff act impartially in relation to all candidates.

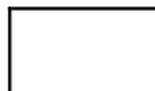
This Policy applies to Elected Members and employees of the City of Cockburn during the Caretaker Period and covers:

- a) Notices of Motions and Matters for Investigation submitted by Elected Members and specific decisions that are made by the Council;
- b) Information and material published by the City;
- c) Attendance and participation at some functions and events;
- d) Use of the City's resources;
- e) Access to information held by the City;
- f) Staff engagement with candidates and/or Elected Members.

The Chief Executive Officer will ensure as far as possible that all Elected Members and employees are aware of the Caretaker Period Policy and practices, at least 30 days prior to the start of the Caretaker Period.

Key points covered in the policy1. Major decisions

As far as reasonably practicable, the Chief Executive Officer should avoid scheduling major policy decisions, major consultations or major commitments for consideration during a Caretaker Period



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In some circumstances there may be prevailing circumstances where the CEO may permit a matter defined as a major policy decision, major consultation or major commitment to be submitted to the Council during the Caretaker Period. These circumstances are detailed in the policy and include;

- (a) whether the process has substantially commenced and/or approvals are in place
- (b) the possibility of legal and/or financial repercussions if it is deferred
- (c) whether any related consultation is a mandatory statutory process or required under existing policy

2. Elected Member interactions

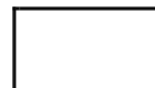
Elected Members should take particular care when considering planning matters; undertaking a consultation or advocacy role on behalf of members of the community or representing the Council's communications with State or Federal Government entities. Any potential conflict with these activities by Elected Members should be clarified with the City's Administration in advance.

3. Use of material received in the role of an Elected Member

Information received in the role of an Elected Member, is not to be used for campaigning purposes. This includes claiming personal credit of previous council decisions in their marketing material. This may be seen as using the position of an Elected Member to gain an advantage and could be contrary to the Local Government (Rules of Conduct) Regulations 2007.

4. Media

- Elected Members will not use their position as an elected representative or their access to City staff or resources to gain media attention in support of their or any candidate's election campaign.
- During the Caretaker Period there will be no proactive publicity shots used by the City in any form involving any Elected Member who is also a candidate for re - election.
- The Mayor may still be quoted in media responses during the Caretaker Period when providing information as spokesperson on behalf of the City.
- Proactive statements in the media realm will be otherwise monitored by the CEO during the Caretaker period.
- Proactive media during the Caretaker Period will be restricted to operational matters that are already before Council, wherever possible.
- Candidates may not use the City's social media accounts to profile themselves, their campaign or provide any responses or



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comments to questions or statements on the City's social media pages.

5. Events:

- Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period and may appear on externally run social media pages.
- Events and/or functions organised by the City and held during the Caretaker Period will be limited to only those that the Chief Executive Officer considers essential to the operation of the City.
- Elected Members nominating as a candidate for local, state or federal government elections are not permitted to have any formal role at events/functions organised or sponsored by the City during the Caretaker Period, other than the provision of a short welcome where appropriate.
- Elected Members must not distribute any campaign material or promote their campaign at any City of Cockburn organised Civic Events/Functions/Official Openings.
- Elected Members appointed to community groups and other external organisations as representatives of the City shall not use their attendance at meetings of these groups to either recruit assistance with electoral campaigning or to promote their personal electoral campaign, or that of any other candidate.

6. Hire of City facilities by Community Groups

Community groups who wish to hire City owned premises to interview or record (audio visual) election candidates in a public forum may do so, subject to the relevant venue hire charge being paid in accordance with the City's normal practices.

7. Use of council accessed information

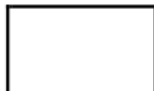
Information, briefing material and advice prepared or secured by staff for an Elected Member must be necessary to the carrying out of the Elected Member's role. Any Council information accessed must not be used for election purposes.

8. Information request register

An information Request Register will be maintained by the Chief Executive Officer during the Caretaker Period. The Register will be a public document that records all requests for information made by candidates for local, state or federal elections and the response provided.

9. Employees

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- During the Caretaker Period no City employees may make any public statement that relates to an election issue, other than those made by the CEO in a legislative context.
- Employees must avoid assisting Elected Members in ways that could create a perception that they are assisting for electoral purposes.
- Employees must not accept employment (voluntary or paid) related to local elections in support of any candidate.
- Employees must not interact with candidates on their personal social media pages during the Caretaker Period.

10. Local Government Election Process Enquiries

All election process enquiries from candidates, whether current Elected Members or not, will initially be directed to the Returning Officer or, where the matter is outside the responsibility of the Returning Officer, to the Chief Executive Officer or delegate.

11. Electoral Signs

Electoral signage is not permitted within road reserves (this includes Council verges outside private properties) for reasons of:

- Pedestrian safety;
- Risk aversion and exposed liability to the City for injuries or damage; and
- Vehicle safety

Electoral signage is not permitted on City Reserves or City infrastructure.

The installation of signage on private property requires permission from the land owner.

12. State and Federal Government Elections

Elected Members who nominate, or are pre-selected by a political party to contest a state or federal election, should avoid any appearance that their position on Council is being used as a platform for their state or federal election campaign during the election period.

In summary, the proposed Policy largely reflects the WALGA template, with some modifications made to align with local circumstances.

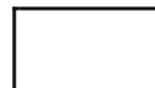
Other references that are relevant to this policy:

Legislative Requirements: *Local Government Act 1995*

Local Government (Election) Regulations 1996

Local Government (Rules of Conduct) Regulations 2007

Local Law- Standing Orders



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Code of Conduct – Elected Members

Electoral signage is governed by the Electoral Act 1907 and the Local Government Act 1995.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

Sections 4.87; 5.93 and 5.103 of the Local Government Act 1995 and Regulation 8 of the Local Government (Rules of Conduct) Regulations refer.

Community Consultation

N/A

Risk Management Implications

Not providing clear rules to staff and Elected Members around the caretaker period results in confusion and inappropriate activity which could negatively affect the reputation of the City/Council and lead to Council decisions being made for political purposes, rather than in the broader community's best interests.

Not adopting this policy will result in remaining with no clear guidelines during the caretaker period around a number of activities which could disadvantage candidates.

Adopting this policy will provide staff and Elected Members with clear guidelines and candidates with equality during the election period.

Advice to Proponent(s)/Submitters

N/A

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

Nil

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Title	Elections – Caretaker Period
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**Policy Type**

Council

Policy Purpose

During an election campaign period there can be additional public scrutiny and added political considerations as matters are brought before Council.

The community has a right to expect that Council decisions reflect their wishes; that the City conducts its business in a transparent and accountable manner and that elections are conducted in an ethical, fair and equitable way.

The policy will provide guidance in the lead up to Election Day, ensuring that major decisions which would bind an incoming Council are avoided where possible, preventing the use of public resources in ways that can be seen to be advantageous to, or promoting candidates and also ensuring staff act impartially in relation to candidates.

This Policy has implications for major decision making, public consultation, publications, publishing of information, the use of City of Cockburn resources and access to information and advice.

This policy is to be applied in conjunction with all other relevant legislation, local laws, delegations, policies, procedures and processes of the City, providing guidance to ensure the continuation of ordinary business.

Policy Statement

The Caretaker Period for Local Government Elections will take effect at the period of time from the close of nominations being 37 days prior to the Council Election Day (4pm) in accordance with section 4.49(a) of the *Local Government Act 1995*, until 6pm on Election Day.

(1) Scope

1. This Policy applies to Elected Members and employees of the City of Cockburn during the Caretaker Period and covers:
 - (a) Notices of Motions and Matters for Investigation submitted by Elected Members and specific decisions that are made by the Council;
 - (b) Information and material published by the City;
 - (c) Attendance and participation at functions and events;
 - (d) Use of the City's resources;
 - (e) Access to information held by the City;
 - (f) Staff engagement with candidates and/or Elected Members.

[1]

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2. The Chief Executive Officer will ensure as far as possible that all Elected Members and employees are aware of the Caretaker Period Policy and practices, at least 30 (thirty) days prior to the start of the Caretaker Period.
 3. It is prohibited under this policy, except where the process has substantially commenced and/or approvals are in place, for public consultation to be commenced during the Caretaker Period on an issue which is contentious, unless the consultation is a mandatory statutory process or required under existing policy.
 4. This Policy only applies to decisions made during the Caretaker Period and not the announcement of decisions made prior to the Caretaker Period, however, as far as practicable any such announcements should be made before the Caretaker Period begins.
- (2) Scheduling consideration of major policy decisions or Council commitments during Local Government Caretaker Period.
1. As far as reasonably practicable, the Chief Executive Officer should avoid scheduling major policy decisions, major consultations or major commitments for consideration during a Caretaker Period and instead should ensure that such decisions are either:
 - (a) Considered by the Council prior to the local government Caretaker Period; or
 - (b) Scheduled for determination by the incoming Council.
- (3) Prevailing Circumstances
1. In some circumstances, the CEO may permit a matter defined as a major policy decision, major consultation or major commitment to be submitted to the Council during the Caretaker Period. The CEO is to have regard to a number of circumstances including, but not limited to:
 - (a) whether the decision is significant
 - (b) the urgency of the issue
 - (c) whether the process has substantially commenced and/or approvals are in place
 - (d) the possibility of legal and/or financial repercussions if it is deferred
 - (e) unless the consultation is a mandatory statutory process or required under existing policy
 - (f) whether the decision is likely to be controversial or contentious, and;
 - (g) the best interests of the City of Cockburn.
- (4) Elected Member interactions
- During the caretaker period, Elected Members should take particular care when:
1. Considering planning matters before the Council in its role as a responsible authority, under the *Planning and Development Act 2005*. It should be noted that items considered by the Joint Development Assessment Panel

[2]



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are done so under a separate process and this policy does not apply;

2. Undertaking a consultation or advocacy role on behalf of members of the community;
3. Representing the Council's communications with State or Federal Government entities; and:
4. Information received in the role of an Elected Member, is not to be used for campaigning purposes. This includes claiming personal credit of previous council decisions in their marketing material.

(5) Marketing

1. Publishing Electoral Material

The City will not print, publish or distribute, or authorise others to print, publish or distribute on behalf of the City anything that contains 'electoral material' during the Caretaker Period, other than announcing the election, encouraging residents to ensure they are enrolled on the Electoral Roll and encouraging them to vote. The City will also publish the electoral related biographies of all candidates on its website.

Information on the City's website about current Elected Members who are standing for re-election will be restricted to current names and contact details together with a link to their electoral biography.

2. Candidate and/or Elected Member Publications

Candidates and/or Elected Members are permitted to publish campaign material on their own behalf but cannot claim for that material to be originating from or authorised by the City. They must not use the City of Cockburn logo or crest or anything resembling them in their campaign material.

3. City of Cockburn Publications

There will be no Mayoral message or interviews with Councillors or images of any Councillors in the City's printed material during the Caretaker Period. This includes printing of the Elected Member's contact details. This clause does not apply to information published prior to the Caretaker Period.

4. Media

- (a) Elected Members will not use their position as an elected representative or their access to City staff or resources to gain media attention in support of their or any candidate's election campaign.
- (b) During the Caretaker Period there will be no proactive publicity shots used by the City in any form involving any Elected Member.
- (c) The Mayor will still be quoted in media responses during the Caretaker Period when providing information as spokesperson on

[3]

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- behalf of the City.
- (d) Proactive statements in the media realm will be ~~otherwise managed~~ monitored by the CEO during the Caretaker Period to ensure compliance with these provisions.
 - (e) Proactive media during the Caretaker Period will be restricted to operational matters or issues ~~that are already before resolved by~~ Council.
 - (f) Candidates may not use the City's social media accounts to profile themselves, their campaign or provide any responses or comments to questions or statements on the City's social media pages.
- (6) Attendance and Participation at Events/Functions
- 1. Public Events Hosted by External Bodies

Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period and may appear on externally run managed social media pages.
 - 2. City of Cockburn organised Civic Events/Functions/Official Openings

Events and/or functions organised by the City and held during the Caretaker Period will be limited to only those that the Chief Executive Officer considers essential to the operation of the City.

Elected Members nominating as a candidate for local, state or federal government elections should not, where practicable, have any formal role at events/functions organised or sponsored by the City during the Caretaker Period, other than the provision of a short welcome, when appropriate. Any determination of whether it is otherwise appropriate for an Elected Member to officiate at a City arranged event / function will be at the discretion of the Chief Executive Officer.

Elected Members must not distribute any campaign material or promote their campaign at any City of Cockburn organised Civic Events/Functions/Official Openings, or similar
 - 3. Delegates to Community and Advisory Groups

Elected Members appointed to community groups and other external organisations as representatives of the City shall not use their attendance at meetings of these groups to either recruit assistance with electoral campaigning or to promote their personal or other candidate's electoral campaigns.
- (7) The Use of City of Cockburn Resources
- 1. The Council's Code of Conduct (Elected Members) and the *Local Government (Rules of Conduct) Regulations 2007* provide that the City's
- [4]



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resources are only to be utilised for authorised activities and prohibits the use of equipment, stationery or hospitality for non-Council related business. Note that prohibiting the use of resources for electoral purposes is not restricted to the Caretaker Period.

2. The City's employees must not be asked to undertake any tasks connected directly or indirectly with an election campaign, unless it is undertaken in conjunction with a function related to the election.
3. In any circumstances where the use of City resources might be construed as being related to a candidate's election campaign, advice is to be sought through the Chief Executive Officer.
4. Community groups who wish to hire City owned premises to interview or record (audio visual) election candidates in a public forum may do so, subject to the relevant venue hire charge being paid in accordance with the City's normal practices.

(8) Access to Council Information

1. Candidate Access to Information

All candidates will have equal rights to access publicly available information from the City's administration.

2. Use of information accessed from the City

Information, briefing material and advice prepared or secured by staff for an Elected Member must be necessary to the carrying out of the Elected Member's role. Any Council information accessed must not be used for election purposes.

3. Information Request Register

An Information Request Register will be maintained by the Chief Executive Officer, or delegate, during the Caretaker Period. The Register will be a public document that records all requests for information made by candidates for local, state or federal elections, and the response given to those requests during the Caretaker Period. Staff will be required to provide details of requests to the Chief Executive Officer, or delegate, for inclusion in the Register.

4. Media Advice

Any requests for media advice or assistance from Elected Members during the Caretaker Period will be referred to the Chief Executive Officer. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members participating in the relevant election. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific Elected Member, the Chief Executive Officer may authorise the

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provision of a response to such a request. Any media opportunities for Elected Members will not be arranged by the City during the Caretaker Period.

5. City of Cockburn Employees

- (a) During the Caretaker Period no City employee may make any public statement that relates to an election issue.
- (b) Employees must avoid assisting Elected Members in ways that could create a perception of being used for electoral purposes.
- (c) Employees must not accept employment (voluntary or paid) related to local elections for any candidate.
- (d) Employees must not interact with Elected Members or candidates on their social media pages during the Caretaker Period.

(9) Local Government Election Process Enquiries

All election process enquiries from candidates, whether current Elected Members or not, will initially be directed to the Returning Officer, or, where the matter is outside the responsibility of the Returning Officer, to the Chief Executive Officer or delegate

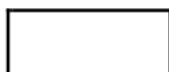
(10) Electoral Signs

- 1. Electoral signage is not permitted within road reserves (this includes Council verges outside private properties). This is based on a requirement for:
 - (a) Pedestrian safety;
 - (b) Risk aversion and exposed liability to the City for injuries or damage; and
 - (c) Vehicle safety for manoeuvrability and sightlines.
- 2. Electoral signage is not permitted on City Reserves or City infrastructure.
- 3. The installation of signage on private property requires permission from the owner.

(11) Implementation of Caretaker Practices during State and Federal Government Elections

- 1. Elected Members who nominate, or are pre-selected by a political party to contest a state or federal election, should avoid any appearance that their position on Council is being used as a platform for their state or federal election campaign during the election period.
- 2. An Elected Member may choose to take leave of absence from the Council for such period as they see fit and should, as soon as practicable after nominating or being pre-selected, notify the Chief Executive Officer in

[6]



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writing, who in turn will advise the other Elected Members

3. For state or federal elections, the Caretaker Period commences from the date of the election writ issued by the Governor or Governor General, as is relevant.

(12) Definitions

Election Day means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election.

Electoral Material means any advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result of an election, but does not include:

1. An advertisement in a newspaper announcing the holding of a meeting in accordance with section 4.87(3) of the *Local Government Act 1995*.
2. Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*.
3. Any materials produced by the City relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purpose of conducting an election.

Events and Functions means gatherings of internal or external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the City and its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinner and receptions.

Local Government Caretaker Period means for local government elections, the period of time from the close of nominations being 37 days prior to the Council Election Day in accordance with section 4.49(a) of the *Local Government Act 1995*, until 6pm on Election Day; and

Major Policy Decision means any:

1. Decisions relating to the employment, termination or remuneration of the Chief Executive Officer or any other designated senior officer, other than a decision to appoint an Acting Chief Executive Officer, if relevant.
2. Decisions relating to the City entering into a sponsorship arrangement with City of Cockburn residents or community organisations.
3. Irrevocable decisions that commit the City to substantial expenditure or significant unforeseen action.
4. Irrevocable decisions that will have unforeseen significant impact on the City of Cockburn or the community.
5. Reports requested or initiated by an Elected Member, Candidate or member of the public that, in the Chief Executive Officer's opinion, may be perceived within the general community as an issue that adversely reflects upon the Council's decision-making process and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

Public Consultation means a process which involves an invitation to individuals, groups or organisations, or the community generally, to comment on an issue, proposed action or proposed policy.

[7]

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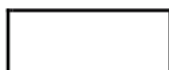
Title	Elections – Caretaker Period
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(13) References

- Legislative Requirements: *Local Government Act 1995 Local Government (Election) Regulations 1996*
- *Local Government (Rules of Conduct) Regulations 2007*
- *Local Law- Standing Orders*
- Code of Conduct – Elected Members

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Governance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[8]



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Item 9.1

9. PLANNING & DEVELOPMENT DIVISION ISSUES

9.1 (2019/MINUTE NO 0027) MODIFICATIONS TO LOCAL PLANNING POLICY LPP 1.1 RESIDENTIAL DESIGN CODES ALTERNATIVE DEEMED TO COMPLY PROVISIONS

Author(s) A Lefort

Attachments 1. Proposed Amendment to Policy LPP 1.1 'Residential Design Codes Alternative Deemed to Comply Provisions' [↓](#)

RECOMMENDATION

That Council adopts modifications to Local Planning Policy 1.1 'Residential Design Codes Alternative Deemed to Comply Provisions' for the purposes of advertising in accordance with Clause 5 of the Deemed Provisions of Town Planning Scheme No.3, as shown in Attachment 1.

COMMITTEE RECOMMENDATION

MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0

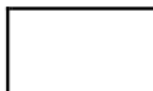
Background

LPP 1.1 was first adopted in 2005 (formerly called APD49) with the purpose of reducing the number of planning applications being lodged for minor variations to the acceptable development (now referred to as deemed-to-comply) provisions of the R-Codes which were being routinely approved with minimal assessment. The policy has been amended many times since its adoption.

Upon reflection, some of the 'routine variations' which are permitted without planning approval and without a planning assessment have resulted in some unintended consequences and have not necessarily delivered the best planning outcomes, particularly in relation to site cover/open space and reduction of green space across new housing development in the City (both infill and greenfields).

In addition, the Residential Design Codes Explanatory Guidelines now specify which deemed-to-comply clauses of the R-Codes can be varied through Local Government Planning Policies and which cannot. The

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proposed modifications will ensure that only clauses referred to in the Explanatory Guidelines are being modified.

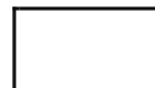
Submission

N/A

Report

The following table includes the sections of the policy being amended or deleted and the reason for it:

LPP Section	Purpose	Proposed Modification
5.1.2 C2.1i Street setback	This clause reduces the average setbacks (as of right) for R20-R30 zones allowing dwellings to be built closer to the street without the need for planning approval. The purpose of the clause was to encourage larger rear yards for landscaping and trees.	The clause is proposed to be deleted. The unintended consequence is that the clause has not resulted in larger rear yards; rather it has resulted in larger dwellings covering more of the site leaving less area for landscaping and trees. The R-Codes Explanatory Guidelines do not include this deemed-to-comply clause as being capable of an as of right variation.
5.1.3 C3.1 Lot boundary setback	This clause allows patios and carports to be setback 1m from side boundaries for a maximum length of 15m (as of right).	This clause is proposed to be deleted. The R-Codes Explanatory Guidelines do not include this deemed-to-comply clause as being capable of an as of right variation.
5.1.4 C4 Open Space	This clause provides a 5% reduction (as of right) for the amount of open space on a lot provided that the outdoor living area meets the minimum size required. The purpose of this clause was to allow a minor reduction in open space which was being routinely approved.	The clause is proposed to be deleted. The unintended consequence is that as average lot sizes have dramatically reduced, house sizes have not resulting in larger dwellings with minimal opportunities for landscaping and trees. Requiring planning approval for all open space reductions will assist in ensuring that where open space reductions are sought, that there is still adequate space for quality landscaping and trees on new development sites.
5.3.1 C1.1 Outdoor Living Areas	This clause allows outdoor living areas (OLA) to be located in the front setback, permanent roof cover for half of the OLA (in lieu of one third) or two thirds where the entire roof is translucent. The purpose of this clause in	This clause is proposed to be deleted. The unintended consequence of this has resulted in more paved and roofed area in the front and less opportunity for landscaping and trees. The unintended consequence of allowing more of the OLA to have



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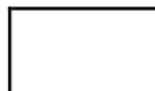
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LPP Section	Purpose	Proposed Modification
	relation to the front setback areas was to encourage active outdoor living areas fronting the street as of right.	permanent roof cover (as of right) has resulted in less opportunities for landscaping and trees on new development sites. Requiring planning approval for this will provide the opportunity for increases in roofed areas to be off-set with quality landscaping and trees on new development sites.
5.4.3 C3iii Outbuildings	This clause allows outbuildings that do not exceed 100m ² (in lieu of 60m ²) or 10% in aggregate as of right and without the need planning approval.	This clause is proposed to be deleted. The TPS 3 Supplemental provisions in Schedule A (Clause 61(1) (m) (i) provide an exemption for outbuildings up to 100m ² in Residential zones. The policy clause is therefore not required.
C3iv	This clause allows outbuildings with a wall height not exceeding 3m (in lieu of 2.4m) as of right and without the need for planning approval.	This clause is proposed to be deleted. The R-Codes Explanatory Guidelines do not include this deemed-to-comply clause as being capable of an as of right variation.
C3viii	This clause allows outbuildings to have an additional 4m boundary wall as of right and without the need for planning approval.	This clause is proposed to be deleted. The R-Codes Explanatory Guidelines do not include this deemed-to-comply clause as being capable of an as of right variation.
5.4.5 C5.1 Utilities and Facilities	This clause allows stores for grouped dwellings where located in a garage to have a minimum dimension of 1m (in lieu of 1.5m) as of right and without the need for planning approval.	This clause is proposed to be deleted. The R-Codes Explanatory Guidelines do not include this deemed-to-comply clause as being capable of an as of right variation.

There are several other administrative modifications.

Conclusion

The modifications to LPP 1.1 as explained are proposed to result in better planning outcomes, particularly in relation to opportunities for quality landscaping and tree planting in new infill and greenfields development. Requiring those seeking reduced open space or reduced street setbacks to satisfy the design principles of the R-Codes rather than an as of right variation without planning approval will lead to better designed developments with better living environments for residents and neighbours. The modifications will ensure also that the policy is



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consistent with the State Government's R-Codes Explanatory Guidelines.

Strategic Plans/Policy ImplicationsCity Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Ensure growing high density living is balanced with the provision of open space and social spaces.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

There are costs involved in advertising of the modifications to the policy however these can be met from municipal funds.

Legal Implications

N/A

Community Consultation

Modifications to the policy are required to be advertised in accordance with Clause 4 of TPS 3 deemed provisions.

Risk Management Implications

If the policy is not amended there is a risk that opportunities for better planning outcomes for residential development will be lost.

Advice to Proponent(s)/Submitters

N/A

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

Nil



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Title	Local Planning Policy 1.1—Residential Design Codes Alternative Deemed to Comply Provisions
Policy Number (Governance Purpose)	LPP 1.1



Policy Type

Local Planning Policy

Policy Purpose

The Residential Design Codes (R-Codes) is a Western Australian Planning Commission State Planning Policy, which was previously gazetted on 4 October 2002 and has recently been updated on 23 October 2015. The R-Codes provide a comprehensive basis for the control of residential development throughout Western Australia.

Application

This policy applies to all development to which the R-Codes apply and does not exempt compliance with other requirements of the R-Codes, the City of Cockburn Town Planning Scheme No. 3 (TPS 3), and other Council policies, Local Development Plans (LDP's) and / or the Building Codes of Australia.

The purpose of this policy is to supplement the existing 'deemed to comply' and 'design principles' of the R-Codes with alternative standards that the City believes either meet the general objectives of the R-Codes or are warranted to address specific local objectives.

It is not the intention of this policy to replace or provide more onerous requirements than the existing R-Codes provisions. Therefore a development may be deemed compliant if it conforms to either the 'deemed to comply' provisions of the R-Codes, the 'design principles' of the R-Codes or the provisions of this Policy.

Implementation

1. Where a proposal meets the provisions of this policy, advertising to adjoining owners in relation to these provisions is not required.
2. Where a proposal for a single house or two grouped dwellings (including any outbuildings) meets the provisions of this policy whilst still compliant with all other deemed to comply requirements, the proposal will be exempt from requiring planning approval.
3. Notwithstanding (2) above, where a proposal for a single house or two grouped dwellings is subject to an LDP, compliance with this policy will not result in the application being exempt from planning approval.
4. Where a proposal does not meet the provisions of this policy, the City will consider the proposal on its merits in accordance with the relevant 'design principles' of the R-Codes and having due regard to Clause 2.5 (Part 2) of the R-Codes.

[1]



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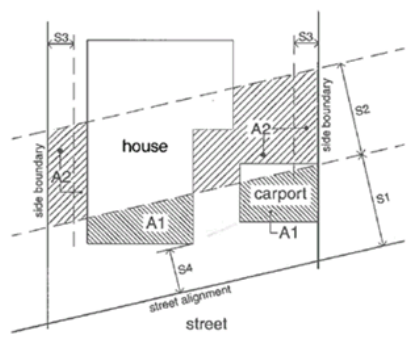
Item 9.1 Attachment 1

Title	Local Planning Policy 1.1—Residential Design Codes Alternative Deemed to Comply Provisions
Policy Number (Governance Purpose)	LPP 1.1



Policy Statement

Provisions

5.1 Context		
Clause	Deemed to Comply	Alternative Provision
5.1.2—Street Setback	C2.1 i—Buildings setback from the primary street boundary in accordance with Table 1.	<p>The minimum primary street setbacks for residential zoned properties may be:</p> <ul style="list-style-type: none"> (a) R20-coded lots — 5m (b) R25-coded lots — 4m (c) R30-R40-coded lots — 3m <p>Primary street setbacks may still be averaged as per Figures 2a and 2c of the R-Codes.</p> <p>The reduced minimum primary street setbacks above do not apply to garages and carports which shall be as per the R-Codes.</p> <p>The variation to the minimum setback allowed by Part 5.1.2 C2.1 ii of the R-Codes must be calculated based on the minimum specified by Table 1 of the R-Codes, not the reduced minimums identified above.</p> <p>Figure 2a – Measuring primary street setbacks (clause 5.1.2 C2.1iii)</p>  <p>(diagram deleted)</p> <p>— Primary street setback distance (5m)</p> <p>S2— Distance behind the primary street setback, equal to S1 (10m)</p> <p>S3— Side boundary setback (Table 2a and</p>

[2]

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Title	Local Planning Policy 1.1—Residential Design Codes Alternative Deemed to Comply Provisions
Policy Number (Governance Purpose)	LPP 1.1



		<p>2b) S4—Maximum reduced primary street setback (half of primary street setback distance designated in Table 1 (3m)). A1—Area of building forward of primary street setback (forward of 5m). A2—Compensating open area behind primary street setback (between 5m and 10m).</p>
<u>5.1.2 Street setback</u>	C2.2 – Buildings setback from the secondary street setback in accordance with Table 1 of the R-Codes	Flat roof patios and/or carports may be setback 0.5m from the secondary street boundary and pitched roof patios or carports may be setback 1m from the secondary street boundary in all density codes.
<u>5.1.3 Lot Boundary Setbacks</u>	C3.1—Buildings setback from lot boundaries in accordance with Table 1, Tables 2a and 2b (refer to figure Series 3 and 4).	Patios and carports setback 1m or less from the boundary (excluding street boundaries) are considered acceptable where the patio/carport is up to 3m in wall height and up to 15m in length on one boundary (exclusive of other boundary walls).
	C3.2—Walls may be built up to a lot boundary behind the street setback specified in Table 1.	
<u>5.1.3 Lot boundary setback</u>	C3.2 ii – In areas coded R20 and R25, walls not higher than 3.5m with an average of 3m or less up to a maximum length of the greater of 9m or one third the length of the balance of the lot boundary behind the front setback, to one side boundary only.	The length of boundary wall can be split between more than one boundary.
	C3.2 iii – In areas coded R30 and higher, walls not higher than 3.5m with an average of 3m for two-thirds the length of the balance of the lot boundary behind the front setback, to one side boundary only.	Walls not higher than 3.5m (no average required). The length of boundary wall can be split between more than one boundary.

[3]



Title	Local Planning Policy 1.1—Residential Design Codes Alternative Deemed to Comply Provisions
Policy Number (Governance Purpose)	LPP 1.1



5.1.4—Open Space	C4—Open space provided in accordance with Table 1 (refer Figure Series 6).	The Open Space Minimum Total % of site requirement in Table 1 of the R-Codes may be reduced by up to 5% provided the minimum outdoor living area requirements relevant to that Density Code are met.
5.3 Site Planning and Design		
Clause	Deemed to Comply	Alternative Provision
5.3.1—Outdoor Living Areas	C1.1—An outdoor living area to be provided: <ul style="list-style-type: none"> • In accordance with Table 1; Behind the street setback area; • Directly accessible from a habitable room of the dwelling; • With a minimum length and width dimension of 4m; and • To have at least two-thirds of the required area without permanent roof cover. 	<ul style="list-style-type: none"> • Outdoor living areas are acceptable partially or entirely within the front setback area. • Outdoor living areas with permanent opaque roof cover up to one-half of the required area are acceptable. • Outdoor living areas where the entire roof is translucent with cover up to two-thirds of the required area are acceptable.
5.4 Building Design		
Clause	Deemed to Comply	Alternative Provision
5.4.3—Outbuildings	C3-iii—Outbuildings that: <ul style="list-style-type: none"> • Collectively do not exceed 60m² in area or 10 per cent in aggregate of the site area, whichever is the lesser. 	Outbuildings that: <ul style="list-style-type: none"> • Collectively do not exceed 100m² in area or 10 per cent in aggregate of the site area, whichever is the lesser;
	C3-iv—Outbuildings that: <ul style="list-style-type: none"> • Do not exceed a wall height of 2.4m. 	Outbuildings that: <ul style="list-style-type: none"> • Do not exceed a wall height of 3.0m.
	C3-viii—Outbuildings that: <ul style="list-style-type: none"> • comply with the setback requirements of Table 1, but in areas coded R15 or less, the rear setback requirement is determined by Tables 2a and 2b. 	In addition to any dwelling boundary wall, an additional 4m of boundary wall is permitted for an outbuilding only providing: <ol style="list-style-type: none"> 1) No other boundary wall exists on the lot for outbuilding/store purpose; 2) Is setback 0.5m from the lot boundary; and 3) Is no higher than 3m in wall height.
5.4.5—Utilities and	C5.1—An enclosed, lockable storage area;	Stores for grouped and multiple dwellings, where located within a garage may have a

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Title	Local Planning Policy 1.1—Residential Design Codes Alternative Deemed to Comply Provisions
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Facilities	constructed in a design and material matching the dwelling where visible from the street, accessible from outside the dwelling, with a minimum dimension of 1.5m with an internal area of at least 4m², for each grouped or multiple dwellings(s).	minimum dimension of 1m, subject to achieving a minimum total internal area of at least 4m².
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Strategic Link:	Town Planning Scheme No.3
Category	Planning – Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	14 December 2017
Next Review Due: (Governance Purpose Only)	December 2019
ECM Doc Set ID: (Governance Purpose Only)	4516635

[5]



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9.2 (2019/MINUTE NO 0028) MODIFICATIONS TO LOCAL PLANNING POLICY LPP 4.2 COCKBURN CENTRAL NORTH (MURIEL COURT) STRUCTURE PLAN - DESIGN GUIDELINES

Author(s) A Lefort

Attachments

1. Policy LPP 4.2 Cockburn Central North (Muriel Court) Structure Plan Design Guidelines (Current) [↓](#)
2. Policy LPP 4.2 Cockburn Central North (Muriel Court) Structure Plan Design Guidelines (Revised) [↓](#)

RECOMMENDATION

That Council adopts modifications to Local Planning Policy 4.2 'Cockburn Central North (Muriel Court) Structure Plan Design Guidelines' for the purposes of advertising in accordance with Clause 5 of the Deemed Provisions of Town Planning Scheme No.3, as shown in attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0

Background

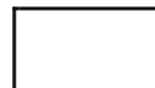
LPP 4.2 was first adopted by Council in July 2010 to guide built form outcomes within the Muriel Court Local Structure Plan area. In light of the State Government's 'Design WA' suite of documents including State Planning Policy 7.0 'Design of the Built Environment' and State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments which is due to be released on 24 May 2019, LPP 4.2 required review to ensure consistency. Subsequent to the review, a number of modifications are required.

Submission

N/A

Report

The existing LPP has been significantly revised and simplified with the following sections being deleted:



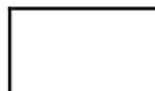
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LPP Section	Purpose	Proposed Modification
Policy Purpose	This section outlines the purpose of the policy.	This section is proposed to be revised and simplified to provide clarity.
Introduction	This section explains the relationship of the policy to the planning framework.	This is proposed to be revised and simplified to provide clarity.
Vision for Muriel Court	This section outlines the Vision for the area including physical, social and economic objectives.	This section is proposed to be revised and simplified to provide clarity.
Muriel Court Structure Plan	This section outlines the key principles of the Structure Plan.	This section is proposed to be deleted as it's a direct duplication of the structure plan and is unnecessary.
Subdivision	This section provides information about lot sizes, widths and layouts.	This section is proposed to be deleted as all provisions are guided by the structure plan and other State Planning documents and is therefore unnecessary.
General Standards	This section provides general standards that apply to all development.	<p>This section is proposed to be deleted with the exception of the 'Minimum Residential Densities' and 'Noise Attenuation' sections which have been retained in their own sections.</p> <p>All other general standards are contained in either the new State Planning Policy SPP 7.3 Apartment Design Guide (for multiple dwellings) or in each individual Local Development Plan (for single houses and grouped dwellings).</p>
Low Density Zone (R25) Standards	This section provides standards applicable to land identified for R25.	This section is proposed to be deleted as any standards for single houses and grouped dwellings that differ from the Residential Design Codes will be contained with Local Development Plans to avoid duplication.
Medium Density Zone (R40 & R60) Standards	This section provides standards applicable to land identified for R40 & R60.	This section is proposed to be combined with the High Density zone standards and simplified to provide primary development controls for multiple dwellings that differ to SPP 7.3 in a table format. It also specifies that Single House and Grouped Dwelling development be dealt with through the use of Local

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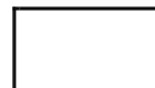
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LPP Section	Purpose	Proposed Modification
		Development Plans.
High Density Zone (R80 & R160) Standards	This section provides standards applicable to land identified for R80 & R160.	This section is proposed to be combined with the Medium Density zone standards and simplified to provide primary development controls for multiple dwellings that differ to SPP 7.3 in a table format. It also specifies that Single House and Grouped Dwelling development be dealt with through the use of Local Development Plans.
Mixed Business – Restricted Use – Office/Residential Standards	This section provides standards applicable to land identified for Mixed Business – Restricted Use – Office/Residential.	This section is proposed to be combined with the Mixed Business Non Residential and Local Centre Standards and has been simplified to provide primary development controls for multiple dwellings that differ to SPP 7.3 in a table format.
Mixed Business – Restricted Use – Non Residential Standards	This section provides standards applicable to land identified for Mixed Business – Restricted Use – Non Residential.	This section is proposed to be combined with the Mixed Business Office/Residential and Local Centre Standards and has been simplified to provide primary development controls for multiple dwellings that differ to SPP 7.3 in a table format.
Local Centre Standards	This section provides standards applicable to land identified for Local Centre.	This section is proposed to be combined with the Mixed Business Standards and simplified to provide primary development controls for multiple dwellings that differ to SPP 7.3 in a table format.
Streets	This section provides overarching design principles and street profiles to deliver the desired urban form.	This section is proposed to be substantially updated to provide more current requirements and moved to form Appendix 1.
Interpretations	This section provides two definitions.	This section is proposed to be deleted as the terms defined are no longer used in the policy.

The following new sections have been added to the policy:

LPP Section	Purpose
Staging	This section has been added to provide clarity for developers intending on implementing the structure plan through a staged approach.
Local Development	This section has been added to provide clarity for development



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LPP Section	Purpose
Plans	providing single house or grouped dwellings and the provisions that must be addressed through LDPs.

Much of the design guidance in the current LPP were written approximately ten years ago to facilitate apartment design in the absence of a robust State Planning Policy relating to apartments. As SPP 7.3 Apartment Design Guide has been introduced by the State Government through 'Design WA', many requirements of this policy provide an unnecessary duplication which is undesirable. The proposed changes simplify the design guidelines and together with SPP 7.3 Apartment Design Guide and relevant Local Development Plans for lower scale development will ensure that the vision for the Muriel Court Structure Plan will be delivered.

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Ensure growing high density living is balanced with the provision of open space and social spaces.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

There are costs involved in advertising of the modifications to the policy however these can be met from the current Council budget.

Legal Implications

N/A

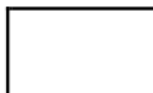
Community Consultation

Modifications to the policy are required to be advertised in accordance with Clause 4 of TPS 3 deemed provisions.

Risk Management Implications

If the policy is not amended there is minimal risk, however the modifications will provide more clarity and remove unnecessary components.

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Advice to Proponent(s)/Submitters

N/A

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

Nil



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Title	Cockburn Central North (Muriel Court) Structure Plan – Design Guidelines
Policy Number (Governance Purpose)	LPP 4.2

**Policy Type**

Local Planning Policy

Policy Purpose

In order to facilitate a high quality and functional built environment for Development Area 19 Cockburn Central North (Muriel Court land precinct), the City of Cockburn has prepared the attached Design Guidelines.

Development Area 19 is a transit orientated development which aims to provide a range of dwelling types and maximise the number of people living and working near the Cockburn Central activity centre and train station. The design guidelines are important to create an attractive and well-designed urban village, which readily allows the principles and intent of the adopted Structure Plan to be achieved.

Both the Structure Plan and Town Planning Scheme No. 3 (TPS 3) require design guidelines to be adopted for the precinct, to achieve some degree of uniformity in design outcomes notwithstanding the highly fragmented land ownership pattern.

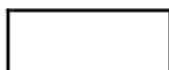
The purpose of this policy is to establish design guidelines for Development Area 19 in order to achieve high quality development based on good urban design principles. These design guidelines are to be read in conjunction with the adopted Structure Plan, TPS 3 and other adopted Local Planning Policies.

The design guidelines apply to all land use, subdivision and development within Development Area 19 as per the adopted Structure Plan.

Policy Statement

The vision for Development Area 19 is to be one of a high quality and vibrant urban village, contemporary in character which capitalises on and provides a sustainable extension to the Cockburn Central activity centre.

All subdivision and development applications shall be in accordance with the attached design guidelines.



Title	Cockburn Central North (Muriel Court) Structure Plan – Design Guidelines
Policy Number (Governance Purpose)	LPP 4.2



COCKBURN CENTRAL NORTH (MURIEL COURT) DESIGN GUIDELINES

Introduction	2
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Subdivision.....	5
General Standards	7
Low Density zone (R25) standards	11
Medium Density zone (R40 & R60) standards	12
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Title	LOCAL PLANNING POLICY 4.2
Policy Number (Governance Purpose)	LPP 4.2

**INTRODUCTION**

The Muriel Court Design Guidelines seek to establish the character of the street, building and public spaces within the Muriel Court Structure Plan area. The Design Guidelines will guide subdivision and building development to respond to the intentions of the Muriel Court Structure Plan in order to create a comfortable and welcoming walkable neighbourhood that complements Cockburn Central Town Centre and maximises the population living and working within walking distance of Cockburn Central Station.

These Design Guidelines are to be read in conjunction with the Muriel Court Structure Plan, Local Planning Policies and the City of Cockburn's Town Planning Scheme No. 3 (TPS 3). Where the Guidelines are silent on any matter, the relevant provision of the Residential Design Codes of Western Australia (R-Codes), the City's Local Planning Policies and TPS 3 will apply.

The Structure Plan area is divided into zoning band precincts. Development proposals will be assessed against the principles and objectives set out in the Design Guidelines for each precinct as well as the general standards and specific standards for each zone.

Applicants are advised that early consultation with the City of Cockburn is encouraged for subdivision/development and should include pre-lodgement meetings.

ARRANGEMENTS OF THE DESIGN GUIDELINES**Vision and Objectives**

This document first describes the vision and objectives for the whole of the Muriel Court Structure Plan area. Collectively, all development should contribute to realising this vision and achieving the overall objectives.

Subdivision

The Guidelines emphasise the relationship between built form and the surrounding streets and open spaces. Along with the use of each lot this will be key to achieving the desired character of each precinct.

General Standards

The General Standards apply to all development across the Muriel Court Structure Plan area and guide the design of general building services.

Precinct Standards

This section provides specific guidance on particular buildings envisaged for the Muriel Court Structure Plan area and is dependent on the residential density. The section is broadly split into low, medium and high density and reference should be made to the specific building type mentioned in each density sub section.

Streets

This Section deals with the design of streets and laneways including pavement widths, footpath requirements, lighting and medians. The Muriel Court Structure Plan sets the road alignments and widths for the area.

VARIATIONS TO THE DESIGN GUIDELINES

The Muriel Court Design Guidelines are implemented as a Local Planning Policy under TPS 3. Development that varies from the requirements of the Guidelines can be approved if the variations are consistent with the objectives and vision of the Structure Plan and Design Guidelines.

[2]



Title	LOCAL PLANNING POLICY 4.2
Policy Number (Governance Purpose)	LPP 4.2



VISION FOR MURIEL COURT

The Muriel Court Structure Plan area will be characterised as a high quality, vibrant urban village and contemporary in character that capitalises on and provided a sustainable extension to the Cockburn Central Town Centre.

The objectives of the Design Guidelines are:

Physical Objectives

- Promote a safe, comfortable and easily accessible environment for residents and visitors
- Ensure that buildings address and complement public spaces by providing transparent and engaging interfaces between the street and the private realm
- Ensure that energy efficiency is employed in design and construction

Social Objectives

- Provide a strong sense of place and community
- Promote walking, cycling and public transport through appropriately designed and easily accessible streets and buildings
- Provide for a mix of housing opportunities to cater for our diverse community
- Ensure that ease of access to public open space for residents and visitors

Economic Objectives

- Promote a viable local centre that supplies for daily needs of the community

Facilitate a development intensity that compliments the Cockburn Central Town Centre and Cockburn Central West

[3]

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Title	LOCAL PLANNING POLICY 4.2
Policy Number (Governance Purpose)	LPP 4.2

**MURIEL COURT STRUCTURE PLAN**

The Muriel Court Structure Plan has been designed employing principles that promote a sense of place and community as well as providing a more legible and equitable urban environment that is robust enough to changing circumstances over time.

The Key Principles of the Structure Plan are:

COMMUNITY DESIGN

- Maximise densities within the walkable catchment of the Cockburn Central Regional Centre.
- Providing medium densities beyond the walkable catchment and adjacent areas of high amenity (POS) and high frequency public transport routes (Semple/Muriel Court).
- Minimise the need for the land exchange between landowners whilst recognising the complexities associated with highly fragmented development cells.
- Provide a balanced range of densities to provide a diverse range of housing types.

MOVEMENT NETWORK

- Create a strong east-west movement network that reflects constraints (created by existing lot configurations) that maximises connectivity and efficiency of pedestrian movements and simplifies subdivision design.
- Minimise traffic conflict and promote high quality streetscapes along Muriel and Semple Court by promoting rear loaded lots.
- Provide a street and pedestrian network that enables direct, quick and safe pedestrian and cyclist access to and from the transit facility.
- Create a highly connected and permeable street network with emphasis on Muriel and Semple Courts being the primary 'spine' roads.
- Maximise equity between landowners by sharing where possible, the placement of access streets, laneways and public open spaces etc.

LOT LAYOUT AND PUBLIC PARKLAND

Within the constraints of the existing lot configuration, develop a robust network of streets and blocks which maximise

- efficient movement, the creation of regular shaped lots and maximises solar orientation for dwelling construction.
- Appropriate interfacing of residential lots with surrounding uses such as the Kwinana Freeway and the mixed business zone.
- Maximise the ability for land owners to develop independently given the fragmentation of ownership.
- Provide a range of densities to promote variety in lot product and ensure appropriate density targets are met.
- Placement of public open space to preserve and enhance existing environmental features (wetland and remnant vegetation).
- Provide a suitable balance between active and passive recreation.

ACTIVITY CENTRES, EMPLOYMENT AND SCHOOLS

- Provide office and residential uses within the walkable catchment of Cockburn Central activity centre/train station to support and strengthen the centre as an origin and destination.
- Provide a local centre to provide for the day to day needs of the residents.
- Provide good pedestrian, cycle and vehicular access to existing and possible future schools.

URBAN WATER MANAGEMENT/UTILITIES

- Promote water sensitive urban design and the integration of drainage infrastructure within POS where applicable in accordance with the DoW's requirements.
- Promote a network of streets which facilitate the delivery of essential services and utilities.

[4]



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Title	LOCAL PLANNING POLICY 4.2
Policy Number (Governance Purpose)	LPP 4.2

**SUBDIVISION**

Subdivision and amalgamation of land holdings within the Muriel Court Structure Plan area will be required in order to develop land. Subdivision and amalgamation are required to provide for development that is consistent with the Muriel Court Structure Plan and intended character and amenity.

Subdivision and amalgamation shall be consistent with the minimum and maximum lot widths and the laneways locations outlined within these guidelines.

The Minimum and average lot sizes shall be used for creation of lots, particularly for low and medium density coded areas, as shown on the Muriel Court Structure Plan map.

Development over individual long, narrow lots is not permitted unless it can be demonstrated that such development is consistent with the intended character and amenity of the Muriel Court Structure Plan and the provisions of these Design Guidelines.

The Muriel Court Structure Plan has been prepared to provide for development that addresses the street in a traditional manner. Subdivision applications that would create lots that result in lower levels of amenity, compromise streetscapes and poor built form shall not be supported.

The City of Cockburn may require indicative development plans to be prepared to

accompany subdivision and amalgamation in order to prove that development can occur in a manner that is consistent with the Muriel Court Structure Plan and the provisions of these Design Guidelines. Such plans shall include a site plan, floor plans and indicative elevation drawings.

Applicants are reminded of the R-Codes requirement for planning approval to be awarded for development on lots less than 260m² prior to subdivision applications being approved.

LANEWAYS

Laneways shall be constructed as per the provisions of these Design Guidelines and as shown on the Muriel Court Structure Plan.

Vehicular access must be from the laneway where they are provided. No direct vehicle access shall be permitted from Muriel or Semple Court.

BATTLE-AXE LOTS

Battle-axe lots are not a preferred outcome for the Muriel Court Structure Plan area. All lots must allow for development that has a street presence and can contribute to the desired built form and character. Irregular shaped lots will generally not be supported

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	Minimum Lot Width	Maximum Lot Width
R25	8m*	20m*
R40	7.5m - Front Loaded* 5m - Rear Loaded*	10m*
R60	7.5m - Front Loaded* Nil - Rear Loaded*	8m*
R80	6m - Front Loaded* Nil - Rear Loaded* 24m - all other sites	8m* 30m
R160	24m	60m
Local Centre	8m	A maximum lot width is not prescribed, however development should not be constructed such that long, flat facades are created. A maximum building segment should therefore not be more than 12 metres length.
Mixed Business	A minimum lot width of 30m applies. Lots should comprise an adequate area to provide for the construction of residential apartment buildings, whilst maintaining adequate side setbacks.	The existing lot dimensions should be observed to provide sufficient areas in which to develop mixed use buildings that are several stories in height. A maximum lot width of 60m shall be observed.
*Strata lot of green title lot expected to contain a single dwelling		

Table 1: Subdivisional Lot Dimension

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GENERAL STANDARDS

The General Standards are intended to establish a broad framework to influence and guide development within the Muriel Court Structure Plan area. They apply across the entirety of the Muriel Court Structure Plan area and development will incorporate the intent of each of the standards establish here.

DWELLING MIX

It is important to provide for a range of dwelling sizes and types to meet the housing needs of the community. The Muriel Court Structure Plan has sought to address this through the provision of a range of residential densities from R25 through to R160. However, in mixed use and multiple dwelling developments where more than 5 dwellings are proposed, a minimum of one (1) or 10% (whichever is greater) 1 bedroom dwellings shall be provided. This is to establish a range of housing types within an area that has strong walkability and ease of access to frequent public transport and daily needs.

MINIMUM RESIDENTIAL DENSITIES

Development Area 19 of the TPS 3 requires that development accommodate a minimum density of 75% of the density code of the applicable to an area.

As a minimum, the following areas are required to achieve grouped ad multiple dwellings at the equivalent of 75% of the density code applicable to an area where more than one (1) dwelling is proposed.

Lot sizes are to represent a multiple of the land areas below, particularly in the case of proposals where the minimum land areas required are to be considered in conjunction with other subdivision considerations, most notably minimum and maximum lot widths. The City also recommends consideration be given to 'development' requirements detailed elsewhere in these Design Guidelines to ensure suitably developable lots are created.

Density	Min. Land Area (Lot) to Yield 75%	Land Area to Yield 100%
R25	466m ²	350m ²
R40	293m ²	220m ²

R60	200m ²	150m ²
R80	160m ²	120m ²
R160	160m ²	120m ²

BUILDING EXPRESSION

It is important that buildings present well from all angles as some may be visible from a considerable distance. It is also important that buildings are appropriately detailed at ground level so that they create an attractive, safe and interesting environment for occupants and pedestrians alike.

Buildings should incorporate a mix of high quality materials that contribute towards the intended character of each precinct. Articulation, fine grain detail and glazing elements will help to achieve the desired outcomes and contribute to a high degree of amenity. Long building facades should be broken up with changes in materials, balconies, windows and setback changes to create interplay between light and shade.

At a minimum, any exposed parapet walls must have the same level of finish as the primary façade. Significant portions of wall that are likely to be exposed for prolonged periods should be avoided, however where they exist they are to incorporate detailing to the satisfaction of the City of Cockburn, to add visual interest.

ADDRESSING THE STREET

All development must address and respond to all adjacent streets including rear laneways to enhance safety and security. This requirement seeks to ensure that all frontages are attractive and safe for pedestrians. Building entrances should be clearly identified and easy to access.

All components of podiums relating to tower developments should relate to the street. Active street interfaces are encouraged through the provision of courtyards and outdoor living areas within the front setback area; windows from active habitable rooms and individual entries to ground level dwellings are strongly encouraged.

CORNER TREATMENTS

Buildings on corner sites must address both streets through the provision of windows, a mix of materials and legible entry features. For single dwellings on corner sites, side fences must be visually permeable above a height of

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1.2 metres for 50% of the secondary street boundary. For all other developments, fencing to secondary streets should be visually permeable for the entire boundary length, unless approved by the City of Cockburn for screening purposes.

Solid walls and fences shall not dominate any street frontage.

For R60, R80 and R160 developments, nil street setbacks may be allowed for corner sites where landmark corner features can be achieved and the intended character of the precinct is maintained.

SAFETY IN DESIGN

Buildings are to be designed to allow passive surveillance of communal areas and adjacent public spaces, and should have at least one active habitable room (other than a bedroom), window or balcony overlooking any adjacent street, public space or communal open space.

Loadings and storage areas are to be well lit and/or lockable after hours. Pedestrian entries to all buildings are to be visible from the primary street frontage and be clearly delineated and legible. Measures to ensure the safety of people entering buildings is to be demonstrated in the application for planning approval.

Ground floor non-residential frontages are to be designed as shop fronts with no less than 70% of the shop front glazed with clear glass. Not only does the ability to see in and out of commercial premises at street level contribute to creating an interesting pedestrian environment, it also enhances safety through passive surveillance.

The Western Australian Planning Commission's (WAPC) Planning Bulletin 79 – Designing out Crime Planning Guidelines should be consulted in the design of developments throughout the Muriel Court Structure Plan Area.

SUSTAINABILITY AND ENERGY EFFICIENCY

The Guidelines seek to achieve a standard of architecture that is responsive to the environment in which it is built. The City of Cockburn seeks development that implements current best practise in sustainable design, construction and management for the benefit of

the environment, the community and the local economy.

Buildings should be designed to help minimise operational energy consumption and greenhouse emissions.

Tenancy sub-metering and energy demand reduction measures are to be included in new mixed use and multiple dwelling residential developments. This enables each tenancy to identify their energy consumption and implement measures to reduce demand.

All mechanical devices installed as part of the development such as air conditioners and hot water systems are to have a minimum 5-star energy rating. Solar or gas hot water systems and photovoltaic power generation systems are encouraged.

Proposals for new developments (with the exception of single and grouped dwellings) should be accompanied by a report prepared by a suitably qualified Sustainability Consultant, outlining the design and management elements (including financial and environmental costs of operating the building after construction) proposed to be implemented to optimise sustainability performances.

The heat loading effect of the summer sun on windows should be minimised. Techniques such as external sun shading devices must be considered and dark or reflective tinting should be avoided.

Direct natural lighting should be provided to all living, dining and sleeping areas of each dwelling (not limited to the BCA minimum requirements). However, where reliance on borrowed light is demonstrated to be unavoidable, only non-habitable rooms and kitchens shall be designed with access to borrowed light.

The use of low embodied energy materials including recycled materials in building construction is encouraged. Native vegetation is also encouraged within landscaped areas.

NOISE ATTENUATION

The Kwinana Freeway, North Lake Road and the Perth to Mandurah Railway are all potential major generators of traffic and rail noise.

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Development, particularly for residential purposes, should therefore be designed to minimise the potential for unacceptable levels of noise generation and intrusion. Similarly, where residential development is located adjacent to mixed use areas or within mixed use development, noise attenuation measures must be provided with the design. An acoustic consultant's report should inform all design elements and be provided along with applications incorporating residential uses for approvals in the following locations:

- All development adjacent to the Kwinana Freeway;
- All development adjoining to the Mixed Business Zone;
- All development adjoining that incorporated a mix of commercial and residential uses; and
- Any development that incorporates residential uses adjacent to North Lake Road.

The WAPC State Planning Policy on Road and Rail Transport Noise should be consulted in the preparation of acoustic reports and design of development.

Generally, non-residential development will not require an acoustic consultant's report to be prepared, unless the City of Cockburn considers a proposed use will cause negative impacts on the surrounding residential uses.

FENCES

Any solid fence fronting onto a street is not to exceed 1.2 metres in height. If a fence is higher than 1.2 metres, infill sections between piers of the fence must be 70% visually permeable.

No at-grade boundary fences may exceed 1.8 metres in height above finished footpath level.

Fences above basements or retaining walls more than 800mm above footpath level shall not exceed more than 1 metre above the finished floor level. Any component of a fence more than 1.2 metres above the footpath level shall be 70% visually permeable.

WATER

Buildings are to be designed to reduce water consumption by occupants through such measures as sub-metering of water use, alternatives to water based building cooling systems, rainwater capture and re-use, water efficient fittings and fixtures and water sensitive landscaping design.

SERVICING

Bin and service enclosures are required to be screened and located away from visually prominent parts of the site.

Serviced should be designed to visually integrate into buildings, rather than be a separate element. No services should protrude above the specified maximum height of the building and should be screened from view. Development will need to conform to the City's Local Planning Policy related to Waste Management Plans in Multiple Unit development.

STORES AND AMENITIES

All grouped and multiple dwellings are required to have individual storage accessible from outside the dwelling. A minimum of 4m² applies, with minimum internal dimensions of 1m. Where 4m² is not achieved, the applicant is to demonstrate the needs of residents will be met.

PRIVATE OPEN SPACE

Private Open Space must be provided for each multiple dwelling that is of a useable size (10 m² for balconies and 12m² for ground floor courtyards) and dimensions (3m). Considerations will be given to smaller areas and dimensions but this must be justified to the satisfaction of the City of Cockburn.

For other dwellings types, private open space must be provided in accordance with the acceptable development provisions of the R-Codes.

Private open space, particularly upper floor balconies, are to be sensitively located or screened to avoid any potential visual privacy impact between dwellings within the lot or on adjacent lots. If screening is necessary, it should be integrated into the building design and must not unduly add to the building bulk.

Balconies shall not extend into any road reserve.

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If communal open space is provided with a development, then its location and facilities provided within it should be such that they will not be a source of noise or other nuisance for occupants of the development or those immediately adjoining properties.

GARAGES AND ACCESS

Vehicle access from laneways is mandatory for lots where a rear laneway is present.

Where secondary street access is available, access shall not be from the primary street in order to improve traffic flow and pedestrian amenity. Where access for developments is not available from secondary street and laneways, the primary street may be used. However, garages and car ports shall not dominate the front setback or the primary elevation of the building.

RECIPROCAL ACCESS FROM NORTH LAKE ROAD

Reciprocal access way arrangements and shared vehicle access points are specified for lots adjoining North Lake Road. Please refer to the City of Cockburn's Vehicle Access Policy Plan for North Lake Road.

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LOW DENSITY ZONE (R25) STANDARDS

The low density areas, which are those coded R25, are located generally in the western portion of the Muriel Court Structure Plan area, generally away from major movement corridors and the walkable catchment of Cockburn Central Station.

Generally, development within low density areas will be single or grouped dwellings between one and two stories.

Dwellings shall be constructed to a consistent building line along the street which will create an open streetscape. Street trees within the road reserve and landscaping within residential lots will create a leafy character.

BUILD TO LINE

The main building line of the dwelling shall be constructed between 3 metres and 4.5 metres from the street alignment.

Garages shall be setback behind the main building line.

SETBACKS

Side, rear and secondary street setbacks shall be in accordance with the provisions of the R-Codes and the City of Cockburn's Local Planning Policy LPP 1.1.

Boundary walls may be constructed as per the provisions of the R-Codes and the City of Cockburn's boundary wall policy.

MAXIMUM BUILDING HEIGHT

The maximum building height for buildings within the areas coded R25 shall be no higher than two stories with the potential for useable loft space. The height of the external walls shall be no higher than 6m and the maximum height of any pitched roof shall be no higher than 9m.

DESCRIPTION OF LOFT REQUIREMENTS

Any development within the loft space shall appear as part of the main roof and not an additional level.

GROUND FLOOR FINISHED LEVEL

Finished ground floor levels must be within 0.3 metres of the finished floor level of the lot at the front street alignment of the proposed building footprint.

MAXIMUM BUILDING DEPTH

There is no maximum building depth for buildings within the R25 coded area. However, buildings must be designed to provide for natural sun light penetration to all habitable rooms and cross ventilation.

CAR PARKING

Garages and car ports must be setback behind the main building line, at a minimum of 4.5m, in order to minimise visual impact and to allow for visitor parking.

All car parking areas should be screened from view of the street.

VERANDAHS AND BALCONIES

Verandahs and balconies provide amenity for residents and assists in articulating the building line of dwellings.

Verandahs and balconies may extend into the front building line area by 1.5m.

Any verandah or balcony not on the front face of the dwelling is to comply with the setback provisions of the R-Codes.

MINIMUM BUILDING HEIGHT

There is no minimum building height for low density coded R25.

BUILDING INTERFACE AND JUNCTIONS

Where two boundary walls are located adjacent to one another, there junction should be complementary.

This will require the wall ends adjacent to the street to coincide, or alternatively, show a discernible of at least 600mm.

Where the boundary walls meet at the roof line or top of wall, the top of wall height shall match or show a discernible difference of 300mm.

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**MEDIUM DENSITY ZONE (R40 & R60)
STANDARDS**

The medium density provisions apply to those areas coded R40 and R60. The medium density areas form a large portion of the developable area with the Muriel Court Structure Plan and so are important in ensuring the dwelling density is achieved.

The medium density areas will comprise single, grouped and multiple dwellings, though the predominant housing forms are likely to be

terraces and attached dwellings over two to three stories.

Due to the denser housing form and smaller lot sizes, the streetscape and quality of parkland will be particularly important to provide a high level of amenity for residents. Streets will be tree-lined and provide attractive links to parks and the local centre.

For the purposes of these guidelines, the provisions of some elements have been separated by R-Code density.

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	R40	R60
Built to Line	Buildings must be constructed between 2m and 4m from the street alignment. Upper level balconies and verandahs can protrude beyond the build to line by one (1) metre. Where a balcony projects 1m it shall be at least 2.5m in depth. Garages that are accessed from primary street must be setback 4.5m from the front boundary.	
Setbacks	Side setbacks shall be applied as prescribed by the R-Codes except that boundary walls may be constructed to two side boundaries. Buildings may be constructed up to 1m from the secondary street, up to a length of 9m. Any wall greater than 9m must be setback 2m from the secondary street.	Nil side setbacks may be applied to R60 coded areas.
Boundary Walls	Boundary walls may be constructed to two side boundaries. Upper levels shall be setback from the boundary as per the R-Codes. Garages may be built to the boundary separate to the main dwelling.	Boundary walls may be constructed to both side boundaries to a maximum height of 6m and for two thirds of the length of the boundary. Upper levels more than 6m above ground level will need to be set back from the boundaries as per the R-Codes. Garages may be built to the boundary separate to the main dwelling
Rear Setbacks	Rear setbacks shall be as per the R-Codes. Where there is a rear laneway, garages may be constructed to the laneway boundary.	
Minimum Building Height	There is no minimum building height for R40 coded areas.	The minimum building height in R60 areas shall be two stories and 5.4m to the top of the external wall.
Maximum Building Height	The maximum building height shall be 9m to the top of the external wall and 12m to the top of any roof ridge line.	The maximum building height shall be 12m to the top of the external wall and 15m to the top of any roof ridge line.
Car Parking	Minimum car parking requirements for Multiple dwellings in accordance with Location A requirements of C3.1 of Part 6 of the R-Codes. Maximum car parking requirements for Multiple dwellings is 1.5 bays. Minimum car parking requirements for Multiple dwellings in accordance with Location A requirements of C3.1 of Part 6 of the Residential Design Codes. Maximum car parking requirements for Single, Grouped and Special Purpose dwellings is 1.5 bays.	

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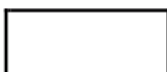
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	R40	R60
Building Interface and Junctions	Where two boundary walls are located adjacent to one another, their junction should be complementary. This will require the wall ends adjacent to the street to coincide, or alternatively, show a discernible difference or at least 600mm. Where the boundary walls meet at the roof line or top of wall, the top of wall height shall match or show a discernible difference of 300mm.	

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HIGH DENSITY ZONE (R80 & R160) STANDARDS

High density areas codes R80 and R160 are located predominantly within the walkable catchment of the train station, along Muriel Court and adjoining the Kwinana Freeway. This is to promote the use of public transport and create a walkable environment. All development will incorporate edges to the street, with courtyards, easily identifiable entries and windows from active habitable rooms overlooking the street from all levels of the building.

Within the areas between the buildings and the property line, the area is to incorporate courtyards, front entries and be landscaped to a high quality with in-ground planting. Hard paving should be limited to vehicle access areas and where pedestrian paths cross the area. In general hard spaces should not dominate the soft landscaped quality of this space.

Within the high density area it is expected that two dominant built forms will prevail. Land coded R160 are expected to be dominated by mid to high rise apartment towers with internalised courtyards and strong articulation to the street. Within areas coded R80 mid-rise apartment complexes and multi-level terraced housing are expected to dominate.

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Promotion of low scale street level commercial uses a supported in the high density residential neighbourhood, particularly on prominent street corners and adjacent to public open space.	R160	R80
Build to Line	<p>Podiums to be constructed 3m from the street boundary to a height of four (4) stories. Podiums built to the primary street boundary may be considered, where this occurs podiums are to be a height of three (3) stories.</p> <p>Tower elements to be set back from podium by 3m. Where podiums are built to the primary street boundary tower elements are to be set back 4m.</p> <p>Balconies may protrude beyond the build to line by 1.5m. Balconies may not protrude into the road reserve.</p>	<p>Buildings to be constructed 2m from the street boundary.</p> <p>Buildings built to the primary street boundary may be considered.</p> <p>Balconies may protrude beyond the build to line by 1m. Balconies may not protrude into the road reserve.</p>
Rear Setbacks	<p>Podiums may be constructed to the rear boundary to a height of two (2) stories or 7m. Above this buildings are to be set back 6m or as per the R-Codes – the lesser of the two.</p> <p>Nil setbacks to laneways permitted.</p>	<p>Buildings may be constructed to the rear boundary to a height of two (2) stories or 7m. Above this buildings are to be set back 4m or as per the R-Codes – the lesser of the two.</p> <p>Nil setbacks to laneways permitted.</p> <p>Where lots directly back onto the Kwinana Freeway road reserve rear setbacks may be nil, subject to compliance with any acoustic assessment undertaken.</p>
Side Setbacks	A minimum side setback of three metres shall apply to the podium and seven 7m to any tower element	Nil side setbacks are permissible.
Secondary Street Setbacks	<p>Podiums to be constructed three (3) metres from the street boundary to a height of four (4) stories. Podiums built to the secondary street boundary may be considered.</p> <p>Tower elements to be set back from podium by three 3m. Where podiums are built to the secondary street boundary tower elements are to be set</p>	<p>Setback to the secondary street of one 1m.</p> <p>Buildings built to the secondary street boundary may be considered.</p> <p>Balconies may protrude to the secondary street boundary. Balconies may not protrude into</p>

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	back 4m. Balconies may protrude beyond the setback area by 1.5m. Balconies may not protrude into the road reserve.	the road reserve.
Boundary Walls	As per above.	Boundary walls to both side boundaries are permitted. The height of the boundary wall shall be consistent with the height of the building and shall not incorporate unnecessarily tall and unsightly parapets.
Minimum Building Height	A minimum building height of 18 metres shall apply.	A minimum building height of 8m shall apply.
Maximum Building Height	No maximum prescribed building height. Applicants should be aware of the Jandakot Airport Obstacle Limitation Surfaces (OLS) as it applies to their respective sites.	A maximum building height of eight (8) stories or 27m shall apply. Lift overruns and building services may extend the height to 29m, however they shall be designed to appear as minor building elements.
Vehicle Access	Vehicle access shall be from the provided laneways as shown in the Muriel Court Structure Plan.	
Ground Floor Finished Levels	The ground floor finished level shall not be more than 1.2m above the footpath level of the street. The raised ground level can provide for semi-basements to be provided where they do not detract from the amenity of the area. Any semi-basement car park is to be screened from view of the street and appear as an integral part of the building fabric.	
Minimum Ground Floor Ceiling Height	Minimum ground floor ceiling height of 2.7m in order to provide for potential changes in use over the long term to small scale commercial uses.	
Building Articulation	Buildings with long facades should be appropriately detailed and articulated in order to break up the building bulk and ensure friendly, responsive presentation to the street. Façade elements longer than 12m should incorporate window treatments, balconies or changes in setbacks to provide appropriate articulation.	
Site Coverage	None prescribed	
Car Parking	Minimum car parking requirements for Single, Grouped and Special Purpose dwellings in accordance with Location A requirements of C3.1 of Part 5 of the R-Codes. Maximum car parking requirements for Single, Grouped and	

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	<p>Special Purpose dwellings is two (2) bays.</p> <p>Minimum car parking requirements for Multiple dwellings in accordance with Location A requirements of C3.1 of Part 6 of the R-Codes. Maximum car parking requirements for multiple dwellings is 2 bays.</p>
Entrance Location	<p>Individual dwellings and individual and communal entry ways should be clearly defined and able to be identified from the street.</p> <p>Ground level dwellings should incorporate individual front entrances from the street and be supported by complementary courtyard spaces.</p>
Commercial Land Uses	<p>Low scale street level commercial uses are supported in the high density residential neighbourhood, particularly on prominent street corners and adjacent to public open space.</p> <p>Developments incorporating convertible units should consider the possible future servicing needs of commercial uses, particularly mechanical ventilation, waste management and grease traps.</p> <p>Ground floor non-residential frontages are to be designed as shop fronts with no less than 70% of the shop front glazed with clear glass.</p>

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MIXED BUSINESS – RESTRICTED USE – OFFICE / RESIDENTIAL STANDARDS

The Mixed Business – Restricted Use – Office / Residential precinct is an extension of the high density neighbourhood found within the walkable catchment of Cockburn Central Train Station.

The form of the precinct will take a similar form to the high density neighbourhood, but with a greater emphasis on commercial uses. In particular, office and ground floor commercial uses are preferred by the City of Cockburn, missed with residential uses. Additionally, as buildings are setback a greater distance from the street, podiums are not required.

Residential uses in the precinct should expect a different level of amenity to that available in the residential area.

RELATIONSHIP TO THE STREET

Developments should incorporate non-residential lower floor uses (and in particular, non-residential ground floor uses) that promote activity and informal surveillance of the street and have facades that add interest and vitality to the public domain.

Upper levels should be designed to promote informal surveillance of the street through the use of balconies and/or large windows.

Buildings should address the street in a traditional manner. In this regard, windows should face the street, entry points should be clearly visible from the street and entrances should not be obscured by columns, plantings or other features.

Buildings should be designed to be adaptable to allow for future use changes. All floors should be clearly defined through the use of colours, materials and features.

Blank screen walls, roller shutters and air vents on walls facing the street are not permitted. Building service areas shall be located away from public view from the street.

RATIONALISATION OF CROSSOVERS

The width and number of crossovers onto a site should be minimised. Vehicle access to

developments should be designed in a way which minimises potential pedestrian/vehicle conflict, or alternative pedestrian access should be provided if necessary. Crossovers shall comply with the City of Cockburn's Vehicle Access Policy Plan for North Lake Road.

LOCATION AND DESIGN OF CAR PARKING

Where car parking levels (including undercroft levels) are visible from a street or public space, high quality architectural detailing's should be incorporated into the façade to minimise obtrusion.

Generally, the majority of car parking for sites should be provided to the rear of buildings or internally within buildings. However, a small portion of car parking may be accommodated at the front of buildings in order to provide for visitor car parking and to allow for vehicle's to access adjoining sites.

Car parking within front setbacks of buildings shall be landscaped to provide shade and assist in visual screening from above. One shade tree shall be provided for every four car parking bays.

CAR PARKING ALLOCATION

Minimum car parking requirements for dwellings in accordance with Location A requirements of C3.1 of Part 6 of the R-Codes. Maximum car parking requirements for dwellings is 1ys.

Non-residential car parking shall be provided as per the provision of TPS 3.

Car parking areas not part of the shared parking arrangements as provided for the City of Cockburn's Vehicle Access Policy Plan for North Lake Road should be screened from view of the street.

Visitor car parking bays shall not dominate the front setback areas and may be shared with commercial parking at the front of buildings. The provision of on-site visitor car parking should take into account car parking demand within the neighbourhood and the need to promote a high quality landscaped environment.

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Large areas of open car parking should be avoided, with car parking generally provided within buildings basements or internally.

SEPARATION OF USES

To ensure the amenity and security of residents and commercial tenants in a mixed use development, commercial uses will be required to be separated from residential uses by being located on separate floors of a building.

BUILDING ENTRIES

Mixed use developments shall provide separate entrances for commercial tenants and permanent residents. Entrances for the commercial tenancies and residential apartments shall be readily identifiable.

WASTE MANAGEMENT

All necessary rubbish bin areas, letterboxes, drying areas and similar facilities and services must be separately provided for residential uses.

A waste management plan must be submitted with all applications for development within the precinct in accordance with the City of Cockburn's Local Planning Policy LPP 1.14 – Waste Management in multiple unit developments.

BUILD TO LINE

Within the area between the building and property line, the area is to be landscaped to a high quality with in-ground plantings. Hard paving may be used where vehicle access ways and pedestrian paths cross the area, but must not dominate the soft landscaped space.

Buildings must be constructed 16m from the street boundary. This allows for a 3m landscaping zone, one row of car parking, an access aisle and a 1.5m of landscaping or walkway adjacent to the building.

Upper level balconies may protrude beyond the build to line by 1.5 metres.

SETBACKS

Podiums may be constructed to the rear boundary to a height of two (2) stories or 7m. Above this buildings are to be set back 6m or as per the R-Codes – the lesser of the two.

Side and Secondary Street setbacks: A minimum side setback of 3m shall apply.

MINIMUM BUILDING HEIGHT

A minimum building height of three (3) stories and 12 metres shall apply.

MAXIMUM BUILDING HEIGHT

No maximum prescribed building height. Applicants should be aware of the Jandakot Airport Obstacle Limitation Surfaces (OLS) as it applies to their respective sites.

MINIMUM GROUND FLOOR CEILING HEIGHTS

The minimum ground floor ceiling heights shall be 3.8m above finished ground floor level.

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MIXED BUSINESS – RESTRICTED USE – NON RESIDENTIAL STANDARDS

The provisions of the Mixed Business – Restricted Use – Office / Residential precinct shall apply except where outlined below. Reference to residential development should be ignored as it is not a permitted use within this precinct.

MINIMUM BUILDING HEIGHT

No minimum building height applies.

SETBACKS

Rear setbacks must be sufficient to provide for high quality landscaped treatments.
Rear Setbacks: A minimum rear setback of 10 m shall apply.

Side Setbacks: As per the provisions of TPS 3.

BOUNDARY WALL HEIGHT

Boundary wall height shall be as prescribes by TPS 3 for Mixed Business Zone.

READ FENCES

Fences to adjoining residential development must be of masonry construction and 2.2 m in height.

[21]

Item 9.2 Attachment 1

DAPPS 23/05/2019

Title	LOCAL PLANNING POLICY 4.2
Policy Number (Governance Purpose)	LPP 4.2

**LOCAL CENTRE STANDARDS**

The local centre, at the intersection of Muriel Court and the realigned Semple Court, will provide for the daily needs of residents within the precinct. Due to the precinct's proximity to Cockburn Central Activity Centre, the local centre is small in scale. However, the local centre has an important role to play in providing amenity for residents and ensuring that the area develops not just as a dormitory suburb.

The local centre will develop over time, and so the mix of initial uses may be relatively limited. Therefore, buildings that can adapt to change over time to allow more commercial activity will be required. The activities that are envisaged for the local centre are local retail shops, cafes, small offices and possibly community uses. These activities will be complemented by residential development.

Generally, activity non-residential ground floor uses will be required within the local centre zone. Upper floors may be a mix of commercial and residential uses, though adequate separation of uses will be required so that resident amenity can be maintained. Where ground floor commercial floorspace or tenancies are not commercially viable in the short term, they shall be designed such that they can be easily modified in the future.

Buildings will be a minimum of two (2) stories and up to four (4) stories in height. This will allow a critical scale to be developed within the local centre to act as a definable meeting point.

INTERACTIVE FRONTAGE

Development must provide an interactive street frontage to reinforce Semple Court as a vital and attractive pedestrian environment.

PEDESTRIAN AMENITY

Continuous and consistent awnings/verandahs shall be provided, where practicable, on buildings fronting Semple Court within the local centre precinct. Awnings shall be constructed as per the Local Government (Miscellaneous Provisions) Act 1960 requirements and City of Cockburn local law.

SETBACKS

Nil setbacks are permitted within the local centre.

BUILDING SEGMENT WIDTH

A maximum lot width is not prescribed, however development should not be constructed such that long, flat facades are created. A maximum building segment should therefore not be more than 12m in length.

MINIMUM BUILDING HEIGHT

The minimum building height shall be two (2) stories and 8m to the top of the external wall.

MAXIMUM BUILDING HEIGHT

The maximum building height shall be four (4) stories and 15m to the top of the external wall.

GROUND FLOOR FINISHED LEVEL

The ground floor finished level shall be constructed such that seamless access can be provided from the pedestrian footpath into each commercial tenancy. Generally, the finished level of the tenancy should match that of the adjacent footpath.

MINIMUM GROUND FLOOR CEILING HEIGHT (AND ADAPTABLE BUILDING DESIGN)

The minimum ground floor tenancy height shall be 3.9 metres above the finished ground floor level.

MAXIMUM GROUND FLOOR TENANCY WIDTH

The maximum ground floor tenancy width shall be 12m.

MAXIMUM BUILDING DEPTH AND SERVICE AREAS

There is no maximum building depth, however building design should allow service areas and storage spaces to be accommodated within the main façade of the building and not appear as a separate element.

[22]



Title	LOCAL PLANNING POLICY 4.2
Policy Number (Governance Purpose)	LPP 4.2



CAR PARKING

For non-residential land uses, car parking shall be as per the provisions of TPS 3.

Minimum car parking requirements for dwellings in accordance with Location A

SERVICING

'Back of house' services must be located away from the street and towards the rear of the site to minimise impact on the pedestrian environment. Consideration must be given to the inclusion of 'back of house' services in design and documentation of development proposals to be assessed and determined by the City of Cockburn. 'Back of house' services include items such as ducting and vents allowing for the mechanical ventilation of kitchen areas, and 'grease traps' for waste storage and disposal purposes.

CURRENT

[23]

Item 9.2 Attachment 1

DAPPS 23/05/2019

Title	LOCAL PLANNING POLICY 4.2
Policy Number (Governance Purpose)	LPP 4.2

**STREETS**

The landscaped design for the Muriel Court Structure Plan area will create a vibrant, pedestrian friendly community that promotes use of public spaces and responds to the medium to high density development that will occur. The design of streets and public open spaces will allow users and residents to connect to the local environment.

Key drivers that should influence landscape design within the structure plan area are:

- Site context;
- Site topography and geotechnical conditions;
- Site drainage and hydrology;
- Local environmental constraints;
- Existing vegetation; and
- Ensure that pedestrians and cyclists are respected such that traffic movements do not impinge upon use of public spaces by pedestrians.

Key sustainability issues that must influence the landscape design include:

- Sustainability water quality and management;
- Sustainable public infrastructure;
- Connectivity and accessibility between lots, streets and public open spaces; and
- Maintaining or transplanting existing trees where possible.

The following guidelines direct the design of new roads and associated infrastructure within the precinct.

STREET PROFILES**Sample Court (25.2 metres)**

- Sample Court will be designed within an Integrator B Road, as defined by Liveable neighbourhoods, with a 25.2m road reserve;
- The design speed will be between 40 and 50 km/hr and provide for up to 15,000 vehicles a day.
- Road pavement widths will be sufficient to provide for a traffic lane, segregated bicycle lane and on-street parking;
- 1.5m wide footpaths which are adjacent property boundaries (0.3m offset);

- Within the local centre, the footpaths will be wider and constructed between the property boundary and the kerb; and
- Street lighting in central median, with a minimum width of two (2) metres.

Muriel Court (24.4 metres)

- Muriel Court will be designed as a Neighbourhood Connectors A Road, as defined by Liveable Neighbourhoods, within a 24.4 metre road reserve;
- The design speed will be between 40 and 50 km/hr;
- Segregated bicycle lane for the entirety of the length of Muriel Court;
- Street lighting in central median, with a minimum width of 2m;

18 metre wide roads

- These roads are designed as wide access streets suitable for higher density residential areas and provide for on street parking and street tree planting;
- Street pavement 6m with one verge 6.2m and the other 5.8m. The wider verge on one side will accommodate sewer and stormwater drainage;
 - 1.5 metre wide footpaths which are adjacent property boundary (0.3m); and
 - 2.1 metre wide on-street car parking bays.

15 metre wide roads

- These roads are for lower density residential areas and some on-street parking (on the carriageway), which provide speed control;
- 4.5m verges and 6m pavement;
- Street trees are to be provided in the road reserve;
- 1.5m wide footpaths which are adjacent property boundary (0.3m offset); and
- 2.1m side on-street car parking bays.

16 metre wide road

As per 15m verges, except that verges are 5m wide each. For lots that abut public open space the road reserve is 14.5 m. The street profile is the same, except on the public open space side the verge is only 3.5m and contains a Dual Use Path (2.1 metres) and no car parking.

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Title	LOCAL PLANNING POLICY 4.2
Policy Number (Governance Purpose)	LPP 4.2

**12 metre wide road**

Low speed shared space environment. Street pavement and footpath to be at the same level and same pavement style and separated by bollards. 6m wide road pavement and 3m wide verges. Street trees are to be provided within the verge.

Laneways

New laneways may be required to provide access to new lots created through subdivision.

- Road Design speed of 10 km/h;
- Laneways are to have 5.0 metre wide road pavement with no footpaths;
- Laneways to have 1m verge where laneway tree and street lighting will be located;
- Flush transition between road surface and road verge;
- Laneways require traffic calming where length is deemed to warrant it;
- Laneway entry off street to be narrow as a traffic calming device

Footpaths

- Footpaths to be provided on both sides of all roads and a minimum of 1.5m wide. All footpaths to be adjacent property boundaries (0.3m offset).
- Footpaths in areas coded R80 and R160 to be constructed from lot boundary to kerb.
- Footpaths in all areas to extend to kerb where adjoining on-street car parking bays.

Street trees

Street trees to be generally located 2.7m from the property boundary.

Street trees spacing and species to be determined by the City of Cockburn's Park Department taking into consideration the street profile of a specific street.

Road construction

- Road pavement – black asphalt;
- Bike lanes for Muriel, Kentucky and Semple Courts – green asphalt with white line;
- Internal roundabouts and road intersections – grey interlocking brick paving with concrete beam;

- Bus embayment – grey interlocking brick paving with concrete beat at interface with asphalt;
- Standard semi mountable concrete kerb to parking embayment;
- Median to Semple, Kentucky and Muriel Court – to be determined in consultation with the City of Cockburn's Engineering Department; and
- 1.5m wide footpaths to be exposed aggregate finish – cream colour and 100mm thick adjacent property boundary.

Street lights

Street lights to be from Western Power's standard decorative range; street lighting should be consistent throughout the structure plan area (matching pole colour, type and fixtures). Street lighting is to be the most energy efficient option available at the time of application. Applicants should consult with Western Power and the City of Cockburn.

INTERPRETATIONS**Built to Line**

The build to line is a line parallel to the property line where the primary façade of the building is required to be located. The intent is to provide a consistent building plane or define edges to the street. Parts of the front façade may be setback from the build to line in order to provide articulation and visual interest.

Main Building Line

The main building line is the primary edge of the building that addresses the street.

[25]

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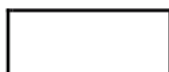
Title	LOCAL PLANNING POLICY 4.2
Policy Number (Governance Purpose)	LPP 4.2



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)	14 December 2017
Next Review Due: (Governance Purpose Only)	December 2019
ECM Doc Set ID: (Governance Purpose Only)	4517094

C U R R E N T

[26]



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Item 9.2 Attachment 2

Title	Cockburn Central North (Muriel Court) Structure Plan – Design Guidelines
Policy Number (Governance Purpose)	LPP 4.2

**Policy Type**

Local Planning Policy

Policy Purpose

To provide site specific design guidelines for Development Area 19 (DA19) that will assist in the delivery of high quality and functional built environment.
All applications for subdivision and development shall have due regard with the Design Guidelines.

Policy Statement

(1) Introduction

These Design Guidelines shall be read in conjunction with the City of Cockburn Town Planning Scheme No.3 (TPS 3), Residential Design Codes, Cockburn Central North (Muriel Court) Local Structure Plan and other applicable Local Planning Policies and Local Development Plans.

(2) Vision

The Muriel Court Local Structure Plan area will be characterised as a sustainable, contemporary, high quality, vibrant, urban village which is an extension of the Cockburn Central Town Centre.

(3) Objectives

The objectives of the Design Guidelines are:

Physical

- Promote a safe, comfortable and easily accessible environment for residents and visitors;
- Ensure that buildings address and complement public spaces by providing transparent and engaging interfaces between the street and the public realm;

Social

- Promote a strong sense of place and community;
- Promote walking, cycling and public transport use through appropriately designed streets and buildings;
- Provide for a mix of housing opportunities to cater for a diverse community;
- Ensure good access to public open space for residents and visitors;

Economic

- Promote a viable local centre that supplies the daily needs of the local residents;

[1]

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- Facilitate a development intensity that complements the Cockburn Central Town Centre and Cockburn Central West.

(4) Local Development Plans

Any subdivision application that proposes to create lots suitable for single house (including terrace-style) or grouped dwelling development in the Local Structure Plan (LSP) area will require the preparation of a Local Development Plan (LDP) for approval by the City to guide development outcomes. LDPs may address:

- Boundary setbacks;
- Building Heights;
- Vehicle Access;
- Open Space;
- Fencing;
- Built Form requirements;
- Roof Form and Design;
- Storage; and
- Any other design element as agreed to by the City.

(5) Minimum Residential Densities and Staging

In accordance with TPS 3 (DA19 provisions), as a minimum, the following zones are required to achieve density at the equivalent of 75% or greater of the density code applicable to the zone:

Density Code	Min Land Area (Lot) to Yield 75%	Land Area to Yield 100%
R25	466	350
R40	293	220
R60	200	150
R80 & R160	160	120

Achieving the 75% minimum residential density provision for multiple dwellings is calculate based on the single house/grouped dwelling yield.

The 75% minimum residential density requirement may be achieved via a staged approach which can be demonstrated as part of any application. Staged development shall demonstrate how future stages address:

- Minimum density requirements;
- Earthworks;
- Levels;
- Drainage;
- Road connections;
- Any other relevant information.

(6) Noise Attenuation

To address potential noise sources in the area, an Acoustic Report shall accompany applications for residential development and subdivision in the following locations:

- All development adjacent to the Kwinana Freeway;

[2]



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- All development abutting the Mixed Business zone;
- All development incorporating a mix of uses;
- All development incorporating residential uses adjacent to North Lake Road.
- All noise attenuation and noise management shall be in accordance with Council's Local Planning Policy LPP 1.12 Noise Attenuation.

(7) Vehicle Access – North Lake Road

Reciprocal vehicle access arrangements and shared vehicle access points are specified for lots abutting North Lake Road. Please refer to Council's Local Planning Policy LPP 5.6 Vehicle Access.

(8) Low Density Zone (R25) Standards

(a) As per R-Codes and LDP.

(9) Primary Controls for Medium Density Zone (R40 & R60) and High Density Zone (R80 & R160)

(a) Single House and Grouped Dwellings – As per R-Codes and LDP.

(b) Multiple Dwellings (Apartments):

	R40	R60	R80	R160
Building height (storeys) Minimum	Two storeys	Two storeys	Two storeys	Two storeys
Building height (Storeys) Maximum	Three storeys	Four storeys	Four storeys	No maximum (refer to Jandakot Airport Obstacle Limitation Surfaces)
Boundary wall height (storeys)	As per R-Codes (R40)	Two storeys	As per R-Codes (R80)	Two storeys
Minimum primary and secondary street setbacks	Primary - 2m Secondary – 1m	Primary - 2m Secondary – 1m	As per R-Codes (R80)	As per R-Codes (R160)
Minimum side setbacks	As per R-Codes (R40)	As per R-Codes (R60)	As per R-Codes (R80)	As per R-Codes (R160)
Minimum rear setback	As per R-Codes (R40)	As per R-Codes (R60)	As per R-Codes (R80)	As per R-Codes (R160)
Plot Ratio	0.7	1.0	As per R-Codes (R80)	As per R-Codes (R160)

All other provisions as per R-Codes and any variations to the provisions above shall be assessed using the relevant element objectives in the R-Codes as they related to apartment design.

(10) Mixed Business & Local Centre Standards

	<i>Restricted Use – Office/Residential</i>	Restricted Use – Non-Residential	Local Centre
Building height (storeys) Minimum	Three storeys	Nil	Two storeys

[3]

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Building height (Storeys) Maximum	No maximum (refer to Jandakot Airport)	No maximum (refer to Jandakot Airport)	Four Storeys
Boundary wall height (storeys)	As per R-Codes (R160)	As per BCA	Two storey
Minimum primary and secondary street setbacks	Subject to design in accordance with LPP 5.6 Vehicle Access.	Subject to design in accordance with LPP 5.6 Vehicle Access.	Nil
Minimum side setbacks	3m	As per BCA.	Nil
Minimum rear setback	3m	10m	Nil
Plot Ratio	N/A	N/A	As per R-Codes (R80) – Residential Component

All other provisions as per R-Codes and any variations to the provisions above shall be assessed using the relevant element objectives in the R-Codes as they related to apartment design.

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)	14 December 2017
Next Review Due: (Governance Purpose Only)	December 2019
ECM Doc Set ID: (Governance Purpose Only)	4517094

[4]



Title	Cockburn Central North (Muriel Court) Structure Plan – Design Guidelines
Policy Number (Governance Purpose)	LPP 4.2



APPENDIX 1 - STREETS

The following sets out the City's specific streetscape requirements to be adopted by developers when designing and planning civil works. The City will refer to this section when assessing civil drawings. Developers are encouraged to engage with the City's Engineering and Parks Team early in the civil design process to discuss the below and further site specific design considerations prior to lodging civil drawings for approval.

Objectives for the design of public spaces in Cockburn Central North

Designs that seek to:

- Contribute to a vibrant, pedestrian friendly community that promotes use of public spaces;
- Provide the functional and aesthetic requirements required to support medium and high density development of which is expected to occur across the precinct;
- Promote the design of streets and public open spaces that will allow users and residents to connect to the local environment. This includes accommodating street trees consistent with the scale of development being proposed on adjoining lands.

Design process

Developers and applicants are advised that the City will be seeking evidence that streetscape civil drawings have responded to:

- The Cockburn Central North Structure Plan (Muriel Court Structure Plan) including but not limited to the design requirements set out within the Local Water Management Strategy;
- Site specific conditions including Site context, topography and geotechnical conditions, environmental constraints and opportunities, and the retention of significant trees, and;
- Sustainable design measures including water quality and management.

STREET PROFILES

The following details set out the City's requirements for the design of new roads and associated infrastructure within the precinct.

Sample Court (25.2 metres)

- Sample Court will be designed as an Integrator B Road, as defined by Liveable neighbourhoods, with a 25.2m road reserve;
- The design speed will be 50 km/hr and provide for up to 15,000 vehicles per day;
- Road pavement widths will be sufficient to provide for a traffic lane, segregated bicycle lane and on-street parking;
- 1.5m wide footpaths on both sides of the road which are adjacent property boundaries (0.3m offset);
- Within the local centre, the footpaths will be wider and constructed between the property boundary and the kerb; and
- Street lighting and tree planting in central median;
- Median width 4m; and
- See Appendix 2 for material selections.

[5]

Item 9.2 Attachment 2

DAPPS 23/05/2019

Title	Cockburn Central North (Muriel Court) Structure Plan – Design Guidelines
Policy Number (Governance Purpose)	LPP 4.2

**Muriel Court (25.2m – East of Semple Court Realignment)**

- Semple Court will be designed as an Integrator B Road, as defined by Liveable neighbourhoods, with a 25.2m road reserve;
- Muriel Court is designed for 50 km/hr and will provide for up to 15,000 vehicles per day;
- See attachment 2 for required intersection types along Muriel Court;
- Road pavement widths will be sufficient to provide for a traffic lane, segregated bicycle lane and on-street parking;
- 1.5m wide footpaths on both sides of the road which are adjacent property boundaries (0.3m offset);
- Within the local centre, the footpaths will be wider and constructed between the property boundary and the kerb;
- Street lighting and tree planting in central median;
- Median width 4m; and
- See Appendix 2 for material selections.

Muriel Court (24.4m – West of Semple Court Realignment)

- Muriel Court will be designed as a Neighbourhood Connector Road, as defined by Liveable Neighbourhoods, within a 24.4m road reserve;
- Muriel Court is designed for 50 km/hr and will provide for up to 15,000 vehicles per day;
- 1.5m wide footpaths on both sides of the road which are adjacent property boundaries (0.3m offset);
- Segregated bicycle lane for the entirety of the length of Muriel Court;
- Street lighting in a minimum 2m wide central median; and
- See Appendix 2 for material selections.

18 metre wide roads

- These roads are designed as wide access streets suitable for higher density residential areas and provide for on street parking and street tree planting;
- Street pavement 6m with one verge 6.2m and the other 5.8m. The wider verge on one side will accommodate sewer and stormwater drainage;
- 1.5m wide footpaths on both sides of the road which are adjacent to property boundary (0.3m); and
- 2.1m wide on-street car parking bays.

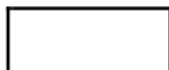
15 metre wide roads

- These roads are for lower density residential areas and some on-street parking (on the carriageway), which provide speed control;
- 4.5m verges and 6m pavement;
- Street trees are to be provided in the road reserve;
- 1.5m wide footpaths on both sides of the road which are adjacent to property boundary (0.3m offset); and
- 2.1m side on-street car parking bays.

16 metre wide road

- As per 15m wide roads, except that verges are 5m wide each;

[6]



Title	Cockburn Central North (Muriel Court) Structure Plan – Design Guidelines
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- 1.5m wide footpaths on both sides of the road which are adjacent property boundaries (0.3m offset);
- For lots that abut public open space the road reserve is 14.5m; and
- The street profile is the same, except on the public open space side the verge which is 3.5m and contains a Dual Use Path (2.1m) and no car parking.

Laneways

- New laneways may be required to provide access to new lots created through subdivision.
- Road Design speed of 10 km/h;
- 6m wide road pavements with no footpaths with 1x0.5m setbacks for lighting at regular spacing as illustrated in Figure below; and
- Require traffic calming where length is deemed to warrant it.



[7]

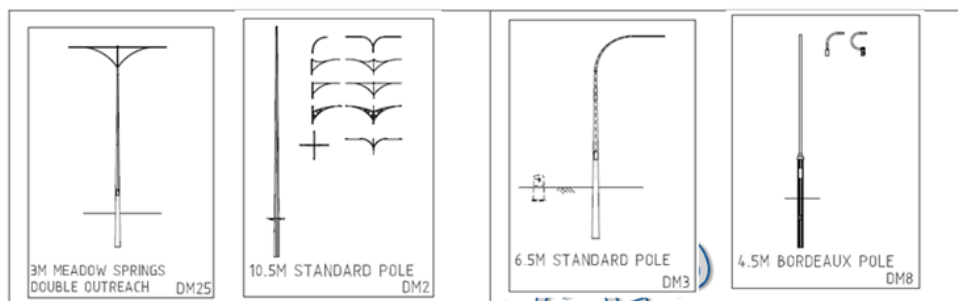
Item 9.2 Attachment 2

DAPPS 23/05/2019

Title	Cockburn Central North (Muriel Court) Structure Plan – Design Guidelines
Policy Number (Governance Purpose)	LPP 4.2

**APPENDIX 2 - MATERIAL SELECTIONS****Street lighting – precinct wide**

Street name/type	Type	Western Power item
Muriel Court/Semple Court	Double outreach pole	DM25_10.5m Standard Pole, MEADOW SPRINGS 3m DOR, Parkville Luminaire, EBONY
Residential Access streets	6.5m standard pole	DM2_STANDARD POLE 6.5m, LED Luminaire, EBONY
Laneways	4.5m standard pole	DM3 Bourdeaux Pole 4.5m, LED Luminaire, EBONY

**Muriel Court road reserve materials and standard requirements**


Component	Material/colour
Travel lane	<ul style="list-style-type: none"> Black asphalt
Cycle lane	<ul style="list-style-type: none"> Red asphalt and green at intersections. White lines
Footpath	<ul style="list-style-type: none"> Exposed light grey aggregate at corners. Grey concrete footpaths. Exposed aggregate colour: Preston Beach form Boral, or similar to be approved by the City of Cockburn. Bollards to be included on corners while at same time meeting City requirements for pedestrian ramps.
Round about	<ul style="list-style-type: none"> Black asphalt with MRWA intersection mix
3 and 4-way intersections	<ul style="list-style-type: none"> Black asphalt with linemarking and signage
Tactile pavers at pram ramps and medians	<ul style="list-style-type: none"> Charcoal 60mm tactile pavers
On-street parking bays/Intersection threshold treatment	<ul style="list-style-type: none"> Charcoal interlock pavers
Median finishes	<ul style="list-style-type: none"> Semi mountable kerbing 600mm concrete apron to the outer, inside edge of the median: concrete to be finished with dark red ochre faux paving. Remaining garden bed to have trees planted max. of 6 -8m apart. Chunky pine bark mulch to remaining unpaved median area.

[8]



Title	Cockburn Central North (Muriel Court) Structure Plan – Design Guidelines
Policy Number (Governance Purpose)	LPP 4.2



Tree nibs (between car embayments)	<ul style="list-style-type: none"> • Tree nibs to have flush beam edging (to allow rain water flow). • Nibs to be minimum of 1.2m wide at road edge. • Trees to have root barrier installed to furthest edge of tree nib at 600mm deep. • Trees between car embayments to have tree surrounds installed as per the City of Cockburn standard detail. • Wheel stops to be installed either side of a tree on in-car embayments to prevent cars damaging trees. 
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For material selections for streets other than Muriel Court please contact the City's Engineering and Parks teams.

Street trees

Road	Location	Species selection
Muriel Court	<ul style="list-style-type: none"> • Centre line planting • Verge both sides or in nibs 	<ul style="list-style-type: none"> - Claret Ash (<i>Fraxinus Raywoodii</i>) - Chinese elm (<i>Ulmus Parivolia</i>)
15m access streets	<ul style="list-style-type: none"> • Select at time of civil approvals by Parks 	Applicants choice subject to City approval

Title	Cockburn Central North (Muriel Court) Structure Plan – Design Guidelines
Policy Number (Governance Purpose)	LPP 4.2

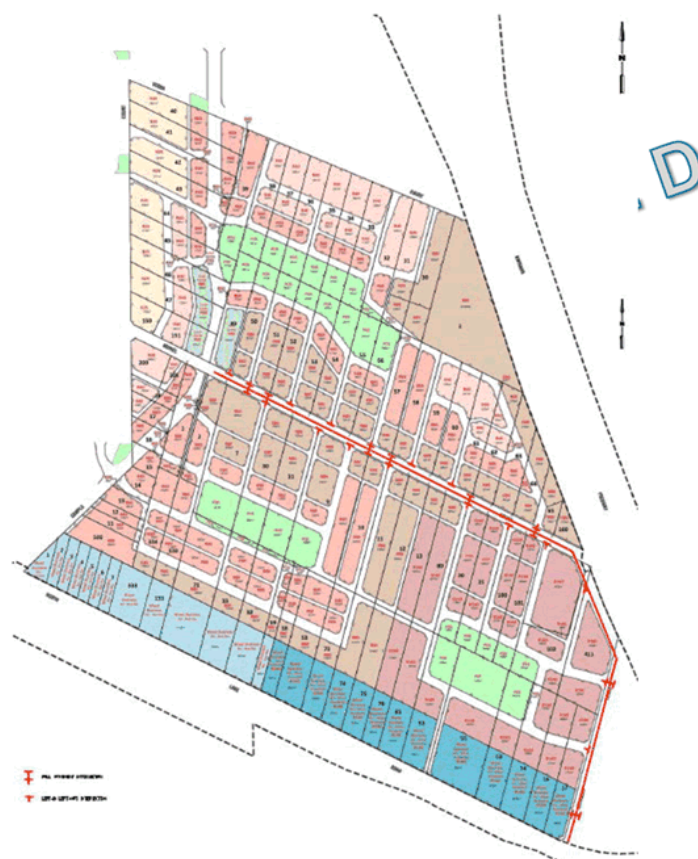


APPENDIX 3 – MURIEL COURT AND KNOCK PLACE INTERSECTION TREATMENTS

In 2018 the City engaged GTA Consultants to undertake a review of the Muriel Court Traffic Impact Assessment due to revised traffic generation numbers expected across the Muriel Court precinct. This recognises several structure plan amendments have cumulatively impacted on dwelling yield and therefore also traffic generation numbers.

The addendum is to be read alongside the original Muriel Court traffic impact assessment undertaken in 2008. The full report can be accessed on the Muriel Court webpage [https://www.cockburn.wa.gov.au/Building-and-Development/Town-Planning-and-Development/Current-Development-Projects/Cockburn-Central-North-\(Muriel-Court\)](https://www.cockburn.wa.gov.au/Building-and-Development/Town-Planning-and-Development/Current-Development-Projects/Cockburn-Central-North-(Muriel-Court))

Within the TIA Addendum at Attachment 6 and provided below is the City's preferred and now adopted option for the design of intersection treatments along Muriel Court and Knock Place.



[10]



Item 9.3

DAPPS 23/05/2019

9.3 (2019/MINUTE NO 0029) MODIFICATIONS TO LOCAL PLANNING POLICY LPP 4.3 NEWMARKET PRECINCT DESIGN GUIDELINES

Author(s)	A Lefort
Attachments	<ol style="list-style-type: none"> 1. Policy LPP 4.3 'Newmarket Precinct Design Guidelines (Current) ↓ 2. Policy LPP 4.3 'Newmarket Precinct Design Guidelines (Revised) ↓

RECOMMENDATION

That Council adopts modifications to Local Planning Policy 4.3 'Newmarket Precinct Design Guidelines' for the purposes of advertising in accordance with Clause 5 of the Deemed Provisions of Town Planning Scheme No.3, as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0

Background

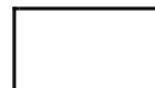
LPP 4.3 was first adopted by Council in 2012 when the Cockburn Coast District Structure Plan was approved. Limited development has occurred within the precinct since the policy was adopted. In light of the State Government's 'Design WA' suite of documents including State Planning Policy 7.0 'Design of the Built Environment' and State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments which is due to be released on 24 May 2019, LPP 4.3 required review to ensure consistency. Subsequent to the review, a number of modifications are required.

Submission

N/A

Report

The following table includes the sections of the policy being amended or deleted and the reason for it:



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Item 9.3

LPP Section	Purpose	Proposed Modification
Policy Purpose	Provides the background, purpose and objectives of the policy.	This section is proposed to be generally revised and made more succinct.
1. Land Use Residential Development	This section includes requirements for dwelling diversity, minimum floor to ceiling heights and mixed use provisions.	This section is proposed to be deleted as all these requirements are now contained in SPP 7.3 R-Codes.
Mixed Use	This section provides some generic and site specific requirements to encourage mixed use development.	The generic provisions are proposed to be deleted as these requirements are now contained in SPP 7.3 R-Codes. The site specific requirements as they relate to Cockburn and Rockingham Roads have been retained.
3. Built Form	This section includes provisions to ensure that the built form of all development meets the objectives of the precinct. It includes general requirements and height requirements for all development as well as site specific provisions for development abutting Cockburn Coast Drive and Rollinson Road Link and Landmark and Gateway Sites.	Insert a table including primary controls to replace the 'General Heights' section and to provide clarity about other primary controls required. The 'Signage' section is proposed to be deleted as any signage should be as per Council's LPP 3.7 Signs and Advertising which was not adopted when these Design Guidelines were first drafted.
5. General	This section states that the City and WAPC reserve the right to require landmark and gateway development be approved by WAPC.	The section is proposed to be deleted as it was considered unnecessary and unlikely that any building in this precinct would be of state significance.

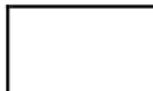
There are several other administrative modifications and clauses have been renumbered. In addition the photos have been deleted from the policy.

It should be noted that the policy still refers to 'Cockburn Coast Drive' as this remains in the current planning framework. However the policy will be further updated should the Metropolitan Region Scheme (MRS) be amended to remove this in the future.

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.



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Ensure growing high density living is balanced with the provision of open space and social spaces.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

There are costs involved in advertising of the modifications to the policy however these can be met from the current Council budget.

Legal Implications

N/A

Community Consultation

Modifications to the policy are required to be advertised in accordance with Clause 4 of TPS 3 deemed provisions.

Risk Management Implications

If the policy is not amended there is minimal risk, however the modifications will provide more clarity and remove unnecessary components.

Advice to Proponent(s)/Submitters

N/A

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

Nil



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**Policy Type**

Local Planning Policy

Policy Purpose

The Cockburn Coast District Structure Plan (District Structure Plan) sets a framework for future redevelopment of the Cockburn Coast area as an intensive, mixed use urban environment. It provides a framework for guiding development, and furthering local level planning and decision-making, including provisions relating to the desirable character of identified Precincts, such as land use mix, height and built form elements.

The Newmarket Precinct is located within the District Structure Plan area, and is bound by Rockingham Road to the north, Cockburn Road to the west and the 'Primary Regional Roads' reservation to the south and east (shown in Appendix A).

The Newmarket Precinct is the only land within the District Structure Plan area and the City of Cockburn which has current urban development opportunities, given that it is zoned 'Urban' under the Metropolitan Region Scheme (MRS).

The Newmarket Precinct is an emerging residential area characterised by commercial development on Cockburn and Rockingham Roads. The District Structure Plan identifies the opportunity for the Precinct to develop as a small village with a local activity node as a focal point.

The policy aims to ensure that new developments within the Newmarket Precinct have regard to the District Structure Plan. The intent of this Policy is to support development that conforms to the general Newmarket Precinct provisions outlined in the District Structure Plan, however with the important requirement that the designation of gateway and landmark elements (which have significant height allowances) must be undertaken in a comprehensive manner.

This Policy applies to all land contained within the Newmarket Precinct as indicated in Appendix A, and applies to all envisaged land uses.

Objectives:

- (1) To encourage a diverse population that contributes to the interest and vitality of the Precinct and the District Structure Plan area generally by providing a genuine mix of dwelling types to cater for a range of living options.
- (2) To promote the redevelopment of the Cockburn coast into a vibrant and sustainable environment that integrates living, working and leisure opportunities.
- (3) To encourage a residential and mixed use focus, with ground floor office and commercial opportunities along Cockburn Road and Rockingham Road, and to encourage mixed use development in areas where it is considered that the market could, at some time, sustain some commercial use.

[1]



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- (4) To encourage lower level of car dependence for those travelling to and within the Cockburn Coast area by promoting public and non-motorised transport options.
- (5) To encourage the foundation for a highly connected, legible, and active street environment that is safe, and weather protected.
- (6) To ensure that any development that occurs within the Newmarket Precinct deals with both the designation and distribution of height across the Precinct in a comprehensive manner.
- (7) To promote innovative, high quality development that contributes to a lively streetscape.
- (8) To ensure the efficient and effective upgrade of infrastructure to support orderly development and meet the demands arising from new development.

Policy Statement

1. Land Use

1.1 Residential Development

1.1.1 Proposals that include residential development should demonstrate diversity in dwelling types, through the incorporation of different sized and designed dwellings (as part of the one project). It may be the case that not all dwelling types will be presented as part of one proposal; however there is an expectation that a number of different types (size and design) comprise every proposal. In this regard, the following examples of different dwelling types are provided:

- 1-2 bedroom dwellings <60m² and <90m²;
- 2-4 bedroom dwellings 80m² - 150m²;
- 2-4 bedroom high end/luxury dwellings with larger floor areas.

1.1.2 As a minimum, 3.6m floor to ceiling heights at the ground floor level of new residential development should be provided to assist in facilitating the conversion of ground floor (street) frontage to non-residential use when the demand arises for such product as Cockburn Coast develops. Other considerations to be contemplated in the design and development of new buildings include:

- a. 'Back of house' access for servicing to enable conversion to active 'lifestyle' type use (food and beverage establishments);
- b. Making provision for future mechanical services (flues and exhaust vents) to enable active use;
- c. The design, location and/or size of wet areas and toilet facilities (public building requirements);
- d. Non load bearing walls to allow future changes to internal floor layouts;
- e. Internal layouts which facilitate self-containment of the ground floor for independent use; and

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- f. Potential future changes in use taken into consideration in the provision of parking.

1.2 Mixed Use

- 1.2.1 In order to ensure that mixed use potential is created even at the early stages of development when the market might not yet support non-residential use, buildings that front a public street should be constructed in a robust way that will allow for retrofitting to occur at a later date (e.g. residential capacity on the ground floor with the ability to retrofit into the future to intended commercial uses).
- 1.2.2 Mixed use developments adjacent to Cockburn Road should provide for commercial use and/or home based business 'designed in' to developments, particularly at the ground floor. In this regard the design measures outlined in 1.1(ii) should be considered.

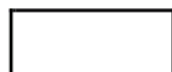
1.3 Local Activity Node

- 1.3.1 It is intended that the local activity nodes will contain the majority of Cockburn Coast's retail space in a street based form, and large mall based retail with large expanses of car parking will not be supported.
- 1.3.2 Built form within the local activity node will be expected to have a strong interface with Cockburn Road through nil to minimum setbacks to the lot boundary.



Figure 1: Example of main street with active frontages at ground floor level and residential / office development at upper levels. Source: <http://www.ourrouse.com.au/Images>

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2.0 Transport

2.1 Road Network

- 2.1.1 The higher order road layout should be in accordance with the District Structure Plan.
- 2.1.2 Any development seeking alterations and/or additions to the lower order road network must be supported by detailed design work as would normally take place in preparing a local structure plan. This detailed design work should demonstrate that proposed alterations and/or additions are consistent with best practice planning outcomes, and align with the intent of the District Structure Plan. This detailed design work should have regard for the function of Cockburn Road and the primary regional road (Cockburn Coast Drive), and ensure both the higher and lower order road networks are not prejudiced in any way.
- 2.1.3 To ensure appropriate permeability, development on Lot 2 Bellion Drive, Hamilton Hill (Vol 1300 Folio 625) will require the ceding of land and construction of an additional road network connection between Boyd Crescent and Bellion Drive at the time of development or following the construction of Cockburn Coast Drive (whichever comes first). It is expected that the land and construction of this road would be provided by the landowner.
- 2.1.4 Provision of a traffic impact assessment may be required in support of development applications.

2.2 Pedestrian and Cyclist Movement

- 2.2.1 Development should provide a positive contribution through pedestrian-oriented uses at ground level, with consideration for non-motorised transport options, particularly along Cockburn Road.
- 2.2.2 Development should facilitate close interaction with the pedestrian activity along footpaths. Buildings should be designed to focus on pedestrian and cyclist amenity and safety, while accommodating on street parking and slow vehicle speeds in certain locations.

2.3 Car Parking and Access

- 2.3.1 In response to the objective for multimodal transport, developments will be encouraged to provide cash-in-lieu payments for a reduction in onsite parking where the local government has either provided or has made firm proposals for providing public car parking in the vicinity of the land subject of the application.

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- 2.3.2 Provision of cycling end-of-trip facilities is encouraged.
- 2.3.3 Where possible parking should be located in a basement or part basement arrangement (depending on the topography of the land).
- 2.3.4 Onsite parking should be provided behind building frontages or screened from public view.
- 2.3.5 Grade level car parking areas should be suitably landscaped, and this is particularly relevant where adjoining buildings look into or across the rear of a development site.
- 2.3.6 Access to onsite parking should be easily identifiable and suitably signed.
- 2.3.7 Consideration should be given to onsite servicing and waste management at the development application stage.

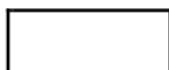
3.0 Built Form

All development should take into account and sufficiently respond to the key elements of the District Structure Plan and exhibit appropriate design outcomes. The following criteria are provided for this purpose:

3.1 General Requirements

- 3.1.1 All development should be 'urban' in form where it meets the public domain, characterised by nil street setbacks.
- 3.1.2 Private open space is encouraged behind buildings for passive recreational uses such as courtyards and gardens.
- 3.1.3 Active building frontages are encouraged, and the number of doors and windows open to the street should be maximised.
- 3.1.4 Awnings and street trees should be provided for weather protection wherever possible.
- 3.1.5 To further assist the function of the pedestrian environment, all building and tenancy entrances should be well located and clearly defined through the use of elements distinctive to the architectural style of the development.
- 3.1.6 Development should express strong architectural themes, demonstrating variation, distinctiveness, high visual interest, sustainability and climate responsiveness.
- 3.1.7 Development should address public streets and other public areas, and should be an attractive and functional component of the Precinct and Cockburn Coast area as a whole.

[5]



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Figure 2. Example of active ground floor and residential apartments above with a variety of windows and balconies to create interest and reduce the bulk of the building.
Source: <http://www.ourrouse.com.au/images>



Figure 3. Example of four storey building with a café at street level and residential apartments above.
Source: <http://www.rs.realestate.com.au/objects>

- 3.1.8 Development should maintain consistent street setbacks and street edge configurations.
- 3.1.9 All visible walls should be articulated, or otherwise architecturally treated, in order to create visual interest and to avoid a broad expanse of featureless wall.
- 3.1.10 Development should reinforce the desired future character of the Cockburn Coast area. In this regard, development should promote the theme of a modern, exciting, glamorous, cosmopolitan and proud

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coastal oriented destination for the whole Perth metropolitan area. This will be achieved through the development of high quality structures of architectural and environmental merit which contribute to a lively streetscape, and which will complement developments on adjoining sites.



Figure 4. Examples of mixed use buildings that have active ground floor frontages incorporating pedestrian canopies; and also demonstrating a variety of materials and colours and varied rooflines to create visual interest and reduce bulk.



Source:
<http://www.architectsajc.com/projects/bullecourt-place>

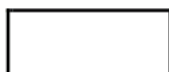


Source:<http://www.cessnock.nsw.gov.au/resources/file/BuildingDevelopment>

3.2 Development Abutting Cockburn Coast Drive and Rollinson Road Link

- 3.2.1. Cockburn Coast Drive and the Rollinson Road link (east of Cockburn Road) will not accommodate direct road access, however buildings should be oriented and designed to provide an outlook to the road and Beeliar Regional Park.
- 3.2.2 Use of balconies at upper levels is encouraged to provide surveillance of Beeliar Regional Park, while providing residents with access to the views and vistas of the scenic surrounds.

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3.3 General Heights

3.3.1 The District Structure Plan provides for heights along Cockburn Road and Rockingham Road of four storeys (and not exceeding 17m in height), with a maximum of five storeys (and not exceeding 21m in height) if a 3m terrace setback or loft level is provided.

3.3.2 The height of buildings on secondary streets throughout the Precinct should be three to four storeys (and not exceeding 17m in height).

Note: Maximum heights (metres) are the total heights of the physical building (including services such as lift over-runs, water tanks and heating/cooling equipment that may add to the building height). Calculated as 3.5m for each floor (floor-to-floor measurement) and an additional 3m for buildings above 12m in height (buildings above 12m may need to provide services such as lift over-runs, water tanks and heating/cooling equipment that should be factored into the total height of the building).

3.4 Location of Landmark and Gateway Sites

The following location specific provisions should be satisfied in relation to identifying the landmark and gateway sites for the Precinct:

3.4.1 Only a single landmark site and one gateway site will be considered within the Precinct.

3.4.2 The landmark site should be located at the south western corner of the intersection the Cockburn Coast Drive and Rockingham Road as an entry statement to the project area. at a strategic location focussed along the prominent ridgeline which forms the visual backdrop to the Precinct and broader Cockburn Coast area.

3.4.3 The gateway site should be located on the northeast side of the intersection between Cockburn Road and future Rollinson Road extension to Cockburn Coast Drive. This road link will form one of the key entrances into the Cockburn Coast area.

3.5 Provisions for Landmark and Gateway Sites

The following height and built form specific provisions should be satisfied in relation to development of the landmark and gateway sites for the Precinct:

3.5.1 The landmark site development is permitted to be up to 16 storeys (and not exceeding 49m in height).

3.5.2 The gateway site development is permitted to be up to eight storeys (and not exceeding 32m in height).

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- 3.5.3 Notwithstanding the timing of development, the appropriateness of the design of development will be assessed in the context of the ultimate streetscape it will form part of.
- 3.5.4 To achieve variety in the built form development should comprise a base (i.e. low rise podium), main body and coronation (top), articulated by architectural elements.
- 3.5.5 Gateway development located on the northeast side of the intersection between Cockburn Road and the future Rollinson Road extension should address that intersection in an appropriate manner.
- 3.5.6 Development should endeavour to incorporate an area for public benefit, such as plazas, arcades or public viewing platform, providing a demonstrable benefit to the general public as a result of the development.
- 3.5.7 Development should ensure neighbouring sites are not adversely compromised in relation to any of the following:
- Access to daylight;
 - Access to natural ventilation;
 - Visual privacy and acoustic privacy;
 - Private open space;
 - A pleasant microclimate



Figure 5. Example of a mixed use building that is designed to address and give emphasis to the corner, and includes an integrated pedestrian canopy.

Source :<http://www.architectsajc.com/projects>

3.6 Signage

- 3.6.1 Signage and other appropriate forms of advertising are accepted as elements that are integral to mixed-use locations such as the Newmarket Precinct and acceptability will be based on the successful integration of signage in a manner that contributes to, and reinforces [9]



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'built' and streetscape environments. The underlying objective with respect to signage is moderation; the general proliferation of signage will not be supported. In addition, wherever possible signage should be incorporated into the building.

- 3.6.2 The following will be considered in assessing a proposal for signage:
- The character envisaged for the location within which the signage is to be erected;
 - The merits of the signage relative to the style and scale of the building or place;
 - The relevance of the signage to the use of a building or site. General advertising signage is not supported;
 - The prominence of a building or site;
 - The impact of signage on the safety of the public realm, including pedestrian and vehicular movement; and
 - The extent to which signage already exists in the locality.
- 3.6.3 Proposals for new development should include details regarding the location and design of signage, and this information should be presented at the time of application.
- 3.6.4 The design and erection of signage is to be guided by the following:
- The most appropriate location in a building elevation taking into account proportions in a façade (vertical or horizontal) and architectural features;
 - The extent of signage necessary (area/m²) relative to the function of this element (taking into account the above point);
 - The visibility of the signage dependent on the nature of the use and the location of a building in the streetscape;
 - The need for illumination (internal or external);
 - The potential for shared signage;
 - The need to protect sight lines and provide for minimum clearance.
- 3.6.6 Preferred types of signage include the following:
- Under awning/veranda signage;
 - Signage attached to the front or side parapet of a building;
 - Shared pylon signs;
 - Window signage.
- 3.6.7 Generally the following signage will not be supported (other than in exceptional circumstances):
- Roof signs;
 - Fence signage;
 - Multiple pylon signs (per property);
 - Billboard signage;
 - Novelty signage (balloons or similar).

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4.0 Standards of Development

4.1 It is envisaged that conditions will be imposed on subdivision and development within the Newmarket Precinct requiring proponents to undertake upgrades to infrastructure and streetscapes in accordance with the City's Engineering guidelines and standards. This will typically include (where relevant) the following works as they relate to the development:

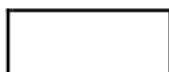
- Streets/roads (including kerbing, draining and resurfacing);
- Service, utility and drainage upgrades;
- Streetscape elements (such as pavement, lighting, trees, furniture);
- Footpaths and dual use-paths;
- Traffic management devices;

5.0 General

The City of Cockburn and the Western Australian Planning Commission (WAPC) reserve the right to require determination of landmark and gateway development applications by the WAPC if the matter is considered to be of State or regional significance.

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[11]



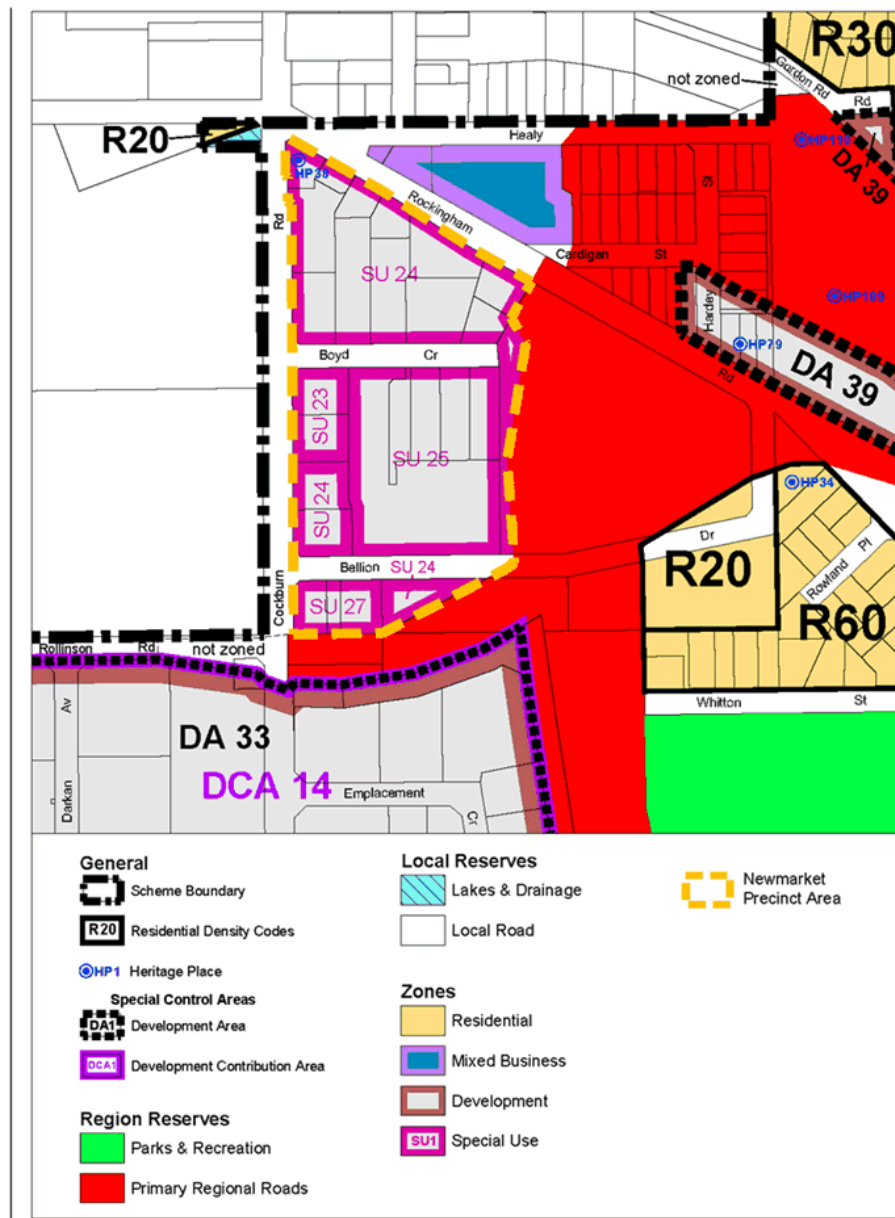
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APPENDIX A – NEWMARKET PRECINCT LOCATION PLAN



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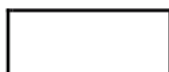
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Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	14 December 2017
Next Review Due: (Governance Purpose Only)	December 2019
ECM Doc Set ID: (Governance Purpose Only)	4517282

CURRENT

[13]



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Policy Type

Local Planning Policy

Policy Purpose

To provide site specific design guidelines for the 'Newmarket Precinct' as identified in the Cockburn Coast District Structure Plan (DSP). All applications for subdivision and development shall have due regard with the Design Guidelines. These Design Guidelines shall be read in conjunction with the City of Cockburn Town Planning Scheme No.3 (TPS 3), Residential Design Codes, and other applicable Local Planning Policies and Local Development Plans.

The objectives of the Design Guidelines are:

- To encourage a diverse population that contributes to the interest and vitality of the precinct and the DSP area generally by providing a genuine mix of dwelling types to cater for a range of living options;
- To promote the redevelopment of the Cockburn coast into a vibrant and sustainable environment that integrates living, working and leisure opportunities;
- To encourage a residential and mixed use focus, with ground floor office and commercial opportunities along Cockburn Road and Rockingham Road, and to encourage mixed use development in areas where it is considered that the market could, at some time, sustain some commercial use;
- To encourage lower level of car dependence for those travelling to and within the Cockburn Coast area by promoting public and non-motorised transport options;
- To encourage the foundation for a highly connected, legible, and active street environment that is safe, and weather protected.;
- To ensure that any development that occurs within the Newmarket Precinct deals with both the designation and distribution of height across the Precinct in a comprehensive manner;
- To promote innovative, high quality development that contributes to a lively streetscape;
- To ensure the efficient and effective upgrade of infrastructure to support orderly development and meet the demands arising from new development.

Policy Statement

(1) Land Use

1.1 Mixed Use

Mixed use developments which are pedestrian oriented at ground floor should be provided adjacent to Cockburn Road and Rockingham Road to encourage opportunities for commercial use and/or home based business 'designed in' to developments.

[1]

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1.2 Residential Convertible dwellings

In relation to ground floor dwellings fronting Cockburn Road and Rockingham Road, as a minimum, 3.6m floor to ceiling should be provided. This will assist in facilitating the conversion of ground floor (street) frontage to non-residential use when the demand arises for such product as Cockburn Coast develops. Other considerations to be contemplated in the design and development of new buildings include:

- a) 'Back of house' access for servicing to enable conversion to active 'lifestyle' type use (food and beverage establishments);
- b) Making provision for future mechanical services (flues and exhaust vents) to enable active use;
- c) The design, location and/or size of wet areas and toilet facilities (public building requirements);
- d) Non load bearing walls to allow future changes to internal floor layouts;
- e) Internal layouts which facilitate self-containment of the ground floor for independent use; and
- f) Potential future changes in use taken into consideration in the provision of parking.

1.3 Local Activity Node

It is intended that the local activity nodes will contain the majority of Cockburn Coast's retail space in a street based form, and large mall based retail with large expanses of car parking will not be supported. Built form within the local activity node will be expected to have a strong interface with Cockburn Road through nil to minimum setbacks to the lot boundary.

(2) Transport

2.1 Road Network

- a) The higher order road layout should be in accordance with the DSP.
- b) Any development seeking alterations and/or additions to the lower order road network must be supported by detailed design work as would normally take place in preparing a local structure plan. This detailed design work should demonstrate that proposed alterations and/or additions are consistent with best practice planning outcomes, and align with the intent of the District Structure Plan. This detailed design work should have regard for the function of Cockburn Road and the primary regional road (Cockburn Coast Drive), and ensure both the higher and lower order road networks are not prejudiced in any way.
- c) To ensure appropriate permeability, development on Lot 2 Bellion Drive, Hamilton Hill (Vol 1300 Folio 625) will require the ceding of land and construction of an additional road network connection between Boyd Crescent and Bellion Drive at the time of development or following the construction of Cockburn Coast Drive (whichever comes first). It is expected that the land and construction of this road would be provided by the landowner.
- d) Provision of a traffic impact assessment may be required in support of development applications.

[2]



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2.2 Pedestrian and Cyclist Movement

- a) Development should provide a positive contribution through pedestrian-oriented uses at ground level, with consideration for non-motorised transport options, particularly along Cockburn Road.
- b) Development should facilitate close interaction with the pedestrian activity along footpaths. Buildings should be designed to focus on pedestrian and cyclist amenity and safety, while accommodating on street parking and slow vehicle speeds in certain locations.
- c) Provision of end-of-trip facilities is required for commercial uses.

2.3 Car Parking

- a) Where the local government has either provided or has made firm proposals for providing public car parking in the vicinity of the land subject of the application, a cash-in-lieu payments for a reduction in onsite parking in accordance with the provisions of TPS 3 may be considered.
- b) Where possible parking should be located in a basement or part basement arrangement (depending on the topography of the land).
- c) Onsite parking should be provided behind building frontages or screened from public view.
- d) Grade level car parking areas should be suitably landscaped, and this is particularly relevant where adjoining buildings look into or across the rear of a development site.
- e) Access to onsite parking should be easily identifiable and suitably signed.
- f) Consideration should be given to onsite servicing and waste management at the development application stage.

(3) Built Form

3.1 General

- a) All development should be 'urban' in form where it meets the public domain, characterised by nil street setbacks.
- b) Active building frontages are encouraged, and the number of doors and windows open to the street should be maximised.
- c) Awnings and street trees should be provided for weather protection wherever possible.
- d) To further assist the function of the pedestrian environment, all building and tenancy entrances should be well located and clearly defined through the use of elements distinctive to the architectural style of the development.
- e) Development should express strong architectural themes, demonstrating variation, distinctiveness, high visual interest, sustainability and climate responsiveness.
- f) Development should address public streets and other public areas, and should be an attractive and functional component of the Precinct and Cockburn Coast area as a whole.
- g) Development should maintain consistent street setbacks and street edge configurations.
- h) All visible walls should be articulated, or otherwise architecturally treated, in order to create visual interest and to avoid a broad expanse of featureless wall.

[3]

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3.2 Primary Controls

Control	SU24 (Mixed Use/R60)	SU25 (Residential R60)	SU27 (Mixed Use R160)	SU29 (Local Activity Node R60)
Building Height (storeys)	Abutting Cockburn & Rockingham Roads – 4-5 Other – 3-4	3-4 (17m)	4-5 (21m)*	4-5 (21m)*
Boundary Wall Height (storeys)	1	1	2	1
Minimum Primary & Secondary Street Setback	Nil (ground floor commercial) 2m (Residential)	2m	Nil	Nil (ground floor commercial) 2m (Residential)
Minimum Side Setback	2m	3m	Nil	2m
Minimum Rear Setback	3m	3m	3m	3m
Plot Ratio	Abutting Cockburn & Rockingham Roads – 2.0 Other – 0.8	0.8	2.0	0.8

Note: Maximum heights (metres) are the total heights of the physical building (including services such as lift over-runs, water tanks and heating/cooling equipment that may add to the building height). Calculated as 3.5m for each floor (floor-to-floor measurement) and an additional 3m for buildings above 12m in height (buildings above 12m may need to provide services such as lift over-runs, water tanks and heating/cooling equipment that should be factored into the total height of the building).

*can only be supported if a 3m terrace setback or loft level is provided.

3.3 Development Abutting Cockburn Coast Drive and Rollinson Road Link

- Cockburn Coast Drive and the Rollinson Road link (east of Cockburn Road) will not accommodate direct road access, however buildings should be oriented and designed to provide an outlook to the road and Beeliar Regional Park.
- Use of balconies at upper levels is encouraged to provide surveillance of Beeliar Regional Park, while providing residents with access to the views and vistas of the scenic surrounds.

2.4 Landmark & Gateway Sites

- Only one landmark site and one gateway site will be considered within the precinct.
- The landmark site should be located at the south western corner of the intersection the Cockburn Coast Drive and Rockingham Road as an entry statement to the project area. It should be at a strategic location focussed along the prominent ridgeline which forms the visual backdrop to the Precinct and broader Cockburn Coast area.
- The gateway site should be located on the north-east side of the intersection between Cockburn Road and future Rollinson Road

[4]



Title	Newmarket Precinct – Design Guidelines
Policy Number (Governance Purpose)	LPP 4.3



extension to Cockburn Coast Drive. This road link will form one of the key entrances into the Cockburn Coast area.

- d) The landmark site development is permitted to be up to 16 storeys (and not exceeding 49m in height).
- e) The gateway site development is permitted to be up to eight storeys (and not exceeding 32m in height).
- f) Notwithstanding the timing of development, the appropriateness of the design of development will be assessed in the context of the ultimate streetscape it will form part of.
- g) To achieve variety in the built form development should comprise a base (i.e. low rise podium), main body and coronation (top), articulated by architectural elements.
- h) Gateway development located on the northeast side of the intersection between Cockburn Road and the future Rollinson Road extension should address that intersection in an appropriate manner.
- i) Development should endeavour to incorporate an area for public benefit, such as plazas, arcades or public viewing platform, providing a demonstrable benefit to the general public as a result of the development.

(4) Standards of Development

It is envisaged that conditions will be imposed on subdivision and development applications within the Newmarket Precinct requiring proponents to undertake upgrades to infrastructure and streetscapes in accordance with the City's Engineering guidelines and standards. This will typically include (where relevant) the following works as they relate to the development.

- Streets/roads abutting the development site (including kerbing, draining and resurfacing);
- Service, utility and drainage upgrades;
- Streetscape elements abutting the development site (such as pavement, lighting, trees, furniture);
- Footpaths and dual use-paths abutting the development site;
- Traffic management devices;

[5]

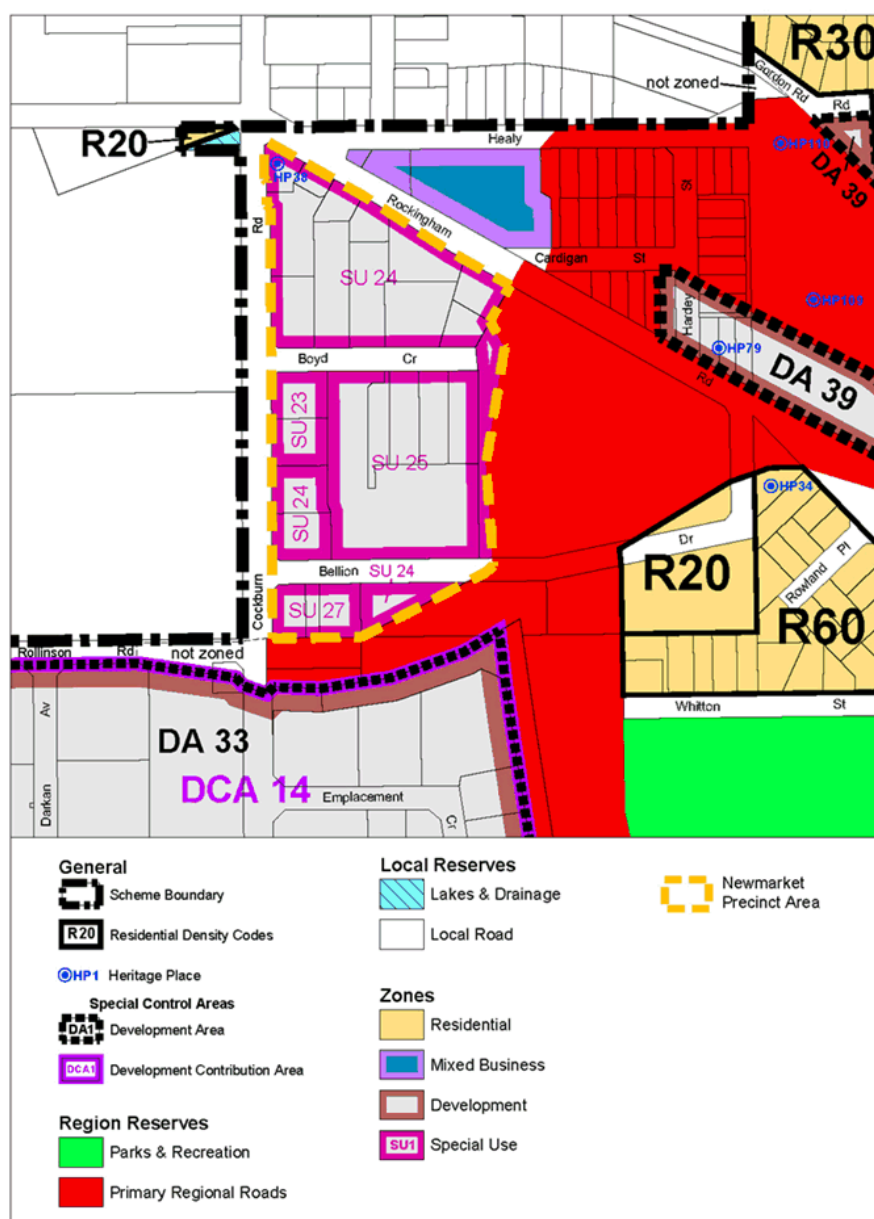
Item 9.3 Attachment 2

DAPPS 23/05/2019

Title	Newmarket Precinct – Design Guidelines
Policy Number (Governance Purpose)	LPP 4.3



APPENDIX A – NEWMARKET PRECINCT LOCATION PLAN



[6]

DAPPS 23/05/2019

Item 9.3 Attachment 2

Title	Newmarket Precinct – Design Guidelines
Policy Number (Governance Purpose)	LPP 4.3



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)	14 December 2017
Next Review Due: (Governance Purpose Only)	December 2019
ECM Doc Set ID: (Governance Purpose Only)	4517282

REVISED

[7]

DAPPS 23/05/2019

Item 10.1

10. FINANCE & CORPORATE SERVICES DIVISION ISSUES**10.1 (2019/MINUTE NO 0030) PROPOSED NEW ADMINISTRATION POLICY - CORPORATE CREDIT CARDS**

Author(s)	N Mauricio
Attachments	<ol style="list-style-type: none"> 1. Administration Policy - Corporate Credit Cards (New) ↓ 2. Position Statement PSFCS24 'Corporate Credit Card's (To be deleted) ↓ 3. Delegated Authority - LGAFCS8 'Corporate Credit Cards Delegated Authority' (To be deleted) ↓

RECOMMENDATION

That Council:

- (1) adopt the new Administration Policy 'Corporate Credit Cards';
- (2) delete Position Statement PSFCS24 'Corporate Credit Cards'; and
- (3) delete associated Delegated Authority LGAFCS8 'Corporate Credit Cards';

as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

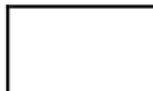
That the recommendation be adopted.

CARRIED 5/0**Background**

At the 21 March 2019 meeting of the Audit & Strategic Finance Committee, the following recommendation was made and this was subsequently adopted by Council at the Special Council meeting held on 28 March 2019:

Refer the new "Corporate Credit Cards" Administrative Policy replacing Position Statement PSFCS24 "Corporate Credit Cards" and the associated Delegated Authority LGAFCS8 to the next DAPPS meeting, as attached to the agenda, and to include details of all credit card

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payments made by the CEO to each meeting of the Audit & Strategic Finance Committee for 'noting' purposes.

Submission

N/A

Report

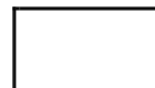
A new administrative policy on corporate credit cards has been developed in response to the Office of Auditor General's (OAG) findings and recommendations contained in their focus audit report tabled in Parliament, May 2018. The new policy also conforms to the policy review initiative Council has been progressing over the past year.

The policy requirement to periodically report the CEO's credit card transactions was proposed by Mayor Logan Howlett, based on the findings of the OAG. Specifically, the OAG stated in their audit report (referring to the approval process for the CEO's card) that "that this process could be improved to increase transparency without introducing additional approval processes by periodically reporting the CEO's transactions to Council and clearly identifying them for noting."

Another finding by the OAG was the inconsistent reporting to Council of credit card usage, although this was being regularly reviewed by management. Half of the local governments reported the total payment made for the outstanding card balance, whilst the others reported individual purchases made on credit card.

In the City's case, it has been reporting the total amount of all credit card usage for the month, as management sees no value in presenting hundreds of individual transactions to Council. However, the City has now amended its monthly reporting to Council by listing individual card holders and their monthly card spends. In the case of the CEO's credit card, this is further detailed at individual transaction level in order to address the new policy requirement. This amended level of reporting to Council commenced in April 2019 and is considered more accountable than periodically reporting the transactions to the Audit & Strategic Finance Committee.

The OAG audit report contained several recommendations to local government and these were reviewed and reported to the Audit & Strategic Finance Committee meeting in March 2019. Overall, the OAG found that credit card policies and administrative systems in place at the sampled local governments were appropriate and it is worth noting that they did not find any evidence of inappropriate use of credit cards. However, the OAG did find that most of the local governments had opportunities for improvement around timelines, adequacy of documentation, the independence of reviews and the sharing of cards.



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The proposed new administrative policy is consistent with the audit recommendations.

The associated Corporate Credit Cards Delegated Authority LGAFCS8 is proposed to be deleted as the authority to approve the issue of credit cards to staff and set individual card limits is an administrative function not needing formal Council delegation. The City has appropriate management procedures in place to manage these functions, as required by the new administrative policy.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Ensure sound long term financial management and deliver value for money.

Budget/Financial Implications

Approximately \$900,000 is spent via credit cards annually with sufficient controls in place to ensure this is on budgeted expenditure. All expenditure is appropriately authorised in accordance with the City's delegated financial authorities (DFA).

Legal Implications

Local Government Act 1995 s6.5 refers.

Regulation 11 (1)(a) of the Local Government (Financial Management) Regulations 1996

Regulation 13 (1) of the Local Government Act (Financial Management) Regulations 1996 requires local governments to present details of all payments, including corporate credit payments to Council on a monthly basis.

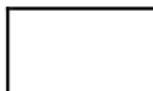
Community Consultation

N/A

Risk Management Implications

Audit activities are an important mitigation measure in addressing risk. It is important that any audit findings and recommendations are considered and addressed in any policy requirements.

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Advice to Proponent(s)/Submitters

N/A

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

Nil



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Item 10.1 Attachment 1

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Title	Corporate Credit Cards
Policy Number (Governance Purpose)	

**Policy Type**

Administrative Policy

Policy Purpose

To ensure that operational risks and administrative costs associated with the use of corporate credit cards are effectively managed. This includes establishing effective controls for their use and assigning responsibilities for approved cardholders.

Policy Statement

The use of corporate credit cards complements the City's procurement processes and provides a more streamlined and efficient method for making certain types of payment. Regulation 11(1)(a) of the Local Government Financial Management Regulations 1996 require a local government to develop procedures for the authorisation and payment of accounts, including for the effective security and authorised use of credit cards. The following rules and principles will apply to the issue and use of corporate credit cards by the City's officers:

- (1) The Chief Executive Officer, Directors, Senior Managers and any other staff approved by the relevant Director or Chief Executive Officer, may be issued with a corporate credit card. Individual credit limits will be determined based on the demonstrated business need and will form part of the approval process.
- (2) The City's Corporate Credit Cards are to be used strictly for work related purchases and under no circumstances are they to be used for personal or private purposes.
- (3) Cash withdrawals are strictly prohibited and all cards issued under the City's facility shall have this feature disabled.
- (4) A system register of all credit cards (both active and inactive) is to be maintained by Accounting Services. This shall include the name and position of the cardholder, card number, expiry date and credit limit. The system should also maintain history of all credit card transactions for reporting, audit and record keeping purposes.
- (5) The acquittal of credit card transactions needs to be completed within a reasonable timeframe, being no longer than one month after statement issue.
- (6) Transactions need to be adequately described (nature/purpose of expenditure) and supported by evidential documentation (receipts/tax invoices).
- (7) Transaction acquittals must be reviewed and approved by the actual cardholder with a second, independent approval provided by their line manager. Where the cardholder is a Director or the CEO, the second approval is to be provided by another Director or CEO.

[1]



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Item 10.1 Attachment 1

Title	Corporate Credit Cards
Policy Number (Governance Purpose)	



- (8) Finance department staff shall perform a compliance review on approved credit card transactions, ensuring compliance with this policy and appropriate GST treatment of transactions.
- (9) In-person transactions with corporate credit cards must only be made by the cardholder and they are not to share their PIN code under any circumstances.
- (10) Cardholders must give their express permission and approval for the transaction before their corporate credit card is used by other staff for online or telephone transactions. Cardholders will be held accountable for these transactions and must ensure adequate information is obtained for acquittal purposes.
- (11) Cardholders must report the loss, theft or unauthorised use of their corporate credit card to the issuing financial institution immediately and the Finance department when practicable. Any disputed transactions must be followed in a timely manner in order to ensure full cost recovery for the City.
- (12) Cardholders (or their line manager) must return the corporate credit card to the Finance department as soon as practicable, where they have resigned their employment with the City or otherwise where they have been instructed to.
- (13) Cardholders must comply with the requirements of Corporate Credit Card operational guidelines developed by the City and before being issued with a card, shall agree in writing to abide by cardholder duties and responsibilities consistent with this policy.
- (14) The cardholder will be held personally liable for any unauthorised and non-compliant use and the City reserves the right to seek reimbursement of such monies from the cardholder.
- (15) The reporting of credit card expenditure to Council on a monthly basis is to include itemised transactions for the CEO's credit card. All other card holders are to be reported by total monthly spend.

References

Local Government Act 1995 s6.5

Regulation 11 (1)(a) of the Local Government (Financial Management) Regulations 1996

Regulation 13 (1) of the Local Government Act (Financial Management) Regulations 1996

[2]

Item 10.1 Attachment 1

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Title	Corporate Credit Cards
Policy Number (Governance Purpose)	



Strategic Link:	Strategic Community Plan Objective 'Leading & Listening'
Category	Financial Management
Lead Business Unit:	Financial Services
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[3]



POS	CORPORATE CREDIT CARDS	PSFCS24
-----	------------------------	---------

POSITION STATEMENT CODE:	PSFCS24
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Financial Services
SERVICE UNIT:	Accounting Services
RESPONSIBLE OFFICER:	Director, Finance & Corporate Services
FILE NO.:	182/002
DATE FIRST ADOPTED:	17 September 2002
DATE LAST REVIEWED:	8 December 2016
ATTACHMENTS:	Yes
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	31 January 2013	27 August 2015
	27 November 2014	24 November 2016
	2 June 2015	
OCM:	9 April 2009	2 June 2015
	14 February 2013	10 September 2015
	11 December 2014	

BACKGROUND:

The use of corporate credit cards complements the City's procurement processes and provides a more streamlined and efficient method for making certain types of payment. Regulation 11(1)(a) of the Local Government Financial Management Regulations 1996 require a local government to develop procedures for the authorisation and payment of accounts, including for the effective security and authorised use of credit cards.

PURPOSE:

This position statement and the supporting guidelines serve to ensure that operational risks and administrative costs associated with the use of corporate credit cards are effectively managed. This includes establishing effective controls for their use and setting responsibilities for approved cardholders.

POSITION:

- (1) The Chief Executive Officer, Directors, SBG Managers and any other staff approved by the relevant Director or Chief Executive Officer, will be issued with a corporate credit card in accordance with the credit limits determined from time to time by Council as set out in the supporting guidelines.

[1]

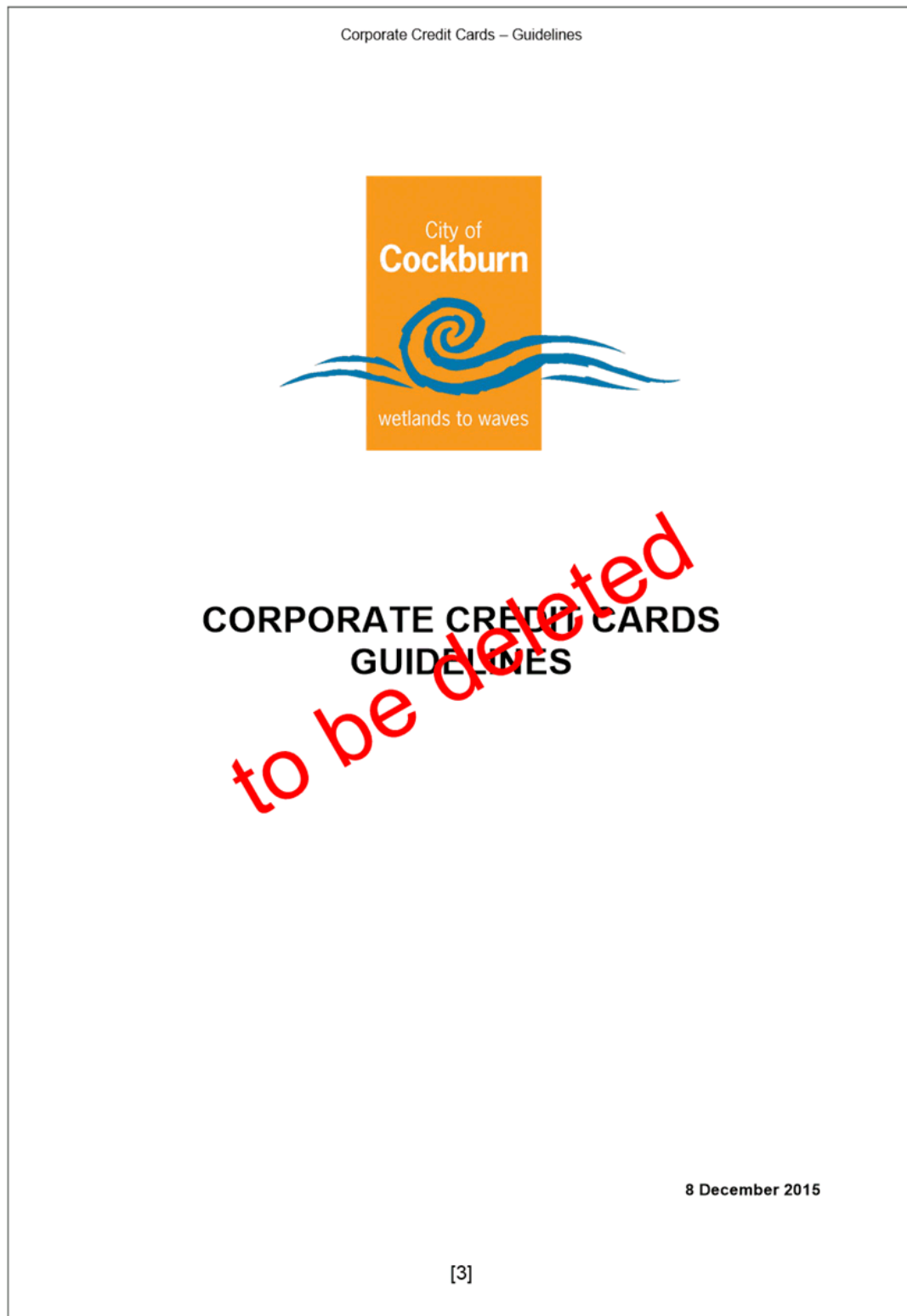
POS	CORPORATE CREDIT CARDS	PSFCS24
-----	------------------------	---------

- (2) The City's Corporate Credit Cards are to be used only for work related purchases and under no circumstances whatsoever are they to be used for personal or private purposes.
- (3) Cash withdrawals are strictly prohibited and all cards issued under the City's facility shall have this feature disabled.
- (4) A register of all current credit cards is to be maintained by Accounting Services. This shall include the name and position of the cardholder, card number, expiry date and credit limit.
- (5) The acquittal of expenditure incurred on credit cards need to be reviewed and approved by the cardholder's line manager. Where the cardholder is a Director or the CEO, the review is to be performed by another Director or CEO.
- (6) Cards are to be used strictly in accordance with the requirements of the Corporate Credit Card Guidelines as appended. [\(Appendix I\)](#).

to be deleted

[2]





Corporate Credit Cards – Guidelines

INTRODUCTION

The City has established a corporate credit card facility for the purpose of streamlining certain types of purchases and payments. This fosters improved administrative efficiency and more effective cash management. Some of the outcomes targeted include:

- Reducing paperwork for both the City and its suppliers.
- Improving productivity across the various departments.
- Reduce requirements for petty cash and reduce cash handling risks.
- Ability to take advantage of special offers and discounts available for immediate payment.
- Enabling online internet purchases and payment from anywhere in the world.

However, it is not intended that the card facility be used as a substitute for the current system of ordering goods and services by requisition through Procurement Services.

1. GOODS AND SERVICES FOR WHICH THE CORPORATE CREDIT CARDS CAN BE USED

Cards can be used to procure goods and services up to the value of financial limits approved with these guidelines.

Transaction types which Card may be used for:

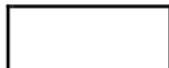
- (a) Conference, seminar and training event registration fees;
- (b) Costs related to flights, accommodation and attendance at approved conferences, seminars and training events;
- (c) Subscriptions, memberships and publications payable by credit card;
- (d) Entertainment expenses (must note number of staff entertained on documentation for FBT purposes) CEO/Directors/SBG Managers only;
- (e) Other business purchases of less than \$1,000 in value for items over \$1,000 will need an official order raised).

Transaction types allowable on cards will be restricted on an individual basis in accordance with these guidelines and to suit cardholder needs (eg. Entertainment expenses, flights, car rentals etc).

2. ISSUE OF CORPORATE CREDIT CARDS

Accounting Services is responsible for arranging the issue of Corporate Credit Cards after approval is received from the relevant Director or CEO (as appropriate). All approved requests for cards must be forwarded to the Manager, Financial Services.

[1]



3. RESPONSIBILITIES

3.1 Accounting Services

Accounting Services are responsible for the following activities in relation to corporate credit cards:

- (a) arrange the issue of the Corporate/Business Card.
- (b) administer a system for cardholders to acquit their card purchases.
- (c) act as the liaison between the City and the financial institution.
- (d) ensure cardholder is advised of their responsibilities and that guidelines are issued to them.
- (e) ensure each cardholder signs a copy of the "Acknowledgement of Terms and Conditions of Use – Corporate Credit Card" form.

3.2 Cardholders

Following are the responsibilities of the individual cardholders:

- (a) Ensure monthly credit card acquittals are processed within 5 working days of the statements being uploaded into the financial system and forward the relevant paperwork to Accounting Services, after it has been reviewed and signed off by their Line Manager.
- (b) Adherence to the policies and procedures in relation to the card and ensure financial limits are not breached.
- (c) Cardholders must ensure that transaction acquittals include:
 - 1. A full and proper description of the goods purchased on the tax invoice (ie. Descriptions like "goods" are not acceptable).
 - 2. Allocate appropriate budget account details, relative to the nature of expenditure.
- (d) Cardholders must immediately return the card to Accounting Services if:
 - 1. They resign or their employment is terminated for whatever reason;
 - 2. They are instructed to relinquish the card.
- (e) If the cardholder disagrees with any transaction on the billing statement, the cardholder must advise Accounting Services in writing, as soon as possible once aware of the issue. The Manager Financial Services is to be informed on any disputes.
- (f) Cardholders will be required to sign for receiving the Card and acknowledge the conditions of use of the card.

[2]

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Corporate Credit Cards – Guidelines

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- (g) If the cardholder loses a tax invoice or receipt, they should make reasonable attempts to obtain a copy from the supplier. Failing this, a memo signed by the cardholders Manager will need to be provided explaining the loss of the document and the details of the transaction.
- (h) To comply with banking laws, the cardholder must ensure the corporate credit card is not used by any other officer unless it is for an online or telephone transaction and the cardholder's permission has been pre-obtained (i.e. not able to be used by non-cardholders for in person transactions).
- (i) The cardholder must immediately report loss or theft of the corporate credit card to the issuing financial institution and Accounting Services.
- (j) The City, if it deems necessary, will hold the cardholder personally liable for any unauthorised and non-compliant use by the cardholder and may seek reimbursement of such monies from the cardholder.

4. CARDHOLDER CLASSIFICATIONS

Position	Monthly Credit Limit \$
Chief Executive Officer	15,000
Directors	10,000
Strategic Procurement Manager	8,000*
Strategic Business Group Managers	4,000*
Other Staff (as determined by ABC Manager & Director)	2,000*

* The Director, Finance and Corporate Services may approve certain staff to be given an increased limit of up to \$10,000 where the business requirement is satisfactorily demonstrated.

[3]

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Item 10.1 Attachment 3

DA	CORPORATE CREDIT CARDS	LGAFC8
----	------------------------	--------

DELEGATED AUTHORITY CODE:	LGAFC8
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Financial Services
SERVICE UNIT:	Accounting Services
RESPONSIBLE OFFICER:	Director, Finance & Corporate Services
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	
OCM:	9 June 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	

FUNCTION DELEGATED:

The authority to approve the issue of Corporate Credit Cards to appropriate Council Officers and to set individual value limits and transaction type restrictions in accordance with Council Position Statement PSFCS24.

CONDITIONS/GUIDELINES:

- (1) The Director, Finance & Corporate Services or Manager, Financial Services will approve the issue of a Corporate Credit Card to Officers who have Delegated Financial Authority (DFA) to purchase goods and services.
- (2) Officers who have been given authority to use a Council Credit Card acknowledge that they must comply with the General Instructions which are attached to the Position Statement PSAFCS24.
- (3) All transactions utilising this delegation are to be recorded in the system register for Credit Cards issued and the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided in Council Position Statement PSFCS24.

[1]

DA	CORPORATE CREDIT CARDS	LGAFC8
----	------------------------	--------

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Local Government Act 1995, Section 6.10(d)
Local Government Act (Financial Management) Regulations 11(1)(a) refers.
Position Statement PSFCS24 "Corporate Credit Cards" refers.

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

SUB-DELEGATE/S:

Director, Finance & Corporate Services
Manager, Financial Services

to be deleted

[2]



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11. ENGINEERING & WORKS DIVISION ISSUES**11.1 (2019/MINUTE NO 0031) PROPOSED NEW COUNCIL POLICY 'WASTEWISE EVENTS'****Author(s)** N Ledger

Attachments

1. Policy - Wastewise Events [↓](#)
2. Initial Consultation Responses - Single Use Plastics [↓](#)
3. Draft Policy Consultation Analysis Report - Wastewise Events [↓](#)
4. Coogee Live - Vendor Survey Responses [↓](#)

RECOMMENDATION

That Council adopts the proposed new Policy Wastewise Events, as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich that the recommendation be adopted subject to amending Clause (1) and (2) of the Policy Statement as follows:

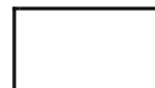
(1) City Events

All City events shall include provision of:

- Appropriately labelled, paired general waste and recycling bins. There shall be sufficient bin volume to ensure no litter arises from overflowing bins;
- Alternatives to bottled water (where required) e.g. water trailer, portable water fountains, portable water bottle refill stations and/or fixed water bubblers.

All City events shall exclude:

- Sale or release of balloons;
- Use, provision or sale of single use plastics, including polystyrene or styrofoam. Single use plastics include but are not limited to: cups (including plastic lined coffee cups), drink bottles, cutlery, straws, drink stirrers, plates, decorations, individual condiment portions, bags and containers. Reusable alternatives are preferred but compostable alternatives certified to AS 4736 are acceptable. Single use plastic items necessary to meet health and safety requirements are exempt from this policy.
- Use of bean bags with polystyrene filling.



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Failure of vendors to comply with this policy may lead to their exclusion from future City Events.

(2) Approved Events

All approved events shall include provision of:

- Appropriately labelled, paired general waste and recycling bins. There shall be sufficient bin volume to ensure no litter arises from overflowing bins.

All approved events shall exclude:

- Sale or release of balloons;
- Use of bean bags with polystyrene filling.

Approved events are strongly encouraged to:

- Exclude the use, provision or sale of single use plastics, including polystyrene or styrofoam. Single use plastics include but are not limited to: cups (including plastic lined coffee cups), drink bottles, cutlery, straws, drink stirrers, plates, decorations, individual condiment portions, bags and containers. Reusable alternatives are preferred but compostable alternatives certified to AS 4736 are acceptable;
- Provide alternatives to bottled water (where required) e.g. water trailer, portable water fountains and/or portable water bottle refill stations.

Failure to comply with this policy may lead to events not being supported or approved by Council in the future.

CARRIED 5/0

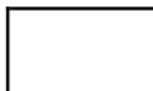
Reason for Decision

It was decided that all City events and approved events be restricted only to the sale or release of balloons. If it is a private event which is indoors, it is not subject to the policy.

Background

The Draft Policy 'Wastewise Events' was presented to the 28 February 2019 Delegated Authorities, Policies and Position Statements Committee meeting and subsequently adopted by Council at its meeting on 14 March 2019, for the purposes of community consultation.

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Globally, 8.3 billion tonnes of virgin plastic has been produced in the last 70 years. Up to half of all plastic is used for the production of single use, disposable items such as bottles, straws, cutlery and bags.

Only 9% of all plastic ever produced has been recycled, with 12% being incinerated and 79% discarded in landfill or the ocean. In the Perth Metropolitan area, only 3% of plastics are recovered for recycling. Even when placed in the recycling bin, smaller plastic items such as straws, cutlery and sauce portions cannot be recycled as they are not picked up at the material recovery facility. In landfill, plastics can take up to 1,000 years to break down.

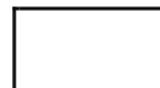
Between 2013 and 2017, 815 volunteers were involved in 39 clean up events on beaches between C.Y. O'Connor Beach and Ammunitions Jetty at Woodman Point. 77% of the 62,878 items of litter collected were plastic (see Table 1):

Rank	Litter type	Percentage of items collected
1	Plastic food packaging (bottles, wrap, packets, containers)	17%
2	Soft plastic remnants (bits of plastic bag, wrap, balloons)	17%
3	Cigarette butts & filters	14%
4	Solid plastic pieces	9%
5	Glass or ceramic (broken)	4%
6	Straws, confection sticks, cups, plates & cutlery	4%
7	Rope & net scraps less than 1 metre	3%
8	Lids & tops, pump spray, flow restrictor & similar	3%
9	Glass beer stubbies & pre-mixed alcohol bottles	3%
10	Metal bottle caps, lids & pull tabs	3%

Table 1: Litter collection statistics. Source - Australian Marine Debris Database.

Marine litter harms over 600 species globally, via ingestion and entanglement. By 2050, an estimated 99% of seabirds will have ingested plastic.

The City is committed to working with its community towards an environmentally, socially and economically sustainable future.



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Implementation of measures to avoid the generation of waste and protect our natural environment is vital to ensuring this outcome.

Submission

N/A

Report

The City's Waste Management and Education Strategy include the following high-level objectives:

- Avoid the generation of waste; and
- Maintain and enhance protection of our natural environment.

Community events in the City of Cockburn generate significant volumes of waste. Much of this waste is disposable, single-use plastic such as bottles, straws, plates and cutlery.

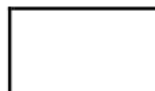
Many of the City's most popular event sites are located close to sensitive marine and wetland environments such as Coogee Beach and Bibra Lake. Litter arising from these events is likely to enter waterways where it becomes harmful to local wildlife.

The use and littering of disposable plastic items (including latex balloons) within the City of Cockburn is an issue of growing concern to the local community. An increasing number of requests to investigate these issues are being received.

Community concern around plastic waste and pollution has gathered significant momentum since the recent War on Waste television series and the Blue Planet marine debris documentary by David Attenborough. Other government authorities in Western Australia have addressed this issue in a timely manner as follows:

- Town of Cottesloe banned release of helium balloons via amendment to local law;
- City of Bayswater banned single use plastics at its premises and events;
- Town of Bassendean banned single use plastics at events organised or sponsored by the City;
- City of Fremantle banned single use plastics at events produced by the City and banned the use of straws at events requiring City approval;

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- WA State Government released the 'Don't Draw the Short Straw' issues paper and public consultation in April 2019.

It is important that the City acts to address this issue while the community and State Government are supportive of these changes. A working group meeting was therefore held with internal stakeholders from Waste Services, Parks and Environment, Ranger Services, Recreation Services, Governance and Risk Management and Corporate Communications in March 2018. There was widespread support for public consultation concerning the development of a policy on single use plastics and balloon use in the City.

An initial community consultation and focus group were held in September 2018 to gather community suggestions and ideas relating to the issue of single use plastics. A draft Wastewise Events Policy was released for public consultation in March 2019. Wastewise Event Guidelines were issued to all vendors at the 2019 Coogee Live event and they were surveyed during the event to gather feedback. Responses for each of these public consultation processes are attached to this Agenda.

Following adoption of this Wastewise Events policy, the Waste and Environmental Services Teams will provide guidance to vendors, stallholders and community groups to enable them to meet the requirements of the policy.

Strategic Plans/Policy ImplicationsEconomic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

There are minor financial implications arising from the replacement of single use plastic items with more sustainable alternatives. For example, compostable alternatives to plastic cutlery are generally more expensive. For larger City events, this would be the responsibility of the food vendors providing the items.

Many single-use items, e.g. straws and balloons, can be omitted altogether leading to a reduction in costs.



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The City already owns and utilises three portable water bottle refill stations at events or provides water trailers as necessary. In 2018/19, the City has also used the 'Go2Cups' service at all major events to provide reusable coffee cups and water glasses to attendees. This has proved successful and the cost is shared by the Events and Waste Services Teams.

Legal Implications

N/A

Community Consultation

An initial community consultation into single use plastics was undertaken in September 2018, including:

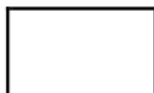
- A focus group of 13 people from diverse backgrounds, facilitated by the Community Engagement Officer with assistance from the Waste Education Officer and Sustainability Support Officer. This garnered unanimous support for a restriction on the use of single use plastics and the release of balloons. There was some discussion about whether balloon use should be permitted provided that the balloons are not filled with a gas such as helium which causes them to rise into the air.
- Open public consultation via Comment on Cockburn on how the City should address the issue of single use plastics. A number of suggestions were provided.

As noted above, a draft Wastewise Events policy was released for public comment in March 2019. Responses were supportive of the policy except for one submission from a member of the Pro Environment Balloon Alliance. During public consultation, every effort is made to balance the variety of community responses with the City's corporate values. In this case, the City already has a guideline in place within the 'Guide to Running Community Events' stating: "The City does not support the use of balloons at events for promotional or entertainment purposes". This includes both events that the City runs and events that we approve.

The draft Wastewise Events Policy seeks to formalise this guideline. Failure to include balloons in a Policy restricting single use plastic would lead to inconsistent messaging particularly as they are commonly reported as litter (see Table 1 above).

Wastewise Event Guidelines were trialled at the 2019 Coogee Live event and vendors surveyed. All vendor responses were supportive of the guidelines.

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Risk Management Implications

There is moderate reputational risk associated with inaction on this issue, with public complaints already being received regarding plastic, balloon and litter across the City.

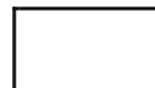
There is risk to local marine and terrestrial wildlife arising from plastic litter. Litter is also unsightly and lowers neighbourhood amenity. In addition, plastic is made from fossil fuel and is therefore non-renewable and causes pollution throughout its lifecycle.

Advice to Proponent(s)/Submitters

N/A

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

Nil



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Item 11.1 Attachment 1

DAPPS 23/05/2019

Title	Wastewise Events
Policy Number <small>(Do not amend - Governance Purpose Only)</small>	

**Policy Type**

Council

Policy Purpose

The City of Cockburn ('the City') recognises its responsibility to implement sustainability measures across the organisation and to work with its community towards an environmentally, socially and economically sustainable future.

Community events within the City generate significant volumes of waste. This policy aims to:

- Reduce waste at events through restrictions on single-use, disposable items;
- Improve resource recovery via the provision of infrastructure and education; and
- Reduce litter.

Policy Statement

The purpose of this policy is to reduce waste from events within the City and to encourage effective resource recovery. This will reduce resource consumption, litter generation and threats to local wildlife.

The policy applies to:

- 'City Events' - all events coordinated by the City or external organisations employed by the City;
- 'Approved Events' - all events subject to formal approval of the City via the Public Event Application process. This includes events supported by City grants;
- 'Other Events' – all other events on City-owned property which are not subject to the formal approval of the City.

'Events' include all civic, commercial or community events, meetings, functions, workshops, markets, festivals, expos, parties, information sessions, conferences and organised/formal sport or recreational events.

(1) City Events

All City events shall include provision of:

- Appropriately labelled, paired general waste and recycling bins. There shall be sufficient bin volume to ensure no litter arises from overflowing bins;
- Alternatives to bottled water (where required) e.g. water trailer, portable water fountains, portable water bottle refill stations and/or fixed water bubblers.

[1]



DAPPS 23/05/2019

Item 11.1 Attachment 1

Title	Wastewise Events
Policy Number <small>(Do not amend - Governance Purpose Only)</small>	



All City events shall exclude:

- Use, provision, sale or release of balloons;
- Use, provision or sale of single use plastics, including polystyrene or styrofoam. Single use plastics include but are not limited to: cups (including plastic lined coffee cups), drink bottles, cutlery, straws, drink stirrers, plates, decorations, individual condiment portions, bags and containers. Reusable alternatives are preferred but compostable alternatives certified to AS 4736 are acceptable. Single use plastic items necessary to meet health and safety requirements are exempt from this policy.
- Use of bean bags with polystyrene filling.

Failure of vendors to comply with this policy may lead to their exclusion from future City Events.

(2) Approved Events

All approved events shall include provision of:

- Appropriately labelled, paired general waste and recycling bins. There shall be sufficient bin volume to ensure no litter arises from overflowing bins.

All approved events shall exclude:

- Use, provision, sale or release of balloons;
- Use of bean bags with polystyrene filling.

Approved events are strongly encouraged to:

- Exclude the use, provision or sale of single use plastics, including polystyrene or styrofoam. Single use plastics include but are not limited to: cups (including plastic lined coffee cups), drink bottles, cutlery, straws, drink stirrers, plates, decorations, individual condiment portions, bags and containers. Reusable alternatives are preferred but compostable alternatives certified to AS 4736 are acceptable;
- Provide alternatives to bottled water (where required) e.g. water trailer, portable water fountains and/or portable water bottle refill stations.

Failure to comply with this policy may lead to events not being supported or approved by Council in the future.

(3) Other events

Other events not subject to City approval shall exclude:

- The release of balloons of any kind.

These events are encouraged to comply with the other recommendations of this policy wherever possible.

[2]

Item 11.1 Attachment 1

DAPPS 23/05/2019

Title	Wastewise Events
Policy Number <small>(Do not amend - Governance Purpose Only)</small>	



Strategic Link:	Waste Management Strategy Sustainability Strategy
Category	Sustainability & Conservation
Lead Business Unit:	Waste Services
Public Consultation: (Yes or No)	Yes
Adoption Date: <small>(Governance Purpose Only)</small>	
Next Review Due: <small>(Governance Purpose Only)</small>	
ECM Doc Set ID: <small>(Governance Purpose Only)</small>	

[3]



Comment on Cockburn responses about single use plastics**September 2018**Content:

Single use plastics include bottles, cigarette butts, straws, cutlery, cups, balloons, packaging and bags which are designed to be used once before disposal. Plastics are manufactured from a non-renewable resource and designed to last a lifetime, but are used for only minutes before being thrown away.

Up to half of all plastic produced globally is for single use items and only 10% of plastic waste is recycled. In landfill, plastics can take up to 1,000 years to break down. Around 8 million tonnes of plastic enters our oceans every year. At current rates, it is estimated that by 2050:

- There will be about 12 billion tons of plastic litter in landfills and the natural environment;
- An estimated 99% of seabirds will have ingested plastic;
- There will be more plastic than fish in our oceans.

In Western Australia:

- The average WA household produces approximately 100kg of plastic waste per year;
- Only 3% of plastics are recovered for recycling;
- Cigarette butts, drink containers and takeaway food packaging make up 70% of the waste on our beaches;
- Drink containers make up 35% of our litter;
- Around 5 million plastic bags are littered every year.

A number of Eastern States councils have implemented bans on single use plastic items, including Cities of Brisbane and Darebin. Following this, in 2018 the City of Bayswater and Town of Bassendean have moved to limit the use of single use plastics at events.

Though some balloons are made of latex rubber instead of plastic, they can also take many months to break down in the environment. In 2018, the Town of Cottesloe was the first council in Western Australia to ban the release of helium balloons via an amendment to a local law. A number of other WA Councils have introduced policies and guidelines limiting the use or release of balloons.



Item 11.1 Attachment 2

DAPPS 23/05/2019

Question:

Following the WA ban on single use plastic shopping bags and a growing number of Councils nationwide implementing laws, policies and guidelines aimed at reducing the amount of single use plastic waste, what can we do to reduce our collective impact as an organisation and a community?

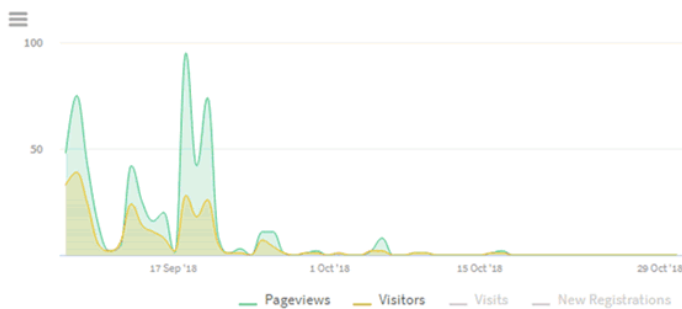
SELECTED PROJECTS: "Plastics - how can we reduce them?"

TRAFFIC

Visitors Summary

Comment on Cockburn from 01 Aug '18 to 01 Nov '18

DAILY MONTHLY



* Select a section of the graph to zoom

Highlights

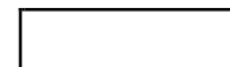
TOTAL VISITS	MAX VISITORS PER DAY	NEW REGISTRATIONS
355	39	19
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
25	78	232

DAPPS 23/05/2019

Item 11.1 Attachment 2

	Idea	Comment	Votes for	Votes against
1	Ban balloons from parks and beaches.	Ban the use of balloons at parks and beaches, in particular the release of helium balloons, but also regular balloons as party/picnic decorations etc. They pop and get eaten by the ducks and tortoises. Unnecessary.	7	1
2	Encourage parents to use modern cloth nappies	Provide rebates to parents and/or caregivers who purchase modern cloth nappies. Run information sessions about modern cloth nappies where different types of nappies are available for attendees to assess and compare.	3	0
3	What do we think of these alternatives to balloons at party time?	https://balloonsblow.org/environmentally-friendly-alternatives/	2	0
4	Food vendors at City of Cockburn events not allowed to provide straws		7	0
5	Subsidise bio degradable cutlery, plates etc and make them easily available	Maybe Council can sell them. Post on council's Facebook page the progress Cockburners are making towards the betterment of environment	4	0
6	Restaurants/food outlets offering free (or very cheap) refills to people that bring their own water bottles.	Given our excessive consumption of water from plastic water bottles what if you could pop into a local McDonald's and fill up your own reusable bottle? Ideally the water could be offered for free but even if they charge 50c or \$1 per refill it will still be cheaper than paying at least \$2 at the shops and we don't end up with a discarded plastic bottle at the end of it. The restaurant wins because they get people coming into their establishments who then might go on to make a purchase, the environment wins because their's one less plastic bottle to worry about and consumers win	3	0

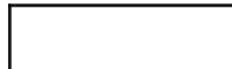
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		with cheaper water. Perhaps the council could provide a rebate off their rates to outlets that get on board with this system. Those that do get on board can display a (council provided) sticker on their window that they are concerned about the environment and doing something about it which I'm sure would drive more business their way.		
7	Options for household bins or weighing bins and reducing charges for waste.		4	0
8	Legislation for shops and restaurants to reduce single use items.		5	0
9	Keep up the sustainable event and education for residents!		6	0
10	A reduction on rates for participation in community planting or waste collecting emu stalks.	(or other incentives such as discount plants or products)	4	0
11	Request for signage advising that balloons, tinsel etc isn't to be used on picnic shelters surrounding Bibra Lake to protect local wildlife.	From a Bibra Lake resident	4	0
12	Refundable plastic bottle drop off sites as in other states.	Ban helium balloons. Insist cafes use paper bamboo or steel straws not plastic	3	0

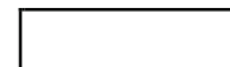


DAPPS 23/05/2019

Item 11.1 Attachment 2

13	Education with Action	Educate kids, make it fun and turn it into a community initiative. All participate for fun. Free reusable cup bin. Jars instead of containers. No Straws or Balloons. Less packaging or reuse packaging. Compost!	0	0
14	Bulk Retailers	In Byron Bay they have a retail franchise that provides bulk goods for customers to use their own reusable containers and pay by volume/quantity. We should encourage and support a franchisee in our area to do the same.	3	0
15	Education in Primary Schools	If the City offered free workshops for students, classes, families, that would be a great start in helping reduce our plastic usage. The year 4's at Harmony Primary school are working on design projects to reduce 'single-use plastics'. They are so enthusiastic. If we had the opportunity to have guest speakers, free excursions to recycle plants or workshops on how to make bee wax sandwich wraps, any of those things would be amazing! If kids have the understanding of how plastic is such a problem, then they have the ability to persuade (bug their parents) to start making changes!	1	0
16	Local events supported by the City to only provide plastic free and low waste options with compostable containers	To limit the use of single use plastic	1	0
17	Widely ban plastic bags in all shops/restaurants by adopting Boomerang Bags and/or cardboard boxes	Could rely on community groups and more sustainable workshops to make the Boomerangs bags and distribute them around.	0	0
18	Rate reductions for smaller bins	Reward people who produce less household rubbish by offering smaller recycling and/or landfill bins for a reduction in rates	0	0

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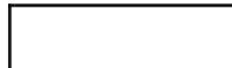


Item 11.1 Attachment 2

DAPPS 23/05/2019

Additional Facebook Comments

- Total ban of all plastic bags from shops and supermarkets...
- Supermarkets can use paper bags for fruit & veg, bread rolls etc. no need for rolls of plastic bags, potatoes came in heavy paper bags once.
- I use these bags for fruit and veg, they are awesome 😊<https://www.onyalife.com/product/reusable-produce-bag-8pack/>
- Total ban on extra bins
- Rate reductions for residents with smaller bins! Our landfill bin is usually less than a quarter full and our recycling bin less than half full.



Wastewise events

April 2019

Consultation Analysis

[Table of Content](#)

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2. Background	3
3. Methodology	3
4. Engagement Summary	4
5. Survey responses	5



1. Executive Summary

The City of Cockburn has drafted a wastewise policy for events in consultation with interested residents and businesses and has now released it for public feedback with the aim of reducing the use of plastic in the community.

Following the shopping bag ban and a growing number of Councils changing laws aimed at reducing single use plastic waste, residents were asked what can we do in the City of Cockburn to reduce our use of disposable plastic?

2. Background

Such plastics include bottles, cigarette butts, straws, cutlery, cups, balloons, packaging and bags which are designed to be used once, before disposal. Plastics are made from a non-renewable resource and designed to last a lifetime, but are often used for only minutes before being thrown away.

The City's waste education staff looked across Australia at what other local governments and communities have achieved. A number of councils have banned single use plastic items, including the cities of Brisbane and Darebin. In 2018, the City of Bayswater and Town of Bassendean limited the use of single use plastics at events.

Though some balloons are made of latex rubber instead of plastic, they can also take many months to break down in the environment. In 2018, the Town of Cottesloe was the first council in WA to ban the release of helium balloons via an amendment to a local law. A number of other WA Councils have introduced policies and guidelines limiting the use or release of balloons.

Preliminary consultation was undertaken by the City of Cockburn in September 2018 to gather community feedback on how the City should address the issue of single use plastics. Subsequently, the policy was drafted.

3. Methodology

- Attend Coogee Live 9-10 March, which is a wastewise event
- Send an email to comment@cockburn.wa.gov.au
- Complete the survey and poll on Comment on Cockburn
- Phone Waste Education Officer Nicki Ledger on 94113444.

4. Engagement Summary

Engagement summary	
We asked for feedback on the City's draft policy on wastewise events	You said: "How can we work together with the City to achieve a balanced solution for everyone," balloon industry. "Whilst I agree with not using balloons at outdoor events I see no harm in allowing them as decorations at indoor events." "Please encourage to ban on single use plastic bottle, fruit trays, single use containers and people will adjust and comply."
Key points raised: <ul style="list-style-type: none"> Industry favours a ban on the deliberate release of helium balloons, not a ban on balloons 	
	You participated Trail at Coogee Live Surveys: 4 Quickpoll: 21 Written submission: 1
Next steps	
We are now reviewing all community input.	



5. Survey responses

Industry letter:

Dear Ms Ledger,

RE: Plastics – how can we reduce them ? & Wastewise Events Draft Policy

I own and have run our small family business – We Like To Party! in the City of Cockburn for the last 16 years. Our business entails party hire, party supplies and balloon decor. Our core area in our business is balloons of all styles, both air and helium.

We also supply balloons and disposable/reusable plastic products like plates, cups, cutlery to community events, family functions, corporate businesses, etc at most of council owned venues.

I am writing to you to discuss Cockburn Council's proposed Wastewise Events Policy on single-use plastics and balloons as the policy items recommended to be excluded will greatly affect my business and also a number of my colleagues and competitors who are also business owners in the City of Cockburn.

I am a professional member of the balloon industry, a local business owner, Treasurer and Founding Member of the Association of Party Professionals WA Inc, Member of the Beeliar Regional Chamber of Commerce and Member of the Pro Environment Balloon Alliance (PEBA).

PEBA is Australia's largest balloon industry association and advocacy body. Our board directors are successfully promoting and implementing proactive changes in industry practices. PEBA and our members do not support, condone or facilitate the release of helium balloons. We advocate for effective changes to policy and legislation that prohibit the deliberate release of helium balloons into the environment.

As Local, State and Federal Governments are rolling out new policies impacting on our industry, we appreciate the opportunity to provide Cockburn Council with PEBA's perspective on the draft policy pertaining to balloons.

Within 18 months and with over 700 members, PEBA has grown into the largest balloon industry association in the world. PEBA has members in 37 different countries and new chapters have opened in the UK, Norway and the US. I am also happy to add that, per capita, WA has the highest percentage of members anywhere in the world.

The PEBA website can be used as a resource to find recommended PEBA Members who are balloon professionals adhering to our code of conduct for responsible use and disposal of balloons.

Major associations around the world have adopted our policies and the largest balloon manufacturers are introducing packaging, advertising and policies in line with PEBA's views on balloons and the environment.

In order to help provide a solution that offers a balanced approach that is environmentally and economically responsible, we would like to work with Cockburn Council to see a ban on the deliberate release of helium balloons, NOT a ban on balloons.

By working together, we can stop the sale of helium balloons used for releases whilst also directly educating consumers about the importance of stopping this practice and advising them on the responsible use and disposal of balloons.

Item 11.1 Attachment 3

DAPPS 23/05/2019

At the meeting that we attended in September 2018 at the Last Drop Beeliar with our colleagues – Greg Parsons~Greg's Cinemas, Rosina O'Neill~Rosie O Entertainment, Brian Gray~Balloon World it was discussed with a number of community residents that we needed to educate the public and ban the release of helium balloons NOT a ban on the use or sale of balloons at City Events, Approved Events or Other Events. Whilst we all agree on looking after the environment your Wastewise Events Policy of excluding some of the items listed is of great concern especially if the vendors don't comply.

Last year two of our members, Rosina O'Neill and Brian Gray who is also the founding Director of PEBA were able to contribute to the discussions on the formulation of the Kwinana Council Balloon Policy which sets a balanced precedent for effective policy pertaining to balloons and the environment.

In order to extend the effectiveness of regulations on the use and safe enjoyment of balloons we are also asking the State Government to make an amendment to the Litter Act to specifically include a ban on releases of helium balloons. This will further assist in preventing balloon litter, not only on government property but also at a state-wide level.

In your Wastewise Draft Policy there is reference to plans to stop the sale and use of balloons! Can you please provide more information on how this would affect our members and balloon professionals? As in our eyes, this outcome would destroy our business.

Members of PEBA are passionate both about their businesses and the welfare of our environment. We respectfully request that you consider making it possible to use balloons on council property, only if they are supplied by members of PEBA. This would allow people to still enjoy the fun, colour and excitement of balloons while safeguarding the welfare of our planet and maintaining jobs in the City of Cockburn.

We welcome a meeting with Cockburn Council to discuss how we can work together to achieve a balanced solution for everyone.

I have also attached our PEBA Information Pack for your information.

Yours sincerely,



John Brew
Owner/Partner
We Like To Party!
Unit 2, 130 Cutler Road
JANDAKOT WA 6164
Tel: 08 9414 9999
Mobile: 0409 372 020

Community responses:

Other Comments (online survey)		
	My thoughts on the draft policy	Having read the draft policy:
1	I think most points are good although I assume this covers both indoor and outdoor events and whilst I agree with not using balloons at outdoor events I see no harm in allowing them as decorations at indoor events.	I support the draft policy
2	Make it happen!	I support the draft policy



DAPPS 23/05/2019

Item 11.1 Attachment 3

3	Please encourage to ban on single use plastic bottle, fruit trays, single use containers and people will adjust and comply	
4	A good start to stimulate discussion in the local and business community. A next step will be to provide guidelines for businesses that provide services to the City to ensure minimal confusion regarding compliance.	I support the draft policy

Quick poll: We should do everything we can to reduce waste?

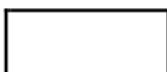
Wholeheartedly agree	19
Agree with some reservations	2
Disagree	0

7

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City of Cockburn

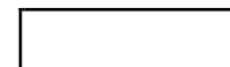
9 Coleville Crescent, Spearwood WA 6193
PO Box 1215, Bibra Lake DC Western Australia 6965
T: 08 9411 3444 F: 08 9411 3333
E: comment@cockburn.wa.gov.au
cockburn.gov.wa.au



DAPPS 23/05/2019

Item 11.1 Attachment 4

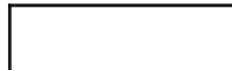
	Vendor Name				
	Dal Pizzaiolo	Bee Delighted Café	Vic Street Food Lab	Bunga Raya Satay	Baolicious
When you applied to attend this event, were you provided with Wastewise Event Guidelines?	Yes	Yes	Not sure	Yes	Yes
Are you providing single use plastic to customers today?	Yes	Yes	Yes	No	Yes
If yes, what?	Plastic water bottles	Plastic bottles	Straws and cutlery		Cutlery
Have you avoided any single use plastic today?	Yes	Yes	Yes	Yes	Yes
If yes, what?	Straws	Replaced straws and offered Go2Cups and biodegradable coffee cups		Wooden forks, biodegradable plates/bowls	Using last batch of disposable products
Were there any single-use plastic items that you found difficult to replace with non-plastic/reusable options?	Yes	Yes	Yes	No	No
If yes, what?	Water bottles	Plastic bottles			
Have you been asked to meet wastewise criteria for other events?	Yes	Yes	No	Yes	Yes
If so, which events?	City of Fremantle, King's Park	Harvey, Manjimup and Wagin		Most local government esp. Fremantle	City of Perth, City of Fremantle
Are you supportive of council implementing waste wise criteria?	Yes	Yes	Yes	Yes	Yes
Do you think the wastewise requirements for this event were reasonable or too strict?	Reasonable (as long as all vendors comply)	Reasonable	Too strict (hard to implement - suggest supplier list provided to vendors)	Reasonable	Reasonable



Item 11.1 Attachment 4

DAPPS 23/05/2019

	Vendor Name				
	Funky Mexican Cantina	Indian	Friends of the Community	Juice Station	Sweet Dream Foods
When you applied to attend this event, were you provided with Wastewise Event Guidelines?	Yes	Yes	Yes	Yes	Yes
Are you providing single use plastic to customers today?	No	No	No	No	No
If yes, what?					
Have you avoided any single use plastic today?	No	Yes	Yes	Yes	Yes
If yes, what?		Biodegradable products			
Were there any single-use plastic items that you found difficult to replace with non-plastic/reusable options?	No	No	Yes	No	No
If yes, what?			Glad wrap		
Have you been asked to meet wastewise criteria for other events?	Yes	No	Yes	Yes	Yes
If so, which events?			City of Cockburn events	A few	Most events
Are you supportive of council implementing waste wise criteria?	Yes	Yes	Yes	Yes	Yes
Do you think the wastewise requirements for this event were reasonable or too strict?	Reasonable	Reasonable	Reasonable	Reasonable	Reasonable



DAPPS 23/05/2019

Item 11.1 Attachment 4

	Vendor Name	
	The Spanish Casa	Yum Food Truck
When you applied to attend this event, were you provided with Wastewise Event Guidelines?	Yes	Yes
Are you providing single use plastic to customers today?	No	Yes
If yes, what?		Water bottles
Have you avoided any single use plastic today?	Yes	Yes
If yes, what?		All packaging and utensils
Were there any single-use plastic items that you found difficult to replace with non-plastic/reusable options?	No	Yes
If yes, what?		Water bottles
Have you been asked to meet wastewise criteria for other events?	Yes	Yes
If so, which events?		
Are you supportive of council implementing waste wise criteria?	Yes	Yes
Do you think the wastewise requirements for this event were reasonable or too strict?	Reasonable	Reasonable

DAPPS 23/05/2019

Item 11.2

11.2 (2019/MINUTE NO 0032) SUSTAINABILITY POLICY**Author(s)** J Harrison**Attachments** 1. Sustainability Policy 2019 [↓](#)
2. Policy-SC37 'Sustainability' (To be deleted) [↓](#)**RECOMMENDATION**

That Council:

- (1) adopt proposed Policy 'Sustainability'; and
 - (2) delete Policy SC37 'Sustainability';
- as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0**Background**

The Sustainability Policy was revised as part of the policy review project and presented to DAPPS in November 2018.

Subsequently the policy was released for community consultation from January to March 2019.

The consultation has been completed, and therefore the policy is presented to DAPPS for adoption.

Submission

N/A

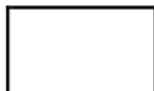
Report

The revised policy has 11 principles which demonstrate leadership and provide guidance on how staff and Elected Members can achieve sustainable outcomes in areas that Council has influence.

The 11 Sustainability principles are:

- 1. Integrated decision-making
- 2. Environmental Integrity

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3. Sustainable Procurement
4. Responsible Waste Management
5. Environmentally Sustainable Design (ESD)
6. Climate Change Action
7. Sustainable City Growth
8. Social Equity and Inclusion
9. Community Health and Wellbeing
10. Economic Advancement
11. Leadership and Governance.

Strategic Plans/Policy ImplicationsEconomic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

Improve water efficiency, energy efficiency and waste management within the City's buildings and facilities and more broadly in our community.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

The revised Sustainability Policy was released for community consultation on 'Comment on Cockburn' from January to March 2019.

A total of 26 visits were recorded with no comments received.

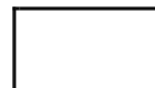
Risk Management Implications

The revised policy presents a more holistic approach to sustainability and is better aligned to the Strategic Community Plan.

If the policy is not endorsed, Council risks not providing the City with a complete set of clear principles to guide decision making. Council also potentially risks not meeting staff and community expectations around sustainable development.

Advice to Proponent(s)/Submitters

N/A



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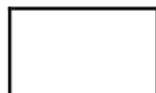
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Implications of Section 3.18(3) *Local Government Act, 1995*

N/A

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Item 11.2 Attachment 1

Title	Sustainability
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

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

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

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

The City of Cockburn defines sustainability as:

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

This policy forms part of Council's integrated reporting framework which incorporates the Sustainability Strategy, Sustainability Action Plan and annual State of Sustainability Report.

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

Policy Statement

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

(1) Integrated decision-making

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

(2) Environmental Integrity

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

(3) Sustainable Procurement

Council will implement sustainable procurement practices that minimise unnecessary resource consumption, consider whole-of-life costs, and deliver beneficial environmental, social and economic outcomes.

[1]

Item 11.2 Attachment 1

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Title	Sustainability
Policy Number (Governance Purpose)	



(4) Responsible Waste Management

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

(5) Environmentally Sustainable Design (ESD)

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

(6) Climate Change Action

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

(7) Sustainable City Growth

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

(8) Social Equity and Inclusion

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

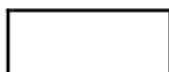
(9) Community Health and Wellbeing

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

(10) Economic Advancement

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

[2]



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Item 11.2 Attachment 1

Title	Sustainability
Policy Number (Governance Purpose)	



(11) Leadership and Governance

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

Strategic Link:	Strategic Community Plan Sustainability Strategy
Category	Sustainability & Conservation
Lead Business Unit:	Parks and Environment
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[3]

Item 11.2 Attachment 2

DAPPS 23/05/2019

POL	SUSTAINABILITY	SC37
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POLICY CODE:	SC37
DIRECTORATE:	All Divisions
BUSINESS UNIT:	Parks & Environmental Services
SERVICE UNIT:	Environmental Management
RESPONSIBLE OFFICER:	Manager, Parks and Environment
FILE NO.:	182/001
DATE FIRST ADOPTED:	8 June 2006
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	16 May 2006	28 November 2013
	24 November 2011	18 May 2017
	22 March 2012	24 August 2017
	31 January 2013	
	8 December 2011	12 December 2013
OCM:	12 April 2012	8 June 2017
	14 February 2013	

BACKGROUND:

The City of Cockburn recognises its responsibility to implement sustainability measures across the organisation and to work with its community towards an environmentally, socially and economically sustainable future.

The City of Cockburn's definition of sustainability is drawn from the 'quadruple bottom line' (TBL+1) approach to sustainable development, which encompasses governance, environment, society and economy.

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

Local Governments have a key role to play in sustainable development as stated in the Local Government Act 1995 S1.3(3).

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

[1]



POL	SUSTAINABILITY	SC37
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PURPOSE:

This policy has been developed to:

- Provide a set of high level, guiding principles which guide the City's policy and practice.
- Ensure sustainability is considered in decision-making processes within Council.
- Show Council's commitment to operating in a sustainable manner including limiting Council's exposure to increasing resource costs and managing financial and reputational risk.
- Show leadership to the community in guiding the City of Cockburn towards a sustainable future as articulated by the City of Cockburn Sustainability Strategy 2017-2022.

POLICY:

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

- (1) Integrated decision-making
Consider both the long and short term economic, environmental, society and ethical impacts of all decisions.
- (2) Provide for equity within and between generations:
Consider the health, diversity and productivity of the environment when making decisions, and ensure it is conserved and enhanced for future generations.
- (3) Conserve biological diversity and ecological integrity:
Ensure that the eco-systems services value is acknowledged and communicated and that the integrity of these systems is maintained.
- (4) Act cautiously when there is a risk of serious or irreversible impacts on the environment or society:
Consider the 'precautionary principle' when making decisions, namely, if there is a threat of serious or permanent environmental damage, lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation.
- (5) Recognise dimensions beyond our borders while concentrating on issues we can influence:

[2]

POL	SUSTAINABILITY	SC37
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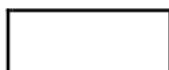
Consider the impacts of decisions on factors outside of our direct influence and see regional, national and international knowledge on sustainability in order to ensure the currency of Council policy and strategy.

- (6) Provide for broad public involvement on issues that affect society:

Consider the need to engage individuals, communities, stakeholders and businesses and adopt open deliberations to build understanding of sustainability and foster collective responsibility.

To be deleted

[3]



Item 11.3

DAPPS 23/05/2019

11.3 (2019/MINUTE NO 0033) COMMUNITY GARDENS POLICY**Author(s)** A Lees

Attachments

1. Policy 'Community Gardens' [↓](#)
2. Community Gardens Guidelines (Current) [↓](#)
3. Community Gardens Guidelines (Revised) [↓](#)
4. Policy-AEW7 'Establishment of Community Gardens' (to be deleted) [↓](#)

RECOMMENDATION

That Council:

- (1) adopt proposed policy 'Community Gardens';
- (2) note the revised Community Gardens Guidelines; and
- (3) delete the Policy AEW7 Establishment of Community Gardens, including Community Gardens Guidelines.

as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Cr M Separovich SECONDED Cr C Reeve-Fowkes

That the recommendation be adopted.

CARRIED 5/0**Background**

This policy has been reviewed as part of the organisational policy and position statement review. The policy review has been completed and is therefore submitted for consideration at this Meeting.

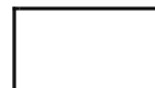
Submission

N/A

Report

The revised policy incorporates content from Policy AEW7 – Establishment of Community Gardens including:

- Acknowledgement of Council's support for community gardening as a valuable recreational activity that builds strong community relationships.



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Item 11.3

- A framework that ensures community groups take a leadership role in the establishment and ongoing management of community gardens
- Reference to the *Guidelines for Community Gardens in the City of Cockburn*

The following changes have been applied to the policy:

Appendix 1: Procedure for starting a new community garden:
Has been updated, removed from the policy and moved to the accompanying *Guidelines for Community Gardens in the City of Cockburn*.

The Guidelines:
Have been updated to reflect the revised procedure for starting a new community garden as follows:

- Step 1 - Determine the type of community garden.
- Step 2 - Establish context and seek guidance
- Step 3 - Determine a location. Undertake site assessment.
- Step 4 – Undertake Community Consultation
- Step 5 – Establish an Incorporated Community Garden Group
- Step 6 – Prepare a Management Plan, Risk and Safety Assessment and Rules of Use
- Step 7 – Licence Agreement
- Step 8 – Apply for Funding

Policy Purpose:
Updated to clarify that the policy applies to community gardens on City owned or managed land and ensures that the location is the initial consideration in determining the potential for a community garden.

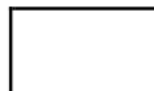
Policy Statement:
Updated to clarify the business unit responsible for assisting with following stages of the process as follows:

- Initial enquiries – Community Development
- Land and site assessment - Land and Lease Administration
- Community consultation – Community Development
- Incorporation of community group – Community Development
- Management plan – Parks
- Licence agreement - Land and Lease Administration

The Policy includes reference to the City of Cockburn Street Verge Improvements Policy for edible verge gardens.

The Policy also clarifies the process to follow for community gardens not on Council land.

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The *Guidelines for Community Gardens in the City of Cockburn* have been substantially updated to reflect the revised policy and procedures and are presented as part of the report for reference only (refer to Attachment 3).

Strategic Plans/Policy ImplicationsLeading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

Budget/Financial Implications

The policy ensures that any community group considering a community garden must be self-sustaining and has the financial capacity to reinstate the land, approved for a garden, back to its original purpose.

Legal Implications

N/A

Community Consultation

Although no formal consultation was undertaken, Council resolved at the 8 March 2018 OCM, to facilitate the establishment of a community memorial garden. Meetings transpired over the 2018 period enabling the key stakeholders to work through the previous policy in order to achieve the group's vision. Through the duration of this facilitation process, officers identified areas within the policy that required minor amendments which have flowed into the revised policy.

As the policy is an internal process, no community consultation is required.

Risk Management Implications

The risk to Council of deferring a decision or not adopting the new policy is that the old policy will continue when there is an opportunity to modernise and improve the policy to ensure clarity.

Advice to Proponent(s)/Submitters

N/A



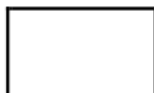
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Item 11.3

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

This policy assists Council to ensure compliance with Section 3.18(3) (c), efficient and effective management of local government.

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Item 11.3 Attachment 1

Title	Community Gardens
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

Council recognises community gardening as a valuable recreational activity that builds strong community relationships, contributes to health and 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) Initial enquiries for community gardens are to be directed to the Community Development Service unit.
- (2) A site assessment of potential locations will be undertaken by the Land and Lease Administration Service unit.
- (3) Community consultation must be undertaken in conjunction with Community Development Service unit should the location be supported.
- (4) The community garden group must be an incorporated community group or incorporated not-for-profit organisation registered with the Community Development Service unit.
- (5) A risk and safety assessment, management plan and rules of use for the community garden must be prepared in conjunction with the Parks Service unit.
- (6) A draft license agreement for the community garden will be prepared with the City's Land and Lease Administration Service unit. An Elected Members item will be submitted for Council's consideration once the agreement has been established.

[1]

Item 11.3 Attachment 1

DAPPS 23/05/2019

Title	Community Gardens
Policy Number (Governance Purpose)	



- (7) Guidance on edible verge gardens is provided separately in the City of Cockburn Street Verge Improvements Policy.
- (8) 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.

Strategic Link:	Public Open Space Strategy
Category	Community Support & Development
Lead Business Unit:	Parks & Environment
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]



CURRENT



Set ID: 4132830
Version Date: 20/09/2014

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1. INTRODUCTION

Community Gardens can be a great way to grow your own food, meet like-minded people, reduce your carbon footprint and make a difference in your local community!

The City of Cockburn has put together this guide, to enable you to easily identify the actions you need to undertake to create a sustainable community garden. Inside this guide you will also find a host of delicious, fresh recipes to inspire you.



Blue Gum Montessori School students enjoying the produce from their school kitchen garden.

1.1 What is a Community garden?

A community garden is a multi-functional area located on a piece of public or private land and deemed to be suitable as a community meeting place and for the production of food. They are garden spaces that are community managed, providing a wide range of environmental, social and economic benefits.

1.2 What is a Community Garden Group

This is defined as a not-for-profit, community body that grows and produces food in a community garden primarily for the consumption of members of the group.

1.3 Objective of Guidelines

The objectives of these guidelines are to:

- Promote the development of community gardens, as places where people can meet and work together, build stronger community relationships and learn about sustainable gardening,
- To ensure consistency in the development and management of community gardens in the City of Cockburn,
- Assist in increasing the number of sustainable community gardens within the City,
- Clarify the rights and responsibilities of all stakeholders involved in the community garden process, including volunteers, the City and other organisations; and
- Provide support for community gardens to be self-managed, not to be reliant on the City for ongoing support and increase community ownership.

1.4 Types of Community Gardens

There are a number of different models of community gardens. The most common forms of community gardens in Australia are:

Allotment Gardens

This model is a mix of relatively small garden spaces allotted to, and managed individually by, different people or families. Some allotments may be shared.

Communal Gardens

Communal Gardens are where the entire garden is managed collectively by all members of the community garden group. Roles, responsibilities and tasks are shared between group members.

School Kitchen Gardens

School kitchen gardens are community gardens located on school property where local residents outside the school community can join the garden project and assist in managing the garden.

Verge Gardens

The City of Cockburn does not encourage the establishment of community gardens on verges as there are a number of potentially negative impacts that need to be adequately addressed prior to being endorsed, such as security and sight distance issues.

1.5 Where Can Community Gardens be Located?

Community gardens can be located in a range of locations including:

- Private property
- Community facilities (both public and private)
- Schools
- Public open space
- Shared spaces (both public and private)



2. FORMING A COMMUNITY GARDEN

2.1 The Initial Steps

The most successful community garden projects are those where significant time is invested in the planning stages of a garden.

The following questions need to be asked and resolved in the planning of a community garden:

- Is there sufficient interest, support and energy within the group to sustain the project for the long term?
- Is a community garden the most effective way of addressing the needs of the community?
- Would joining an established community garden be a better way to achieve the aims of the group, whilst also strengthening and making an existing garden more sustainable?

2.2 Gaining Support

Although an excellent asset once established, starting a community garden is hard work and takes a significant investment of time, energy and ongoing commitment. To ensure success, the following tasks need to be addressed as a priority in the planning of a new community garden:

- Develop a strong and committed garden group, who is willing to share the workload and be prepared to develop and maintain partnerships with other organisations within the community,
- Research how to recruit group members and the level of support required to sustain the garden,
- Work together as a group on areas of agreement and clearly articulate the vision, roles and responsibilities of the group; and
- Inclusively design your garden with consensus from the group.

2.3 Clarify Aims and Objectives

It is important that the group develop a shared vision for the garden and be very clear as to what the group wants to achieve.

All members of the group should have an equal opportunity to provide input and have their opinions and voices heard. Aims and objectives can include short, medium and long term strategies to ensure that the group is sustainable, cohesive and willing to work to achieve a common goal.





3. ESTABLISHING A COMMUNITY GARDEN

3.1 Develop Partnerships

Strong supportive partnerships with other community groups, businesses and organisations within the local community is essential for the long term viability and success of any community garden.

These partnerships can be a source of valuable physical and financial resources. Other groups can provide a wealth of knowledge, experience and advice to support newly-formed garden groups.

3.2 Research Your Project

Researching the project thoroughly is one of the best ways to ensure that a community garden succeeds. Research includes asking the following questions of other established community garden groups:

- How did the garden start?
- What type of organisational structure do you have?
- What do you do about insurance issues?
- Where do you obtain resources such as edging materials, mulch and compost?
- What are your links and relationships with local government, the local community, etc?
- How are you funded?
- How do you make decisions, solve problems and resolve conflict?
- How are skills passed on to new gardeners?
- How did you build a sense of community around the garden?

3.3 Checklist for New Community Garden Projects

There is no established checklist for the establishment of prospective community gardens, however the following list may be useful as a starting point for community garden groups:

- ✓ What type of community garden is required?
- ✓ What is the purpose of the community garden?
- ✓ How will the area be gardened?
- ✓ What types of plants will be grown?
- ✓ What structures are required to support the garden?
- ✓ What training is required for group members?
- ✓ How will we cooperate and partner with the City?
- ✓ How will sustainability, biodiversity and waste reduction be applied at the site?
- ✓ How will water be managed and conserved on site?
- ✓ How will the garden be funded?
- ✓ What do we look for in the site selection process?
- ✓ What is the proposed management structure for the garden?
- ✓ What strategies will the gardens employ to minimise problems with odour, vandalism, noise, site aesthetics, vermin etc?



3.4 Site Selection, Context and Assessment

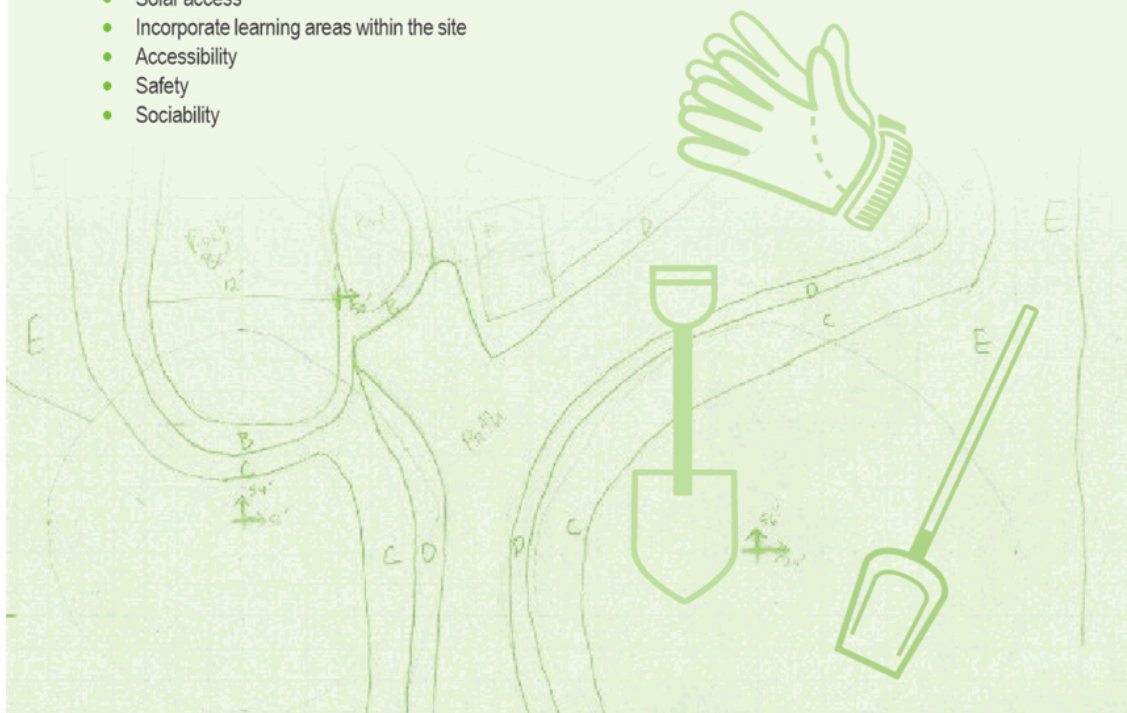
Site selection, context and assessment are critical components of the success of any community garden. The assessment process will identify risks, opportunities and possible threats to the project. The assessment should also include consideration of the following elements:

- What community groups or businesses are nearby including schools, childcare centres, community or aged care facilities and environmental groups?
- Who lives in the local community and what are people's cultural and linguistic backgrounds?
- How safe and secure will the location be and what level of passive surveillance can be provided?
- What is the land currently used for and will the project conflict with these uses?
- How big is the site and how much of the site can realistically be used for gardening?
- What is permitted on the site and what planning and legislative requirements apply?
- What is the topography of the site and is it suitable for a garden?
- How many hours of sun does the site receive each day?
- What is the soil type and what climatic conditions generally prevail
- Are there existing structures and services on the site?

3.5 Design

Design considers more than the layout of the site. It is recommended that the following design considerations are discussed:

- Waste minimisation opportunities
- Sustainability
- Water management – water harvesting and reduction in water runoff
- Solar access
- Incorporate learning areas within the site
- Accessibility
- Safety
- Sociability



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Item 11.3 Attachment 2

**HOW TO MAKE IT**

Cut the stems from the spinach and the strawberries and rinse thoroughly. Cut the strawberries in half and place in a bowl with the spinach leaves. Peel and dice the avocado and slice the apple, adding them both into the bowl. Toss the ingredients, drizzle with balsamic vinegar and olive oil and garnish with your favourite cheese.



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4. THE CITY'S ROLE

4.1 How the City Supports Community Gardens

The City demonstrates support for the establishment of Community Gardens by:

- A Community Garden Policy
- The preparation of Guidelines for the Establishment and Management of Community Gardens
- The preparation of A Procedure For Starting a New Community Garden
- Providing funding opportunities

4.2 Application Process

A Procedure for Starting a New Community Garden has been Prepared (see Appendix 1) to assist Community Garden Groups with the application process to establish a community garden on an area of public land.

4.3 Lease Management

If a community garden is established on an area of public land under the control of the City, the incorporated group will be required to enter into a lease arrangement with the City and abide by the terms of the lease.

4.4 Security of Tenure

Newly formed community garden groups are required to demonstrate that they are sustainable. The group must fulfil all of its responsibilities with regard to the management of the site as well as the terms of the lease.

A lease arrangement with a group may be revoked or not renewed if:

- The group disbands or ceases to function. In this case the City may try to assist the group to resolve the conflict by facilitation and/or mediation arrangements
- The garden is not maintained, becomes a hazard to health or becomes unsafe for public access; and
- Appropriate insurance cover is not maintained.

If the community garden ceases to function or is abandoned, the lease will determine that the site is required to be returned to the condition prior to the establishment of a community garden.

4.5 Issues for Consideration by the City

4.5.1 Multi-Use

The concept of including a community garden as part of an existing facility that compliments the aims and objectives of a community garden is to be encouraged. The use of existing infrastructure such as carparks, water, electricity and amenities means that the cost of providing stand-alone infrastructure is defrayed by utilising existing utilities.

4.5.2 Location

The location of a community garden on public land needs to consider a range of issues whereby the garden is not a stand-alone project but can leverage on existing facilities. The group will need to establish whether a site is suited to the type of garden proposed.



4.5.3 Accessibility

The site requires good accessibility by:

- Private vehicle and public transport
- Pedestrian use
- Delivery vehicles
- People with disabilities

The garden ideally needs to cater for the following accessibility issues:

- All weather internal paths
- Paths that provide suitable grades
- Some garden bed allotments that are raised to accommodate people in wheelchairs



4.5.4 Safety Management

A clearly defined structure to manage all aspects of risk and safety is to be developed by a community garden group.

4.5.5 Size of Garden

There is not specific size of a community garden as many gardens are configured to complement existing size and shape constraints associated with different areas of open space. It is generally accepted that community gardens function best when they are of a size close to 750 square metres.

4.5.6 Water Management

The efficient management of water is critical to the sustainability of a community garden project. Water minimisation strategies are to be implemented in managing the garden efficiently.

4.5.7 Infrastructure Required

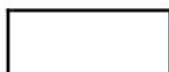
A range of infrastructure will be required to establish a community garden. The cost, construction and maintenance of this infrastructure needs to be factored into the establishment process, and shall be borne by the Committee.

4.6 Financial Support

Community groups may make application through the City's Community Grants Program to facilitate the establishment of a community garden. There are a range of external funding sources that can be accessed to further assist in the financial support for establishing a community garden.



South Lake Ottey Family and Neighbourhood Centre.



5. COMMUNITY MANAGEMENT OF GARDENS

5.1 Management Structure

A core group, ideally with a range of skills and experience should be selected to form the garden management committee. This group is to work collaboratively to keep the project on track and ensure that responsibility does not rest unduly upon the shoulders of one or two people.

An effective committee:

- Works to support the gardens aims, objective and visions,
- Include representation from a range of stakeholders,
- Are well informed about operational and governance issues,
- Have good support from the community garden group as a whole,
- Uphold agreed meeting and decision making procedures,
- Hold friendly, efficient and well facilitated meetings,
- Provide training and/or mentoring for committee members; and
- Facilitate effective communication between committee and other gardeners.

5.1.1 Code of Conduct

A code of conduct defines what is, and what is not acceptable behaviour within the community garden. A code of conduct is prescriptive so it needs to be brief and objective without creating too many rules and regulations.

5.1.2 Constitution

In contrast to a code of conduct, a constitution is a longer and more formal document with legal status. It is a requirement for community gardens that have decided to become incorporated associations and is also useful for any garden group that has begun to develop more complex projects and procedures, as it formalises the fundamental principles and tenants that the group abide by.

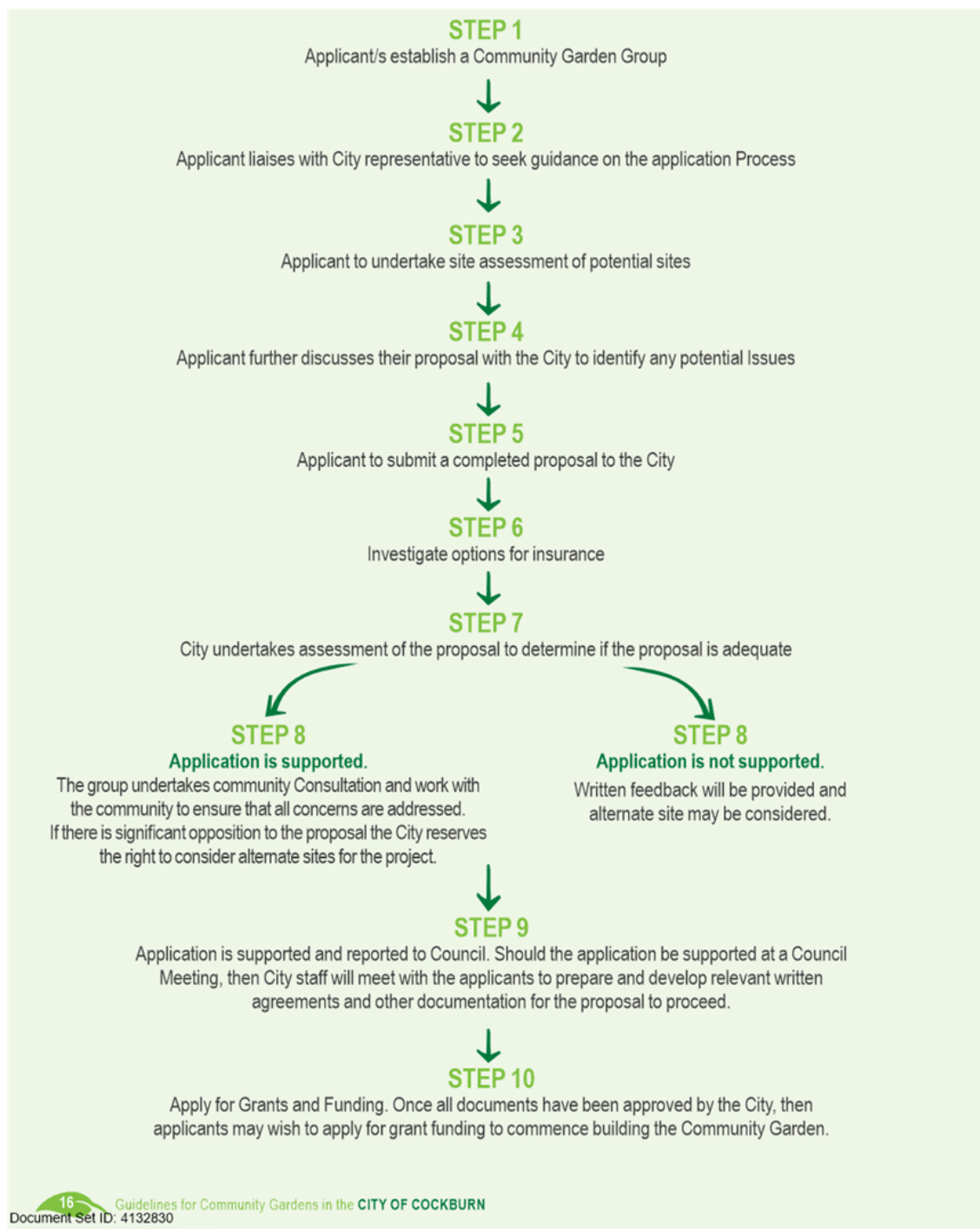


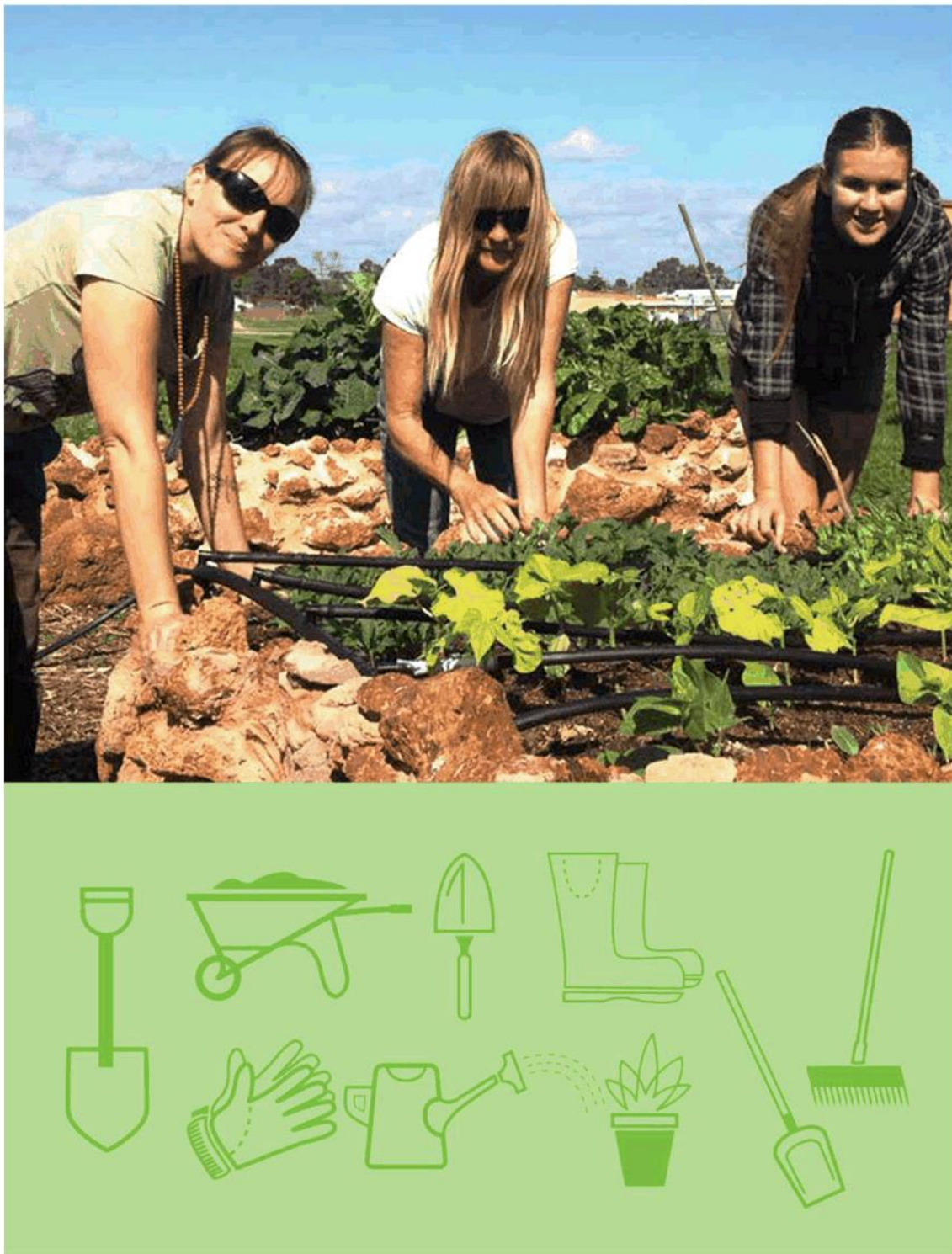
HOW TO MAKE IT

Place the bocconcini in a bowl with the lemon zest, olive oil, oregano and cracked black pepper. Leave to marinate for at least two hours or preferably overnight. To assemble, take a toothpick and place a cherry tomato first, followed by cheese and finished with a basil leaf.

APPENDIX 1

Procedure for Starting a New Community Garden





APPENDIX 2:

Sample List of Community Garden Rules and Guidelines

5.1.3 Conflict Resolution and Complaints Procedure

Although community gardens generally aim to promote an environment that is tolerant and inclusive, sometimes conflict will arise, either within the garden group or with external stakeholders. Developing a clear process for the resolution of conflict is therefore essential. Honestly and openly addressing the potential for conflict, as well as the process for dealing with it if it arises, as a group is essential.

The conflict resolution process should:

- Encourage respectful communication
- Address who, both internally and externally will mediate serious conflict; and
- Identify the process for addressing personal grievance.

In the event of a conflict arising, steps should be taken immediately to accelerate its resolution, including communicating respectfully with those involved and engaging the assistance of a mediator where appropriate.

The City recommends that community gardeners develop a management plan which includes a Gardener's Agreement that all members agree to follow. An agreement should provide information on the expectations of behaviour on site, the management of shared garden areas and plots and conflict resolution process.



HOW TO MAKE IT

Place all the ingredients into a blender and process until smooth. Strain the pulp and serve chilled over ice, garnished with fresh mint.

5.1.4 Project Evaluation

Now and then it is important to sit down as a group and look at your project to assess whether or not you are achieving what you set out to. Evaluation helps you see how far you have come, can show you where potential sources of conflict lie and is a useful means of leveraging funding and publicity for your project. Some evaluation questions include:

- What are we trying to do here? Does it work?
- What have we achieved?
- Is this what we set out to achieve?
- What is its value?
- Has this been successful?
- Why does it work? Why doesn't it work?
- What can we do to make it work better?
- What has been the short to medium term impact of our work?
- What has been the longer term outcome of our work?



5.2 Responsibilities of Community Gardeners

Community gardeners are responsible for maintaining the garden so that the health and safety of the surrounding community is not adversely impacted. In particular, gardeners are responsible for ensuring that:

- They cooperate and manage effective relationships with the surrounding neighbourhood, partnering organisations and other gardeners,
- They do not discriminate against one another due to differences in race, culture or sexuality,
- They regularly communicate with the city and/or other landowners and stakeholders,
- Decision making is democratic, transparent and inclusive,
- Any water leaving the garden is not contaminated by sediment,
- Fertiliser, manure or excessive organic matter that might pollute waterways,
- Noise levels within the garden are maintained at a level that is not disturbing to neighbours,
- Compost, worm farming systems and fertilisers are maintained so as not to attract vermin or produce unpleasant odours,
- Rainwater harvesting systems are maintained to ensure water is of a high quality,
- Lawn areas are regularly mowed and garden beds kept tidy,
- Any materials delivered to, or stored at, the garden are maintained so as not to create an unpleasant environment for other residents in the community; and
- Visitors are welcomed to the garden, and members of the public can access the community garden during daylight hours.

5.3 Rights of Community Gardeners

Community gardeners have the right to:

- Develop their own internal policies, organisational procedures and plan of management providing they liaise with, and get support from, the landowner,
- Be consulted with regard to any decision that may affect the project and to be advised by the City in a timely manner of any policy changes that impact them,
- Be treated with respect by other gardeners, local residents and partnering organisations; and
- Negotiate a secure and reasonable agreement with the landowner.

5.4 Insurance and Risk Management

It is essential that garden groups be aware of the risks associated with undertaking a publicly accessible community garden project. Each garden group has a duty of care to the community who access the garden areas. To ensure funds are available to meet that duty, a minimum of \$10,000,000 of public liability insurance policy is required to be taken out by the community garden group. The City recognises that public liability insurance has an associated cost, and may not be easily accessible to small community groups.

Options for obtaining insurance cover include the following:

- The City's existing insurance policy may be extended to cover community gardens on Council land where an extensive risk management process has been undertaken (the City's insurance policy does not automatically cover community gardens located on Council land),
- The group becomes an incorporated association through the Department of Commerce – Consumer Protection Division and manages their own insurance,
- The group may be auspiced by another organisation or agency, such as a neighbourhood centre, and as a project of that organisation will be covered by their insurance; and,
- A group of community gardens with similar objectives might obtain insurance together.



HOW TO MAKE IT

Preheat your oven to 200°C. Place the carrots in a large bowl, and toss with the olive oil, salt, pepper, thyme and oregano. Transfer them into an oiled pan or baking dish that is large enough for the carrots to be roasted in a single layer.

Cover the carrots with foil and roast them in your oven for 30 minutes. If the carrots still aren't tender after this, uncover them, turn the heat down to 160°C and return to the oven for 10 to 15 more minutes until tender.

Add the parsley, salt and pepper to taste.

Serve hot, warm or at room temperature.

5.5 Incorporation of the Garden Group

A group wishing to develop and manage a community garden must be incorporated and have a clear and identified structure. Garden groups can apply to the Department of Commerce –Consumer Protection Division to become Incorporated Associations. This arrangement affords groups some flexibility in the management of funds and enables them to open a bank account, obtain public liability insurance cover and apply for government grants. Incorporation as an association requires groups to establish a management committee with annually elected office bearers and to commit to regular meetings. This can be beneficial for the project as it maintains a structure that can address management issues. Having a committee also helps share the tasks of garden management and avoids excessive responsibility being placed on a few people or the garden management becoming dominated by one person.



EXPERIMENTAL SALAD IDEAS

A range of ingredients can turn a selection of edible green leaves fresh from your garden into a gourmet delight.

Try some of the following, and experiment with your own combinations:

1. Select one type, or a combination, of fresh edible salad leaves such as lettuce, baby spinach, rocket, beetroot, various chards, nasturtium (if you like bite) etc.
2. Add cooked and raw colourful foods that are in season, including certain fruit such as tomatoes, carrots (raw or lightly steamed and cooled), radishes, mandarin slices, diced cooked pumpkin, cubed pieces of roasted sweet potato, blueberries.
3. Add a combination of some of the following according to taste:
 - Mashed avocado mixed with freshly squeezed lime juice
 - Olive (or other) oil
 - Eggplant, diced and roasted with garlic and olive oil
 - Diced feta cheese (sheep feta compliments salad greens and sweet flavours like pumpkin or mandarins deliciously)
 - Mushrooms, raw or cooked with oil or garlic
 - Blue cheese
 - A sprinkle of cooked quinoa, barley, or brown rice
 - Nuts or seeds
 - Bean or seed sprouts



SAMPLE COMMUNITY GARDEN RULES AND GUIDELINES

These are sample rules and guidelines only. Each Community Garden Management Committee can tailor the guidelines to suit their particular needs and to apply to their specific location.

1. Who can obtain a plot?

Local residents who become a member of the Community Garden Group are eligible to be allocated a plot. Only one garden plot is available to each household. Preference will be given to households who do not have a private garden. Other individuals or organisations may also be eligible for a garden plot at the discretion of the Community Garden Management Committee.

2. Fees

There is an annual fee for a garden plot. Fees will be determined by the Community Garden Management Committee and will be collected annually.

3. How to apply for a garden plot

Residents wishing to apply for a garden plot must complete and sign an application form prepared by the Community Garden Management Committee.

4. Allocation of plots

If no plots are available at the time of application, the applicant's name will be placed on a waiting list and will be advised when a plot becomes available.

Allocation of plots is based on:

- Date of application,
- Physical needs of the applicant; and
- Types of plants that the applicant wishes to grow.

5. Keys and Right of Entry

All gardeners will be provided with a key to the garden at the time of plot allocation. Gardeners must retain the key and not pass the key onto other people without prior consent of the Community Garden Management Committee. If a gardener loses their key, they will need to inform the Community Garden Management Committee and pay for the cost of a replacement key.

6. Forfeiting of Garden Plots

Plots are allocated to a person or persons and are not transferable without the permission of the Community Garden Management Committee. If a gardener no longer wishes to maintain their plot they must advise the Community Garden Management Committee and return their key. The plot will then be allocated to the next person on the waiting list.



7. Plot Ownership

Each gardener is entitled to one allotment. If there are vacant allotments, they may be allocated to existing gardeners if there is no waiting list. Plots will be leased on a 12 month basis.

8. Responsibilities of gardeners for their own plots

Gardeners are responsible for the maintenance of their allotment and the area immediately around their allotment throughout the year. This includes maintaining the area in a weed-free state and the removal of rubbish and any items that may obstruct pathways. If a gardener is unable to tend their allotment due to ill health, hospitalisation or extended travel, they must discuss the situation with the Community Garden Management Committee.

9. General Conduct in the Garden

Gardeners and visitors are to respect all gardens as community spaces. Removal of produce, plants or equipment from another gardener's allotment without that gardener's permission is not permitted. Each gardener has the right of quiet enjoyment of the community garden. Threats or abuse towards other gardener's is not permitted. The consumption of alcohol or any form of substance abuse will not be tolerated in the community garden.

10. Maintenance of Common Areas

All gardeners are expected to take responsibility for cleanliness of common areas and are to participate in working bees as required.

11. Waste Management

Community gardens are strongly encouraged to use compost bins and worm farms as a means of reducing waste. Recycling of used products and materials onsite is encouraged. All other rubbish is to be removed offsite.

12. Water Management

The City has a Water Operating Strategy which requires adherence to a water use threshold. Water conservation is encouraged to assist with compliance with the strategy. The use of mulch, water retention crystals and other waterwise products are encouraged. Gardeners are to avoid water wastage with all hoses being handheld and not left unattended.

13. Pest Management

Each community garden group will establish an agreement as to what level of chemical use is permitted at each site. Each group is responsible for the management of vermin, and must ensure the quality of the site of is maintained, especially with respect to composting onsite.

14. Garden Tools

Gardeners are to provide their own tools; however, each community garden group can decide if there will be tools made available for communal use.

15. Change of Circumstances

Gardeners must advise the Community gardening group of:

- Change of address or contact details,
- If they are no longer eligible or able to retain their allotment; and
- If they are unable to tend their plot for any reason (i.e. ill health, travel etc.).



Randwick Stables Community Garden Group.

16. Animals

Dogs, cats and other pets may not be permitted in some community gardens.

17. Garden Security

Gardeners must close and lock the gate when entering and exiting the garden. If the site has a shed or storage area these areas must be securely locked.

18. Visitors

All visitors to a community garden are the responsibility of the gardener who has invited them to a garden.

19. Children

Children are welcome at community gardens; however adults must supervise children at all times.

20. Sale of Garden Produce

Garden allotments are available for personal use only. Gardeners are not permitted to sell plants grown in the community garden. The use of garden allotments for growing plants for sale is not permitted.



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**HOW TO MAKE IT**

Cut the top and bottom of the sugar snap peas and finely slice. Toast the pumpkin and sunflower seeds in a dry fry pan, and add tamari just before removing them from the heat.

Toss the peas with the mixed greens and lay onto a plate.

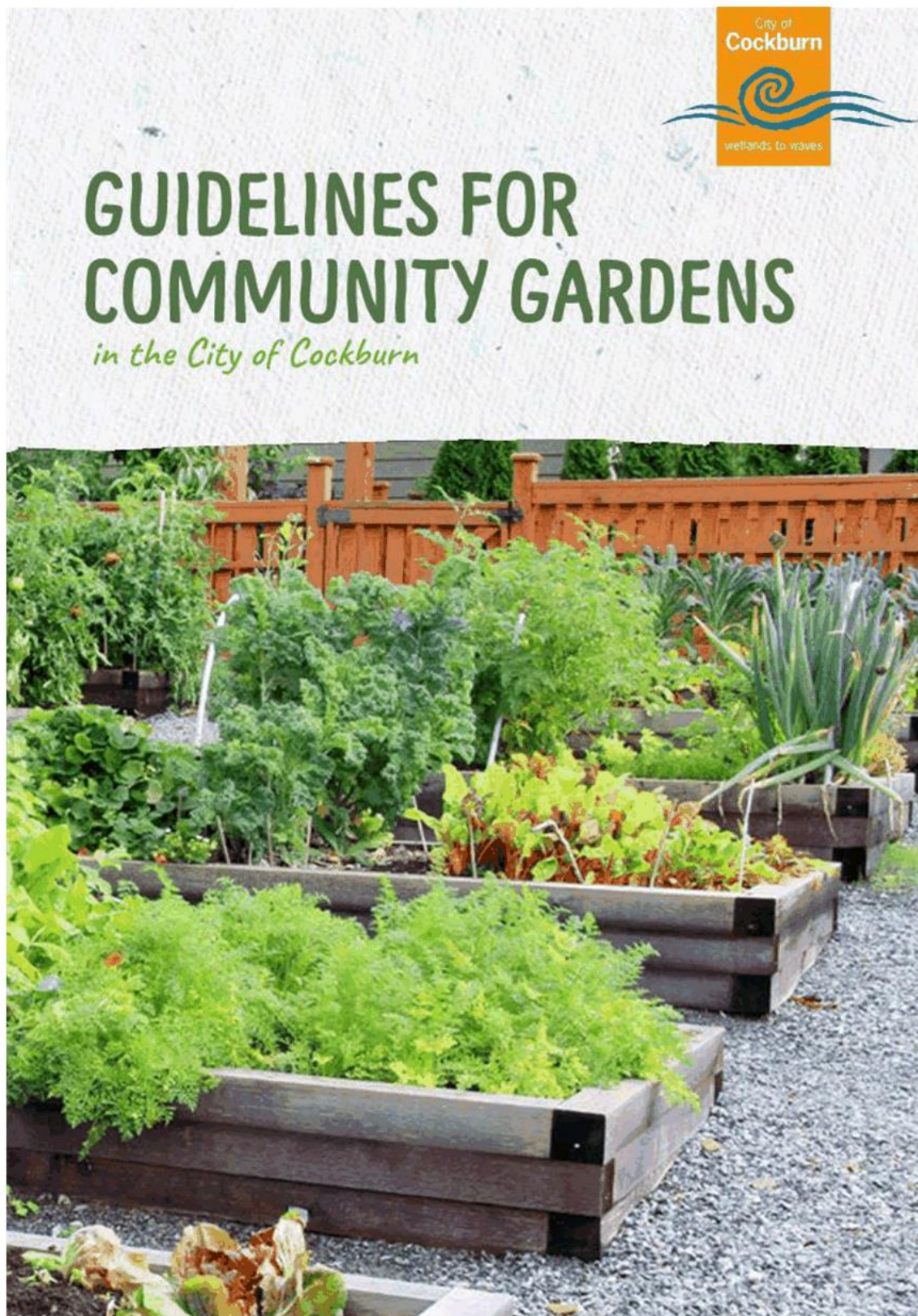
Sprinkle the toasted seeds and olives over the top, and season with salt and pepper.







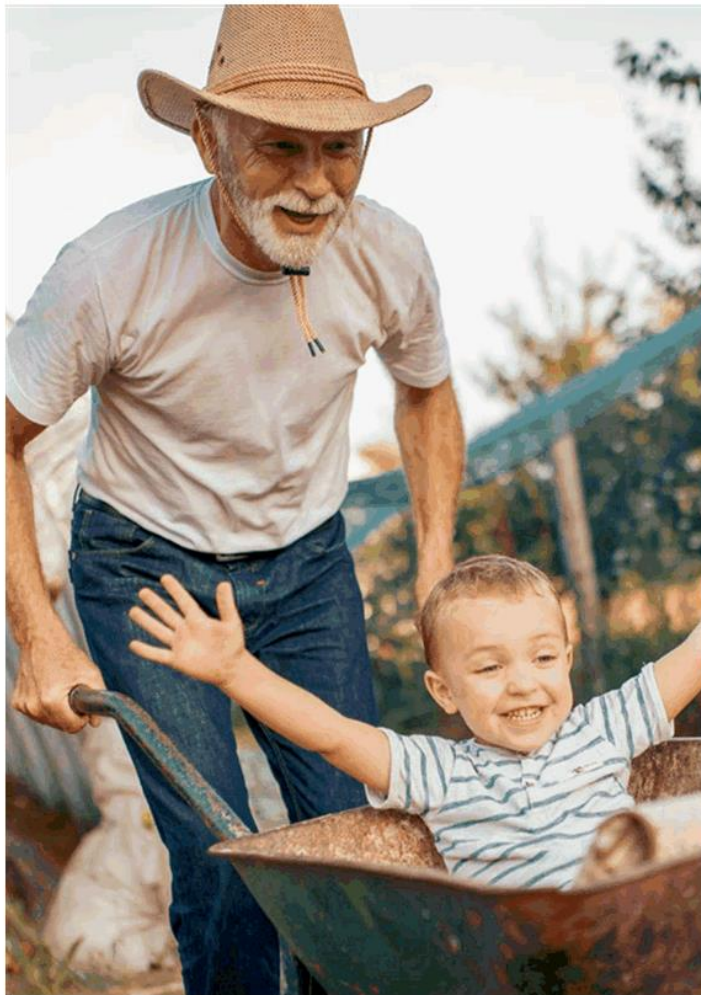






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Item 11.3 Attachment 3



Introduction

Community gardens can be a great way to grow your own food, meet like-minded people, reduce your carbon footprint and make a difference in your local community.

The City of Cockburn has put together this guide to help community groups understand the steps required to create a sustainable community garden.

Objectives

The objectives of these guidelines are to:

- Promote the development of community gardens as places where people can meet and work together, build stronger community relationships and learn about sustainable gardening
- Ensure that the location is the initial consideration in determining the potential for a community garden
- Clarify the rights and responsibilities of all stakeholders involved in the community garden process
- Increase community ownership and encourage community gardens to be self-managed and not reliant on the City for ongoing support
- Ensure consistency in the development and management of community gardens in the City of Cockburn.

How the City supports community gardens

The City demonstrates support for the establishment of community gardens via:

- A Community Garden Policy
- The preparation of guidelines for the establishment and management of community gardens
- Undertaking land assessments
- Licensing of suitable land for the purpose of community gardens
- Providing guidance and support for community groups to become incorporated
- Providing funding opportunities.

Community Garden Guidelines

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Procedure for starting a new community garden

Step 1

Determine the type of community garden.

Community Garden	School Garden	Verge Garden
Continue to Step 2.	Contact the school to seek approval in accordance with their policies and procedures.	Refer to the City of Cockburn Street Verge Improvement Policy.

Step 2

Establish context and seek guidance on the application process from the Community Development Coordinator.

Step 3

Determine a location for the community garden.

Freehold land owned by City of Cockburn	Crown Reserve managed by City of Cockburn	Private land	Crown Reserve managed by State Government
Proceed below.	Proceed below.	Contact the respective landowner to seek approval in accordance with their policies and procedures.	Contact the respective State Government department to seek approval in accordance with their policies and procedures.
Liaise with Land and Lease Administration Service Unit to undertake a preliminary site assessment.			
Land is supported	Land is not supported		
Conditional Approval issued Proceed to Step 4.	Written feedback will be provided. An alternate site may be considered. Return to Step 1.		

Step 4

Undertake community consultation. If there is significant opposition from the community to the proposal, the City reserves the right to consider alternate sites for the project.

Step 5

Establish an Incorporated Community Garden Group.

Step 6

Prepare a Management Plan, Risk and Safety Assessment, and Rules of Use.

Step 7

Enter into a license agreement.

Step 8

Once all steps have been completed, and all documents have been approved by the City, then applicants may wish to apply for grants or funding to commence development of the community garden.



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Item 11.3 Attachment 3

1 Types of community gardens

There are a number of different models for community gardens in Australia including:

1.1. Neighbourhood Community Gardens

Community gardens can be located in a range of locations including private property, public open space and community facilities such as churches. Neighbourhood community gardens can include a mix of allotment and communal gardens. Sometimes these gardens donate surplus produce to local charities in need.

- Allotment Gardens include small garden plots that are allotted to, and managed individually by, different people or families. Small fees may be charged to rent an allotment. Some allotments may be shared
- Communal Plots are managed collectively by all members of the community garden group. Roles, responsibilities and tasks are shared between group members.

1.2. School Kitchen Gardens

School kitchen gardens are used as outdoor classrooms and are located on school property where students, teachers and parents within the school community can join the garden project. The school curriculum is reinforced through the planting, cultivation and harvesting of produce, teaching valuable lessons in teamwork, decision-making and healthy eating.

These gardens can also include sensory gardens and bush tucker gardens.

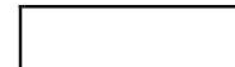
A number of school kitchen gardens have been established under City of Cockburn Sustainability Grants program and the Stephanie Alexander Kitchen Garden Foundation.

1.3. Edible Verge Gardens

The City allows edible gardens in accordance with the Verge Improvement Policy. Edible gardens need to be well maintained to ensure no sight line issues are created. The City encourages consultation with adjacent owners in order to achieve the desired outcomes.



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2 Establish context

Starting up a community garden is hard work and requires a significant investment of time, energy, and a clear vision.

The most successful community garden projects are those where ample time is invested in the planning stages and an ongoing commitment is established.

The City's Guidelines for Community Gardens and Community Garden Policy provide useful information on the process to establish a community garden.

The Community Development Coordinator is the first point of contact for community gardens enquiries within Cockburn.

The following questions need to be asked and resolved in the planning of a community garden:

- Is there a need for a new community garden?
- Where is the nearest established community garden?
- Is there sufficient community interest and support to sustain the project long term?
- What community groups or businesses are nearby including schools, childcare centres, community or aged care facilities?
- Who lives in the local community and what are people's cultural and linguistic backgrounds?
- What is the land currently used for? Who owns the land? (See page 12)

Community garden enquiries:

Community Development Coordinator
City of Cockburn
(08) 9411 3444
communitydevelopment@cockburn.wa.gov.au

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Item 11.3 Attachment 3

3 Land ownership & preliminary site assessment

The first thing to consider when searching for a community garden location is the ownership of the land.

3.1. Land ownership

Land ownership can be classified under four main categories:

1. Freehold

If the land is owned in freehold by the City of Cockburn, the City can consider this land for a community garden and will undertake an assessment of its suitability.

2. Crown Reserve – Managed by the City of Cockburn

If the land is a Crown Reserve (owned by the State of WA) and is managed by the City this land may be considered for a community garden. However, this option may require the City to apply to the Department of Lands to amend the Management Order, a process which may take up to one year.

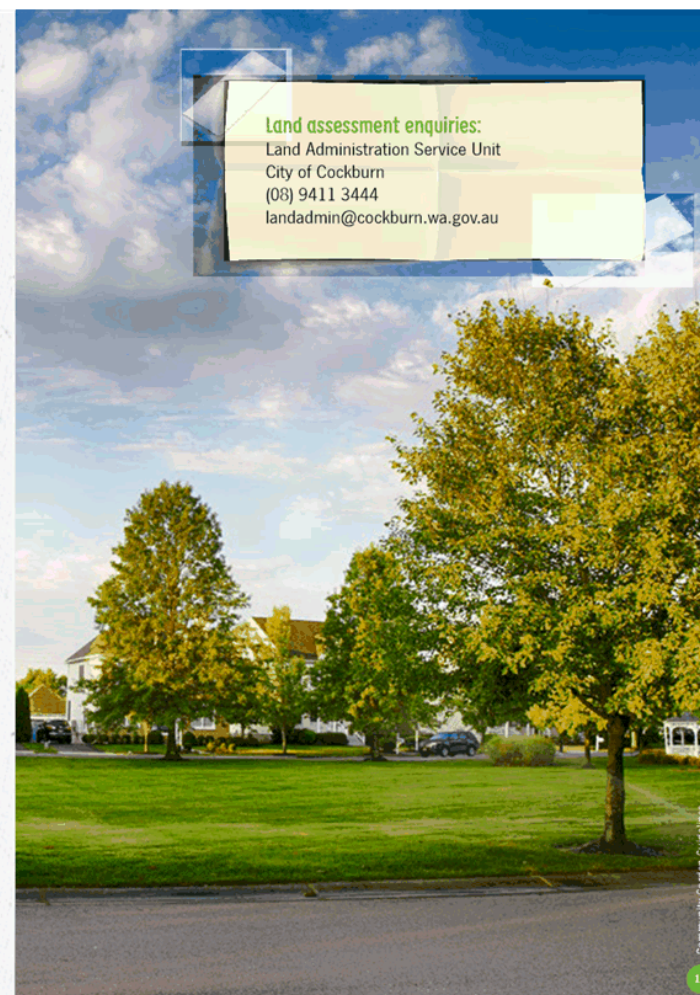
3. Private

If the land is privately owned in freehold by another party (e.g. an individual or a company) or a State Government agency (such as Department of Education or Western Australian Planning Commission), the applicant may then seek to enter into an agreement directly with the respective landowner.

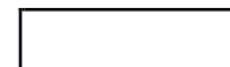
4. Crown Reserve – Managed by other State Government department

If the land is a Crown Reserve (owned by the State of WA) that is managed by another State Government agency (e.g. Department of Biodiversity, Conservation and Attractions), the applicant may then seek to enter into an agreement directly with the respective State Department.

The assessment of the land's suitability for community gardens on City of Cockburn freehold land (category 1) or land managed by the City of Cockburn (category 2) will be undertaken by the Land and Lease Administration Service Unit in conjunction with Parks Team.



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**3.2. Preliminary site assessment**

Once it has been established that the City does have ownership or management of the land, the applicant will need to consider a range of issues. Ideally community gardens should leverage on existing community and park facilities.

Multi-Use

The concept of including a community garden as part of an existing facility that compliments the aims and objectives of a community garden is to be encouraged. For example, if there is a community hall or clubroom located on site, the community group can create synergies with other community groups utilising the land.

Existing infrastructure

The use of existing infrastructure such as carparks, water, lighting, electricity and amenities means that the cost of providing stand-alone infrastructure is defrayed by utilising existing utilities.

The costs of installing sub-meters in order for the water and electricity costs of the community garden to be calculable needs to be factored into the establishment process.

Accessibility and safety

The site requires good accessibility by:

- Private vehicle and public transport
- Pedestrian use
- Delivery vehicles
- People with disabilities
- Internal footpaths.

The site needs to have sufficient lighting in place so that the community garden is well-lit and safe.

These factors, combined with the land ownership, will enable the City of Cockburn to make a determination on whether conditional site approval is granted. This assessment process can take from 6 months to 1 year.



Consider raised garden beds

Community Garden Guidelines

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4 Community consultation

Strong supportive partnerships with neighbours, community groups, and organisations within the local community are essential for the long term viability and success of any community garden.

It is essential that community gardens proposals are discussed with stakeholders directly affected by the project, especially immediate neighbours. Community consultation will help to establish if there is sufficient interest and support in the local community for a new project. If there is significant opposition from the community to the proposal, the City reserves the right to consider alternate sites for the project.

The City's Community Development team can help to draft a consultation plan. A variety of engagement tools can be considered including:

- A letterbox drop
- Meeting at your chosen site
- Organising a BBQ to promote the idea
- Putting up posters
- Contacting local schools, gardening, cultural and community groups.

Along with community consultation, the applicant may also wish to establish partnerships with local businesses and organisations which can be a valuable source of resources and financial support. Additionally the applicant can liaise with established community garden organisations who can provide a wealth of knowledge, experience and advice.

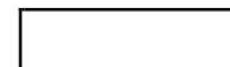
The Community Development Coordinator will guide the applicant through this step.



Community consultation enquiries:

Community Development Coordinator
City of Cockburn
(08) 9411 3444
communitydevelopment@cockburn.wa.gov.au

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5 Incorporation of the group

It is a requirement for community garden groups to develop a constitution and become incorporated.

Being incorporated allows groups to create a separate legal entity through which to conduct their activities. There are numerous advantages, such as:

- Individual members limit their exposure to personal legal liabilities
- Bank accounts can be opened in the name of the association
- The association apply for grants and hold property.

Garden groups can apply to the Department of Mines, Industry Regulation and Safety to become Incorporated Associations. It is recommended to visit their website for helpful information such as how to become incorporated, roles of committee members, key obligations and record keeping.

The Community Development Coordinator can guide the applicant through this step.

5.1. Constitution

A constitution is a legal governing document which sets out the rules for the daily running of the group and contains details of the group's purpose, obligations and responsibilities. It is necessary for the following reasons:

- To ensure project aims are clear and agreed by its members
- To provide mechanisms for making decisions.

5.2. Insurance

It is essential that garden groups are aware of the risks associated with undertaking a publicly accessible community garden project. Each garden group has a duty of care to the community who access the garden areas.

It is essential that the group takes out appropriate public liability insurance so they are covered for potential risks. The City recognises that public liability insurance has an associated cost, and might be a financial burden to small community groups.

Options for obtaining insurance cover include the following:

- The City's Community Development department can cover the cost of insurance to eligible organisations in Cockburn
- The group may be covered by another organisation, such as a local resident group
- A group of community gardens with similar objectives might obtain insurance together
- The group manages their own insurance.

5.3. Management Structure

A core group, ideally with a range of skills and experience, should be selected to form the garden management committee. Having a committee helps share the tasks of garden management and avoids excessive responsibility being placed on a couple of people. This group is to work collaboratively to keep the project on track and deal with issues as they arise.

An effective committee:

- Works to support the gardens aims, objectives and vision
- Includes representation from a range of stakeholders
- Is well informed about operational and governance issues
- Upholds agreed meeting and decision making procedures
- Has good support from the community garden members
- Holds friendly, efficient and well facilitated meetings
- Facilitates effective communication between committee and other gardeners.



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5.4. Conflict Resolution and Complaints Procedure

Although community gardens aim to promote an environment that is tolerant and inclusive, sometimes conflict will arise, either within the garden group or with external stakeholders. Managing disputes and complaints is an important task of the management committee. Developing a clear process for the resolution of conflict is therefore essential and should be included in the group's constitution.

It is recommended to consider the following points:

- Encourage respectful and open communication
- Clarify the stakeholders involved
- Address who, both internally and externally will mediate conflict
- Identify the process for addressing personal grievance.

In the event of a conflict arising, steps should be taken immediately to accelerate its resolution, including communicating respectfully with those involved and engaging the assistance of a mediator where appropriate.

The City recommends that community gardeners develop a Code of Conduct which includes a Gardener's Agreement that all members agree to follow. An agreement should provide information on the expectations of behaviour on site, as well as the management of shared garden areas and plots.

5.5. Rights of Community Gardeners

Community gardeners have the right to:

- Develop their own internal policies, organisational procedures and plan of management providing they liaise with, and get support from, the landowner
- Be consulted with regard to any decision that may affect the project and to be advised by the City in a timely manner of any policy changes that impact them
- Be treated with respect by other gardeners, local residents and partnering organisations
- Negotiate a secure and reasonable agreement with the landowner.



5.6. Responsibilities of Community Gardeners

Community gardeners are responsible for maintaining the garden so that the health and safety of the surrounding community is not adversely impacted. In particular, gardeners are responsible for ensuring that:

- They cooperate and manage effective relationships with the surrounding neighbourhood, partnering organisations and other gardeners
- They do not discriminate against one another due to differences in race, culture or sexuality
- They regularly communicate with the City and stakeholders
- Decision making is democratic, transparent and inclusive
- Any water leaving the garden is not contaminated by sediment, fertiliser, manure or excessive organic matter that might pollute waterways
- Noise levels within the garden are maintained at a level that is not disturbing to neighbours
- Compost, worm farming systems and fertilisers are maintained so as not to attract vermin or produce unpleasant odours
- Rainwater harvesting systems are maintained to ensure water is of a high quality
- Lawn areas are regularly mowed and garden beds kept tidy
- Any materials delivered to, or stored at the garden are maintained so as not to create an unpleasant environment for other residents in the community
- Visitors are welcomed to the garden, and members of the public can access the community garden during daylight hours.

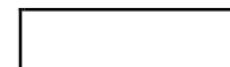
Community group enquiries:

Community Development Coordinator
City of Cockburn
(08) 9411 3444
communitydevelopment@cockburn.wa.gov.au

Community Garden Guidelines

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Infrastructure Required

A range of infrastructure will be required to establish a community garden. The cost, construction and maintenance of this infrastructure needs to be factored into the establishment process, and shall be borne by the community group.

Budgeting and Finance

There are a number of different financial models for community gardens that ensure it is sustainable. Key elements to consider include; cost to build garden, connection to service and ongoing costs, membership fees, reinstatement costs (bond, etc.), garden plot fees, etc.

Risk Management

It is essential that community groups are aware of the risks associated with undertaking a publicly accessible community garden project. Each community group member has a duty of care in managing the garden areas. A risk assessment must be undertaken by the group to identify potential risks and corresponding action plan to reduce the risk to an acceptable level.

Rules and Guidelines

The community garden group will need to develop a set of rules and guidelines to meet their aims and objectives. Sample headings are provided below.

1. Membership
2. Fees
3. Allocation of plots
4. Forfeiting of garden plots
5. Responsibilities of members
6. General conduct in the garden
7. Maintenance of common areas
8. Waste management
9. Water management
10. Pest and vermin management
11. Storage of materials and equipment
12. Animals
13. Security
14. Visitors
15. Donation of surplus produce



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Item 11.3 Attachment 3

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7 Licence agreement

Incorporated community groups can discuss the terms of the licence arrangement with the City of Cockburn's Land Administration Service Unit.

The terms of the licence will be determined on a case by case basis, and listed below are some examples of the terms that will likely be included in the licence.

7.1. Establishment

The applicant would need to cover all costs involved in the design, establishment and construction of the community garden. In some cases, depending on the design and the level of infrastructure, planning and building approval may be required.

7.3. Insurance

The applicant would need public liability insurance to cover their members and the public who use the community garden.

7.2. Maintenance

The applicant would be responsible for all costs associated with the cleaning, upkeep, upgrades and maintenance of the community garden and its associated infrastructure.

7.4. Reinstatement bond

In most cases, the City would require the applicant to provide a cash bond to be held by the City in case the community garden ceases operation. The cash bond will be used towards reinstating the land back to its original purpose and original condition. For example, the costs towards removing the furniture, garden beds, reticulation, re-leveling the land and re-establishing grass/vegetation.

Once the licence has been established, an Elected Members item will be prepared for Council's consideration.

License agreement enquiries:
 Land Administration Service Unit
 City of Cockburn
 (08) 9411 3444
landadmin@cockburn.wa.gov.au

8 Apply for funding

Incorporated community groups may apply through the City's Community Grants Program or Sustainability Grants Program for funding to assist with the establishment of the community garden.

Additionally there are a range of external funding sources that can be accessed to assist in establishing a community garden.

For more information on grant opportunities please contact the City of Cockburn's Grants and Research Officer.

Funding enquiries:
 Grants and Research Officer
 City of Cockburn
 (08) 9411 3444
communitygrants@cockburn.wa.gov.au



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City of Cockburn

9 Coleville Crescent, Spearwood

T: 08 9411 3444

E: customer@cockburn.wa.gov.aucockburn.wa.gov.au/environment

Printed on 100% recycled paper



Information available in alternative formats on request



Item 11.3 Attachment 4

DAPPS 23/05/2019

POL	ESTABLISHMENT OF COMMUNITY GARDENS	AEW7
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POLICY CODE:	AEW7
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Park Services
RESPONSIBLE OFFICER:	Manager, Parks
FILE NO.:	182/001
DATE FIRST ADOPTED:	13 October 2011
DATE LAST REVIEWED:	9 March 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 27 August 2015 23 February 2017
OCM:	14 February 2013 13 March 2014 10 September 2015

BACKGROUND:

Community Gardens are unique spaces which are managed by community groups primarily for the production of food. They are places for actively building the health and wellbeing of the community through shared activities providing environmental, social and educational benefits.

PURPOSE:

The purpose of this policy is to support and promote the establishment of Community Gardens within the City of Cockburn and provide a framework to encourage the development of community gardens, providing processes and guidelines to manage the sites; as well as clarifying the responsibilities of all stakeholders.

POLICY:

- (1) The City of Cockburn recognises community gardening as a valuable recreational activity that builds strong community relationships, contributes to sustainable living practices and provides wide ranging benefits.
- (2) The City supports this policy to establish a framework to promote the development and establishment of Community gardens at suitable locations within the City.

[1]



POL	ESTABLISHMENT OF COMMUNITY GARDENS	AEW7
-----	------------------------------------	------

(3) The City:

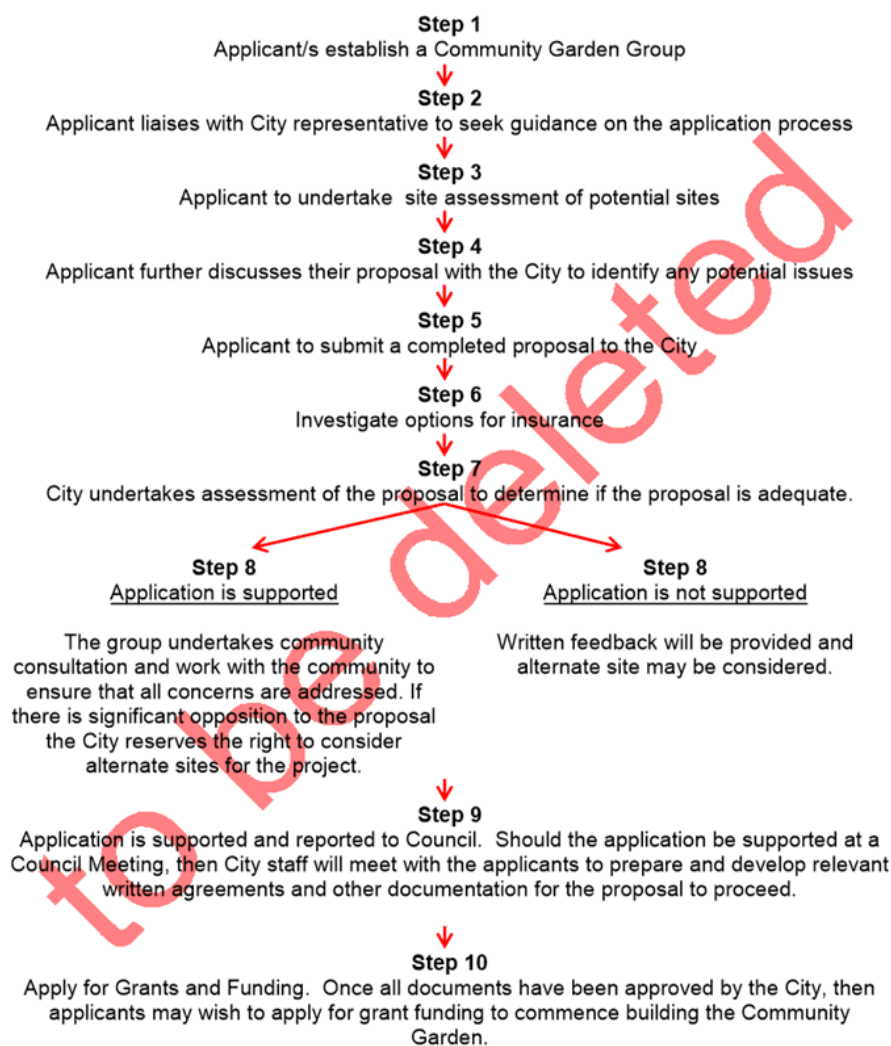
1. will accept proposals for new community gardens in accordance with Appendix 1 attached to this Policy.
2. Has prepared a supplementary document "Guidelines for the Establishment of Community Gardens" which are to be applied to all proposals to establish community gardens within the City of Cockburn which is available on the City's Website and hard copies by request.

to be deleted

[2]

APPENDIX 1

PROCEDURE FOR STARTING A NEW COMMUNITY GARDEN



[3]



Item 11.4

DAPPS 23/05/2019

11.4 (2019/MINUTE NO 0034) INSTALLATION OF ACTIVE RECREATIONAL EQUIPMENT ON PUBLIC OPEN SPACE POLICY**Author(s)** A Lees

- Attachments**
1. Policy - Installation of Active Recreational Equipment on Public Open Space [↓](#)
 2. Policy - AEW4 'Installation of playground and recreational equipment on Reserves' (to be deleted) [↓](#)
 3. Position Statement - PSEW19 'Shade for Playground Recreational Reserve' (to be deleted) [↓](#)

RECOMMENDATION

That Council:

- (1) adopt the proposed policy 'Installation of Recreational Equipment on Public Open Space';
- (2) delete the Policy AEW4 'Installation of playground and recreational equipment on reserves'; and
- (3) delete Position Statement PSW19 'Shade for Playground Recreational Reserve';

as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0**Background**

This policy has been reviewed as part of the organisational policy and position statement review. The policy review has been completed and is therefore submitted for consideration at this Meeting.

Submission

N/A



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Item 11.4

Report

The proposed policy is a consolidation of Policy AEW4 Installation of Playground/Recreational Equipment on Reserves and Position Statement PSEW19 Shade to Playgrounds on Recreation Reserves (POS)

The policy purpose has been slightly amended from AEW4 Installation of Playground/Recreational Equipment on Reserves to include the provision of playground shade sails. In addition the consultation element has been reshaped for clarity.

The policy statement is consistent with the process outlined in policy AEW4 Installation of Playground/Recreational Equipment on Reserves with minor changes to the text. An additional process has been included to refer to the provision of playground shade sails will be in accordance with the Shade Sail Strategy 2103-2023 and recreation equipment will installed as per the Public Open Space Strategy 2014-2024.

The four remaining position statement points from Position Statement PSEW19 Shade to Playgrounds on Recreation Reserves (POS) have been omitted as they are reflected in the Playground Shade Sail Strategy 2013-2023.

Strategic Plans/Policy ImplicationsLeading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

Budget/Financial Implications

N/A

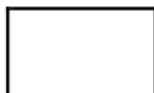
Legal Implications

N/A

Community Consultation

N/A

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Item 11.4

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Risk Management Implications

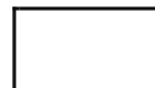
The risk to Council of deferring a decision or not adopting the new policy is that the old policies will continue when there is an opportunity to modernise and improve the policy to ensure clarity.

Advice to Proponent(s)/Submitters

N/A

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

This policy assists Council to ensure compliance with Section 3.18(3) (c), efficient and effective management of local government.



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Item 11.4 Attachment 1

DAPPS 23/05/2019

Title	Installation of Recreational Equipment on Public Open Space
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

To ensure a consistent and equitable process is implemented for the installation of recreational equipment on public open space. Recreational equipment includes; half court basket-ball, exercise equipment stations, playgrounds (including shade sails) and sports goals.

Skate parks and clay pump track locations are not covered by this policy and are subject to a wider community consultation process

Policy Statement

Council will follow the process as outlined below:

- (1) Install signage for a two week period informing of the proposed active recreation equipment to be installed and the preferred location on the public open space.
- (2) Consultation will be in accordance with the catchment areas for the classification of the specified public open space, as per the Public Open Space Strategy, where the proposed recreational equipment is to be installed.
- (3) If any objections are received alternative locations or landscaping treatments will be identified in order to resolve the concerns.
- (4) The provision of recreational equipment will be in accordance with the Public Open Space Strategy and the provision of playground shade sails will be in accordance with the Playground Shade Sail Strategy.

Strategic Link:	Public Open Space Strategy Playground Shade Sail Strategy
Category	Sport & Recreation
Lead Business Unit:	Parks & Environment
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]



POL	INSTALLATION OF PLAYGROUND/RECREATIONAL EQUIPMENT ON RESERVES	AEW4
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POLICY CODE:	AEW4
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Park Services
RESPONSIBLE OFFICER:	Manager, Parks & Environment
FILE NO.:	182/001
DATE FIRST ADOPTED:	17 June 1997
DATE LAST REVIEWED:	9 March 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AEW4
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 August 2015 23 February 2017
OCM:	14 February 2013 10 September 2015

BACKGROUND:

The installation of equipment on parks within the District is requiring greater consultation with the community to ensure that the equipment is suitable to the circumstances.

PURPOSE:

To ensure a consistent and equitable approach is applied to the processes involved in installing equipment on Council parks.

POLICY:

- (1) Prior to the installation of basketball areas and playground equipment, a sign be erected for 2 weeks advising of the location.
- (2) A letter be sent to all houses within 50 metres of the proposed site advising them of the intention to install basketball practice areas and playground equipment.
- (3) If there are any objections to the positioning, Ward Councillors are to be advised so that on-site discussions can be held to agree on a location.
- (4) If no objections are received the installation of the basketball practice area and playground equipment is to proceed.

[1]

Item 11.4 Attachment 3

DAPPS 23/05/2019

POSITION STATEMENT CODE:	PSEW19
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Parks Services
RESPONSIBLE OFFICER:	Parks Manager
FILE NO.:	182/002
DATE FIRST ADOPTED:	11 December 2008
DATE LAST REVIEWED:	9 March 2017
ATTACHMENTS:	Yes
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 August 2015 23 February 2017
OCM:	14 February 2013 10 September 2015

BACKGROUND:

From time to time the City receives requests to provide shade to playgrounds in public parks and Council owned outdoor facilities.

PURPOSE:

1. To provide direction to officers in their advice to residents and Elected Members as to the most appropriate shade to a playground or other outdoor recreational facility that may be provided; and
2. Adopt best industry practices for protecting users of those facilities from extended exposure to the sun's ultraviolet rays.

POSITION:

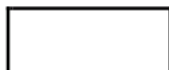
1. General

The provision of shade to playgrounds on recreational reserves will be in accordance with the [Shade Sails Strategy 2013 - 2023](#)

The Shade Sail provision criteria contained within the strategy will be applied when an application for shade to a playground is requested.

The applicant will be advised if the request meets the criteria and if it is listed within the 10 year works program.

2. Natural Shade



Where a playground does meet the shade provision criteria, the location of the playground will be in close proximity to existing trees or if no existing vegetation is available a tree planting program will be applied.

3. Demountable Shade

Temporary shade systems are to be utilised for one off or short term use where demountable systems may be arranged to suit the particular events.

4. Permanent Shade Structures

Shade structures are to be designed to complement the footprint of the playground and is to consider potential future alterations

Shade fabric mounted on a steel framework provides the most cost effective shade to playgrounds.

Facilities requiring more robust and/or permanent structures shall be designed in consideration of the specific application, CEPTED principles, embodied energy and capacity for recycling of materials, and amenity.

5. Approvals:

This Position Statement does not circumvent a requirement to obtain the necessary planning and building approvals required for the construction of permanent structures.

to be deleted

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Item 11.5

11.5 (2019/MINUTE NO 0035) ENVIRONMENTAL CONSERVATION**Author(s)** A Lees**Attachments**

- 1. Policy - Environmental Conservation [↓](#)
- 2. Policy-SEW5 'Native Fauna Protection' (To be deleted) [↓](#)
- 3. Policy-SEW6 'Wetland Conservation' (To be deleted) [↓](#)
- 4. Policy-SPD1 'Bushland Conservation' (To be deleted) [↓](#)

RECOMMENDATION

That Council:

- (1) adopt the proposed new Policy 'Environmental Conservation';
- (2) delete Policy SEW5 'Native Fauna Protection';
- (3) delete Policy SEW6 'Wetland Conservation'; and
- (4) delete Policy SPD1 'Bushland Conservation';

as shown in the attachments to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0**Background**

The three policies have been reviewed and combined into a single policy as part of the organisational policy and position statement review. The policy review has been completed and is therefore submitted for consideration at this Meeting.

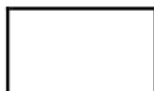
Submission

N/A

Report

The City currently has three policies pertaining to Native Fauna Protection (SEW 5), Wetland Conservation (SEW6) and Bushland Conservation (SPD1). While each seeks to protect specific

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components of the natural environment during the development process each also has similarities and replicate actions identified in these and other policies. Many of these actions are also identified in higher level documents such as the City's Town Planning Scheme and strategies such as the Natural Area Management Strategy.

In order to remove duplication and the number of similar policies the three policies identified have been reviewed and compiled into one overarching Environmental Conservation Policy. Actions that are also captured in higher level documents have also been removed and replaced by referencing these higher level documents in the new Environmental Conservation Policy.

The new Environmental Conservation Policy has been framed with a clearly defined purpose and policy statement segmented into four key areas:

1. Protection of Flora and Fauna
2. Wetland Conservation
3. Bushland Recovery
4. Advice

Strategic Plans/Policy ImplicationsEconomic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

Further develop adaptation actions including planning; infrastructure and ecological management to reduce adverse outcomes arising from climate change.

Budget/Financial Implications

N/A

Legal Implications

Town Planning Scheme No.3 –

- s4.14 (Native Flora)
- s4.15 (Native Fauna)
- s4.16 (Wetlands)

Community Consultation

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N/A

Risk Management Implications

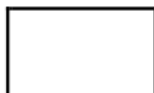
The risk to Council of deferring a decision or not adopting the new policy is that the old policies will continue when there is an opportunity to modernise and improve the policy to ensure clarity.

Advice to Proponent(s)/Submitters

N/A

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

This policy assists Council to ensure compliance with Section 3.18(3) (c), efficient and effective management of local government.

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Item 11.5 Attachment 1

Title	Environmental Conservation
Policy Number (Governance Purpose)	



Policy Type

Council

Policy Purpose

Cockburn has unique and diverse ecological and cultural assets that form an important part of the natural and built environment. The City adopts a strategic approach to conservation, protection and management of natural areas within the City.

The objective of this policy is to guide sustainable planning outcomes for the retention and management of locally significant flora and fauna and to promote wetland conservation and restoration

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).

TPS 3 provides strategic guidance on the protection of Native Flora (Section 4.14), Native Fauna (Section 4.15) and Wetlands (Section 4.16) and this policy provides a range of additional initiatives for ensuring the effective protection and ongoing management of natural areas, native flora and fauna and wetlands within the City.

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
- 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.

[1]

Item 11.5 Attachment 1

DAPPS 23/05/2019

Title	Environmental Conservation
Policy Number (Governance Purpose)	



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 and that consideration has been given to vegetation condition, habitat and ecological linkages.
3. All endeavours are to be made to protect and retain trees that have been identified in fauna surveys as providing significant habitat 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.
4. 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.
5. 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.
6. 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 ecological function of natural areas, consistent with endorsed structure plans and related planning decisions.
7. 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).

(2) Wetland Conservation

1. Wetland buffers will be determined based on the relevant State Government Guidance.

[2]



DAPPS 23/05/2019

Item 11.5 Attachment 1

Title	Environmental Conservation
Policy Number (Governance Purpose)	



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 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
- 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's statutory planners or environmental staff.
5. Finalise and submit proposal.

[3]

Item 11.5 Attachment 1

DAPPS 23/05/2019

Title	Environmental Conservation
Policy Number (Governance Purpose)	

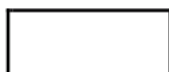
References

Town Planning Scheme No.3 –

- s4.14 (Native Flora)
- s4.15 (Native Fauna)
- s4.16 (Wetlands)

Strategic Link:	Natural Area Management Strategy
Category	Sustainability & Conservation
Lead Business Unit:	Parks and Environment
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[4]



POL	NATIVE FAUNA PROTECTION	SEW5
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POLICY CODE:	SEW5
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Environment
RESPONSIBLE OFFICER:	Manager, Parks & Environment
FILE NO.:	182/001
DATE FIRST ADOPTED:	16 February 1999
DATE LAST REVIEWED:	14 December 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	OLPD33
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	27 September 2012	26 November 2015
	22 August 2013	23 February 2017
	26 February 2015	23 November 2017
	2 June 2015	
OCM:	17 September 2002	11 June 2015
	11 October 2012	10 December 2015
	12 September 2013	9 March 2017
	12 March 2015	

BACKGROUND:

Natural areas within the City provides habitat for a range of native fauna including mammals, birds, reptiles and insects. Native fauna are protected under legislation and must be managed in accordance with legislative conditions.

Ongoing development can lead to the loss of natural habitat through clearing and disturbance which can create a major threat to faunal populations. Management of fauna, in situations where development requires habitat removal, may be necessary to minimise adverse impacts.

PURPOSE:

Provide strategies and initiatives to minimise the impact on native fauna in situations where development results in the loss of habitat.

POLICY:

- (1) Where development is planned to occur on land, which in the opinion of Council, is likely to provide habitat for native fauna, the proponent will be required to undertake a fauna and flora survey and, if deemed necessary by the City, prepare a Native Fauna Management Plan to the satisfaction of Council and the Department of Parks and Wildlife.

[1]

POL	NATIVE FAUNA PROTECTION	SEW5
-----	-------------------------	------

- (2) The requirement to undertake a fauna survey and, if required, prepare a Native Fauna Management Plan will be necessary for:-
- land which is proposed to be rezoned, subdivided or developed where existing bushland is proposed to be cleared.
 - Where subdivisions are proposed on existing zoned land, Council may recommend to the WAPC that conditions be placed on approvals requiring the preparation of a Fauna Survey and, if deemed necessary as a result of the survey, the preparation of a Fauna Management Plan.
- (3) Where a fauna survey indicated that fauna are likely to be critically impacted and there is likely to be the requirement to prepare a Native Fauna Management Plan, the plan will need to address the methods of protecting existing habitats and/or the relocation of the fauna to a suitable alternative location.
- All endeavours are to be made to protect and retain trees that have been identified, in the fauna survey, as providing significant habitat value.
- (4) 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 Western Australian Wildlife Conservation Act (1950). Proponents may also be required to submit their proposal to the Environmental Protection Authority (EPA)

[2]



DAPPS 23/05/2019

Item 11.5 Attachment 3

POL	WETLAND CONSERVATION	SEW6
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POLICY CODE:	SEW6
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Environment
RESPONSIBLE OFFICER:	Manager, Parks & Environment
FILE NO.:	182/001
DATE FIRST ADOPTED:	21 March 2000
DATE LAST REVIEWED:	9 March 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	27 September 2012	26 November 2015
	22 August 2013	23 February 2017
	26 February 2015	
OCM:	17 September 2002	12 March 2015
	11 October 2012	10 December 2015
	12 September 2013	

BACKGROUND:

The conservation of wetlands within the district is an issue of growing concern to the local community and Council generally. The district is fortunate to have many and varied types of wetlands within it, many of which possess high conservation values. Ongoing development often creates conflict in terms of the conservation and protection of wetlands. It is important that Council develops a clear policy on wetland protection in order to provide a consistent long term approach to wetland protection.

PURPOSE:

To provide Council with a clear position and range of strategies for the protection of wetlands within the district.

POLICY:

1. Statement of Position

Recognising the important environmental, social, cultural, educational and aesthetic values of the range of wetlands which exist within the district, Council will make every reasonable effort to ensure the conservation, protection and management of all wetlands within the municipality, with the exception of lakes protected under the Environmental Protection (Swan Coastal Plain Lakes) Policy 1992.

2. Objectives

[1]

POL	WETLAND CONSERVATION	SEW6
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The following objectives have been developed in meeting the above goal:-

- 2.1 Ensure that wetlands are adequately assessed and their environmental values determined within the development process.
- 2.2 Ensure that land development which has the potential to adversely impact on wetlands is able to be adequately and appropriately managed.
- 2.3 Provide Council and landowners with clear and consistent guidelines for development within areas adjacent to or within the influence of wetlands within the district.
- 2.4 Overcome conflicts between the need to provide active public open space, drainage and wetland conservation within development areas.
- 2.5 Establish procedures and processes for ensuring the wetlands are adequately protected and managed during construction and development.
- 2.6 Require that development adjacent to wetlands be suitably set back from the wetland boundary to allow for the retention of the wetland dependent vegetation and to maintain its environmental values and functions.
- 2.7 Wetlands and their setback may be included in the POS calculation for subdivision providing that this does not compromise the proper and adequate provision of active and passive public open space areas required within the locality.
- 2.8 Wetlands used for stormwater drainage as approved by the EPA are to be reserved for drainage purposes.
- 2.9 Drainage associated with development and land use is to be managed in line with the following principles:-
 - Discharge of drainage directly into wetlands will not be permitted.
 - Discharge of drainage to wetlands may be acceptable following 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 setback to the wetland.
- 2.10 Make recommendations to the WAPC in respect to subdivision conditions to require the subdivider to prepare a Drainage and Pollution

[2]



POL	WETLAND CONSERVATION	SEW6
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Management Plan which details the measures required to be taken to maintain the hydrological balance of the wetland and to prevent pollution, for land within 200 metres of the typical high watermark of a wetland which has the potential to pollute.

- 2.11 Where on-site effluent disposal is within 100 metres of the typical high watermark of a wetland, Council will require the use of appropriate alternative on-site effluent disposal systems to prevent the pollution of the wetland.

To be deleted

[3]

Item 11.5 Attachment 4

DAPPS 23/05/2019

POL	BUSHLAND CONSERVATION	SPD1
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POLICY CODE:	SEW4
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Environment
RESPONSIBLE OFFICER:	Manager, Parks & Environment
FILE NO.:	182/001
DATE FIRST ADOPTED:	19 August 1997
DATE LAST REVIEWED:	14 December 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	OLPD33
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	27 September 2012	26 November 2015
	22 August 2013	23 February 2017
	2 June 2015	23 November 2017
	27 August 2015	
	17 September 2002	10 September 2015
OCM:	11 October 2012	10 December 2015
	12 September 2013	9 March 2017
	11 June 2015	

BACKGROUND:

The conservation of local bushland is an issue of a growing concern to the local community. The City of Cockburn is mindful of this issue, and strives to ensure an appropriate balance between development and the conservation of bushland occurs.

It is important the City develops a strategic approach to dealing with the conservation, protection and management of local bushland within the District and to ensuring the recreational needs of the community are met. This policy should be read in conjunction with SPD3; SPD5; LPP 5.1; LPP 5.2; State Planning Policy 2.8 'Bushland Policy for the Perth Metropolitan Region'; the Western Australian Planning Commission's 'Planning for Bush Fire Protection'; and Liveable Neighbourhoods Community Design Code.

PURPOSE:

To provide a clear position and a range of strategies and initiatives for ensuring the effective preservation and management of local bushland within the District.

POLICY:

- (1) Public open space objectives

[1]



POL	BUSHLAND CONSERVATION	SPD1
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The objectives of Public Open Space design and distribution is provided under Element 4 of Liveable Neighbourhoods. This emphasises accessible, functional, useable and sustainable open space and that there is a balance between conservation and active and passive recreational use in district, neighbourhood and local open space. The early formulation of structure planning is underpinned by such objectives, which inherently require a careful balance of the competing priorities for open space provision and design.

(2) Statement of position

Recognising the important environmental, social, cultural and educational values of bushland, the City seeks to effectively manage its governance and planning responsibilities as they relate to the conservation, protection and management of local bushland within the district.

(3) Strategies

The following strategies and initiatives will be utilised to help achieve the purpose of the policy.

1. Protection of bushland through the planning and development process
 - (a) Where remnant vegetation is present proponents will be required to undertake flora and fauna surveys to identify the values of native vegetation on land proposed to be subdivided or developed.
 - (b) Structure plans, subdivisions and development applications should demonstrate that site clearing is minimised, the presence of bushland has been considered, and that consideration has been given to vegetation condition and ecological linkages.
 - (c) Through the structure planning process consideration will be given to higher residential densities where there is a greater provision of public open space required for bushland conservation.
 - (d) The City will generally not accept small parcels of public open space that are wholly comprised of remnant bushland, unless it is of high conservation significance. 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

[2]

POL	BUSHLAND CONSERVATION	SPD1
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adequate balance between active and passive public open space.

- (f) Where applicable, conditions preventing or restricting the clearing of vegetation within subdivision and development approvals will be applied in order to facilitate the maximum retention and function of bushland, consistent with endorsed structure plans and related planning decisions.

- (g) Council's Town Planning Scheme prevents over clearing of bushland on land within the District.

2. Management of Council controlled bushland

- (a) The ongoing maintenance and management of bushland which is in the care and control of the Council will be undertaken to ensure that the values of these bushland areas are not degraded, and are enhanced where possible.

3. Privately owned bushland

- (a) The City will endeavour to support private landowners in pursuing practical mechanisms by which to secure the protection of locally significant bushland in perpetuity.

4. Linkages

- (a) The connectivity of local natural bushland areas is an important consideration within structure planning and subdivisions as the connection of natural areas maintains and enhances ecological linkages and promotes genetic diversity.

- (b) City of Cockburn landscaping and revegetation programmes will give priority to projects which re-establish linkages between bushland areas.

5. Community Education

- (a) The development of educational programmes to highlight the value of local bushland to the community will be encouraged to ensure that the community understands these values and avoids activities which can lead to degradation of bushland areas.

6. Protection of Fauna

- (a) The development of a Fauna Relocation and Management Plan will be a condition on a planning approval in situations

[3]



POL	BUSHLAND CONSERVATION	SPD1
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where bushland containing fauna is to be removed to facilitate development.

- (b) For existing zoned land which is proposed to be subdivided, recommendations will be made to the WAPC that conditions be placed on land known to contain fauna or significant habitat, requiring that a fauna management and/or relocation plan be prepared to the satisfaction of the City and Department of Parks and Wildlife.
- (c) Where practical, trees are to be protected and retained within developments and new subdivisions, with details provided demonstrating how feasible retention will be achieved.

7. Bushland Resource Recovery

Where good quality bushland is to be cleared, the City will 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.
- Permit large habitable logs to be salvaged.
- Permit access to mulch from the site if it is not to be used elsewhere.
- Be encouraged to utilise salvage and existing vegetation within areas to be landscaped.

[4]

DAPPS 23/05/2019

Item 11.6

11.6 (2019/MINUTE NO 0036) STREET AND RESERVE TREE MANAGEMENT POLICY**Author(s)** A Lees

Attachments

1. Policy - Street & Reserve Tree Management [↓](#)
2. Position Statement PSEW18 Trees on Privately Owned Land (to be deleted) [↓](#)
3. Position Statement PSEW15 Removal and pruning of trees (to be deleted) [↓](#)

RECOMMENDATION

That Council:

- (1) adopt the proposed Policy 'Street and Reserve Trees Management',
- (2) delete Position Statement PSEW18 'Trees on Privately Owned Land'; and
- (3) delete Position Statement PSEW15 'Removal and Pruning of Trees',

as shown in the attachments to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Deputy Mayor L Smith SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 5/0**Background**

This policy has been reviewed as part of the organisational policy and position statement review. The policy review has been completed and is therefore submitted for consideration at this Meeting.

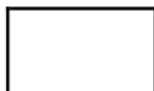
Submission

N/A

Report

This newly proposed policy is a consolidation of Position Statement PSEW15 Removal and Pruning of Trees and Position Statement PSEW18 Trees on Privately Owned Land.

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Item 11.6

DAPPS 23/05/2019

The policy purpose has been reshaped with aspects from the two position statements coming together. The fundamental element is to outline to residents and property owners how the City will manage its tree assets, increase canopy cover and undertaking works. It also reflects upon delivering the key objectives of the Urban Forest Plan.

The policy statement has been framed with an introduction and three defined tree activities: Tree Planting, Tree Pruning and Tree Removal.

Introduction

The introduction outlines that trees are an integral part of the urban landscape providing a range of social, environmental and economic values to the community. A list of key benefit that trees provide is also presented at this point in the policy to establish with the reader how import and what part trees play in the environment.

Tree Planting

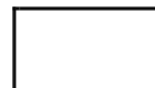
A tree planting section has been included in order to clearly state Councils responsibility to plant and manage trees within reserves, streetscapes and verges. It also outline when trees will be planted and the selection will be in accordance with the Urban Forest Plan.

Tree Pruning

This section has incorporated the pruning of trees section in Position Statement PSEW15 Removal and Pruning of Trees and reshaped to provide clarity for residents and officers when Council will undertake pruning of a street tree. Unless the request aligns with one of the five key areas then no works will be performed. Furthermore it details the Australian Standards by which pruning will be undertaken and how the City will, in accordance with the Local Government Act 1995, manage requests for trees on private land.

Tree Removal

Position Statement PSEW15 Removal and Pruning of Trees outlined a very detailed and operational mechanism for the removal of trees. This revised section has tailored the content to structured process for tree removal request and how costs will be incurred. The costs for a tree removal now includes the amenity value of the tree based on the Helliwell Method or approved valuation method in order to demonstrate the value of a tree in the urban landscape. The inclusion of this cost enables City officers to negotiate improved outcomes with the commercial and private sector when development impinges on a City owned tree. In addition this section lists a series of conditions by which removal will not be contemplated.



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Item 11.6

Strategic Plans/Policy ImplicationsEconomic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

Improve the appearance of streetscapes, especially with trees suitable for shade.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The risk to Council of deferring a decision or not adopting the new policy is that the old policies will continue when there is an opportunity to modernise and improve the policy to ensure clarity

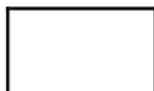
Advice to Proponent(s)/Submitters

N/A

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

This policy assists Council to ensure compliance with Section 3.18(3) (c), efficient and effective management of local government.

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Item 11.6 Attachment 1

Title	Street and Reserve Tree Management
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

The purpose of this document is to inform residents and property owners on how the City will manage its tree assets, increase canopy cover and provide guidance on pruning and removal. The ongoing management of trees provides a strong framework to enable the City to deliver on the key objectives as outlined in the Urban Forest Plan.

Policy Statement

Trees are regarded as highly desirable and integral to the urban landscape, providing a range of social, environmental and economic values to the community including:

1. Shade
2. Habitat
3. Improved air quality, CO2 reduction
4. Wind and noise attenuation
5. Improve property values
6. Improve visual amenity of streetscapes
7. Habitat for native fauna

(1) Tree Planting

The City is responsible for planting of all trees in reserves, within the streetscape and verges directly adjacent to a property. Tree planting will generally be carried out in the winter period to aid in tree establishment with watering and maintenance undertaken by the City. Street tree requests will be assessed in accordance with Urban Forest Plan and the tree species determined by the City.

(2) Tree Pruning

The City is responsible for the pruning of all trees and will consider undertaking these works to provide the following;

1. Improve the safety, structure and health of the tree
2. Provide clearance for pedestrian movement
3. Prevent branches from overhanging a property boundary and park infrastructure
4. Maintain safe clearance zones from powerlines
5. Maintain clear line of sight for vehicles and cyclists

[1]

Item 11.6 Attachment 1

DAPPS 23/05/2019

Title	Street and Reserve Tree Management
Policy Number (Governance Purpose)	

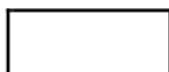


Tree pruning requests will be assessed and inspected by a City officer, if pruning is required, works will be undertaken in accordance with Australian Standards AS4373: Pruning of Amenity Trees. Where the City receives a request for the pruning or removal of a tree(s) located on private property, section 3.27(2) (Schedule 3.2(7)), section 5.42 and 5.44 of the Local Government Act 1995 will be applied.

(3) Tree Removal

1. The City is responsible for the removal of all trees. Trees will only be removed under the following conditions;
 - (a) Dead
 - (b) Diseased
 - (c) Structurally unsound
 - (d) Obstructing an approved works program, by either the City or utilities
 - (e) Tree root damage to public and/or private assets, when root barrier installation is not viable
 - (f) Damaged by a declared storm event
 - (g) Identified as an invasive species
2. Where a planning, building or other approval has been granted by the City that necessitates removal of a tree the applicant will be required to compensate the City. The costs associated with the removal and replacement of the tree will include:
 - (a) Removal costs incurred by the City
 - (b) Amenity value based on the Helliwell method or other approved valuation method
 - (c) Reinstatement of a new tree
3. Tree removal requests by residents will be investigated by the City. The following conditions are not considered to be valid reasons for the removal of a street tree;
 - (a) Species, size, shape or location is not the personal preference of a property owner
 - (b) Obscures views
 - (c) Shades a property, solar panels, solar hot water systems
 - (d) Drops leaves, seed capsules, flowers, fruit and bark
 - (e) Allergies or health problems

[2]



DAPPS 23/05/2019

Item 11.6 Attachment 1

Title	Street and Reserve Tree Management
Policy Number (Governance Purpose)	



Strategic Link:	Public Open Space Strategy Urban Forest Plan
Category	Sustainability & Conservation
Lead Business Unit:	Parks & Environment
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[3]

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POS	TREES ON PRIVATELY OWNED LAND	PSEW18
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POSITION STATEMENT CODE:	PSEW18
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment Department
SERVICE UNIT:	Parks Services
RESPONSIBLE OFFICER:	Manager, Parks & Environment
FILE NO.:	182/002
DATE FIRST ADOPTED:	11 December 2008
DATE LAST REVIEWED:	9 March 2017
ATTACHMENTS:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 August 2015 23 February 2017
OCM:	14 February 2013 10 September 2015

BACKGROUND:

From time to time requests are received by the City for action to be taken against proprietors of privately owned land, requiring them to prune or remove trees growing on their land because the requestor considers them to be dangerous and/or adversely impacting on the ability they have to enjoy the amenity of their own land.

PURPOSE:

To provide clear direction to the City's Officers when requests are received for action to be taken against proprietors of privately owned land, to prune or remove trees growing on their land.

POSITION:

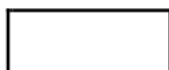
(1) Trees on Privately Owned Land

In the interest of public safety and in accordance with the Local Government Act 1995, the City will play an active role in the management of potentially dangerous trees growing on privately owned land.

(2) Assessment and Notification of Dangerous Trees on Privately Owned Land

Where a resident raises a concern regarding the safety of a tree on privately owned land, an officer from the City will at the earliest opportunity conduct a visual inspection of the tree and determine the risk:

[1]



POS	TREES ON PRIVATELY OWNED LAND	PSEW18
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1. Where the visual inspection reveals a tree is a 'serious and immediate danger' and immediate action is required to alleviate the risk, the City will, in accordance with Section 3.27(1) Schedule 3.2(7) of the Local Government Act 1995, take action to make safe the tree, with or without consent of the owner or occupier of the land.
 2. Where the visual inspection reveals a tree to be potentially dangerous but not a 'serious and immediate danger' the City will, in accordance with Section 3.25(1) Schedule 3.1(8) and (9) of the Local Government Act 1995, issue a Notice requiring the owner or occupier to remove all or part of the tree to ensure that it is made safe. The Notice will include advice, in accordance with S9.1 to 9.9 of the Act, which outlines the right to objection/appeal, noting that an objection in this regard requires the owner or occupier to provide a written report, from a suitably qualified expert in the field of arboriculture, to the contrary of the City's original assessment.
 3. Where the visual inspection does not clearly reveal a tree poses a danger, the City will engage a suitably qualified expert in the field of arboriculture to provide a written report. Where the written report determines that the tree poses a danger, the City, in accordance with Section 3.25(1) Schedule 3.1(8) and (9) of the Local Government Act 1995, will issue a Notice requiring the owner or occupier to remove all or part of the tree to ensure that it is made safe.
 4. Where the visual inspection clearly reveals a tree poses no danger, then, the City will take no further action.
- (3) Recovery of Costs for Action Taken By the City
- Where an Action has been taken by the City or a Notice is issued to a resident with regard to the safety of a tree on privately owned land, the City will:
1. Where the visual inspection reveals a tree is a 'serious and immediate danger' and the City has taken immediate action to alleviate the risk, without notice or consent of the owner/occupier - in accordance with the requirements of Section 3.27(1) of the Local Government Act 1995, the City will incur the costs of such an action.
 2. Where a Notice is issued and an owner or occupier is unable to comply with the Notice due to financial constraints, the City will offer to undertake the associated works necessary in making the tree safe and offer the owner or occupier the option of reimbursing the City in instalments over a period of 3 months.
 3. Where the owner or occupier fails to comply with the Notice, then the City will, in accordance with Section 3.26(2) and (3) of the Local Government Act 1995, take whatever action is considered necessary to

[2]

POS	TREES ON PRIVATELY OWNED LAND	PSEW18
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achieve the intent and purpose of the original Notice. Costs incurred by the City from such action will be recovered as a debt from the Notice recipient.

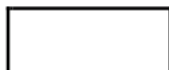
(4) Arbitration of "Nuisance" Trees on Privately Owned Land

The City will not investigate or arbitrate concerns regarding trees growing on privately owned land, which may be adversely impacting on the ability of an adjoining owner/occupier to enjoy the amenity of their land, through such things as leaf drop, shading, obstruction of views etc.

(5) Arbitration of Trees Causing Damage to Fences and Minor Structures

The City will not investigate or arbitrate concerns of residents regarding trees and shrubs growing on privately owned land, which are causing or may cause damage to dividing fences and/or minor structures on adjoining land.

[3]



POS	REMOVAL & PRUNING OF TREES	PSEW15
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POSITION STATEMENT CODE:	PSEW15
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks Department
SERVICE UNIT:	Parks Maintenance Services
RESPONSIBLE OFFICER:	Manager, Parks & Environment
FILE NO.:	182/002
DATE FIRST ADOPTED:	20 May 2003
DATE LAST REVIEWED:	9 March 2017
ATTACHMENTS:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	27 August 2015 26 November 2015 23 February 2017
OCM:	11 December 2014 10 September 2015 10 December 2015

BACKGROUND:

Trees are regarded as highly desirable and integral to the urban landscape, providing a range of social, environmental and economic advantages. As such they are considered to be an integral part of the total public landscape amenity affecting and benefiting all residents within the locality, individually and collectively.

From time to time requests are received from residents for the removal or pruning of trees.

PURPOSE:

To provide clear direction to the City's officers when requests are received for the removal or pruning of trees growing on land under the direct care, control and management of the City.

POSITION:

Removal of Trees on Land under the direct care, control and management of the City

(1) Trees shall **not** be removed unless they are:

1. Dead;
2. In a state of decline to the point that survival is unlikely;
3. Structurally unsound, to the point of constituting imminent danger to persons or property;

[1]

Item 11.6 Attachment 3

DAPPS 23/05/2019

POS	REMOVAL & PRUNING OF TREES	PSEW15
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4. Damaging or likely to damage property, where alternatives to prevent damage are not possible;
5. Part of a tree replacement program; or
6. Obstructing a Council approved works program, such as road and drainage works.
7. Adversely impacting on home owners by way of tree root invasion that is damaging their homes, driveways, letter boxes, fences or other assets on their property.

(2) Any cost of removing the tree to be borne by the City.

(3) wherever practicable, a new tree be planted that does not have invasive root systems.

Loss of Amenity

Trees growing on land under the direct care, control and management of the City, that are considered to be unduly interfering with the amenity available to adjacent residents in the use of their land, may be removed or pruned at the discretion of the Council.

In such circumstances, trees shall not be removed unless:

1. A request in writing for removal of the tree has been received from the adjacent property owner by the City's Officers, clearly stating the reasons for requesting removal;
2. An Officer's report detailing the request and associated issues has been presented to the Council for its consideration, including any consultation undertaken; and
3. The Council has formally resolved to authorise removal of the tree.

Where the Council has resolved to authorise removal of a tree at the request of an adjacent property owner:

1. Removal shall be at full cost to the property owner who made the request for removal;
2. The tree shall be dismantled to the ground, removed from the site and the stump shall be ground out;
3. The tree shall be removed by a suitable contractor engaged by the City for the purpose;
4. The tree shall not be removed until the City has received payment for the full cost of removal; and
5. The City at the Council's cost shall plant a replacement tree suitable for the location, within six months of removing the original tree.

Planning, Building, and Other Approvals

[2]



POS	REMOVAL & PRUNING OF TREES	PSEW15
-----	----------------------------	--------

Where a planning, building or other approval has been granted by the City, that necessitates removal of a tree growing on land under the direct care, control and management of the City:

1. Removal shall be at full cost to the property owner who made the request for removal;
2. The tree shall be dismantled to the ground, removed from the site and the stump shall be ground out;
3. The tree shall be removed by a suitable contractor engaged by the City for the purpose; and
4. The City at the Council's cost shall plant a replacement tree suitable for the location and as near as practical to the original location, within six months of removing the original tree.

Pruning of Trees

Generally, trees shall be allowed to develop their natural canopy and shall not be pruned.

Where pruning is essential, pruning shall only be carried out in accordance with Australian Standard AS 4373 – 2007, *Pruning of Amenity Trees*, and for the express purposes of:

1. Providing clearance for pedestrian movement;
2. Improving the safety, structure and health of the tree;
3. Maintaining clearances for utility services, eg powerlines;
4. Improving vehicle driver's line of sight along vehicle carriageways; and
5. Preventing branches encroaching into neighbouring property from public property.
6. Minor trimming of a branch on the undercroft of a verge tree is permissible for pedestrian safety or as a result of damage but any other pruning must be carried out by City Officers or contractors employed by the City as excessive pruning may result in permanent damage to the health of a tree which may result in future replacement cost to the City.

[3]

DAPPS 23/05/2019

Item 11.7

11.7 (2019/MINUTE NO 0037) STREET VERGE IMPROVEMENTS**Author(s)** A Lees

Attachments

1. Policy 'Street Verge Improvements' [↓](#)
2. Policy-AEW1 'Street Verge Improvements' (To be deleted) [↓](#)
3. Position Statement-PSEW16 'Unkempt Verge Mowing' (To be deleted) [↓](#)

RECOMMENDATION

That Council:

- (1) adopt the proposed Policy Street Verge Improvements;
 - (2) delete Policy AEW1 Street Verge Improvements; and
 - (3) delete position statement PSEW16 Unkempt Verge Mowing;
- as shown in the attachments to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Cr C Reeve-Fowkes SECONDED Cr M Separovich

That the recommendation be adopted

CARRIED 5/0**Background**

This policy has been reviewed as part of the organisational policy and position statement review. The policy review has been completed and is therefore submitted for consideration at this Meeting.

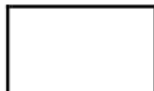
Submission

N/A

Report

This new policy is a consolidation of the AEW1 Street Verge Improvements policy and the position statement PSEW16 Unkempt Verge Mowing. The formation and content of the document has been compiled through a rigorous review and community consultation process to ensure their views and feedback was considered in the draft policy.

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Item 11.7

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The policy purpose provides the introduction to the policy and the relevant alignment to key strategic documents. Furthermore it proposes the policy be read in conjunction with the "Verge Guidelines" brochure which will be reproduced once this policy has been through a second round of consultation.

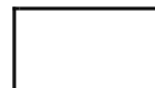
The policy statement has been structured under eight key headings to enable easy referencing and clarity of content. The eight key headings are as follows:

1. Design Considerations –provides the key design parameters, i.e. permissible treatments, planting locations, vision clearances, unacceptable verge treatments, etc. that residents need to follow when considering their verge landscaping.
2. Approvals and Controls – provides guidance on the approvals of infrastructure and materials along with making residents aware of the services in a verge and to ensure compliance with the Utility Providers Code of Practice.
3. Preliminary Works and Soil Preparation – discusses the preparation of the soil as a key component to successful verge landscape.
4. Plant Selection – recommends the use of water wise plants and references the City's subsidy schemes which the City offers to residents.
5. Mulch – outlines the reasons for mulch and recommended depth of cover.
6. Irrigation – outlines the preference for Waterwise verges and the requirements to water according to the specified days.
7. Maintenance – provides guidance on the City's maintenance and management of street trees and verges and the encouragement of adjacent property owners to look after the adjacent verge.
8. Further Information –refers to the Verge guidelines brochure which will be reproduced once this policy has been through a second round of consultation

Strategic Plans/Policy Implications

Economic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.



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DAPPS 23/05/2019

Item 11.7

Improve the appearance of streetscapes, especially with trees suitable for shade.

Budget/Financial Implications

At this stage there is no budget implication, however it should be noted that without a dedicated verge officer, the Park Service Unit will continue to facilitate verge requests under a reactive framework and be addressed under the current request management system timelines.

Legal Implications

N/A

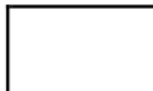
Community Consultation

At the August 2018 OCM, a report was presented on the current practices for managing the maintenance and improvements to verge areas and ways to improve design and compliance for these areas particularly in new developments. Council decision was as follows;

- (1) defers the item until the November 2018 OCM Meeting to allow Council to be briefed on the Urban Forrest Strategy;
- (2) requires City officers to investigate what other Councils have in place for verge policy;
- (3) allow for community consultation prior to the November 2018 OCM, for residents to forward ideas and provide feedback on the verge policy; and
- (4) host an information session, open to residents, reporting about what Councils, who are leaders on the topic, are doing and providing examples on what can be achieved at the City of Cockburn in this regard. Guest speakers to be invited should include but not be limited to:
 - Verge Projects Australia
 - City of Bayswater
 - Urban Food Street StoryLGIS Risk & Governance Team

With the Council Policy Review Project being implemented across the organisation, it was ascertained that to obtain efficiencies of scale, these points would be incorporated into the review process for the Street Verge Improvement Policy review. A consultation program was developed in order to achieve the outcomes and timeline for deliver which enable the community to provide feedback.

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Item 11.7

DAPPS 23/05/2019

Community consultation was facilitated by Josh Byrne and Associates with a workshop held on 20 February 2019 at the Cockburn Bowling and Recreation Centre. The workshop provided for a series of guest speakers to outline the value and benefits that verges can provide to adjacent residential properties and how it impacts on the broader community. During the workshop, the 80 attendees were encouraged to write down their ideas on what should be included in the new verge policy and to submit any additional commentary through Comment on Cockburn. 150 pieces of information were received through the feedback period which has influenced the final document content. All attendees were informed that the revised policy would go to the DAPPS meeting for consideration and subject to approval be presented to the community for review and any final comments.

Risk Management Implications

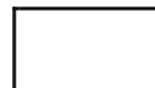
The risk to Council of deferring a decision or not adopting the new policy is that the old policies will continue when there is an opportunity to modernise and improve the policy to ensure clarity

Advice to Proponent(s)/Submitters

The consultation process outlined that a revised policy would be presented to the May DAPPs meeting and following adoption would go back out to the community to review and comments. The information to be presented would include the revised policy, the summary of the workshop compiled by Josh Byrne and Associates and the review of other local government verge policies.

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

This policy assists Council to ensure compliance with Section 3.18(3) (c), efficient and effective management of local government.



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Item 11.7 Attachment 1

DAPPS 23/05/2019

Title	Street Verge Improvements
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

This policy details the key considerations for the development, improvement, enhancement and maintenance of verges within the City of Cockburn. This policy must be read in conjunction with the City's 'Verge Guidelines'.

This policy aligns with the City's Sustainability Strategy, Sustainability Action Plan, Strategic Community Plan and Urban Forest Plan.

Policy Statement

The City of Cockburn defines verges as the portion of Crown land which lies between the edge of a road and the adjacent property line. The verge is a shared area, important for access and services including utilities, crossovers, street trees and footpaths.

(1) Design Considerations

Well-designed verges can play an important role in enhancing the liveability of a suburb. The design of a verge should consider utilities, safety, urban cooling, biodiversity, functionality, Water Sensitive Urban Design and permeability, whilst also enhancing human and neighbourhood interaction.

1. Permissible verge treatments include approved trees, mulched gardens, edible gardens, drought tolerant lawn, low groundcovers and mid-level shrubs. Verges can also include slight depressions or in some instances; rain gardens that act as water catchments and assist in stormwater retention and treatment. Structures such as fruit and vegetable planters and other street furniture items are permitted although approval by the City is first required to ensure public safety.
2. Shrubs and approved structures should be set back and clear of kerbs and footpaths by 500mm whilst hardy and dense groundcovers are acceptable in areas adjacent to road kerbs. Clear pedestrian and traffic sight lines must be maintained at all times and can be achieved via a scaled approach to planting heights: a maximum 600mm within 1.0m from the crossover or road network, 800mm between 1.0-2.0m, and a maximum 1.2m height beyond 2.0m from the crossover or road network. Where no footpath is present, a clear unplanted space of 1.5m from the road kerb is required to facilitate pedestrian movement off the road.
3. Where adequate soil volume is available, every verge is required to have a street tree to assist in creating a mature tree canopy for the future. Trees will be supplied, installed and maintained by the City. The City's Urban Forest Plan will inform the preferred street tree.

[1]



DAPPS 23/05/2019

Item 11.7 Attachment 1

Title	Street Verge Improvements
Policy Number (Governance Purpose)	



4. Unacceptable verge treatments include signs, fences, barriers, lighting, unsafe materials that produce a loose or slippery surface, rocks, stakes, synthetic turf and impermeable surfaces. The City will ask property owners or managers to undertake remedial works to meet requirements should verge treatments present a hazard.
5. Design examples are included in the City's 'Verge Guidelines' and the City can provide further advice in regard to uncommon or difficult verge situations such as bus stops and corner blocks.

(2) Approvals and Controls

1. Approval is required for street furniture, play equipment and hard surface treatments where more than 25% of the verge is paved. Verges with hard paved areas must demonstrate mitigation of urban heat island through street tree planting or landscaping and verge permeability.
2. When developing a verge landscape, property owners or property managers should be aware of utility alignments for both underground and overhead services and must refer to the Utility Providers Code of Practice and Dial Before You Dig. Utilities have the right to dig up verges to access, upgrade or repair services and rectification of the verge may be the responsibility of the property owner.

(3) Preliminary Works and Soil Preparation

Ground preparation and soil improvements play a significant role in the success of a verge garden and should be integral to the design and implementation of your verge. The City's 'Verge Guidelines' provides detail on how to best prepare your verge.

(4) Plant Selection

Lists of Waterwise plants suitable for your area are available in the City's Verge Guidelines, from the Water Corporation website and at Waterwise Garden Centres. Subsidised native plants and Sustainability grants are also available to City of Cockburn residents on a seasonal basis. When selecting plants for your verge, be careful not to plant declared weeds, prickly or poisonous plants as they are not permitted.

(5) Mulch

Coarse Waterwise mulch should be used to reduce evaporation, maintain soil temperature, reduce plant stress and suppress weed growth. Mulch should be maintained below the adjoining kerbs and footpaths with a depth of 50mm-100mm.

[2]

Item 11.7 Attachment 1

DAPPS 23/05/2019

Title	Street Verge Improvements
Policy Number (Governance Purpose)	



(6) Irrigation

The City promotes Waterwise unirrigated verges though if planning to irrigate, property owners or property managers should consult a Waterwise Garden Irrigator via the Water Corporation and only water during specified days and times.

(7) Maintenance

1. The City of Cockburn is responsible for maintaining all verge trees. Property owners, property managers or residents that require maintenance to their verge tree must contact the City.
2. Property owners, property managers or residents whose property is connected or adjacent to the verge are responsible for verge maintenance including mowing, weeding, pruning, mulching and maintaining any approved structures or furniture in a safe condition.
3. The City will provide a minimum service to ensure unkempt verges are maintained, please refer to Public Open Space Strategy.
4. Where Water Sensitive Urban Design (WSUD) features such as swales or rain gardens are installed on residential verges, they should be designed with minimal maintenance in mind and it is the responsibility of the property owners, property managers or residents to maintain them.

(8) Further Information

Property owners, property managers and residents should reference the City of Cockburn 'Verge Guidelines' for more detailed information on verge design, preparation, installation and maintenance.

Strategic Link:	Sustainability Strategy Urban Forest Plan
Category	Street Trees and Verges
Lead Business Unit:	Parks and Environment
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[3]



POL	STREET VERGE IMPROVEMENTS	AEW1
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POLICY CODE:	AEW1
DIRECTORATE:	Engineering and Works
BUSINESS UNIT:	Engineering Department
SERVICE UNIT:	Parks Services
RESPONSIBLE OFFICER:	Parks Manager
FILE NO.:	182/001
DATE FIRST ADOPTED:	17 June 1997
DATE LAST REVIEWED:	9 March 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AEW1
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	31 January 2013	27 August 2015
	22 May 2014	23 February 2017
OCM:	12 May 2011	12 June 2014
	14 February 2013	10 September 2015

BACKGROUND:

A verge is defined as the portion of Crown land which lies between the edge of a road and the adjacent property line. The City has a duty of care to ensure that verges are safe and secure for the public. Under Clause 9.4 of the City of Cockburn's Local Law 2000, verges which contravene this policy, or are poorly maintained or non-permissible, may be redeveloped to comply with this policy at cost to the land owner adjacent to the verge.

The City encourages its residents to maintain and improve the verge adjacent to their property.

Maintenance of private driveways (known as 'crossovers') across the verge is the responsibility of the landowner they are connected to.

PURPOSE:

- To value the verge as an important component of the streetscape,
- To promote the principles of environmental sustainability,
- To encourage biodiversity and strengthen ecological corridors,
- To provide direction and guidance to residents on permissible verge treatments,
- To encourage stewardship of the City's verges to improve amenity,
- To provide advice to property owners to improve verges to an appropriate and consistent standard; and
- To advocate and provide advice on implementing and maintaining water-wise verges.

[1]

Item 11.7 Attachment 2

DAPPS 23/05/2019

POL	STREET VERGE IMPROVEMENTS	AEW1
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POLICY:

The City of Cockburn recognises that the appearance of street verges is important to owners/occupiers, because of the potentially significant aesthetic impact of verges on their dwellings and properties.

This policy maintains the community's safety and provides advice and guidance on the constraints and opportunities residents should take note of when improving the City's street verges.

(1) Environmental Value

Road verges in the City of Cockburn occupy an area equivalent to 25% of all City parks combined.

The lawns, shrubs and trees on the City's verges cool the air temperature around homes by shading the soil from the direct heat of the summer sun.

Vegetation on verges has additional benefits as it provides shelter and habitat, which helps support and protect wildlife. Trees and shrubs on verges can provide a source of food for wildlife and they also act as ecological linkages allowing wildlife to travel between areas of bushland that the City manages.

(2) Pride and a Sense of Ownership

Development, improvement and enhancement of verges promotes pride within the community through increased public amenity and fosters a sense of verge ownership. Property values increase in streets that are well maintained and cared for.

(3) A Shared Resource

A street verge is an important space for access and services. Specific areas within this space have been apportioned a role either by the State Government, utility providers or the City of Cockburn. These parts are detailed below:

i. Utilities: The verge has been created to allow utilities to be supplied to the private lots that line the City's roads. The joint Utility Provider's Code of Practice has allotted specific sections of all road verges for particular utilities, which are:

- Telecommunications,
- Electricity,
- Gas,
- Water,
- Sewers; and
- Trunk or regional services such as high pressure gas lines.

[2]



POL	STREET VERGE IMPROVEMENTS	AEW1
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- ii. Crossovers: A crossover, also known as a driveway, is the strip of land which runs at a right angle to the road, dissects a verge and can be established to connect a property to the road. The driveway or Crossover may be installed by the City, or by the owner at a subsidised cost, if it complies with City specifications.
- iii. Street Trees: There is a narrow strip of soil approximately 60cm wide and usually between 2.4m and 3m from the front property boundary that has been set aside for the planting of street trees by the City.
- iv. Footpaths: Some verges do, or will eventually, include a footpath. The City's policies concerning when and where footpaths will be laid in new and existing residential streets will determine if a footpath is to be introduced alongside the kerb, or close to the front property boundary. They will also determine at what point new footpaths will be introduced into a street.

(4) Permitted Verge Improvements

The following describes what the City will permit when verges are improved.

i. Grass

One of the simplest forms of verge improvement is to establish a drought tolerant lawn on the verge. Some species of grass 'brown off' in the summer if not irrigated, but will regrow when the winter rains resume. Some commonly used 'dry' grass species are:

Kikuyu – a tough coarse grass useful where high wear and low maintenance is required.

Couch – a finer less resilient grass than Kikuyu, couch can give a fine manicured appearance many home owners desire. New varieties of couch have been developed to avoid the grass 'browning off' when subjected to frost.

Buffalo Grass - Tropical lawns such as buffalo grass may also be used but require a more intensive regime of maintenance and irrigation.

ii. Shrubs & Groundcovers

Some shrubs and groundcovers can be excellent choices for the landscaping of road verges if suitably maintained and kept to a maximum height of 600mm.

The City encourages the adoption of low water demanding (water wise) planting regimes on its verges. Shrub species must not obscure the sight lines required by vehicle drivers entering and leaving the verge of

[3]

POL	STREET VERGE IMPROVEMENTS	AEW1
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adjacent properties, or those using the crossover to enter the lot immediately next to the planted verge.

A strip 1.5m wide along the back of the road kerb must be made available for pedestrians to use, and shouldn't be planted with shrubs. Pedestrians can use this area as a safe refuge out of the way of passing vehicles, should the road become busy. This 1.5m wide strip can also be used by the City at a future date if and when it installs a permanent footpath.

Many shrub species will take time and attention to establish. It should be noted that the repair, upgrade or introduction of new utility services into a verge may require shrubs to be disturbed or removed. The City of Cockburn's Road Excavation and Reinstatement guidelines provide for only the minimum reinstatement of disturbed vegetation by utility providers.

The City provides a list of recommended water wise plants to support verge improvements in its detailed verge guidelines document.

iii. Edible Gardens

Herbs and small vegetables are permitted on the verge subject to the following:

1. They are maintenance regularly and do not pose a sight line hazard at road intersections or to adjacent property owners;
2. Not grown in built or prefabricated structures; and
3. Timber stakes may be used to support the plants; however they must be set back 2m from the kerb and regularly maintained.

iv. Trees

Street trees will be supplied and installed by the City upon the request of the property owner. The City will select a species of tree that complements the character of the gardens and existing tree planting on the street. Residents requesting a street tree are required to nurture and water the tree to help with establishment.

Detailed information on species, tree planting, crossovers and other verge issues are not covered by this policy. Further direction on these matters is available in the City's verge development guidelines document and related policies.

v. Irrigation

Preference is given for verge improvements that require little or no water, with no installation of permanent irrigation. The City has a list of recommended shrubs and trees that support a no/low- water use landscape in its verge development guidelines document.

[4]



POL	STREET VERGE IMPROVEMENTS	AEW1
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Reticulated irrigation on the road verge is permitted by the City, however, where irrigation is used, sub-surface drip irrigation is recommended.

The cost of installation and maintenance of irrigation is the responsibility of the adjacent land owner. Please bear in mind that it is common for water service providers to restrict water use during summer months. Residents are required to be aware of their allocated watering days. In some cases residents seeking to develop a new verge landscape may be eligible to seek an exemption from water restrictions.

The City does not usually irrigate road verges, with the exception of special status verges such as major road, public open space verges and other civic facilities.

vi. Mulch

Mulch is permitted and encouraged as a verge treatment that assists to limit verge water use. Mulch varieties that utilise a minimal amount of water are preferred.

Mulched verges are required to be maintained and kept neat and clean. Weeding and pruning may be necessary for verge maintenance as well as mulch reapplication as required.

vii. Synthetic Turf

The installation of synthetic turf is generally not supported as it's not a WaterWise treatment. However in order to mitigate the impacts of heat and water runoff the following conditions apply:

1. All applications for synthetic turf to be in writing and approved by the City;
2. Street tree for every 20m² of coverage (street tree species to be approved by the City);
3. Installed with a porous base material;
4. Not to be used as a parking treatment; and
5. Maintained in a neat and level state.

Where the City conducts works to verges with synthetic turf, the City will only make the verge safe upon the completion of the works. All costs associated with reinstatement of the synthetic turf will be the responsibility of the property owner.

viii. Paving

Paving to the entire verge will only be permitted where it is proven necessary for the provision of parking to the property. All paved areas

[5]

Item 11.7 Attachment 2

DAPPS 23/05/2019

POL	STREET VERGE IMPROVEMENTS	AEW1
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must allow for the provision of a street tree. Applications are to be forwarded to the City for evaluation and approval.

Where it has been deemed that paving to the entire verge for parking is not supported, applicants will only be permitted to pave up to 25% of the verge surface area excluding the crossover, as determined by the City.

Conditions for paving include:

1. Utilising comprised unit pavers of adequate thickness and strength and with a restraining perimeter kerb to prevent failure of the sub-grade under load;
2. Paving robust enough to withstand repeated use by vehicles;
3. Strong enough to support the load of the vehicles using it (refer to the City's crossover specifications);
4. Compliant with the City of Cockburn's Road Excavation and Reinstatement Standards;
5. A minimum of one street tree protected by a trafficable tree grate and a robust tree guard, and/or barrier kerb must be provided;
6. The intended layout of parked cars on the verge shall be easily understood by visitors. Parking bays must conform to Standards Australia's most recent standard for on-street parking and the Western Australian Road Traffic Code 2000 as amended; and
7. Stormwater must not be shed from the verge onto the carriageway. Should the parking area require the provision of a stormwater drainage facility the City will provide standard soak well and grate details to be used. The owner will be responsible for the installation and regular maintenance of the soak-well and for repairs to the grate.

(5) Non-Permissible Verge Treatments.

The road verge must not contain any objects that can cause injury to the public: either pedestrians or vehicle users. Safe use of the verge at night must be anticipated when considering what might constitute a risk to the public. The following is a list of typical features that are not permitted on verges:

- Letterboxes
- Man-made structures
- Fences
- Barriers
- Steps
- Walls
- Bollards
- Garden stakes
- Bunting
- Signs
- Fountains

[6]



POL	STREET VERGE IMPROVEMENTS	AEW1
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- Ornaments
- Basketball hoops
- Ornamental lighting, loose bricks, rocks, logs, inorganic granular material i.e. gravel
- Concrete and/or Asphalt (other than for crossovers)

The above list is intended as an indicative guide and clarification from the City may be given for elements other than planting and paving not on this list. However non-permissible verge treatment introduced by the adjacent property owner can increase their liability for any harm or inconvenience caused.

(6) Other Information

This policy is to be read in conjunction with the City's Street Verge Improvement Brochure and Verge Development Guidelines, available on the City's website and in hardcopy upon request.

[7]

Item 11.7 Attachment 3

DAPPS 23/05/2019

POS	UNKEMPT VERGE MOWING	PSEW16
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POSITION STATEMENT CODE:	PSEW16
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Park Services
RESPONSIBLE OFFICER:	Parks Operations Co-ordinator
FILE NO.:	182/002
DATE FIRST ADOPTED:	16 March 2004
DATE LAST REVIEWED:	9 March 2017
ATTACHMENTS:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 August 2015 23 February 2017
OCM:	14 February 2013 10 September 2015

BACKGROUND:

Street verges have traditionally been described as that area of land situated between Council's road kerb and the adjoining private property.

PURPOSE:

To ensure that unkempt street verges within the City of Cockburn are maintained to a minimum standard.

POSITION:

The City of Cockburn recognises that the appearance of street verges abutting boundaries of developed land is important to owners, because of the significant aesthetic impact on their properties.

Residents/tenants/owners are encouraged to undertake maintenance of these verges at their cost and to a level commensurate with their personal requirements, thereby allowing the costs to be shared according to the standard that individuals have set for themselves.

At specific locations where street verges are not being maintained by residents/tenants/owners and have become unkempt, the Council may maintain these verges, according to the following requirements.

[1]



POS	UNKEMPT VERGE MOWING	PSEW16
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(1) Definition of Unkempt Verge

1. For the purposes of this policy, unkempt street verges are defined as any verge that:
 - (a) Has not had irrigation installed between the road kerb and the adjoining property boundary.
 - (b) Has not been improved by way of landscaping (excluding the street tree), garden beds, paving, gravel, mulch or other similar materials.
 - (c) Is covered with grass that has attained a height to an average uniformity coefficient greater than two hundred millimetres in every direction across the area, at the time a service is due.

(2) Residential Zoning

1. Unkempt verges adjacent to land zoned 'Residential' and unkempt land within road reserves located in areas zoned residential may be mown:
 - (a) At a maximum of four times per annum;
 - (b) Only upon receipt of a request or complaint from the public; and
 - (c) Only upon receipt of a separate additional request or complaint for each and every occasion a cut is desired.
2. The standard of service shall be in accordance with the City of Cockburn's Technical Specification for the Mowing of Unkempt Verges Adjacent to Land Zoned Residential.

(3) Development, Commercial, Industrial and Rural Zoning

1. Unkempt verges adjacent to land zoned 'Development, Commercial, Industrial and Rural', shall be mown at a maximum of twice per annum, once during spring or summer and once during autumn or winter, depending on seasonal requirements.
2. The standard of service shall be in accordance with the City of Cockburn's Technical Specification for the Mowing of Unkempt Verges Adjacent to Land Zoned Development, Commercial, Industrial and Rural.

(4) Arterial Roads

1. Unkempt verges of selected arterial roads shall be mown a minimum of two and a maximum of six services per year, depending on the priority in which they have been categorised.
2. The standard of service shall be in accordance with the City of Cockburn's Technical Specification for the Mowing of Arterial Road

[2]

POS	UNKEMPT VERGE MOWING	PSEW16
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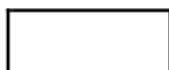
Reserves Priority One and City of Cockburn's Technical Specification for the Mowing of Arterial Road Reserves Priority Two.

(5) Land under the Care and Control of Other Authorities

1. Unkempt verges adjacent to land under the care and control of other authorities shall be assessed on an individual basis. The frequency and standard of mowing shall be determined on a site by site basis.

To be deleted

[3]



DAPPS 23/05/2019

12. COMMUNITY SERVICES DIVISION ISSUES

Nil

13. EXECUTIVE DIVISION ISSUES

Nil

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**15. NOTICES OF MOTION GIVEN AT THE MEETING FOR
CONSIDERATION AT NEXT MEETING**

Nil

**16. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY
MEMBERS OR OFFICERS**

Nil

**17. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT
DEBATE**

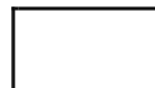
Nil

18. CONFIDENTIAL BUSINESS

Nil

19. CLOSURE OF MEETING

The meeting closed at 7.14 pm.



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13.2 MINUTES OF COCKBURN COMMUNITY EVENTS COMMITTEE MEETING - 16 MAY 2019

Author(s) M La Frenais

Attachment 1. Minutes of Cockburn Community Events Committee Meeting- 16 May 2019 [↓](#)

RECOMMENDATION

That Council receive the Minutes of the Cockburn Community Events Committee Meeting held on 16 May 2019, and adopt the recommendations contained therein.

Background

The Cockburn Community Events Committee conducted a meeting on 16 May 2019. The Minutes of the meeting are required to be presented to Council.

Submission

N/A

Report

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

The primary focus of this meeting was to determine the calendar of events for the 2019/20 events season, as per Policy "Budget and Business Planning".

Strategic Plans/Policy ImplicationsCommunity, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Provide safe places and activities for residents and visitors to relax and socialise.

Economic, Social & Environmental Responsibility

Continue to recognise and celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups.

Budget/Financial Implications

\$765,553, including all event costs, marketing, research and event insurance.

Legal Implications

N/A

Community Consultation

In 2018, the Community Scorecard survey (Catalyse) showed 89% of those surveyed to be familiar with festivals, events and cultural opportunities in the City of Cockburn. The performance index score for how people rate the City's performance in this area continues to grow.

Survey research was undertaken specifically for Coogee Live in March. The majority of respondents (75.9% - an increase of 6.7% since 2018) were 'at least' satisfied with the experience they had. 32.2% of these respondents were very satisfied with the experience with a further 43.7% being satisfied. 17.4% of respondents were neutral in their response. 5.4% of respondents were dissatisfied with the experience and a further 1.3% were very dissatisfied. This represents a reduction in the dissatisfaction level since 2018 of 12.5%.

Survey research was undertaken specifically for Christmas on the Green in December. The majority of respondents (90.6%) were 'at least' satisfied with the experience they had. 22.8% of these respondents were very satisfied with the experience and a further 67.8% were satisfied. Only 8.2% of respondents provided a neutral score, and a further 1.2% were dissatisfied.

Risk Management Implications

The risk in not making a decision on the program is a delay in booking acts and preventing the events team from starting to market the events. This would particularly impact on getting the event guide out to all households in advance of the season, as it needs to be finalised in July.

Advice to Proponent(s)/Submissioners

N/A

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

It is appropriate for Council to provide entertainment activities for its community on a free or subsidised cost basis.



City of Cockburn
Cockburn Community Events Committee
Minutes

For Thursday, 16 May 2019

These Minutes are subject to confirmation

Presiding Member's signature

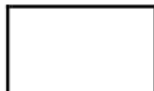
Date:

CCEC 16/05/2019

CITY OF COCKBURN

SUMMARY OF MINUTES OF THE COCKBURN COMMUNITY EVENTS COMMITTEE MEETING HELD ON THURSDAY, 16 MAY 2019 AT 7.00 PM

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CITY OF COCKBURN**MINUTES OF COCKBURN COMMUNITY EVENTS
COMMITTEE
HELD ON THURSDAY, 16 MAY 2019 AT 7.00 PM****PRESENT:****ELECTED MEMBERS**

Ms C Sands	-	Councillor (Presiding Member)
Mr L Howlett	-	Mayor
Mrs C Reeve-Fowkes	-	Councillor
Mr P Eva	-	Councillor

IN ATTENDANCE

Mr D Green	-	Director Governance & Community Services
Mrs S Seymour-Eyles	-	Manager, Corporate Communications
Ms M La Frenais	-	Events & Culture Coordinator
Ms C Cooper	-	Arts & Cultural Coordinator
Mrs S Edgar	-	Events Officer
Mrs B Pinto	-	Acting Governance & Risk Advisor
Dr C Terblanche	-	Councillor (Observer)
Mr M Separovich	-	Councillor (Observer)

1. DECLARATION OF MEETING

The Presiding Member declared the meeting open at 7.30 pm.

2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)

Nil

**3. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN
DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT
OF INTEREST (BY PRESIDING MEMBER)**

Nil



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4. APOLOGIES & LEAVE OF ABSENCE

Dep. Mayor Lee-Anne Smith	-	Apology
Cr Stephen Pratt	-	Apology

5. CONFIRMATION OF MINUTES

**5.1 (2019/MINUTE NO 0001) MINUTES OF THE COCKBURN
COMMUNITY EVENTS COMMITTEE MEETING - 16/05/2018**

RECOMMENDATION

That Committee confirms the Minutes of the Cockburn Community Events Committee Meeting held on Wednesday, 16 May 2018 as a true and accurate record.

COMMITTEE RECOMMENDATION

MOVED Councillor L Howlett SECONDED Cr P Eva

That the recommendation be adopted.

CARRIED 4/0

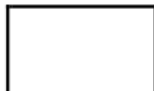
**6. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF
ADJOURNED)**

Nil

**7. DECLARATION BY MEMBERS WHO HAVE NOT GIVEN DUE
CONSIDERATION TO MATTERS CONTAINED IN THE
BUSINESS PAPER PRESENTED BEFORE THE MEETING**

Nil

PURSUANT TO CLAUSE 10.5 OF STANDING ORDERS 2016 LOCAL LAW, THE PRESIDING MEMBER DECLARED THAT THE FOLLOWING MOTION IS COMPLEX IN NATURE AND REQUESTS THAT IT BE ITEMISED IN THE FORM OF SEVERAL MOTIONS.



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8. COUNCIL MATTERS**8.1 (2019/MINUTE NO 0002) COCKBURN COMMUNITY EVENTS COMMITTEE****Author(s)** M La Frenais

Attachments

1. Suggested List of performances [↓](#)
2. Side Splitter post event analysis [↓](#)
3. Survey Report Coogee Live [↓](#)
4. Survey Report Christmas on the Green [↓](#)

RECOMMENDATION

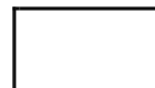
That Council:

- (1) adopt the proposed 2019/20 Season of Events Calendar, as identified in the report;
- (2) continue with the "Coogee Live" event for 2020 and 2021, subject to satisfaction with the event and sponsorship income;
- (3) approve for a second concert be held, if Coogee Live is unable to proceed due to lack of sponsorship income; and
- (4) approve for the Australia Day Coogee Beach Festival event to continue to be held on 26 January.

COMMITTEE RECOMMENDATION

MOVED Cr C Sands

- (1) adopt the proposed 2019/20 Season of Events Calendar, as identified in the Report, subject to the following amendments;
 1. discontinue both the "Coogee Live" and "Cultural Fair" events;
 2. conduct the Coogee Beach on the 4th Saturday of January and add a further \$20,000 to the budget for this Event;
 3. investigate an alternative event to celebrate cultural diversity in Cockburn;
 4. include a second community concert, to be conducted at the Success Regional Sporting Complex, and
 5. include an event targeted at young people and engage school and youth organisations in participating, and



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- (2) investigate opportunities for the Community Development Unit to provide support, guidance and assistance to local community groups with planning smaller local events.

MOTION LAPSED FOR WANT OF A SECONDER

MOVED Cr C Reeve-Fowkes SECONDED Cr P Eva that Council:

- (1) adopt the recommendation subject to withdrawing the following items to be considered separately:
- Coogee Live
 - Cultural Fair
 - Marketing & Research Budget; and
- (2) include the following artists for consideration for the Community Concert and one to be chosen from the following list:
- Leo Sayer
 - Guy Sebastian
 - Jessica Mauboy
 - James Reyne
 - Ross Wilson
 - Paul Kelly
 - Angus & Julia Stone
 - Ben Lee
 - Pseudo Echo

CARRIED 4/0

Reason for Decision

Coogee Live

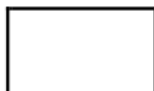
Discussion ensued in relation to the expenditure of the event. Committee felt that these events were not value for money and requested for a detailed explanation.

Cultural Fair

Committee felt there was a duplication of this event with the community groups and requested for an investigation of an alternative venue and time of day.

Marketing & Research Budget

Cr Reeve-Fowkes had concerns on marketing expenditure for the calendar of events and therefore sought clarification.



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Community Concert

Committee was requested to choose artists from the list so that one artist can be sourced and recommended.

(2019/MINUTE NO 0003) COOGEE LIVE EVENT**COMMITTEE RECOMMENDATION**

MOVED Cr C Sands SECONDED Cr C Reeve-Fowkes

That Council discontinue conducting 'Coogee Live' event due to a lack of attendance and not great value for money.

MOTION LOST 1/3

MOVED Cr C Reeve-Fowkes SECONDED Mayor L Howlett that Council continue to conduct the 'Coogee Live' event in 2020 in its current form, followed by a review

.CARRIED 3/1

Reason for Decision

Given the information provided to Committee it is recommended to support the event for a further year and for it to be reviewed next financial year

(2019/MINUTE NO 0004) REBRANDING OF CULTURAL FAIR EVENT**COMMITTEE RECOMMENDATION**

MOVED Cr C Reeve-Fowkes

That Council rebrand the Cultural Fair event to a Harvest Festival.

MOTION LAPSED FOR WANT OF A SECONDER

MOVED Cr C Reeve-Fowkes SECONDED Mayor L Howlett that Council continue to conduct the Cultural Fair event subject to exploring an alternate location and time of day.

CARRIED 4/0

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Reason for Decision

In its current form it is very similar to the local resident community group events and Committee decided that it should avoid possible duplication of a similar event.

(2019/MINUTE NO 0005) MARKETING & RESEARCH BUDGET**COMMITTEE RECOMMENDATION**

MOVED Cr C Reeve-Fowkes SECONDED Cr P Eva

That Council adopt the Budget for Marketing of all events, cancellation insurance, market research and miscellaneous expenses.

CARRIED 4/0

Background

Council is required to determine the Calendar for the 2019/20 events season, as per Budget Policy SC34, which states a *"Provisional allocation for Community Events is to be a maximum of 1.0% of Rates Revenue. Council to approve the calendar of events"*

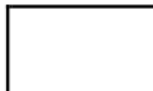
The Community Events and related expenses below are funded from this budget. Other City run events are funded from separate budgets.

The Events Unit has developed the following proposal for the 2019/20 program of events, based on:

- A review of the 2018/19 season;
- Feedback from surveys;
- Staff de-brief of the events; and
- Feedback from people at events and on social media.

It is necessary to consider the calendar as early as possible because:

- It is preferable that marketing for the season commences in September, as adequate time is required for marketing material to be produced in advance;
- October-November Events are included in Cockburn Soundings October-November edition, which is prepared in August; and
- Corporate Communications will apply to Health Way and Lottery West for funding for "Coogee Live". Council needs to have determined the "Season of Events" before applications are submitted. These applications require around four months lead-in



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time and then adequate time to feature these organizations in promotional material, should a sponsorship Agreement require this.

SubmissionProposed 2019 – 2020 Events

Below is the proposed calendar of events. This includes events for the coming financial year and their related budget.

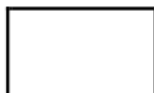
Event Name	Date Time	Budget Ex-GST	Comments Location
Seniors Social evening 1	September 2019 6pm-10.30pm	OP 9492 \$12,000	Different theme each event, buffet meal, raffles and prizes. Dalmatinac Club, Spearwood. Tickets \$11.00
Fur Run	Sunday 13 October 2019 10am-1pm	OP8992 \$9,000	Encourage healthy dogs and provide information for dog owners. Manning Park, Hamilton Hill
Side Splitter Comedy Festival	11 & 12 and 18 & 19 October 2019; Evening times x two Friday and Saturdays (dates TBC)	OP 8854 \$30,000 (Subsidy to event organisers)	Comedy Festival Memorial Hall, Hamilton Hill
Teddy Bears Picnic, featuring Hello Baby	23 October 2019 10am-1pm	OP 9307 \$27,000	Entertainment and rides for pre - school children, including activities, parenting information and amusements. Manning Park, Hamilton Hill
Christmas on the Green	December 2019 4.30pm-8pm Saturday - date to be advised	OP9460 \$39,000	Christmas Concert at Cockburn ARC, Cockburn Central

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Event Name	Date Time	Budget Ex-GST	Comments Location
Australia Day Coogee Beach Festival	26 January 2020 8am-12 noon	OP9107 \$83,000	Popular annual event, aboriginal and multicultural components, free entertainment, rides, sausage sizzle and family fun activities. Coogee Beach Reserve, Coogee
Cockburn Central Community Concert	February 2020 7pm-10pm Precise date subject to act availability	OP 9476 \$160,000	Cockburn Central Concert Victor George Kailis Oval, Cockburn Central (subject to availability) – otherwise Legacy Park, Cockburn Central
Coogee Live	March 2019 Saturday 9am-10pm (TBC) Sunday 9am-5pm (TBC)	\$218,533 + sponsorship income	Two day arts and cultural festival Coogee Beach Reserve and Omeo Park, Coogee
Cultural Fair 4 April 2020	4 April 2020 1pm-6pm	OP 9108 \$46,000	Cultural event Harmony Oval, Harvest Lakes, Atwell
Seniors Social Evening 2	December 2019 6pm-10.30pm	OP 8856 \$12,000	Different theme each event, buffet meal, raffles and prizes. Dalmatinac Club, Spearwood Tickets \$11.00
Seniors Social Evening 3	May 2020 6pm-10.30pm	OP 8856 \$4,000 (12k-income x3)	Different theme each event, buffet meal, raffles and prizes. Dalmatinac Club, Spearwood Tickets \$11.00

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Event Name	Date Time	Budget Ex-GST	Comments Location
Marketing and Research		OP 9021 \$125,000	Marketing for all events, cancellation insurance, market research and miscellaneous expenses
TOTAL		\$765,553	

Report

In 2019-20, it is proposed that the events calendar program follows the same format as the 2018-19 events season, having introduced a number of new events over the last five years including Fur Run, Side Splitter Comedy Festival and Coogee Live.

Dates have or will be considered in light of key events around Perth that are currently known, such as sporting events and community events, as well as other City of Cockburn or community run events. It should be noted, however, that there are so many events in Perth that it is not always possible to avoid clashes.

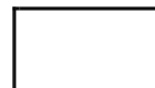
Community Concert

The list of proposed artists for the concert can be found as an attachment to this document. The potential considerations and nomination of top four concert artists is to be decided in this meeting for presentation to the Council meeting in June.

The support act choice would be determined by the cost of the main act. It would be a local Perth band or complementary tribute or cover band.

Seniors' Events

The City retains three seniors' evening events. The cost to each person is \$11 per ticket, while the cost to the City is \$45 per person, effectively making the subsidy per ticket \$34 per person. The increase from \$10 per ticket to \$11 per ticket occurred in 2019 and it is proposed to keep the price to \$11 per person for 2019-20. This is based on the capacity of the Dalmatinac Club and the sale of 270 tickets. A small allocation of tickets is for Elected Members and volunteers from the Seniors Centre. As the tickets are highly sought after, the process is refined each year to ensure, as far as possible, that only Cockburn residents attend and that there is a waiting list for those who miss out on the previous event.



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Other

The following events are retained in current format due to their popularity and good attendance:

- Fur Run – 13 October 2019;
- Teddy Bear's Picnic – 23 October 2019;
- Side Splitter Festival – 11 & 12 and 18 & 19 October 2019;
- Christmas on the Green – December 2019;
- Australia Day Coogee Beach Festival – 26 January 2020;
- Coogee Live- March 2020; and
- Cultural Fair – 4 April 2020.

Coogee Live

Coogee Live 2020 is proposed to be a two-day festival again, that will showcase the Cockburn Coast through creative activities and artistic displays.

Coogee Live 2019, despite the atrocious weather on the Saturday, did get high levels of satisfaction and good attendance. The event also experienced poor weather in 2018.

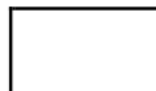
Coogee Live 2019 was held as per the requirements adopted at the June 2018 Ordinary Council Meeting, *"subject to budget and sponsorship income, continue with the Coogee live event to be conducted until 2020, unless post event research indicates a decline in the satisfaction rating of attendees"*.

Market Research

Perth Market Research undertook a survey on behalf of the City in accordance with standards suggested by the Office of the Auditor General, Western Australia. Consequently, the results quoted in the report, which is attached, are considered to be satisfactory in terms of survey and reporting accuracy and reliability to meet required standards.

An intercept survey was conducted in the general vicinity of the event. Potential respondents were selected on a random basis from people walking past interviewers at the event as well as coming and going from parking areas situated near each of the two event hubs. Interviewers were situated around each of the hubs and asked respondents to participate in a 7 minute survey comprising a series of demographic and attitudinal questions.

As for all event surveys, the events team commissions a two-tiered system of questionnaire completion and was conducted in order to



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maximise responses. Potential respondents were initially asked to participate in a verbal survey. If respondents were not able to stop and participate in this manner they were asked for their email address to participate in an online survey. Two interviewers were tasked with obtaining email addresses only.

- Visitor Numbers - The estimate for the numbers of visitors to Coogee Live over the two days based on these methodologies is estimated between 16,000 and 24,000 people over this period.
Saturday - 6,000 to 9,000 attendees (less due to weather)
Sunday - 10,000 to 15,000 attendees

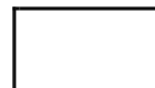
A total of 391 respondents participated in the survey, providing a sampling error within +/- 5.0% at the 95% confidence level.

- The majority of respondents (75.9% - an increase of 6.7% on 2018) were 'at least' satisfied with the experience they had. 32.2% of these respondents were very satisfied with the experience with a further 43.7% being satisfied. 17.4% of respondents were neutral in their response. 5.4% of respondents were dissatisfied with the experience and a further 1.3% were very dissatisfied. This represents a reduction in the dissatisfaction level of 12.5% last year.
- Cash sponsorship was gained in 2019 totaled \$102.5k in cash (an increase of \$2.5k on 2018). There was additional in kind media sponsorship from Nova and Community News as well as other City business units undertaking their own activities at the event to deliver on their own outcomes e.g. Multicultural officer, Travel Smart Officer, Environmental Health (health promotion), Environmental and Waste officers. This occurs at all major City daytime events

Additional Information

- The Event Committee may like to note that in correspondence from the cities of Mandurah (Crab Fest) and Joondalup (Joondalup Festival), the general view was it takes between 4 and 7 years for an event of this type to establish itself.
- Paul Gudgin, of the Edinburgh Fringe Festival, speaking at *Festivals and Events Masterclass* on 21&22 Feb 2019 at the University of WA, attended by the Events and Cultural Coordinator and Arts and Culture Coordinator were provided information that at a minimum, events of a large nature take 4 years to establish.

Based on the above research, it is recommended that Council give support for Coogee live to be continued in 2020 and 2021. This pre-approval is to enable planning for the following year to start immediately after the event, however, if the survey of attendees shows a decline of satisfaction in the concept, then the matter can reassessed by the Committee next year.



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It is essential to gain a similar level of sponsorship again in 2020 and if sufficient sponsorship is not gained to make a viable event, the event would not be able to proceed and the City will revert back to a second concert, sourcing an artist from those recommended by the committee.

Australia Day Coogee Beach Festival

Council resolved at its March 2018 Ordinary Council Meeting that the Events Committee would consider the date that the Australia Day Coogee Beach Festival is held, as the result of an action contained in the Reconciliation Action Plan 2018-2021.

Council at its June 2018 Ordinary Council meeting resolved to continue to hold its Australia Day community event on 26 January 2019 and for the committee to reconsider the event and date (if necessary).

The recommendation for 2020 is to continue to hold the event on 26 January and to not conduct a referendum on whether or not to move the day of the Australia Day Coogee Beach Festival to the fourth Saturday of January each year.

It is believed that moving the event would see far less participation as the majority of families would have had the day off on the 26 January and undertaken some activity with their family. The event would continue with inclusive and respectful aboriginal activities and performances, as has been done for several years.

Holding a referendum at the same time as local elections has the propensity to make the local elections about Australia Day, as opposed to being about the many important local matters that are within the remit of Local Government.

Marketing / Research/Concept Development

\$125k of the budget is set aside for marketing all of the events, photography costs, concept development and for independent market research (usually two events per year). The marketing plan includes a mix of traditional and digital – print advertising, social media (organic and paid), annual events brochure delivered to all households, billboards, posters and promotion at other events. Promotion also occurs in Cockburn Soundings, messages on hold, two electronic signs on Beeliar Drive and North Lake Road and on e-signatures.

Health Way Funding

The City was successful in securing \$20,000 for Coogee Live and will continue to seek this partnership for 2020.



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Lottery West Funding

The City was successful in securing \$50,000 in sponsorship funding for the Coogee Live will continue to seek this partnership for Coogee Live in 2020.

Strategic Plans/Policy ImplicationsCommunity, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Provide safe places and activities for residents and visitors to relax and socialise.

Economic, Social & Environmental Responsibility

Continue to recognise and celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups.

Budget/Financial Implications

\$765,553, including all event costs, marketing, event market research (follow up) and insurance.

Legal Implications

N/A

Community Consultation

In 2018, the Community Scorecard survey (Catalyse) showed 89% of those surveyed to be familiar with festivals, events and cultural opportunities in the City of Cockburn. The performance index score for how people rate the City's performance in this area continues to grow.



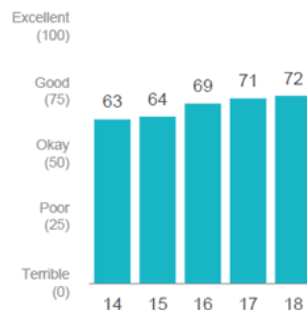
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Trend Analysis

Performance Index Score



With residents from East Ward and non-English speaking backgrounds least satisfied (67) and West Ward (76) and Central Ward (75).

Survey research was undertaken specifically for Coogee Live in March. The majority of respondents (75.9% - an increase of 6.7% since 2018) were 'at least' satisfied with the experience they had. 32.2% of these respondents were very satisfied with the experience with a further 43.7% being satisfied. 17.4% of respondents were neutral in their response. 5.4% of respondents were dissatisfied with the experience and a further 1.3% were very dissatisfied. This represents a reduction in the dissatisfaction level since 2018 of 12.5%.

Survey research was undertaken specifically for Christmas on the Green in December. The majority of respondents (90.6%) were 'at least' satisfied with the experience they had. 22.8% of these respondents were very satisfied with the experience and a further 67.8% were satisfied. Only 8.2% of respondents provided a neutral score, and a further 1.2% dissatisfied.

Risk Management Implications

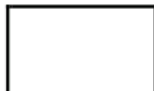
The risk in not adopting an events calendar at the Events Committee and June 2019 Council meeting, is a delay in booking acts and preventing the events team from starting to plan and market the events

Advice to Proponent(s)/Submitters

N/A

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

It is appropriate for Council to provide entertainment activities for its community on a free or subsidized cost basis.



CCEC 16/5/2019 Attach 1

List of Potential Performers

Older Demographic

Debra Conway
Russell Morris
Pseudo Echo
Baby Animals
Ross Wilson
Anthony Callea
Christine Anu
Glen Shorrock
Marina Prior
James Reyne
Marcia Hines
Ian Moss
Linda & Vika Bull
Paul Kelly 200k
Leo Sayer
Troy Cassar Daley
Kasey Chambers

Youth Demographic

Guy Sebastian
Vance Joy
Birds of Tokyo
Sheppard
Troye Sivan
Isaiah Firebrace
Sarah Blasko
Katy Steele
Ben Lee
Kate Miller-Heidke
The Potbelleez
Baker Boy
The Hunting Birds
Angus and Julia Stone
The Veronicas
The Waifs
Jessica Mauboy



Side Splitter Post-Event Report



Euphorium Communications

Kirsty Kipling

0435200898

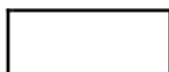
kirsty@euphorium.com.au

Festival Director

Julian Canny

0458306111

julian@euphorium.com.au



Side Splitter 2018 Final Report

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Side Splitter 2018 Final Report

Overview

What went well...

We had such a lovely crowd on all of the night's of the festival who were super enthusiastic and supportive for our comedians! We had a lot of returning customers who came back the following night for more. We also asked attendees as they exited the showrooms how it went and received so much positive feedback.

We had a large focus on making sure the audience had value for money.

The focus on getting people in the local area was a large priority. We made it a priority to communicate the commitment of The City of Cockburn in as many shows as possible, highlighting their dedication to bringing quality fun, festival entertainment to the city. This was met with open arms by most patrons.

We had great attendances at all of The Gala Spectaculars with half of The Galas having a full house. The other two galas had over 110 patrons.

We really wanted to create a festival atmosphere over the two weekends and did so by decorating the venue with funky furniture, lighting, a pop-up bar and food vans. A large effort was made to get more marketing content of this area for following years to come.

The improv workshop with Alexander Circosta was a great success with 12 people in attendance. All participants have expressed interest in joining a project group to help develop content locally in future years which is an awesome outcome!

What we would do differently

It would be awesome to involve The City of Cockburn more, especially on the actual nights of the festival. In the future we want to be able to move a lot of the money spent on re-branding and marketing materials into community development work so that we can develop more local content to go alongside the international acts. We are working with Circuit West (the state arts touring body) to do some focus group research in this area so we can understand what is it that patrons actually respond to with an event like this.

Although we had a lot to go off from previous years, we now know how the event works and what the community wants when attending a festival such as Side Splitter.



Side Splitter 2018 Final Report

Our biggest learning from this whole experience came from the festival patrons. The most common response we got from patrons in the purchasing journey was that they did not understand the process of buying shows in a menu format (which is common at most festivals). As a result, we found that patrons just wanted to have a "great night out". In the future we would offer this as the primary option for punters; creating a ticket that covers the whole evening.

Looking at the marketing, we would also focus on the atmosphere of the festival as a point of focus for patrons, to encourage people to come out before the shows start and stick around afterwards. This would help with our bar sales and increase the probability of people buying tickets to more shows (or a ticket for the whole night).

What actions we would take:

- Start marketing the festival much much earlier (start of 4th Quarter) and also start contacting the media well in advance.
- Look at community building activities we can do instead of marketing activities.
- Focus on content creation in line with the video excerpt produced by Adrian Alberg.
- Build stronger connections with Phoenix theatre.
- Change the line up structure so we can present a full evening pass for patrons.
- Look at structuring Gala style performances
- We had 12 people attend our workshop with Alexander Circosta who have all expressed an interest in being part of a working group to develop some work to present in the future.
- Book comedians earlier (issues we had internally with staff leaving caused us to be behind on securing a great headline act earlier)
- Running our own bar was good but did not result in extra profit driven. We would look for local partners and businesses in the area to potentially partner with.
- Sell meal and ticket deals so we could encourage people to hang around and enjoy a night out in Hami Hill.
- Break down the Census data of the area to have more relevant programing that will have a higher impact.

Ticket Sales

We sold a total of 1071 presales tickets online for shows across the entire festival which we were very proud of. 68 tickets sold on the door of the venues making a total of 1139.

We ideally wanted to crack the 1300 ticket sales but were happy with the number of people that come through the Festival over the course of the two weekends. As much as we tried to process all free ticket giveaways, some were more difficult to track, resulting in some tickets being physical and not recorded in TryBooking. Knowing this, we would have had more people attend the festival than what was recorded in Trybooking.

Item 8.1 Attachment 2

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Side Splitter 2018 Final Report

Early Birds

We sold 269 early bird tickets in total. We promoted early bird ticket sales very early on to encourage people to buy well in advance. For this promo, we reduced all ticket prices to \$10 off price which was an absolute bargain and went down a real treat.

Our early bird pricing saw ticket sales go up drastically and were a great push for the festival to gain traction because even once the ticket prices went back to normal, the number of tickets bought continued to increase. People love a good bargain and they like sharing the good news so their friends can get a good deal too. We will definitely do this again next year but maybe push the first lot of early bird tickets more so and advertise the savings more than we did this year.

TICKET SALES OVER TIME



Promo

Along with regular bookings, we also supported Cockburn bookings which were free tickets for local community groups and large group bookings where customers received a discount when booking for many people at a time.

We did a promo for students so they received \$10 off any ticket and specifically targeted Murdoch University due to its close proximity to the festival location. We also had a ticket competition for Murdoch uni students as well.



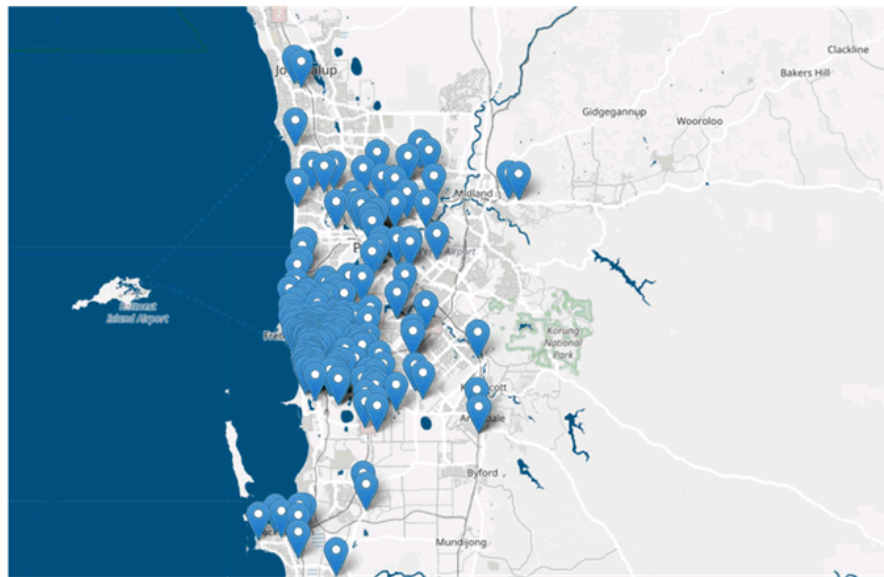
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Employees of the City of Cockburn received 50% discount on all Side Splitter tickets and were encouraged to share and publicize the event in return.

The total revenue recorded across the festival (according to Trybooking) was \$16,417.15inc

Trybooking Summary

Map of where ticket sales have been generated from:



The above map shows where the main cluster of tickets were sold for the festival - majority where in and around Perth CBD.

We did have some people purchase tickets from as far as Melbourne, Bunbury, Narrogin, Denmark (WA).

We gave away a lot of tickets leading up to the festival and on the nights for people who had already supported us either financially or marketing wise. For example, Fremantle Radio Station as well as their competition winners received free tickets. We offered local media representatives free tickets as well.

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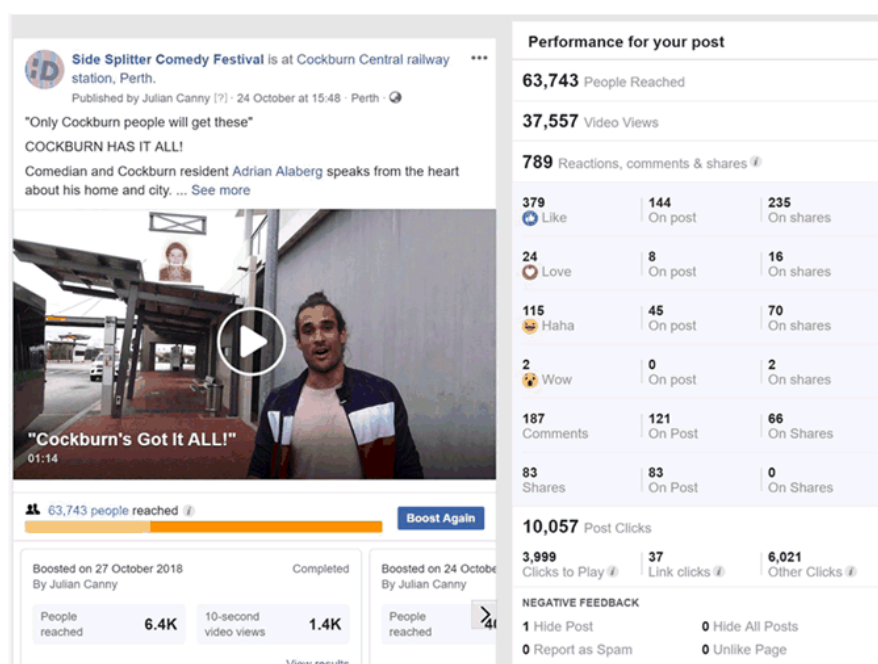
MARKETING AND REACH

Facebook

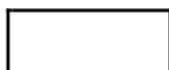
Page views = 234
 Page reach = 26, 031
 Likes = 676 likes

During the weeks leading up to Side Splitter 2018, we aimed to do at least one post every weekday and kept this up for majority of the time from the 16th of August to the 4th of November, we produced 82 unique Facebook posts. 19 of these posts were video posts which generated a large portion of our overall engagement.

One video post in particular reached over 63.7k people and received 10.1k post engagements alone. A whopping 37.5k people took time out of their day to watch this video...



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We paid local comedian Adrian Alajbeg to do a funny homemade video both promoting and 'taking the mick' out of his hometown of Cockburn. We would definitely want to do something similar to promote next year's festival and also think it's great to support a local artist at the same time so they gain recognition as well as the festival - win win!



Tasha Sharpe Was a great night Tamzyn Burke   2

[Love](#) · [Reply](#) · [Message](#) · 1w

We boosted 16 of all total posts on Facebook, spending a total of \$1,532.26 to reach 94,105 people. These boosted posts generated engagement from 11,620 people and resulted in 324 link clicks to our website.

We ran multiple ticket competitions involving Cockburn Facebook Groups such as Cockburn Chat, Cockburn Living, Cockburn Chat and Buy and Sell (no rules), Cockburn Buy and Sell, Cockburn Gazette and The City of Cockburn.



Tania Sims I had a brilliant night! So many laughs 😊

[Like](#) · [Reply](#) · [Message](#) · 1w



Kylie Raines Patience Thanks for a great night 😊 definetly a lot of laughs highlight was The Motherhood Show later in the night loved those Mummas , wohoooo to still being awake at that time lol 😂😂

[Love](#) · [Reply](#) · [Message](#) · 1w · Edited



We had lots of lovely comments on our Facebook posts from people who came along and had a wonderful night.

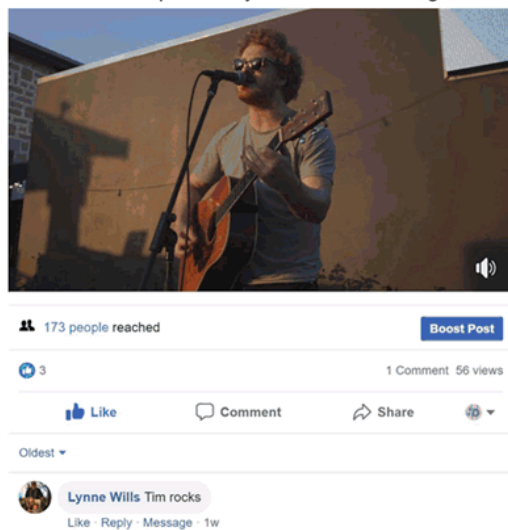
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We also had the wonderful local musician Timmy Nelson who added to the great vibe of the festival and was praised by all who came along.



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Instagram

5,127 followers

7 paid ads with a reach of 8,764 and 13,390 total impressions which generated 79 link clicks to our website. We really wanted to do more paid ads for Instagram and Facebook but experienced some trouble with the Ads Manager. For next year, we want to do some specific training with Facebook Ads Manager because this platform has so much potential and it would pay to utilise this tool more.

We did 30 individual, manual posts on Instagram, 5 of which were videos.

We run a "Tag your Wolfpack Competition" on Instagram which went down really well and gained a lot of traction. We ran the same competition on Facebook too. All of our free ticket giveaways did really well and helped us gain more reach.

 **emily_mansbridge** @runamukhotdogs
@flyingfishcarpentry (jamie we should go this free tickets or not... its in our hood!) @jayga.shirin @delusional__sunset
6 w 2 likes Reply

Hide Replies

 **jayga.shirin** @emily_mansbridge
sorry neither of us saw this until now!! Has it passed??
5 w Reply

 **sidesplittercomedyfestival**
@emily_mansbridge CONGRAT-
ULATIONS ON WINNING OUR
EXCLUSIVE WOLFPACK GROUP
PASS!! We hope you're super
pumped to have a wild night out
with your gang 🥳👯 please pm
me your email so i can send you
through some free tickets! 🤗
5 w Reply

Instagram was also a great platform to connect with some of the artists - The Motherhood were particularly savvy with Insta and created a lot of their own content as well as sharing and commenting on our posts.

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The Side Splitter Instagram account had the most followers out of Insta and Facebook so we tried to post as much to this platform as possible. Next year we would love to be even more active on instagram and remember to always post live stories so they pop up on the 5000+ people's homepage.

As much as we tried to encourage all of the artists to interact with us on social media platforms, this was lacking a little bit. The Motherhood were great at tagging, commenting and liking our content, so if we can get more artists to do this next year, that would certainly gain more traction and hopefully result in more ticket sales.



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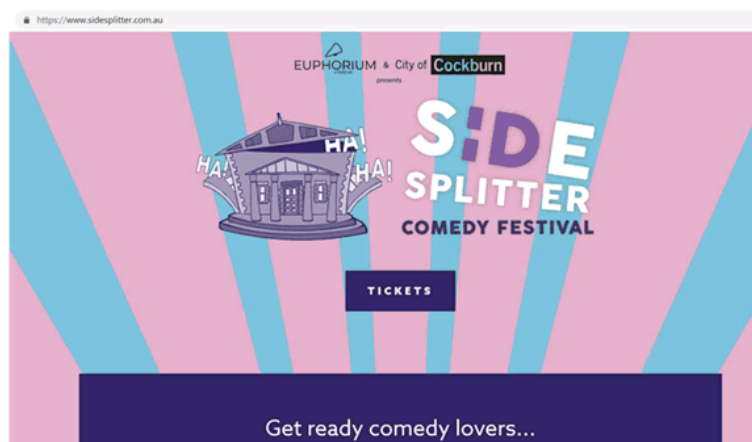
Website

3,469 unique visitors
5,037 page views
2,983 site visits

(The above figures were received from website data between August the 7th and November the 8th 2018).

We were very pleased with the new design for the Side Splitter website (with many thanks to Ruben Willis "Director of new ideas" from E13). And our Artist Bio's page was also a real hit with a total of 15% of site visitors also checking out this page - this is so important you have an updated version of this for next year so people can read more about the artists!

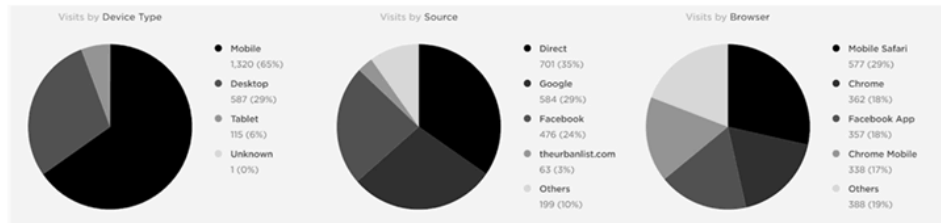
Along with regular bookings, we also supported Cockburn bookings which were free tickets for local community groups. We had 19 page visits for this page and 18 for group bookings. The group bookings were quite a hit as we organised everything for the groups and they also received a discount for buying more tickets for more attendees.



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The analytics from our website showed that majority of visitors went to the site using a mobile phone - this emphasise how important it is to have a phone-friendly website format.

35% of visits were direct from the website link, second to Google and third to Facebook. This indicates that these are the three main platforms for directing potential customers to the website and ultimately into sales.

Mobile safari was the main browser used by page visitors, further enhancing the need for a phone-friendly website. If a website is difficult to read and use on a phone, this is going to severely jeopardise sales. Luckily we sussed this out fairly early on to make sure our website looked the part on all types of devices, and this means it is all ready to go for next year's festival too (if the format and design remains similar).

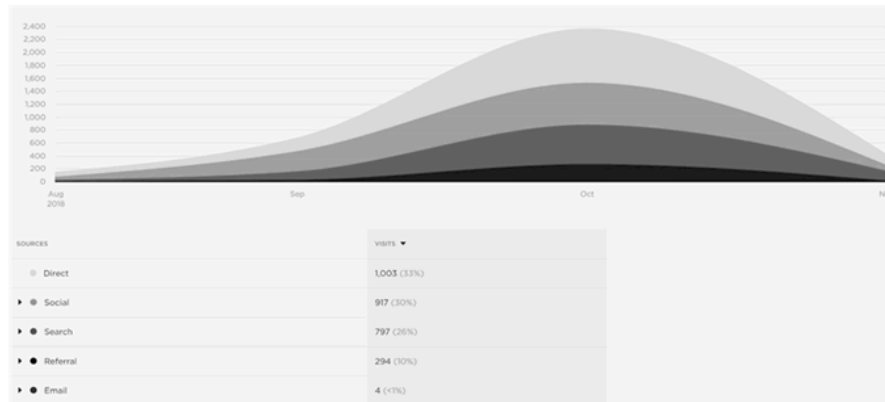
We had a lot of comments on how good the website looked but not so many with regards to the ticketing process. We has endless queries on why people couldn't by a ticket to see everything on one of the nights. This showed that customers were unfamiliar with the concept of a festival and that you buy individual tickets for each show. We would have saved a lot of time and potentially increased our sales and revenue if we had made an optional "All-night ticket" available. This is definitely something we will consider doing next year.



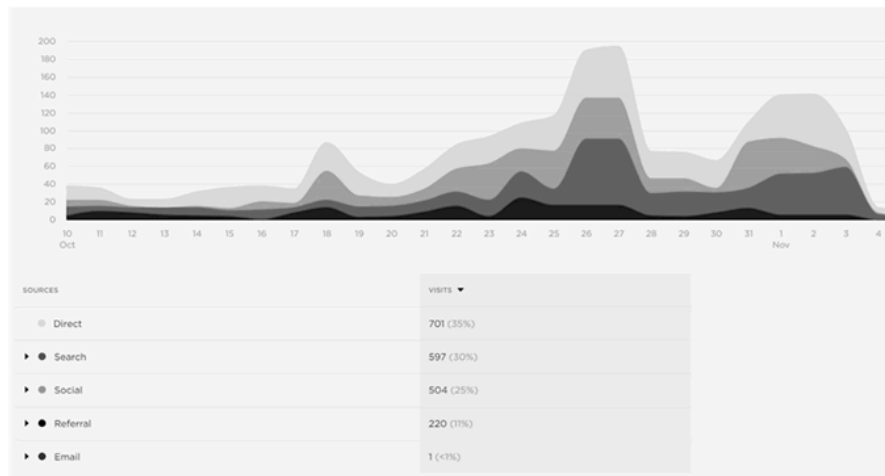
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Traffic Sources:

Traffic from August to November (total period)



Traffic from October to November



The numbers regarding our traffic sources changed throughout the course of the festival but our direct visits remained the number 1 cause for traffic. As we neared the festival, the number of

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Side Splitter 2018 Final Report

search results increased and ended up reaching more than social. What else is interesting is that our main traffic on the website was generated on the actual days of the festival; 26th and 27th of October and 2nd and 2nd of November. We can assume that this was because many people leave it to the last minute to buy tickets but we could also suggest that our online content was more engaging on these days and the music and atmosphere of the festival attracted locals to come by and check it out.

Having the festival in such a central position definitely played to our advantage, and the use of the electronic sign and banners around the perimeter were a great addition - so many vehicles pass through that intersection a day and would've seen our signage.

General Additional Marketing

We had a lot of different strategies to market Side Splitter 2018. We wanted to include a mixture of online and physical promotion which meant along with using social media, we also developed a poster to run around town. We had a champion local who would do poster runs in nearby suburbs, going to various shops and major centres in and around Hami Hill. We dispersed over 900 flyers and 200 posters leading up to the festival.



Side Splitter 2018 Final Report



We also approached local community groups and organisations to give away tickets for local volunteers. This strategy worked quite well as we asked the lucky volunteers to spread the news of the festival and share our social media posts.

Along with having a ticket competition at The University of Murdoch - we also had posters put up around the university campus.

We wrote up a total of two media releases which were sent out to relevant media contacts in and around the area. The first was "Side-splitting comedy returns to Cockburn" and the second was "Gut-busting lineup announced for Side Splitter 2018".

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Two email campaigns were developed and distributed using Mailchimp online. These campaigns were sent through Euphorium Creative's networks as well as the mailing list for Vulture Culture who organised the festival last year.

Side Splitter Comedy Festival also made it in The Sunday Times 'What's On' section!! Side Splitter actually made it into The Sunday Times two weeks in a row!

SIDE SPLITTER COMEDY FESTIVAL

A line-up of local and national comedians will bring the laughs to Side Splitter. The comedy festival is now in its third year and will run across two week-ends. This Friday and Saturday you can see Rhys Nicholson, Ben Darsow, Gran in a Van's Leonie Clarke and Mother Hood. On November 2 and 3 you can catch Luke Heggie, Brett Blake, John Robertson and Brian Poller (An Incompetent Life).

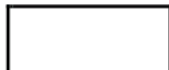
Fri, 7pm and Sat, 6.30pm, Memorial Hall, Hamilton Hill.

Tickets from \$19.70 from Try-booking.

Write a comment...

Share Comment Save More

The Sunday Times
21 Oct 2018. (4)



Side Splitter 2018 Final Report

Cockburn Soundings

One of the biggest marketing pushes for Side Splitter Comedy Festival was definitely the Cockburn Soundings. Ticket sales spiked significantly once this magazine hit the many homes in Cockburn and we can predict this magazine is the reason why there was so much "direct traffic" heading straight to the website www.sidesplitter.com.au

It was a brilliant idea to use an image of one of the Headliner acts on the front cover of this magazine and this should definitely happen again next year to maintain the festival's good record of producing world class comedy and a great night out you don't have to travel to the CBD to experience.



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Radio Interview Schedule for Radio Fremantle

Date	Time	Artist	Contact
Oct 1	4:30pm	The MotherHood	0412541456
Oct 8	4:30pm	Leonie Clarke (Gran In A Van)	0416932901
Oct 22	3:15pm	Ben Darsow	0417875043
Oct 22	4:30pm	Luke Heggie	0403975484
Oct 29	4:30pm	Brett Blake	0416866930

Please note that interview on October 15 had to be either cancelled or rescheduled due to unforeseen circumstances.

Di from Radio Fremantle had lots of love things to say about all the artists she interview on her station and was extremely thankful for the opportunity.

Euphorium gave Di a number of free tickets to give away on her show to listeners who called in. Di received a lot of praise and positive feedback from the individuals who won tickets - Rebecca and Cherry both said they had a brilliant night and absolutely loved Rhys Nicholson.

Di was definitely someone we would call a Side Splitter Champion as she loves the local festival and has supported it for 2 years in a row now (and is very keen to continue to support it next year too). Next year, we definitely intend to involve Di again in helping us get the word out about the festival - it's a win win situation.





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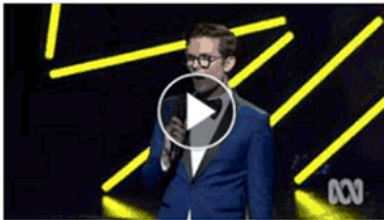
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Rhys Nicholson Marketing


 **Rhys Nicholson**
Sponsored ·  ...




Oh hi, it's me Rhys from comedy! I'm returning to WA to perform my award winning show "Seminal" at the Side Splitter Comedy Festival for 2 nights only! You should come.
Fri 26 & Sat 27 Oct

Here's something nice The Sydney Morning Herald said about me... "Clever, a bit below-the-belt... blatantly very funny" ★★★★★



RHYS NICHOLSON - Seminal
Fri 26 & Sat 27 Oct [BOOK NOW](#)

 2

 Like  Comment  Share

[Refresh preview](#) • [Report a problem with this preview](#)

Budget	Last significant edit	Results	Reach	Impressions	Cost per result	Amount spent	Ends	Relevance score	Frequency	Unique link clicks
\$200.00	Ad set	---	1,415	1,479	---	\$14.22	27 October 2018	8	1.05	38
Lifetime		Landing pag...			Per landing pa...					

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BUDGET

The following Budget applies to the 2018 Project. Substantial capital was spent on the rebrand this year.

We acknowledge that we wanted to invest cash into some new materials and graphic rebrand. This will help us look at doing other work in the future. This money in future years can be spent on community development components and marketing efforts.

Profit & Loss	
Euphorium Creative & The Comedy Emporium	
Side Splitter	
1 July 2018 to 30 November 2018	
	30 Nov 18
Income	
00I-Bar Sales	\$3,251.56
00I-Producing Services	\$30,000.00
00I-Tickets Perth Metro Area	\$14,788.02
Total Income	\$48,039.58
Less Cost of Sales	
Accommodation DC	\$272.73
Advertising Direct Cost	\$5,806.61
Bar Staff DC	\$818.18
Bar stock	\$2,298.70
Catering DC	\$395.91
Creative Coach Direct Cost	\$150.00
Equipment Hire - Direct Cost	\$2,585.25
Event Security	\$2,920.00
LicensesDC	\$464.36
Marketing Coordination Direct Cost	\$2,636.50
Performer Payment Direct Cost	\$18,291.82
Photographer - Direct Cost	\$400.00
Project Contractors Direct Cost	\$4,500.00
Props and Costumes Direct Cost	\$225.00
Tech Hire Direct Costs	\$181.68
Travel Direct Cost	\$2,840.96
Total Cost of Sales	\$44,787.70
Gross Profit	\$3,251.88
Less Operating Expenses	

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Advertising	\$280.00
Freight & Courier	\$57.65
General Expenses	\$44.72
Printing & Stationery	\$162.48
Total Operating Expenses	\$544.85
Net Profit	\$2,707.03

perth market research

Report on the City of Cockburn Coogee Live Survey 2019



(April 2019)

Prepared by

perth market research

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**Report on the City of Cockburn
Coogee Live Survey – April 2019**

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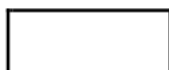
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1.0 METHODOLOGY

From Saturday the 9th (10am to 10pm) to Sunday the 10th (10am to 6pm) of March 2019, the City of Cockburn held the second Coogee Live event – the first being held in March 2018. The event was held from the Coogee Beach Reserve to Omeo Park, North Coogee over the two days of the weekend.

An intercept survey was conducted in the general vicinity of the event. Potential respondents were selected on a random basis from people walking past interviewers at the event as well as coming and going from parking areas situated near each of the two event hubs. Interviewers were situated around each of the hubs and asked respondents to participate in a 7 minute survey comprising a series of demographic and attitudinal questions.

As in previous years, a two-tiered system of questionnaire completion was conducted in order to maximise responses. This system has been used successfully for event surveys in the past. Potential respondents were initially asked to participate in a verbal survey. If respondents were not able to stop and participate in this manner they were asked for their email address and advised that they would be sent a link to an online survey. Two interviewers were tasked with obtaining email addresses only.

Following the weekend of the event, an email with the survey link was sent to these potential respondents for online survey completion. A separate online survey link was also sent to people who were included on a mailing list compiled by the event managers. The results from each of the two surveys were reviewed to ensure that they were similar and did not describe markedly different responses. In this case both sets of responses were very similar, therefore both datasets were merged to provide survey results with a more robust reliability.

A total of 391 respondents participated in the survey, consisting of 319 responses from the intercept interview process and 72 responses from the mailing list. The responses have provided a sampling error within +/- 5.0% at the 95% confidence level for all overall results, 136 intercept surveys and 255 online surveys were completed.

The resultant data was collated using PMR's statistical analysis software and used to form the basis of this report.

Perth Market Research was able to undertake the survey on behalf of the City in accordance with standards suggested by the Office of the Auditor General, Western Australia. The research methodology suggested in this proposal conforms to recommendations made to State Parliament in the "Performance Examination - Listen and Learn - Using customer surveys to report performance in the Western Australian public sector" document dated June 1998 and the follow-up in 2001. Consequently, the results quoted in this report are considered to be satisfactory in terms of survey and reporting accuracy and reliability to meet required standards.

2.0 EXECUTIVE SUMMARY

From Saturday the 9th (10am to 10pm) to Sunday the 10th (10am to 6pm) of March 2019, the City of Cockburn held the second Coogee Live event – the first being held in March 2018. The City commissioned a survey to independently develop a profile of visitors to the event and explore a range of issues to determine their perception of and satisfaction with the event.

An intercept survey was conducted in the event's general vicinity. Potential respondents were selected on a random basis from people walking past interviewers at the event as well as coming and going from the nearby parking areas. Interviewers were stationed at each of the four event hubs.

A total of 391 respondents participated in the survey, consisting of 319 responses from the intercept interview process and 72 responses from the mailing list. The responses have provided a sampling error within +/- 5.0% at the 95% confidence level for all overall results (assuming approximately 20,000 visitors to the event). 136 intercept surveys and 255 online surveys were completed.

• Visitor Numbers

The estimate for the numbers of visitors to Coogee Live over the two days based on these methodologies is that **between 16,000 and 24,000** people visited the area over this period.

Due to the weather (significantly more wet weather on the Saturday compared to the Sunday) attendance was greater on the Sunday. It was estimated that visitors on each day were:

- **Saturday** 6,000 to 9,000 attendees
- **Sunday** 10,000 to 15,000 attendees

• Overall Results

Interviewers noted a significantly more positive response in the 2019 survey period when compared to 2018. Despite the rain (over both days, but mainly on the Saturday) they noted that respondents seemed to be more positive about the event and that the number of attendees seemed to be significantly increased over the previous year. Responses were generally very positive and supportive, despite suggestions for improvement.

• Method of Transport

Survey respondents used their car as their primary mode of transport (79.9%). This was followed by 13.6% of respondents who walked, those who rode a bicycle (2.6%) and those who chose to carpool (0.7%). 3.2% of respondents cited 'other' methods of transport. Responses show an increased use of the car (10.1% increase) and a corresponding decrease in walking (10.8% decrease) in this survey period. It is unknown whether this is an effect of the weather – which was rainy over both days of the event.



- **Nationality of Visitors**

94.6% of respondents lived in the Perth metropolitan area compared to 5.4% who were visiting from intrastate, interstate or overseas. This represented a reduction of local visitors (2.8% reduction) compared to a corresponding increase in intrastate, interstate and overseas visitors.

- **Locality of Metropolitan Area Visitors**

Survey respondents from the Perth metropolitan area were concentrated within the City of Cockburn. 84.9% of all respondents from the **Perth metropolitan area** lived within the City of Cockburn (increase of 1.4% since 2018). 34.1% of these respondents came from Coogee and a further 50.8% came from other suburbs within the City of Cockburn. This represented an increase of respondents from outside of the direct area of the event.

Of respondents who did not live within the City of Cockburn, the largest proportion came from suburbs within the southern suburbs (6.6% – a decrease of 0.1% since 2018). This was followed by respondents from the City of Fremantle (4.1% - a decrease of 0.4% since 2018), the eastern suburbs (3.1% - a decrease of 1.0% since 2018), the northern suburbs (0.8% - a decrease of 0.1% since 2018) and the western suburbs (0.5% - a 0.2% increase since 2018).

- **Non-metropolitan Area Visitors**

Visitors to the event who did not live in the Perth metropolitan area came from a limited number of areas. Of the 21 visitors from outside of the metropolitan area 3 came from regional Western Australia (14.3% of all non-metropolitan visitors or 0.8% of all respondents), 8 came from interstate (38.1% of all non-metropolitan visitors or 2.0% of all respondents) and 10 came from overseas (47.6% of all non-metropolitan visitors or 2.6% of all respondents).

- **Number of People in Group**

The largest proportion of respondents came to the event in a group consisting of 2 people (36.1%). This was followed by respondents in groups of 3 people (26.1%), 5 or more people (23.0%), 4 people (9.5%) and singles (5.4%).

These results highlight that, while the largest group consists of couples, almost 60% of people attending the event did so in groups of three or greater.

- **Visit to Coogee Live as a venue**

88.8% of respondents did visit specifically for the event (an increase of 4.2% since 2018), compared to 15.4% who did not visit specifically for the event (a reduction of 4.2% since 2018).

The majority of respondents who did not visit specifically for the event did

choose to stay for some or all of it (70.6% - or 31 respondents). Only 29.4% chose not to stay (13 respondents or 3.3% of the entire sample).

Of respondents who did attend in 2019, only 29.2% (less than 1 out of 3) had attended the event in 2018. 70.8% had not attended the event in 2018.

- **Awareness Method for Coogee Live as an event**

24.6% of respondents advised that they were unaware of it and had only attended because they were in the area at the time. 26.6% heard about it through Facebook groups, 23.2% became aware through some form of advertising, 21.5% became aware through word of mouth, 12.5% became aware through posters/billboards in the area and 11.5% via the City of Cockburn website. 7.2% became aware of it via the internet, 6.1% became aware through the local newspaper and 7.4% became aware through the Cockburn Events Guide. 1.3% became aware through Twitter.

- **Promotional Material/Advertising Awareness**

70.1% of respondents had seen promotional/advertising material for the Coogee Live (a 2.6% increase from 2018). 29.9% advised that they had not seen any promotional material.

28.1% of all respondents aware of promotional material/advertising listed the City of Cockburn Facebook page as a source. This was followed by 24.5% who listed the Coogee Live Facebook page, 21.2% that listed the billboards and a further 19.1% that listed the City of Cockburn website. 17.9% of respondents listed posters as an information source and a further 15.0% listed print advertising in the local newspaper (this category represented a significant reduction in this survey period).

Newspaper articles (9.1%) and the Events Guide (8.4%) were also listed as a source of information. Anecdotal results indicate that the Events Guide is a good source of information at the commencement of the events season, however people often tend to forget or not notice dates at the end of the Summer/events period. Radio reports (3.3%) and TV reports (2.6%) were the lowest rated response categories.

2.9% of respondents listed 'other' sources of awareness which could not be classified as promotional material or advertising. These results noted secondary internet page sources (residents' groups), information at local clubs and emails from local groups.

- **Event Sponsorship – Unprompted Awareness**

63.9% of respondents advised that they were aware of who the sponsors of Coogee Live were. This represents a significant increase in sponsor awareness since 2018 (12.0%).

36.4% of all respondents advised that they were aware of the City of Cockburn as a sponsor. This was followed by 27.6% who listed Lotterywest and a further 22.3% who listed LiveLighter. 13.2% of respondents listed



Fraser's Property as a sponsor followed by Alcoa (8.4%), Nova 93.7 (6.8%) and a further 5.6% who listed Healthway. Regis Aged Care (4.4%), Community News (3.6%), Fremantle Ports (3.2%) were listed in addition to Discovery Parks, Keep Australia Beautiful WA, Waste Authority WA and Kids in Perth at 2.0% or below of all respondents. 2.8% of respondents listed 'other' sponsors, although they were not able to identify the specific sponsor.

- **Event Sponsorship – Prompted Awareness**

Prompted sponsor recognition was markedly higher than the previous request for unprompted sponsor names. 82.1% of respondents recognised the City of Cockburn as a sponsor of Coogee Live, followed by LiveLighter (58.6%), Lotterywest (48.3%), Nova 93.7 (32.7%), Regis Aged Care (32.2%), Fraser's Property (25.3%) and Alcoa (21.5%). Healthway was recognised by 10.0% of respondents, followed by Fremantle Ports (10.4%), Community News (6.9%) and Kids in Perth (6.4%). Awareness of Discovery Parks, Keep Australia Beautiful WA and Waste Authority WA were recognised by fewer than 5% of respondents each.

- **Days Attended**

The largest proportion of respondents attended the event on Sunday (70.3%). This was followed by 63.8% of all respondents attending on the Saturday. It should be noted that in 2019 the event was held over two days, whereas it was over three days in 2018. It should also be noted that there was more rain on the Saturday than on the Sunday this year. 34.1% of respondents attended the event on both days.

- **Favourite Activities/Displays/Events**

The largest proportion of respondents enjoyed the live music/bands (28.9%), followed by the food/food trucks (17.4%), the mermaids (12.5%) and the animal farm (10.7%). Respondents also liked the concert (7.9%), the Omeo area (6.6%) and the cinema (5.9%). 4.9% appreciated the bar, and a further 4.6% enjoyed the makers' tent. Also appreciated were the giant puppet (4.3%), the markets (4.3%) and the kids' activities (4.1%).

- **Satisfaction with Food/Bar Offerings**

Three out of every four respondents felt that they were able to provide an opinion on the **food offerings**, either because they had sampled them or had considered a purchase during their time at Coogee Live. Of those that did use the food outlets, quality was the individual area that gained the most satisfaction, followed by healthiness. Price was the lowest ranked issue for respondents expressing their satisfaction. Dissatisfaction was low across all areas, however price raised the greatest level of dissatisfaction and healthiness and quality equal dissatisfaction scores.

Approximately one out of two respondents felt that they were **able** to provide an opinion on the Pop-Up Bar offerings, either because they had sampled them or had considered a purchase during their time at Coogee Live. Of those that did

offer an opinion on the Pop-Up Bar offerings (with 'don't know' scores excluded), 78.9% were 'at least' satisfied with the offerings (39.9% of all responses). This consisted of 44.6% who were very satisfied and 34.3% who were satisfied. 14.7% of respondents were neutral in their assessment of the Pop-Up Bar offerings (7.4% of all responses). Dissatisfaction was low at an overall 7.0% (3.5% of all responses), with 5.6% of these respondents being dissatisfied and a further 1.4% being very dissatisfied.

- **Satisfaction with Coogee Live**

The majority of respondents (75.9% - an increase of 6.7% since 2018) were 'at least' satisfied with the experience they had. 32.2% of these respondents were very satisfied with the experience with a further 43.7% being satisfied. 17.4% of respondents were neutral in their response.

5.4% of respondents were dissatisfied with the experience and a further 1.3% were very dissatisfied. This represents a reduction in the dissatisfaction level since 2018 of 12.5%.

- **Description of Overall Experience**

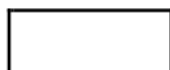
Respondents were asked how they would describe their overall experience of Coogee Live. The key responses were:

➤ Good/very good	20.7%
➤ Family-friendly	15.1%
➤ Wet	13.3%
➤ Enjoyable	11.0%
➤ Well-organised	6.4%
➤ Friendly community atmosphere	5.6%
➤ Fun family event	4.8%
➤ Entertaining	4.6%
➤ Affected by weather	4.6%
➤ Variety of activities	3.8%

- **Positive Event Characteristics**

Respondents were asked what three words they would use to describe Coogee Live. The key responses were:

➤ Fun	27.1%
➤ Free	18.7%
➤ Community	10.7%
➤ Live music	9.5%
➤ Relaxed	7.7%
➤ Family-friendly	7.4%
➤ Interactive	6.9%
➤ Family-oriented	6.6%
➤ Entertaining	6.1%



• Positive Event Characteristics

Respondents were asked what they liked about Coogee Live. The key responses were:

➤ Great event/good idea for an event	13.6%
➤ Location	12.5%
➤ Everything	10.0%
➤ Setup/layout of the event	9.7%
➤ Brings the community together	8.9%
➤ Good/easy-going atmosphere	7.2%
➤ Free	6.9%
➤ Music	6.1%
➤ Kids' activities	5.9%
➤ Close to beach	5.4%
➤ Family-oriented	5.4%

• Areas for Improvement

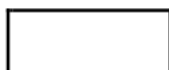
Respondents were asked what they thought would improve Coogee Live. The key responses were:

➤ Better weather/hold earlier in the season	16.1%
➤ More shaded areas (rain/sun)	13.8%
➤ Nothing/fine as it is	13.3%
➤ More food stalls	7.9%
➤ More children's' activities	7.2%
➤ More advertising	5.9%
➤ More people	5.9%
➤ Extend the hours	5.1%

• Demographics

- 58.8% of respondents were female compared to 41.2% who were male.
- 34.8% of respondents were in the 35 – 44 age group, 23.0% were between 45 – 54, 21.5% were between 45 – 54, 9.7% between 55 – 64, 7.2% between 18 – 24 and 3.3% were 65 and over. Only two respondents (0.5%) refused to provide their age. In this survey period there is a skew towards a slightly older age category attending.
- 43.7% of respondents were employed full-time, 19.7% were part-time employees and 4.3% were employed on a casual basis. 13.6% of respondents were self-employed and 4.9% of respondents were students. 6.4% were not employed and 5.6% were retired.
- Of the respondents who were employed, 28.6% advised that they worked in a professional capacity, 23.9% advised that they worked in a clerical capacity and a further 18.3% were employed as

managers. 7.5% of respondents were tradespeople, 4.7% were technicians or associated professionals and 5.1% of respondents advised that they were blue-collar workers.



3.0 RESULTS OF THE INTERCEPT/ONLINE SURVEY

This section summarises the results of the Intercept /online survey of people who actually attended the Festival. The results are presented in broad category headings representing the general topic areas included in the questionnaire.

Questions for the face-to-face survey are shown in the report text. Minor differences exist between these and the online questions, but are limited to referring to their experience of the event in a past tense rather than as 'today'.

3.1 Visitor Numbers

An estimate of visitor numbers to the Festival over the two days was conducted. To undertake a visitor count at a non-ticketed Festival (which takes place over many days across two hubs with multiple entrances) is likely to result in figures that are broad-ranging.

The two methodologies used to estimate numbers were:

- A grid count of each hub and surrounding areas was taken twice a day over the two days of the festival. The count was conducted over an hour-long period at each hub by one staff member rotating between areas. Allowances were made for double counting over the course of the two daily counts, as well as missed counts of people attending out of these hours. Counting was not undertaken in areas that were outside of the hub areas unless they were directly between two hubs. Estimates were also taken of vehicles parking in the nominated parking areas and surrounds to inform the attendance count.

This count resulted in an estimate of between 16,000 to 24,000 people visiting the Festival areas over the two days.

The estimate for the numbers of visitors to Coogee Live over the two days based on these methodologies is that **between 16,000 and 24,000** people visited the City over this period.

Due to the weather (significantly more wet weather on the Saturday compared to the Sunday) attendance was greater on the Sunday. Estimates showed that Sunday attendees were between 1.5 to 2 times more than on the Saturday. Consequently it was estimated that visitors on each day were:

- **Saturday** 6,000 to 9,000 attendees
- **Sunday** 10,000 to 15,000 attendees

3.2 Transport Method

In question 1, all survey respondents were asked:

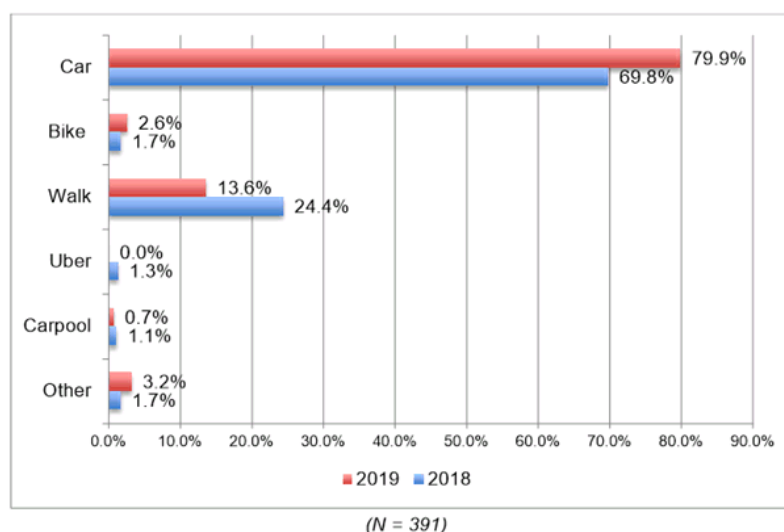
“How did you get to Coogee Live?”

Graph 3.2 shows that respondents used their car as their primary mode of transport (79.9%). This was followed by 13.6% of respondents who walked, those who rode a bicycle (2.6%) and those who chose to carpool (0.7%). 3.2% of respondents cited ‘other’ methods of transport.

Responses show an increased use of the car (10.1% increase) and a corresponding decrease in walking (10.8% decrease) in this survey period. It is unknown whether this is an effect of the weather – which was rainy over both days of the event.

It should be noted that in this survey period the weather was rainy over both days, with uncertainty as to whether this would continue. This may not only have affected the choice of transport method, but also the decision to attend the event.

Graph 3.2 Method of Transport



Demographic Results

- A larger proportion of respondents living in Coogee walked or cycled to the event compared to respondents from other areas. Respondents living in further suburbs were more likely to use a car.
- A larger proportion of people in the middle or older age brackets came to the event by car than those in other brackets, if they lived

further away from the event. Younger respondents were more likely to use a vehicle, however it should also be noted that they tended to live further away from the event, with a larger proportion of people in older age brackets living closer to the event venue(s).

- Employment status had little influence on respondent's mode of transport to the event.

3.3 Origin of Coogee Live Visitors

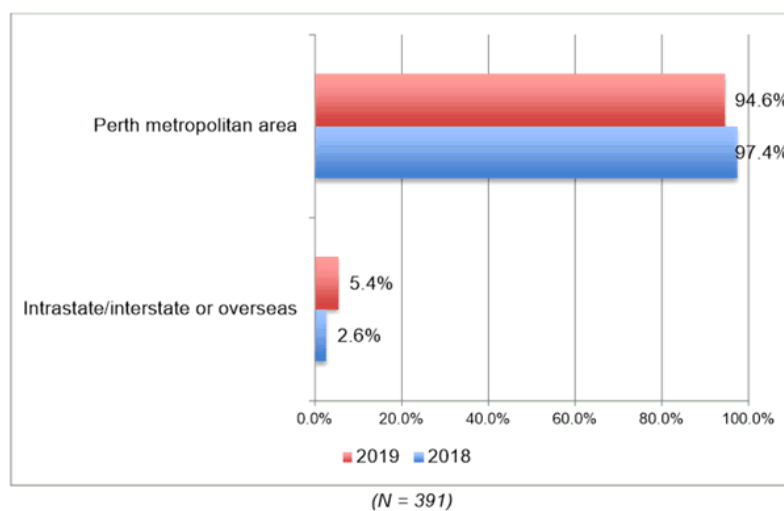
3.3.1 In question 2, all survey respondents were asked:

“Do you usually live in the Perth metropolitan area?”

Graph 3.3.1 shows that 94.6% of respondents lived in the Perth metropolitan area compared to 5.4% who were visiting from intrastate, interstate or overseas.

This represented a reduction of local visitors (2.8% reduction) compared to a corresponding increase in intrastate, interstate and overseas visitors.

Graph 3.3.1 Origin of Visitors



3.3.2 In **question 3**, survey respondents who lived in the Perth metropolitan area (370 respondents) were asked:

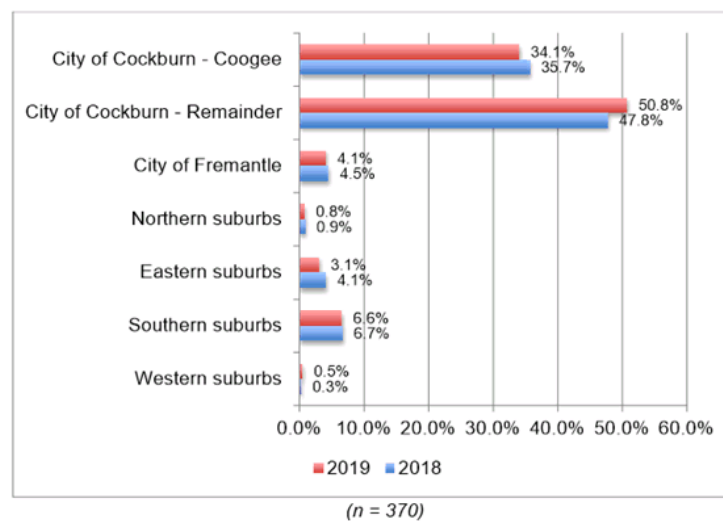
“What suburb do you live in?”

Graph 3.3.2 shows that survey respondents from the Perth metropolitan area were concentrated within the City of Cockburn. 84.9% of all respondents from the **Perth metropolitan area** lived within the City of Cockburn (increase of 1.4% since 2018). 34.1% of these respondents came from Coogee and a further 50.8% came from other suburbs within the City of Cockburn. This represented an increase of respondents from outside of the direct area of the event.

Of respondents who did not live within the City of Cockburn, the largest proportion came from suburbs within the southern suburbs (6.6% – a decrease of 0.1% since 2018). This was followed by respondents from the City of Fremantle (4.1% - a decrease of 0.4% since 2018), the eastern suburbs (3.1% - a decrease of 1.0% since 2018), the northern suburbs (0.8% - a decrease of 0.1% since 2018) and the western suburbs (0.5% - a 0.2% increase since 2018).

These results indicate that visitors to the event are coming from the City of Cockburn in a larger proportion, although from outside of the direct suburb where the event is located. It is still a local event, but attracting those from outside of the direct area.

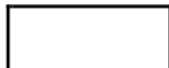
Graph 3.3.2 **Locality of Perth Metro Area Visitors**



3.3.3 In **question 4**, the survey respondents who did not live in the Perth metropolitan area (21) were asked:

“What city/country do you usually live in?”

Visitors to the event who did not live in the Perth metropolitan area came from a limited number of areas. Of the 21 visitors from outside of the metropolitan area 3 came from regional Western Australia (14.3% of all non-metropolitan visitors or 0.8% of all respondents), 8 came from interstate (38.1% of all non-metropolitan visitors or 2.0% of all respondents) and 10 came from overseas (47.6% of all non-metropolitan visitors or 2.6% of all respondents).



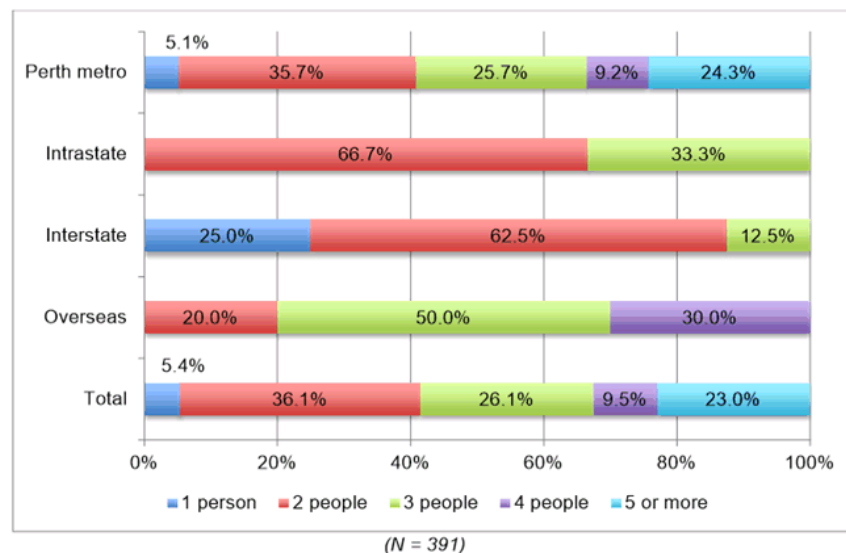
3.3.4 In **question 5**, all survey respondents were asked:

“How many people are you here with today?”

Graph 3.3.4 shows that the largest proportion of respondents came to the event in a group consisting of 2 people (36.1%). This was followed by respondents in groups of 3 people (26.1%), 5 or more people (23.0%), 4 people (9.5%) and singles (5.4%).

These results highlight that, while the largest group consists of couples, almost 60% of people attending the event did so in groups of three or greater.

Graph 3.3.4 **Number of People in Group**



Based on the survey results of group structure, 27.4% of all attendees were children attending the event with parents or guardians. This is down from 31.1% in the 2018 survey period (a reduction of 3.7% in this survey period).

3.4 Visit to Coogee Live

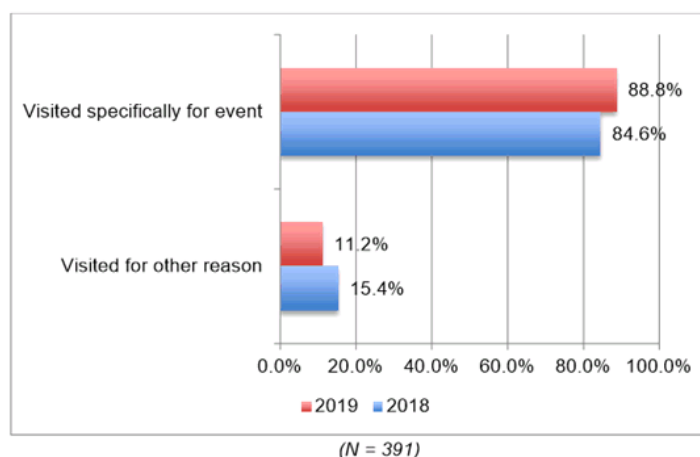
3.4.1 In question 6a, all survey respondents were asked:

“Did you come to this area today specifically for Coogee Live?”

Graph 3.4.1 shows that 88.8% of respondents did visit specifically for the event (an increase of 4.2% since 2018), compared to 15.4% who did not visit specifically for the event (a reduction of 4.2% since 2018).

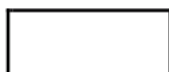
It would appear just less than one in ten respondents discovered the event by being in the area, for another reason, while the event was being conducted.

Graph 3.4.1 Reason for Visit to Coogee Beach Reserve



Demographic Results

- Respondents visiting Coogee Live, but not specifically for the event, were more likely to live in Coogee (the surrounding area) than other survey respondents.



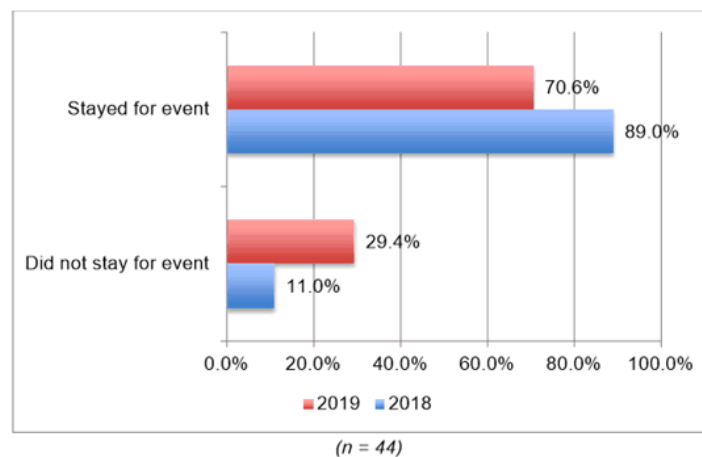
3.4.2 In **question 6b** survey respondents who did not visit the area (Coogee) specifically for the event (44 respondents) were asked:

“If no (to question 6a), did / will you stay for Coogee Live?”

Graph 3.4.2 shows that the majority of respondents who did not visit specifically for the event did choose to stay for some or all of it (70.6% - or 31 respondents). Only 29.4% chose not to stay (13 respondents or 3.3% of the entire sample).

The results do represent a larger proportion of respondents who chose not stay in this survey period compared to 2018.

Graph 3.4.2 **Did Respondent Stay for the Event**



Demographic Results

- Numbers for those visiting Coogee Beach Reserve, but not specifically for the event, are too small to analyse with any degree of accuracy.

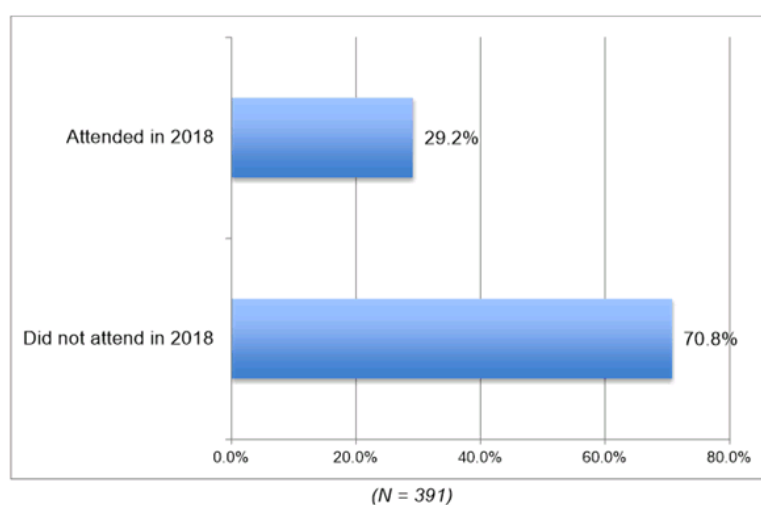
3.4.3 In question 7 all survey respondents were asked:

“Did you attend Coogee Live in 2018?”

Graph 3.4.3 shows that, of respondents who did attend in 2019, Only 29.2% (less than 1 out of 3) had attended the event in 2018. 70.8% had not attended the event in 2018.

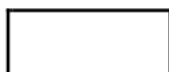
The results do represent a larger proportion of respondents who chose not stay in this survey period compared to 2018.

Graph 3.4.3 **Attendance of Coogee Live 2018**



Demographic Results

- Respondents who had visited the event in 2018 were more likely to live in the location of the event than respondents in other areas.



3.5 Awareness Method for Coogee Live

3.5.1 In question 8, all survey respondents were asked:

“How did you hear about Coogee Live?”

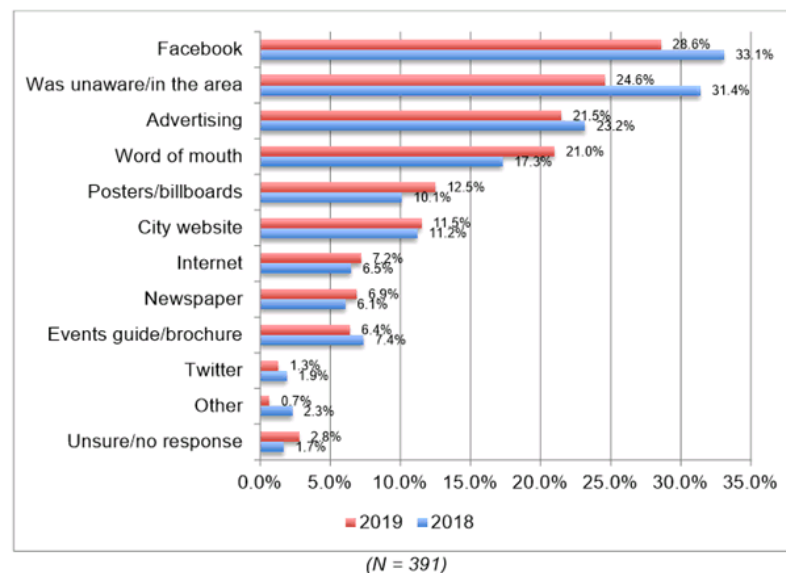
This question was asked through the use of an open-ended format eliciting a 'top of mind' response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. **Respondents provided multiple responses if they had more than one source of awareness, therefore results tally to greater than 100%.** Many of the responses highlighted served as a reminder to attend. Most respondents cited 2 to 3 methods of awareness.

Graph 3.5.1 shows that respondents became aware of Coogee Live by a variety of means. 24.6% of respondents advised that they were unaware of it and had only attended because they were in the area at the time.

26.6% heard about it through Facebook groups, 23.2% became aware through some form of advertising, 21.5% became aware through word of mouth, 12.5% became aware through posters/billboards in the area and 11.5% via the City of Cockburn website. 7.2% became aware of it via the internet, 6.1% became aware through the local newspaper and 7.4% became aware through the Cockburn Events Guide. 1.3% became aware through Twitter.

2.8% of respondents did not supply a response to this question.

Graph 3.5.1 Method of Festival Awareness

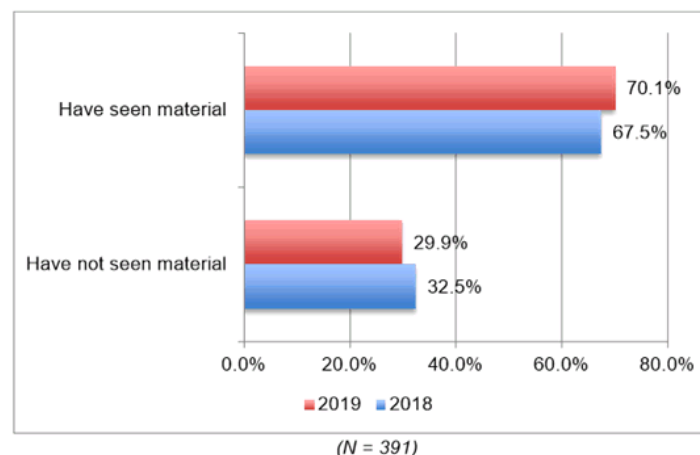


3.5.2 In **question 9**, all survey respondents were asked:

“Are you aware of any promotional/advertising material for Coogee Live in any recent media?”

Graph 3.5.2a shows that 70.1% of respondents had seen promotional/advertising material for the Coogee Live (a 2.6% increase from 2018). 29.9% advised that they had not seen any promotional material.

Graph 3.5.2a Awareness of Promotional/Advertising Material



Survey respondents who claimed that they were aware of promotional/advertising material (274 respondents) were asked:

“Please advise which of the following media you saw it in?”

Graph 3.5.2b, presented overleaf, shows where people **who were aware of promotional material/advertising** claimed to have seen it. Multiple responses were permitted therefore results tally to greater than 100%. It should also be noted that respondents were prompted by the inclusion of response categories, therefore category responses may be higher than those covered in question 7.

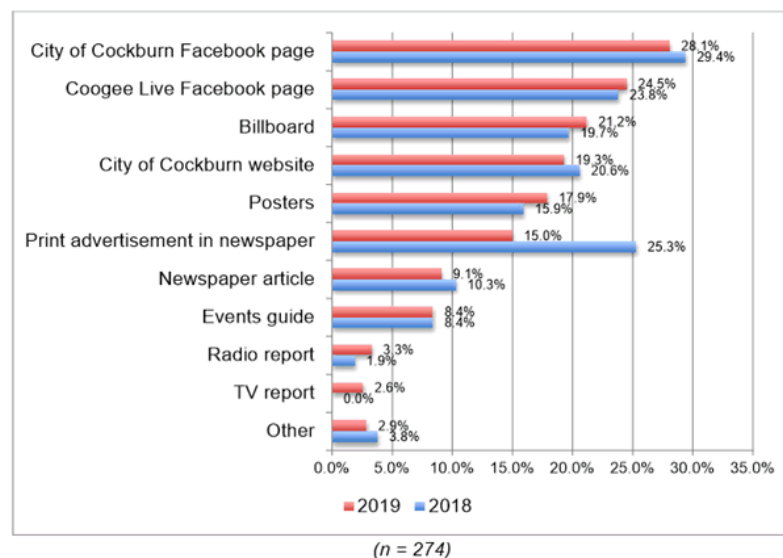
28.1% of all respondents aware of promotional material/advertising listed the City of Cockburn Facebook page as a source. This was followed by 24.5% who listed the Coogee Live Facebook page, 21.2% that listed the billboards and a further 19.1% that listed the City of Cockburn website. 17.9% of respondents listed posters as an information source and a further 15.0% listed print advertising in the local newspaper (this category represented a significant reduction in this survey period).

Newspaper articles (9.1%) and the Events Guide (8.4%) were also listed as a source of information. Anecdotal results indicate that the Events Guide is a good source of information at the commencement of the events season, however people often tend to forget or not notice dates at the end of the Summer/events period.

Radio reports (3.3%) and TV reports (2.6%) were the lowest rated response categories.

2.9% of respondents listed 'other' sources of awareness which could not be classified as promotional material or advertising. These results noted secondary internet page sources (residents' groups), information at local clubs and emails from local groups.

Graph 3.5.2b Source of Promotional/Advertising Material



3.6 Event Sponsorship

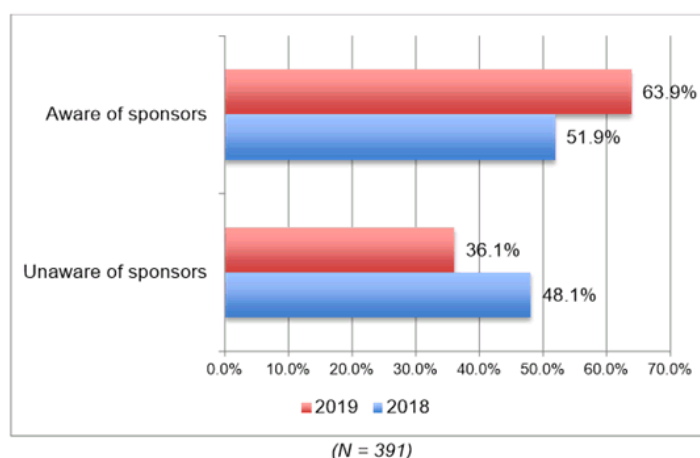
3.6.1 In question 10, all survey respondents were asked:

“Are you aware who the sponsors of Coogee Live are?”

Graph 3.6.1a shows that 63.9% of respondents advised that they were aware of who the sponsors of Coogee Live were. This represents a significant increase in sponsor awareness since 2018 (12.0%).

36.1% of respondents advised that they were unaware.

Graph 3.6.1a Awareness of Coogee Live Sponsors



All survey respondents who claimed that they were aware of who the sponsors of Coogee Live were (250 respondents) were asked:

“Who are they?”

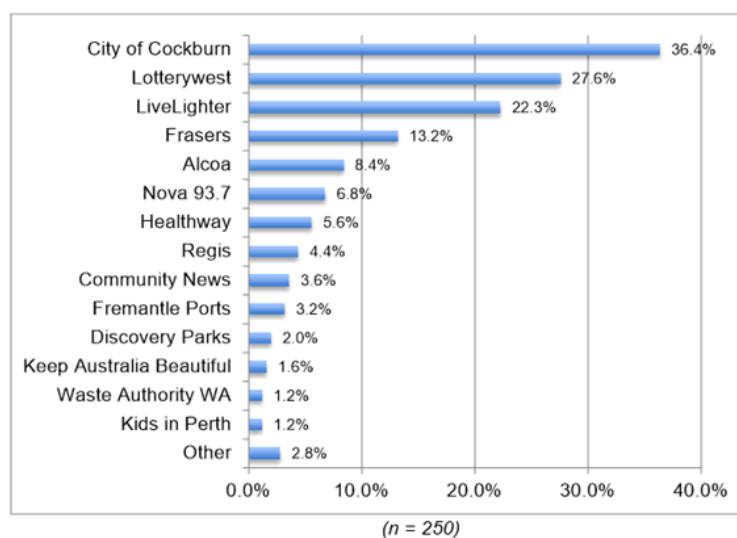
Graph 3.6.1b, presented overleaf, shows where people **who claim to be aware of the sponsors of the event** became aware. Multiple responses were permitted therefore results tally to greater than 100%.

36.4% of all respondents advised that they were aware of the City of Cockburn as a sponsor. This was followed by 27.6% who listed Lotterywest and a further 22.3% who listed LiveLighter. 13.2% of respondents listed Fraser's Property as a sponsor followed by Alcoa (8.4%), Nova 93.7 (6.8%) and a further 5.6% who listed Healthway.

Regis Aged Care (4.4%), Community News (3.6%), Fremantle Ports (3.2%) were listed in addition to Discovery Parks, Keep Australia Beautiful WA, Waste Authority WA and Kids in Perth at 2.0% or below of all respondents.

2.8% of respondents listed 'other' sponsors, although they were not able to identify the specific sponsor.

Graph 3.6.1b **Unprompted Sponsors**



Demographic Results

- Responses were generally spread uniformly across the different residential and demographic groups. No specific group was either aware or unaware of the sponsors.

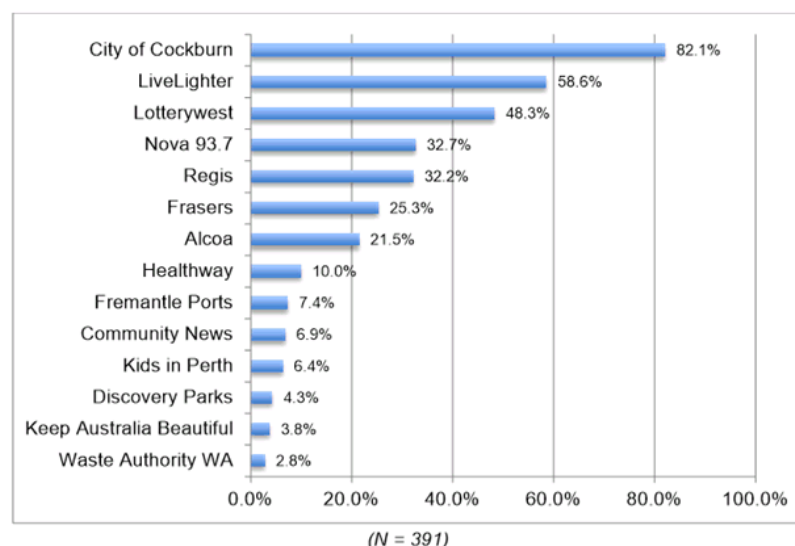
3.6.2 In **question 11**, all survey respondents were asked:

“From the listed organisations, were you aware that they were sponsors of Coogee Live?”

Graph 3.6.2 shows the organisations – once prompted – that respondents believed were sponsors of Coogee Live. Sponsor recognition was markedly higher than a request for unprompted sponsor names.

The graph shows that 82.1% of respondents recognised the City of Cockburn as a sponsor of Coogee Live, followed by LiveLighter (58.6%), Lotterywest (48.3%), Nova 93.7 (32.7%), Regis Aged Care (32.2%), Fraser’s Property (25.3%) and Alcoa (21.5%). Healthway was recognised by 10.0% of respondents, followed by Fremantle Ports (10.4%), Community News (6.9%) and Kids in Perth (6.4%). Awareness of Discovery Parks, Keep Australia Beautiful WA and Waste Authority WA were recognised by fewer than 5% of respondents each.

Graph 3.6.2 Prompted Sponsorship Awareness



Demographic Results

- Responses were generally spread uniformly across the different residential and demographic groups.

3.7 Days Attended

In question 12, all survey respondents were asked:

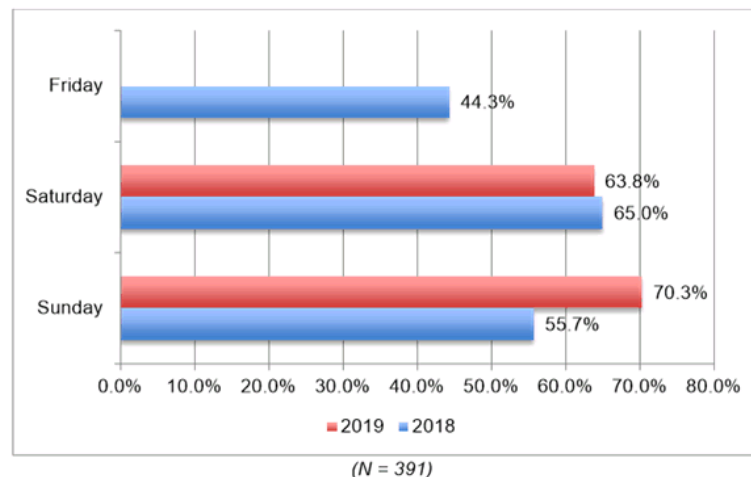
“Which days of Coogee Live did you attend?” (*multiples accepted*)

Graph 3.7.1 shows that the largest proportion of respondents attended the event on Sunday (70.3%). This was followed by 63.8% of all respondents attending on the Saturday. It should be noted that in 2019 the event was held over two days, whereas it was over three days in 2018.

It should also be noted that there was more rain on the Saturday than on the Sunday this year.

34.1% of respondents attended the event on both days.

Graph 3.7.1 **Days Attended**



Demographic Results

- Respondents who lived in (or nearby) Coogee were more likely to attend the event over more than one day.
- A marginally larger proportion of people in the middle or older age brackets were more likely to attend on more than one day compared to those in younger age ranges.

3.8 Favourite Activities/Displays/Events

In question 12, all survey respondents were asked:

“Which displays/activities/events were your favourites?”

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents were able to provide multiple responses if they had more than one comment. In this case results tally to greater than 100%.

Responses have been coded to represent the main inference of the respondent’s statement. In some cases a response covered more than one response area. In these instances the response has been counted once for each response grouping.

The largest proportion of respondents enjoyed the live music/bands (28.9%), followed by the food/food trucks (17.4%), the mermaids (12.5%) and the animal farm (10.7%). Respondents also liked the concert (7.9%), the Omeo area (6.6%) and the cinema (5.9%). 4.9% appreciated the bar, and a further 4.6% enjoyed the makers’ tent. Also appreciated were the giant puppet (4.3%), the markets (4.3%) and the kids’ activities (4.1%).

10.2% provided no response to the question.

The key responses were:

Response	Percentage Response	Frequency
Live music/bands	28.9%	113
Food/food trucks	17.4%	68
Mermaids	12.5%	49
Animal farm	10.7%	42
Concert	7.9%	31
Omeo	6.6%	26
Cinema	5.9%	23
Bar	4.9%	19
Makers’ tent	4.6%	18
Giant puppet	4.3%	17
Markets	4.3%	17
Kid’s activities	4.1%	16
Free health checks	3.8%	15
Circus	3.6%	14
Kites	2.8%	11
Hula hoops	2.6%	10
Art	2.0%	8
Dancing	1.8%	7
Face painting	1.8%	7
Stalls	1.5%	6



Response	Percentage Response	Frequency
DJ	1.5%	6
Sam Perry	1.3%	5
Forever project	1.3%	5
Treasure box	1.3%	5
Hearing van	1.3%	5
Fire show	1.0%	4
Natural products	1.0%	4
Beach	1.0%	4
Juice bar	1.0%	4
Location	0.8%	3
Chance to browse/wander	0.8%	3
Yoga	0.8%	3
Balloon	0.5%	2
Displays	0.5%	2
Other	5.9%	23
No response	10.2%	47
Total	-	391

Image 3.8 Favourite Displays/Activities/Events *



Powered by QuestionPro

* (results in this image taken from online responses only)

3.9 Satisfaction With Food/Bar Offerings

3.9.1 In **question 14**, all survey respondents were asked:

“In each of the following areas, how satisfied were you with the food offerings?”

Respondents were asked to rate their satisfaction levels with each of the following aspects of the food offerings at the event:

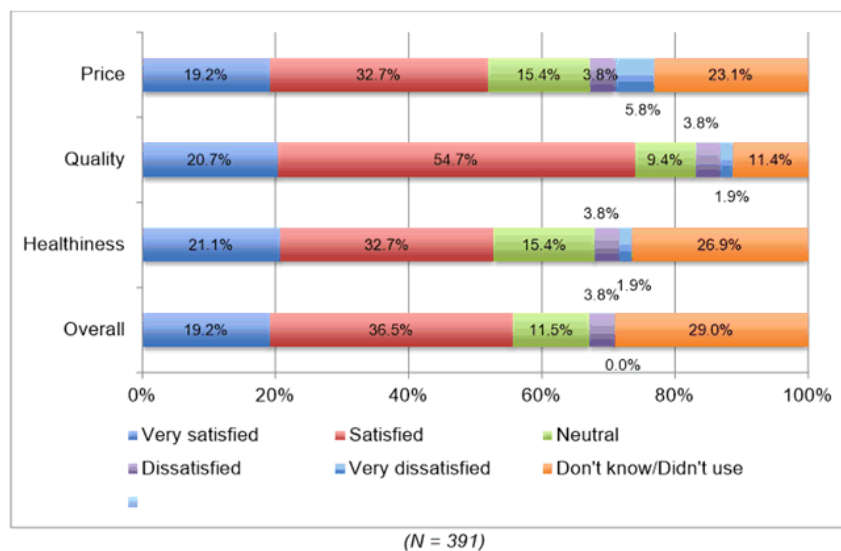
- Price
- Quality
- Healthiness
- Overall

Graph 3.9.1 shows that approximately three out of every four respondents felt that they were able to provide an opinion on the **food offerings**, either because they had sampled them or had considered a purchase during their time at Coogee Live.

Of those that did use the food outlets, quality was the individual area that gained the most satisfaction, followed by healthiness. Price was the lowest ranked issue for respondents expressing their satisfaction.

Dissatisfaction was low across all areas, however price raised the greatest level of dissatisfaction and healthiness and quality equal dissatisfaction scores.

Graph 3.9.1 Food Offering Satisfaction Levels

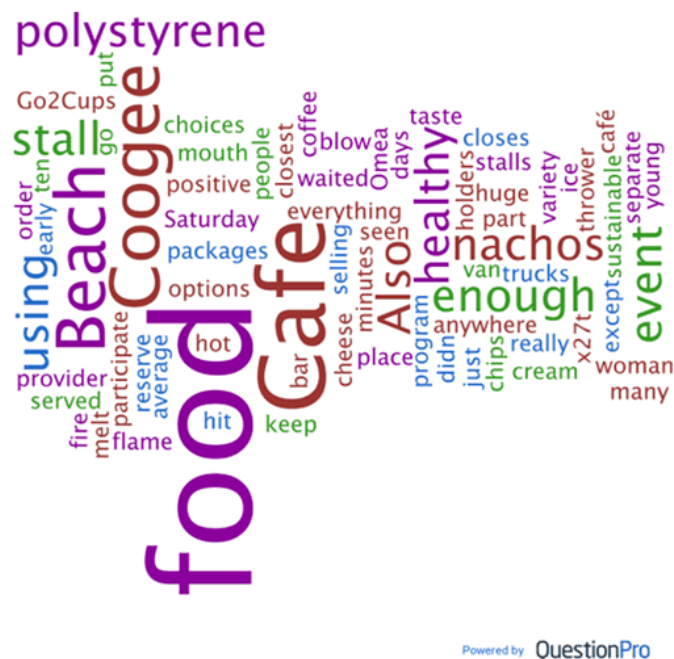


Respondents (49) who indicated they were dissatisfied with the **food offerings** were asked why they felt this way. Responses to this question fell within a limited range of categories that were commented on repeatedly. Some respondents provided more than one response to the question.

The key responses were:

Response	Percentage Response	Frequency
Too expensive / overpriced	32.7%	16
Lack of healthy food	22.4%	11
Lack of variety	20.4%	10
Only the café at Coogee beach hub	18.4%	9
Poor quality food	12.2%	6
Too many food stalls	8.2%	4
Other	6.1%	3
No response	16.3%	8
Total	-	49

Image 3.9.1 Reason for Food Offering Dissatisfaction *



* (results in this image taken from online responses only)

3.9.2 In **question 15**, all survey respondents were asked:

“How satisfied were you with the Pop-Up Bar offerings?”

Respondents were asked to rate their **overall** satisfaction levels with the **Pop-Up Bar offerings** at the event.

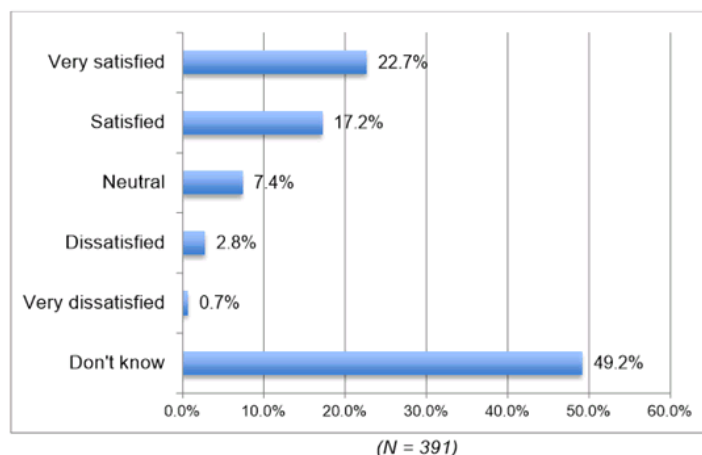
In this survey period graph 3.9.2 shows that approximately one out of two respondents felt that they were **able** to provide an opinion on the Pop-Up Bar offerings, either because they had sampled them or had considered a purchase during their time at Coogee Live.

Of those that did offer an opinion on the Pop-Up Bar offerings (with ‘don’t know’ scores excluded), 78.9% were ‘at least’ satisfied with the offerings (39.9% of all responses). This consisted of 44.6% who were very satisfied and 34.3% who were satisfied.

14.7% of respondents were neutral in their assessment of the Pop-Up Bar offerings (7.4% of all responses).

Dissatisfaction was low at an overall 7.0% (3.5% of all responses), with 5.6% of these respondents being dissatisfied and a further 1.4% being very dissatisfied.

Graph 3.9.2 **Pop-Up Bar Offering Satisfaction Levels**



Respondents that indicated they were dissatisfied with the Pop-up bar offerings were asked why they felt this way (14 respondents). Responses to this question fell within a limited range of categories that were commented on repeatedly. Some respondents provided more than one response to the question.

The key responses were:

Response	Percentage Response	Frequency
Too expensive / overpriced	42.9%	6
Limited range of drinks	28.6%	4
No/little shelter from rain/sun	21.4%	3
Plastic cups (too small)	14.3%	2
No response	14.3%	2
Total	-	14

3.9.3 In **question 16**, survey respondents were asked:

“What types of food/beverages would you like to see at events like this?”

Table 3.9.3 shows that the largest proportion of respondents (34.3%) did not respond to this question. It is assumed that they did not desire any changes to the food offerings provided or did not use the services in the first place. Correlations between respondents who answered ‘don’t know’ to satisfaction ratings to question 13 (satisfaction with food offerings) were high.

Of those respondents who did provide a response, 13.0% indicated that they felt the food/beverage offerings were fine as they are. This was followed by 11.0% who would like to see healthier options being offered at the event, 7.9% who wanted more Asian foods and 5.9% who wanted more variety/food trucks. Also desired were vegetarian/vegan options (5.1%), kebabs (4.3%), pizza (4.1%), good coffee (3.6%), sushi rolls (3.1%), chips (2.8%) and beer (2.3%).

3.6% of respondents raised the issue of pricing, stating that the cost was too expensive or did not reflect value for money for both food and drinks. A further 2.1% wanted greater variety in multi-cultural foods.

3.8% of respondents provided ‘other’ responses that could not be classified in the above areas or should not be considered as appropriate responses.

Table 3.9.3 Desired Food/Beverage Offerings

Response	Percentage Response	Frequency
Fine as it is	13.0%	51
Healthier options	11.0%	43
More Asian food	7.9%	31
More variety/food trucks	5.9%	23
Vegetarian/vegan options	5.1%	20
Kebabs	4.3%	17
Pizza	4.1%	16
Good coffee	3.6%	14
Mexican	3.3%	13
Sushi rolls	3.1%	12
Chips	2.8%	11
Beer	2.6%	10
More multi-cultural food	2.6%	10
Wine	2.1%	8
Cheaper food	2.1%	8
Ice cream	2.1%	8
Hot dogs	2.1%	8
Halal food	1.8%	7
Curry	1.8%	7
Finger food	1.5%	6



3.10 Satisfaction with Coogee Live

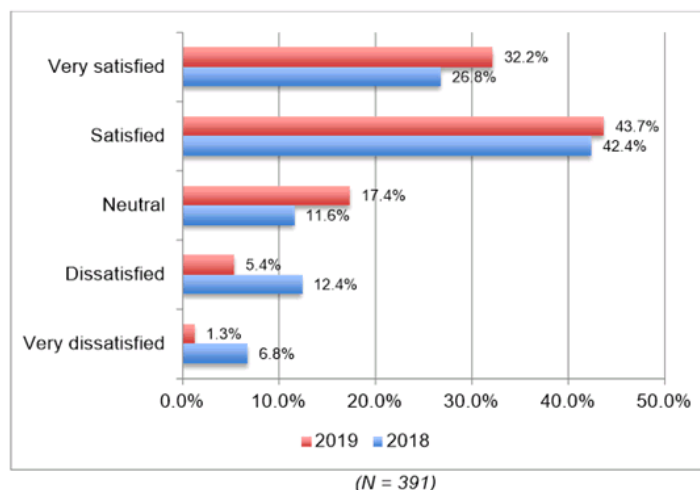
In **question 17**, survey respondents were asked:

“How satisfied are you with the experience you had at Coogee Live?”

Graph 3.10 shows a significant improvement in satisfaction since 2018. In this survey period the majority of respondents (75.9% - an increase of 6.7% since 2018) were ‘at least’ satisfied with the experience they had. 32.2% of these respondents were very satisfied with the experience with a further 43.7% being satisfied. 17.4% of respondents were neutral in their response.

5.4% of respondents were dissatisfied with the experience and a further 1.3% were very dissatisfied. This represents a reduction in the dissatisfaction level since 2018 of 12.5%.

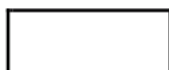
Graph 3.10 Coogee Live Satisfaction Levels



Demographic Results

- Overall satisfaction responses were generally spread uniformly across the different residential and demographic groups.

Respondents that indicated they were dissatisfied (26) were asked why they felt this way. Many respondents provided more than one reason for their dissatisfaction. It should be noted that dissatisfaction was considerably lower in this survey period, hence there being fewer responses than in 2018. The responses are shown overleaf.



Response	Percentage Response	Frequency
Needed more activities/all in one area	26.9%	7
The rain/lack of shelter	26.9%	7
Too quiet/not enough people	15.4%	4
Better food trucks	11.5%	3
Lack of food at Coogee beach	7.7%	2
No response	11.5%	3
Total	-	26

3.11 Event Experience

3.11.1 In question 18, all survey respondents were asked:

“How would you describe your overall experience?”

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents were able to provide multiple responses if they had more than one comment. In this case results tally to greater than 100%.

Responses have been coded to represent the main inference of the respondent’s statement. In some cases a statement covers two themes that differ marginally. In these instances the statement has been counted once for each response grouping.

The largest proportion of respondents described their experience as good/very good (20.7%), followed by respondents who described it as family-friendly (15.1%).

This was followed by 13.3% who described it as wet and an additional 4.6% described it as being affected by the weather.

A further 11.0% described it as enjoyable. Respondents also described it as well-organised (6.4%), that it provided a friendly community atmosphere (5.6%) and was a fun family event (4.8%). 4.6% described it as entertaining followed by providing a variety of activities (3.8%), relaxing (3.6%) and child-friendly (2.8%).

10.7% of respondents did not provide a response to this question.

The key responses were:

Response	Percentage Response	Frequency
Good/very good	20.7%	81
Family-friendly	15.1%	59
Wet	13.3%	52
Enjoyable	11.0%	43
Well-organised	6.4%	25
Friendly community atmosphere	5.6%	22
Fun family event	4.8%	19
Entertaining	4.6%	18
Affected by weather	4.6%	18
Variety of activities	3.8%	15
Relaxing	3.6%	14
Child-friendly	2.8%	11
Good environment/atmosphere	2.3%	9
Good music	1.8%	8



Response	Percentage Response	Frequency
Good location	1.8%	7
Brings community together	1.3%	5
Should be bigger	1.3%	5
Average	1.0%	4
Accessible	1.0%	4
Quiet	0.8%	3
Ordinary food	0.8%	3
Good parking	0.8%	3
DJ too loud	0.5%	2
Same as last year	0.5%	2
Disjointed	0.5%	2
Other	5.9%	23
No response	10.7%	42
Total	-	391

3.11.2 In **question 19**, all survey respondents were asked:

“What three words would you use to describe Coogee Live?”

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents provided multiple responses – although in many cases, not the three responses asked for. Due to this, results tally to greater than 100%.

Responses have been coded to represent the main inference of the respondent’s statement. In some cases a statement covers two themes that differ marginally to each other. In these instances the statement has been counted once for each response grouping.

The largest proportion of respondents described Coogee Live as fun (27.1%). This was followed by 18.7% who described it as free and 10.7% who linked it to community.

Another key descriptor of the event was live music (9.5%). 7.7% of respondents described it as relaxed, followed by family-friendly (7.4%), interactive (6.9%), family-oriented (6.6%) and entertaining (6.1%).

5.6% of respondents described it as enjoyable, followed by interesting (5.4%), good (6.8%), using the word beach (5.1%), well-organised (4.6%), beautiful (4.3%), friendly (3.8%), healthy (3.6%), and lively (3.1%).

3.1% of responses described the event as wet (3.1%) and 2.8% as outdoors.

A large number of other responses were provided, although these resulted in less than 10 responses each, with 11.3% of all respondents providing a word only described once.

9.2% of respondents did not provide a response to this question.

The key responses were:

Response	Percentage Response	Frequency
Fun	27.1%	106
Free	18.7%	73
Community	10.7%	42
Live music	9.5%	37
Relaxed	7.7%	30
Family-friendly	7.4%	29
Interactive	6.9%	27
Family-oriented	6.6%	26
Entertaining	6.1%	24



Response	Percentage Response	Frequency
Enjoyable	5.6%	22
Interesting	5.4%	21
Good	5.4%	21
Beach	5.1%	20
Well-organised	4.6%	18
Beautiful	4.3%	17
Friendly	3.8%	15
Healthy	3.6%	14
Lively	3.1%	12
Wet	3.1%	12
Outdoors	2.8%	11
Quiet	2.3%	9
Exciting	2.3%	9
Informative	2.3%	9
Variety	2.0%	8
Creative	1.8%	7
Good for community	1.8%	7
Nice	1.5%	6
New experiences	1.5%	6
Pleasant	1.5%	6
Intriguing	1.6%	6
Innovative	1.3%	5
Laid-back	1.3%	5
Vibrant	1.3%	5
Diverse	1.0%	4
Non-commercial	1.0%	4
Educational	1.0%	4
Sunset	1.0%	4
Windy	1.0%	4
Art	0.8%	3
Alternative	0.8%	3
Active	0.8%	3
Beneficial	0.8%	3
Bubbly	0.8%	3
Clean	0.8%	3
Chilled	0.8%	3
Convenient	0.8%	3
Impressive	0.8%	3
Innovative	0.8%	3
Popular	0.8%	3
Other	11.3%	44
No response	9.2%	36
Total	-	391

3.12 Event Perceptions

3.12.1 In question 20, all survey respondents were asked:

“What did you like about Coogee Live?”

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents were able to provide multiple responses if they had more than one comment. In this case results tally to greater than 100%.

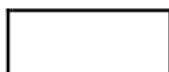
Responses have been coded to represent the main inference of the respondent’s statement. In some cases a statement covers two themes that differ marginally. In these instances the statement has been counted once for each response grouping.

The largest proportion of respondents enjoyed it was a great event/idea for an event (13.6%), followed by respondents who enjoyed the location (12.5%) and that they enjoyed everything about it (10.0%). Respondents indicated that they liked the setup/layout of the event (9.7%), that it brings the community together (8.9%) and had a good/easy going atmosphere (7.2%). 6.9% appreciated that it was free (6.9%) followed by the music (6.1%), kids’ activities (5.9%) and is close to the beach (5.4%). Also appreciated was that the event is family-oriented (5.4%), the markets (5.1%), enjoyed the variety of events (4.6%) and that good parking was available (4.1%).

8.4% of respondents did not provide a response to this question.

The key responses were:

Response	Percentage Response	Frequency
Great event/good idea for an event	13.6%	53
Location	12.5%	49
Everything	10.0%	39
Setup/layout of the event	9.7%	38
Brings the community together	8.9%	35
Good/easy-going atmosphere	7.2%	28
Free	6.9%	27
Music	6.1%	24
Kids’ activities	5.9%	23
Close to beach	5.4%	21
Family-oriented	5.4%	21
Markets	5.1%	20
Variety of events	4.6%	18
Good parking	4.1%	16
Stalls	3.8%	15



Response	Percentage Response	Frequency
Cinema	3.3%	13
DJ	2.8%	11
Great environment	2.6%	10
Food	2.3%	9
Proximity to home	2.0%	8
Fun	1.8%	7
Free workshops	1.5%	6
Spaciousness	1.3%	5
Concert/arts	1.3%	5
Accessible	1.0%	4
Friendly atmosphere	1.0%	4
Simplicity	1.0%	4
Needs more variety	0.8%	3
Talks	0.8%	3
Drinks/bar	0.8%	3
Multi-cultural	0.8%	3
Information displays	0.8%	3
Mix of retail/entertainment	0.5%	2
Outdoors	0.5%	2
Quiet	0.5%	2
Other	4.9%	19
No response	8.4%	33
Total	-	391

Image 3.12.2 Coogee Live Areas for Improvement *



Powered by QuestionPro

* (results in this image taken from online responses only)

3.12.2 In **question 21**, all survey respondents were asked:

“What do you think would improve future Coogee Live Festivals?”

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents provided multiple responses. In this case very few negative responses were provided therefore results tally to 100%.

Responses have been coded to represent the main inference of the respondent’s statement. In some cases a statement covers two themes that differ marginally to each other. In these instances the statement has been counted once for each response grouping.

The largest proportion of respondents thought that better weather/holding the event earlier in the season was needed (16.1%). The next most frequent response was related to the issue of weather, namely that more shaded/shelter areas were needed for rain/sun (13.8%).

13.3% of respondents felt that the festival was fine as it is.

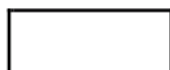
Other key responses included wanting more food stalls at the event (7.9%), followed by 7.2% of respondents who wanted more children’s’ activities, more advertising (5.9%), more people attending the event (5.9%) and the desire to extend the hours of Coogee Live beyond that which was offered (5.1%).

4.3% of respondents wanted more music and 3.1% of respondents wanted the event to be more compact/less spread out. 2.8% wanted cheaper prices across all items stall and food, more markets/stalls (2.3%), holding the event more frequently (2.3%), having greater variety in the food truck offerings (2.0%) and confining the event to just one site (2.0%).

13.3% of respondents did not provide a response to this question.

The key responses were:

Response	Percentage Response	Frequency
Better weather/hold earlier in the season	16.1%	63
More shaded areas (rain/sun)	13.8%	54
Nothing/fine as it is	13.3%	52
More food stalls	7.9%	31
More children’s’ activities	7.2%	28
More advertising	5.9%	23
More people	5.9%	23
Extend the hours	5.1%	20



Response	Percentage Response	Frequency
More music	4.3%	17
More shelter from the rain	3.8%	15
More compact	3.1%	12
Cheaper prices	2.8%	11
More markets/stalls	2.3%	9
Hold event more often	2.3%	9
More variety in food trucks	2.0%	8
Confine to one site	2.0%	8
Continuous stage entertainment	1.8%	7
Improved parking	1.8%	7
Attract more families	1.8%	7
More events	1.5%	6
More toilets	1.3%	5
More bins	1.0%	4
Mainstream advertising	1.0%	4
More acts on the beach	0.8%	3
More pop-up tents	0.8%	3
Coffee cart	0.8%	3
Bar at both ends	0.5%	2
Better signage	0.5%	2
Other	4.1%	16
No response	13.3%	52
Total	-	391

Image 3.12.2 Coogee Live Areas for Improvement *



* (results in this image taken from online responses only)

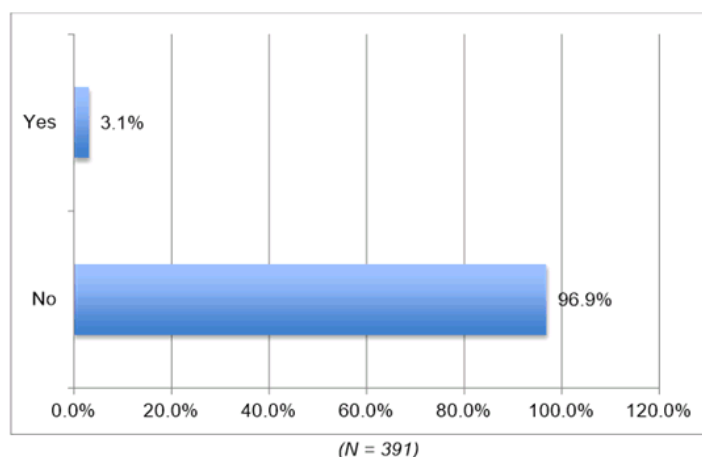
3.13 Disabled Respondents

3.13.1 In **question 22**, all survey respondents were asked:

“Do you, or any person that you’ve come here with today, have a disability?”

Graph 3.13.1 shows that 3.1% of respondents (12 respondents) advised that either they or a person they attended the event with had a disability. 96.9% advised that they or other members in their group did not have a disability.

Graph 3.13.1 Disabled Respondents

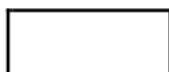


In **question 23**, all survey respondents who claimed that they had a disability, or came with someone who had a disability (12 respondents), were asked:

“Did you, or any person that you’ve come here with today, use any of the following facilities/services?”

The facilities/services described and their level of use were:

- Matting (5 respondents)
- Auslan Interpreter (0 respondents)
- Tactile Tours (1 respondent)
- Audio Tours (3 respondents)
- Did not use (6 respondents)



In **question 24**, all survey respondents who claimed that they had a disability, or came with someone who had a disability (12 respondents), were asked:

“What other disability services/facilities do you feel would be of benefit?”

Only one suggestion was offered by one respondent. This was:

- Quiet Marquee for young people with autism where arts activities can be offered. (1 respondent)

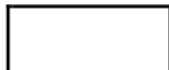
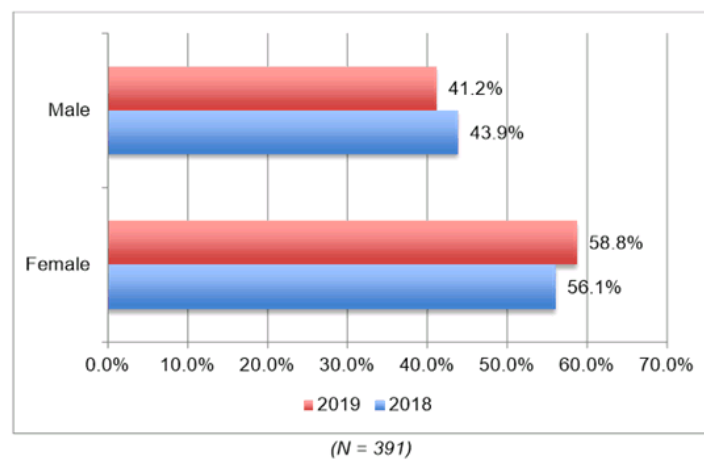
3.14 Demographics

3.14.1 In question 25, the interviewers were asked to note the gender of respondents.

Graph 3.13.1 shows that 41.2% of respondents were male compared to 58.8% who were female.

This represents an increase in the proportion of females responding to the survey in this survey period.

Graph 3.14.1 **Gender**



3.14.2 In **question 26**, all survey respondents were asked:

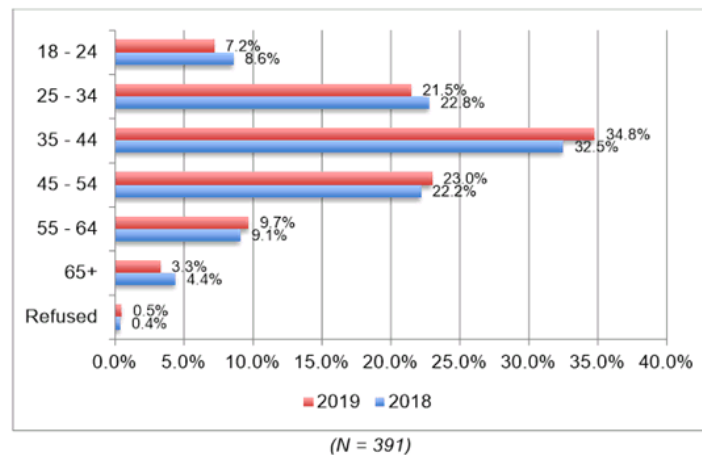
“Which of the following age groups best represents your age?”

Graph 3.14.2 shows age ranges were broadly spread, as would be expected from the general population distribution. 34.8% of respondents were in the 35 – 44 age group, 23.0% were between 45 – 54, 21.5% were between 45 – 54, 9.7% between 55 – 64, 7.2% between 18 – 24 and 3.3% were 65 and over. Only two respondents (0.5%) refused to provide their age.

In this survey period there is a skew towards a slightly older age category attending.

Then normal distribution of age groupings lends confidence to the results obtained from the survey. The tendency for results to prefer the middle-age ranges lends confidence to the perception that this is primarily a family event.

Graph 3.14.2 **Age Group**

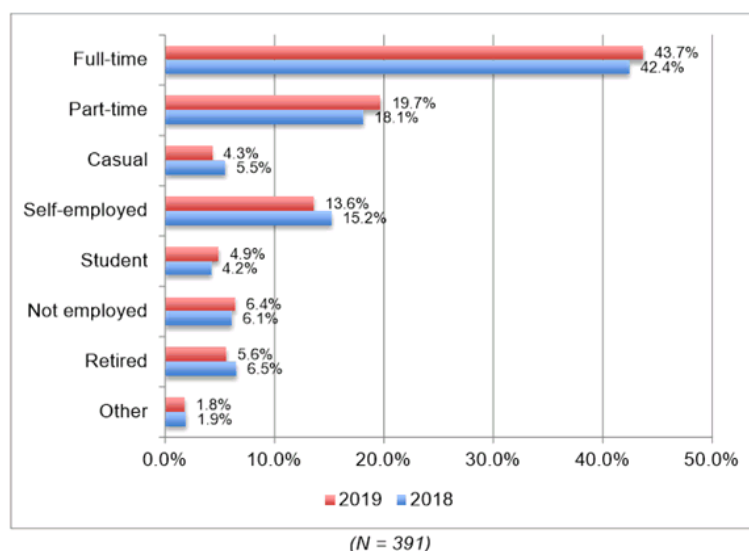


3.14.3 In **question 27**, all survey respondents were asked:

“Which of the following best describes your current employment status?”

Graph 3.14.3 shows that 43.7% of respondents were employed full-time, 19.7% were part-time employees and 4.3% were employed on a casual basis. 13.6% of respondents were self-employed and 4.9% of respondents were students. 6.4% were not employed and 5.6% were retired.

Graph 3.14.3 Employment Status

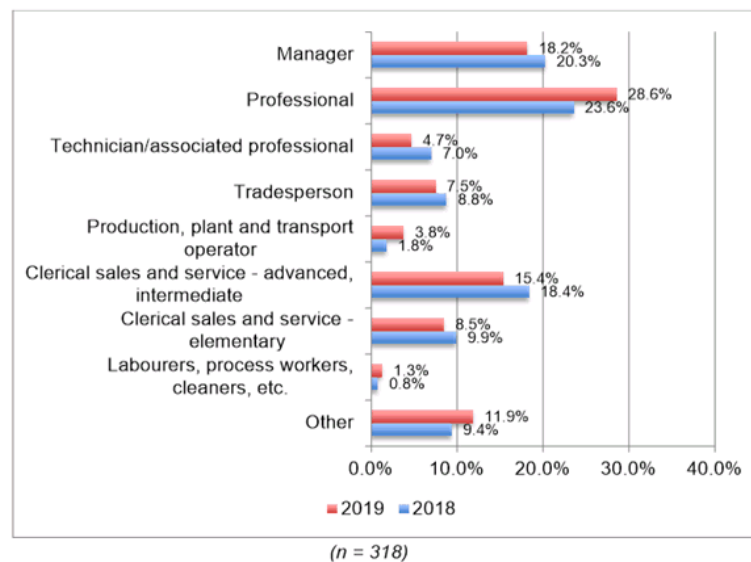


3.14.4 In **question 28**, all survey respondents who were employed (318) were asked:

“Which of the following best represents the type of work you do?”

Graph 3.14.4 shows that of the respondents who were employed, 28.6% advised that they worked in a professional capacity, 23.9% advised that they worked in a clerical capacity and a further 18.3% were employed as managers. 7.5% of respondents were tradespeople, 4.7% were technicians or associated professionals and 5.1% of respondents advised that they were blue-collar workers.

Graph 3.14.4 Type of Work



Appendix Questionnaire – Intercept/Online Survey



perth market research

Report on the City of Cockburn A Very Cockburn Christmas Survey 2019



(January 2019)

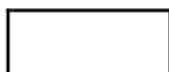
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**Report on the City of Cockburn
A Very Cockburn Christmas Survey – January 2019**

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APPENDIX Questionnaire – Intercept/Online Survey

1.0 METHODOLOGY

On Saturday the 15th of December 2019, the City of Cockburn held its annual Christmas Celebration, A Very Cockburn Christmas, at Cockburn ARC.

An intercept survey was conducted in the general vicinity of the event. Potential respondents were selected on a random basis from people walking past interviewers at the event as well as coming and going from strategic entrances and exits. Interviewers were situated around the area and asked respondents to participate in a 5 minute survey comprising a series of demographic and attitudinal questions.

As for previous Cockburn events, a two-tiered system of questionnaire completion was conducted in order to maximise responses. This system has been used successfully for event surveys in the past. Potential respondents were initially asked to participate in a verbal survey. If respondents were not able to stop and participate in this manner they were asked for their email address and advised that they would be sent a link to an online survey. Two interviewers were tasked with obtaining email addresses only.

Following the event, an email with the survey link was sent to these potential respondents for online survey completion.

A total of 171 respondents participated in the survey. The responses have provided a sampling error within +/- 7.0% at the 95% confidence level for all overall results (assuming approximately 1,000 visitors to the venue on the day). 35 intercept surveys and 136 online surveys were completed based on the event.

The resultant data was collated using PMR's statistical analysis software and used to form the basis of this report.

Perth Market Research was able to undertake the survey on behalf of the City in accordance with standards suggested by the Office of the Auditor General, Western Australia. The research methodology suggested in this proposal conforms to recommendations made to State Parliament in the "Performance Examination - Listen and Learn - Using customer surveys to report performance in the Western Australian public sector" document dated June 1998 and the follow-up in 2001. Consequently, the results quoted in this report are considered to be satisfactory in terms of survey and reporting accuracy and reliability to meet required standards.



2.0 EXECUTIVE SUMMARY

On Saturday the 15th of December 2019, the City of Cockburn held its annual Christmas Celebration, A Very Cockburn Christmas, at Cockburn ARC. The City commissioned a survey to independently develop a profile of the visitors and explore a range of issues to determine their perception of and satisfaction with the event.

An intercept survey was conducted in the general vicinity of the event. Potential respondents were selected on a random basis from people walking past interviewers at the event as well as coming and going from entrances and exits.

A total of 171 respondents participated in the survey. The responses have provided a sampling error within +/- 7.0% at the 95% confidence level for all overall results (assuming approximately 1,000 visitors to the event). 35 intercept surveys and 136 online surveys were completed based on the event.

- **Overall Feedback**

Respondents were satisfied with this event, although they did have suggestions for improvement. Responses indicated that the event was well-organised and met community requirements for an event that celebrated the Christmas/holiday period.

- **Method of Transport**

Survey respondents used their car as their primary mode of transport (87.1%). This was followed by respondents who rode a bicycle (2.3%) for transport and 1.8% who walked. 8.8% of respondents cited 'other' methods of transport. These primarily consisted of respondents who used public transport with or without walking.

- **Nationality of Visitors**

97.1% of respondents lived in the Perth metropolitan area compared to 2.9% who were visiting from intrastate, interstate or overseas.

- **Locality of Metropolitan Area Visitors**

Survey respondents from the Perth metropolitan area were concentrated within the City of Cockburn. 95.2% of all respondents from the **Perth metropolitan area** lived within the City of Cockburn (92.4% of all respondents). 75.3% of these respondents came from Success and its immediate surrounds and a further 19.9% came from other suburbs within the City of Cockburn.

Of respondents who did not live within the City of Cockburn, the largest proportion came from the City of Fremantle and the southern suburbs (1.8% each). This was followed by respondents from the eastern suburbs (1.1%).

- **Non-metropolitan Area Visitors**

Visitors to the event who did not live in the Perth metropolitan area came from a limited number of areas. Of the 5 visitors from out of the metropolitan area 3 came from regional Western Australia (60% of all non-metropolitan visitors or 1.8% of all respondents) and 2 came from interstate (40% of all non-metropolitan visitors or 1.2% of all respondents).

- **Number of People in Group**

The largest proportion of respondents came to the event in a group consisting of 4 people (43.3%). This was followed by respondents in groups of 3 people (31.3%), 5 people (16.4%), 2 people (9.4%) and singles (0.6%).

These results highlight that the event is essentially family or community based, with over 90% of groups consisting of more than 2 people.

- **Reason for Visit to Cockburn ARC**

69.6% of respondents did visit specifically for the event compared to 30.4% who did not visit specifically for the event.

The majority of respondents who did not visit specifically for the event did choose to stay for some or all of it (73.1%). Only 26.9% chose not to stay (14 respondents).

- **Event Awareness Methods**

Respondents were made aware of A Very Cockburn Christmas by a variety of means. 27.5% of respondents advised that they heard about it through the Events Guide/brochure. 24.0% became aware because they were passing by / it was on when they came to Cockburn ARC. 22.2% became aware through word of mouth and 15.2% became aware through the Newspaper (advertising or articles). 12.9% became aware through Facebook, 11.7% via the City website, 8.8% saw posters and 4.7% saw it on Twitter. 6.4% of respondents did not supply a response to this question.

- **Promotional Material/Advertising Awareness**

56.1% of respondents had seen promotional/advertising material for A Very Cockburn Christmas. 43.9% advised that they had not seen any promotional material.

48.9% of all respondents aware of promotional material/advertising listed the Events Guide (delivered to their letterbox) as a source. This was followed by 22.9% who listed the City's Facebook page, 20.8% that listed the City's website, 15.6% who listed posters and a further 13.5% who listed Newspaper print ads and 10.4% who listed Newspaper print articles as a source. 8.3% listed Twitter. 18.8% of respondents listed Cockburn ARC information sources, namely their website (7.3%), newsletter (6.3%) and Facebook page (5.2%). 2.1% of respondents listed 'other' sources of



awareness which could not be classified as promotional material or advertising.

- **Event Sponsor Awareness - Unprompted**

55.6% of respondents (**unprompted**) advised that they were aware of who the sponsors of A Very Cockburn Christmas were. 44.4% advised that they were unaware.

60.5% of survey respondents, who claimed to be aware of the sponsors, advised that they were aware of the Fremantle Dockers as a sponsor. This was followed by 52.6% who listed the City of Cockburn and a further 48.7% who listed Cockburn ARC. 11.8% of respondents listed the Government (in general) as a sponsor. 5.3% of respondents listed 'other' sponsors, although they were not able to identify the specific sponsor.

- **Event Sponsor/Partnership Awareness - Prompted**

66.1% of respondents (**prompted**) recognised the City of Cockburn as a sponsor of A Very Cockburn Christmas, followed by Cockburn ARC (63.2%) and the Fremantle Dockers (56.7%).

56.2% of respondents were unaware that Cockburn ARC / A Very Cockburn Christmas is a partnership between the City of Cockburn and the Fremantle Football Club. 25.1% of respondents were aware. A further 18.7% of respondents were unsure whether or not they did know.

- **Event/Activity Use/Attendance**

The largest proportion of respondents attended/intended to attend Christmas on the Green (59.6%). This was followed by 36.8% of respondents who attended/intended to attend the Fremantle Dockers Open Day and the ARC Slide 'n' Splash Party.

When asked about their favourite events, the largest proportion of respondents cited aspects relating to the entertainment provided. 31.0% of respondents cited the entertainment followed by the music (28.7%) and Christmas Carols (26.9%). Also a favourite was the Football/footy (24.0%) followed by the Slide 'n' Splash Party (21.6%), the market stalls (14.6%), the food (7.6%) and foyer activities (3.5%)

- **Food and Entertainment Satisfaction**

Almost one third of respondents were not able to provide an opinion on their satisfaction with the food offerings, presumably because they did not use or attempt to use any of the outlets. Entertainment had a high level of response and assessment, with no respondents being dissatisfied with the offering provided.

Of those that did use the food outlets, quality was the area that gained the most satisfaction, followed by price and then healthiness as the lowest ranked issue.

Item 8.1 Attachment 4

CCEC 16/05/2019

Dissatisfaction was low across all areas, however price raised the greatest level of dissatisfaction, citing a growing concern with value for money.

- **Satisfaction with Experience**

The majority of respondents (90.6%) were 'at least' satisfied with the experience they had. 22.8% of these respondents were very satisfied with the experience and a further 67.8% were satisfied.

Only 8.2% of respondents provided a neutral score, and a further 1.2% were dissatisfied.

- **Positive Event Characteristics**

Respondents were asked what they liked about A Very Cockburn Christmas. The key responses were:

- Community event/local event (23.4%)
- Music/entertainment (21.6%)
- Football/Dockers (18.1%)
- Slide 'n' Splash (17.0%)
- Free event (12.9%)
- Holiday/Christmas event (11.1%)
- Family event (8.2%)
- Things to see and do (7.0%)
- Able to go with family and friends (6.4%)
- Fun (5.3%)

- **Areas for Improvement**

Respondents were asked what they thought would improve A Very Cockburn Christmas. The key responses were:

- Nothing/fine as it is (43.9%)
- More people at event/busier (18.1%)
- More booths (14.6%)
- Activities for kids (animals, bike classes, etc.) (12.3%)
- More advertising/promotion (10.5%)
- More shade needed on oval (8.8%)
- More activities (like a community fair) (8.2%)
- Cheaper food (6.4%)
- Less of event in direct sunlight (5.3%)

- **Disabled Respondents**

1.8% of respondents (3 respondents) advised that either they or a person they attended the event with had a disability. 98.2% advised that they or other members in their group did not have a disability.

All 3 respondents advised that they used the access services provided. None of the respondents had used the other services on offer.



- **Demographics**

- 47.4% of respondents were male compared to 52.6% who were female.
- Age ranges were broadly spread, as would be expected from the general population distribution. 25.7% of respondents were in the 25 – 34 age group, 24.0% were between 35 – 44, 21.1% were between 45 – 54, 11.7% between 55 – 64, 10.5% between 18 – 24 and 9.9% were 65 and over. Only four respondents (2.3%) refused to provide their age.
- 38.0% of respondents were employed full-time, 17.5% were part-time employees and 7.0% were employed on a casual basis. 10.5% of respondents were self-employed, 8.8% were retired and 4.7% of respondents were students. 5.8% were not employed.
- Of the respondents who were employed, 24.8% advised that they worked in a clerical capacity. 19.2% were tradespeople and a further 18.4% were employed in a professional capacity. 23.2% of respondents advised that they were blue-collar workers. 7.2% of respondents were technicians or associated professionals and 5.6% were managers.

3.0 RESULTS OF THE INTERCEPT/ONLINE SURVEY

This section summarises the results of the Intercept /online survey of people who actually attended A Very Cockburn Christmas. The results are presented in broad category headings representing the general topic areas included in the questionnaire.

Questions for the face-to-face survey are shown in the report text. Minor differences exist between these and the online questions, but are limited to referring to their experience of the event in a past tense rather than as 'today'.

3.1 Transport Method

In **question 1**, all survey respondents were asked:

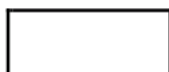
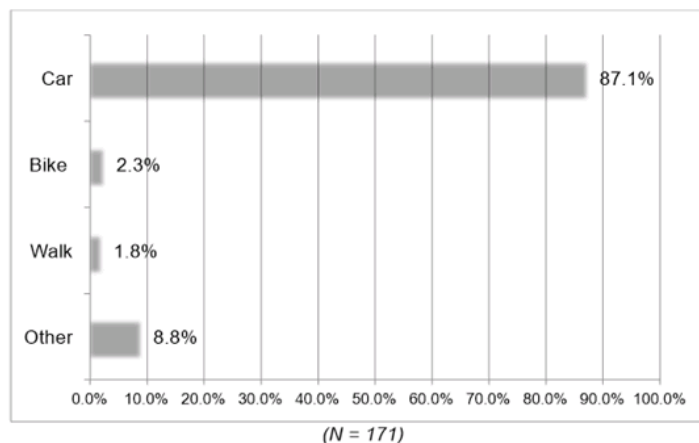
"How did you get to A Very Cockburn Christmas today?"

Graph 3.1 shows that respondents used their car as their primary mode of transport (87.1%). This was followed by respondents who rode a bicycle (2.3%) for transport and 1.8% who walked.

8.8% of respondents cited 'other' methods of transport. These primarily consisted of respondents who used public transport with or without walking.

It is noted that the venue (Cockburn ARC) is some distance from residences, so it is not unexpected that the primary mode of transport was the car.

Graph 3.1 Method of Transport



Demographic Results

- A larger proportion of respondents living in Success walked or cycled to the event compared to respondents from other areas. Respondents living in further suburbs were more likely to use the car.
- Younger respondents were more likely to use public transport to attend the event than other respondents.
- Respondents who were students, or that were in part-time or casual employment were more likely to use public transport to attend the event than other respondents.

3.2 [Origin of Event Visitors](#)

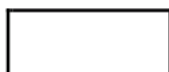
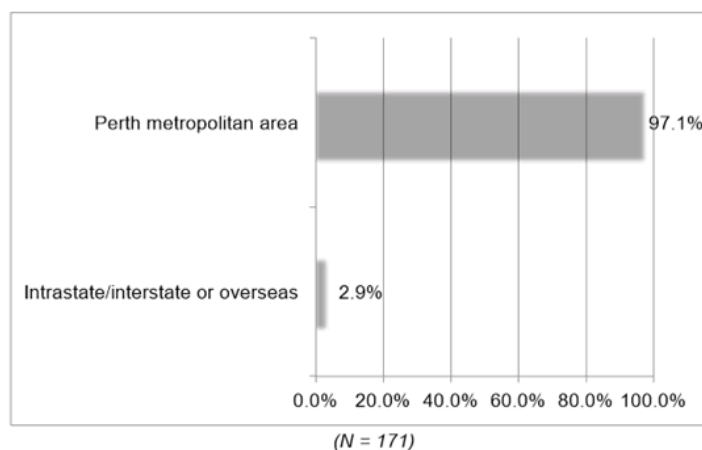
3.2.1 In [question 2](#), all survey respondents were asked:

“Do you usually live in the Perth metropolitan area?”

Graph 3.2.1 shows that 97.1% of respondents lived in the [Perth metropolitan area](#) compared to 2.9% who were visiting from [intrastate](#), [interstate](#) or [overseas](#).

Information obtained during interviews showed that respondents from intrastate, interstate or overseas advised that they were visiting/with family from the area.

Graph 3.2.1 [Origin of Visitors](#)



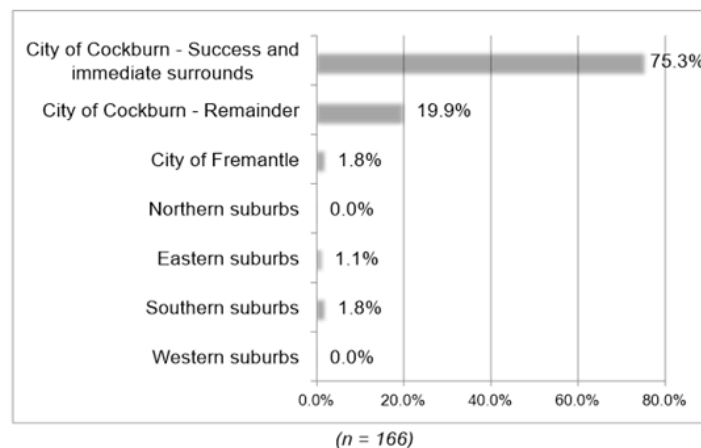
3.2.2 In **question 3** survey respondents who lived in the Perth metropolitan area (166 respondents) were asked:

“What suburb do you live in?”

Graph 3.2.2 shows that survey respondents from the Perth metropolitan area were concentrated within the City of Cockburn. 95.2% of all respondents from the **Perth metropolitan area** lived within the City of Cockburn (92.4% of all respondents). 75.3% of these respondents came from Success and its immediate surrounds and a further 19.9% came from other suburbs within the City of Cockburn.

Of respondents who did not live within the City of Cockburn, the largest proportion came from the City of Fremantle and the southern suburbs (1.8% each). This was followed by respondents from the eastern suburbs (1.1%).

Graph 3.2.2 **Locality of Perth Metro Area Visitors**



3.2.3 In **question 4**, the survey respondents who did not live in the Perth metropolitan area (5 respondents) were asked:

“What city/country do you usually live in?”

Visitors to the event who did not live in the Perth metropolitan area came from a limited number of areas. Of the 5 visitors from out of the metropolitan area 3 came from regional Western Australia (60% of all non-metropolitan visitors or 1.8% of all respondents) and 2 came from interstate (40% of all non-metropolitan visitors or 1.2% of all respondents).



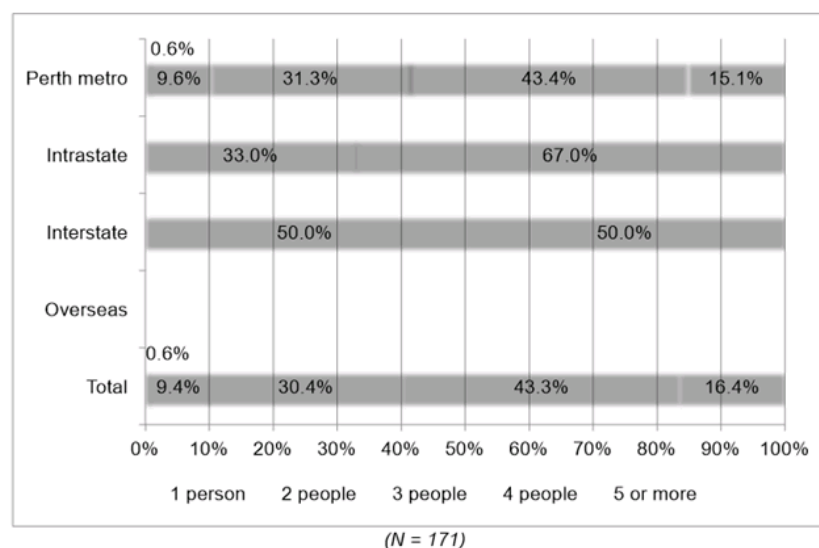
3.2.4 In **question 5**, all survey respondents were asked:

“How many people are you here with today?”

Graph 3.2.4 shows that the largest proportion of respondents came to the event in a group consisting of 4 people (43.3%). This was followed by respondents in groups of 3 people (31.3%), 5 people (16.4%), 2 people (9.4%) and singles (0.6%).

These results highlight that the event is essentially family or community based, with almost 90% of groups consisting of more than 2 people.

Graph 3.2.4 **Number of People in Group**



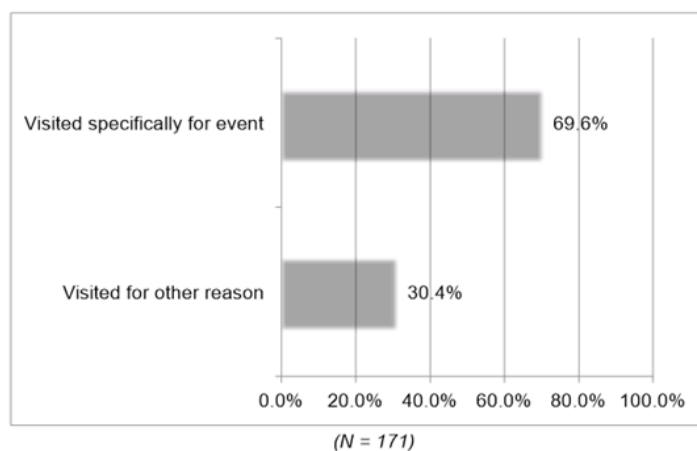
3.3 [Visit to Cockburn ARC](#)

3.3.1 In [question 6a](#), all survey respondents were asked:

“Did you come to this area today specifically for A Very Cockburn Christmas?”

Graph 3.3.1 shows that 69.6% of respondents did visit specifically for the event compared to 30.4% who did not visit specifically for the event.

[Graph 3.3.1](#) **[Reason for Visit to Cockburn ARC](#)**



[Demographic Results](#)

- Numbers for those visiting Cockburn ARC, but not specifically for the event, are too small to analyse with any degree of reliability.

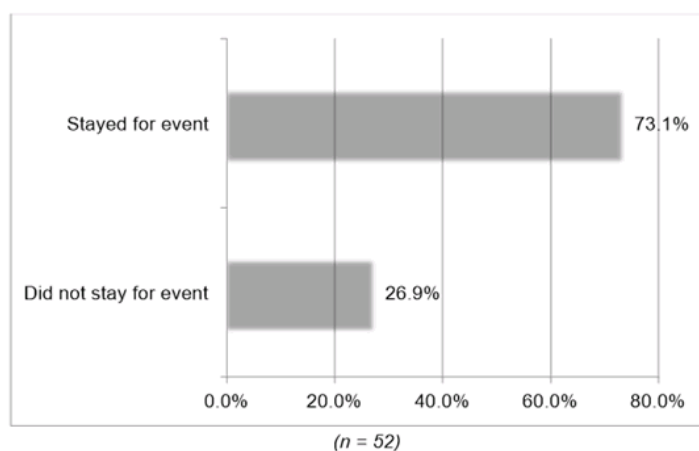


3.3.2 In **question 6b** survey respondents who did not visit Cockburn ARC specifically for the event (52 respondents) were asked:

“If no (to question 6a), did / will you stay for A Very Cockburn Christmas?”

Graph 3.3.2 shows that the majority of respondents who did not visit specifically for the event did choose to stay for some or all of it (73.1%). Only 26.9% chose not to stay (14 respondents).

Graph 3.3.2 Did Respondent Stay for the Event



Demographic Results

- Numbers for those visiting Cockburn ARC, but not specifically for the event, are too small to analyse with any degree of reliability.

3.4 Awareness Method for A Very Cockburn Christmas

3.4.1 In question 7, all survey respondents were asked:

“How did you hear about A Very Cockburn Christmas?”

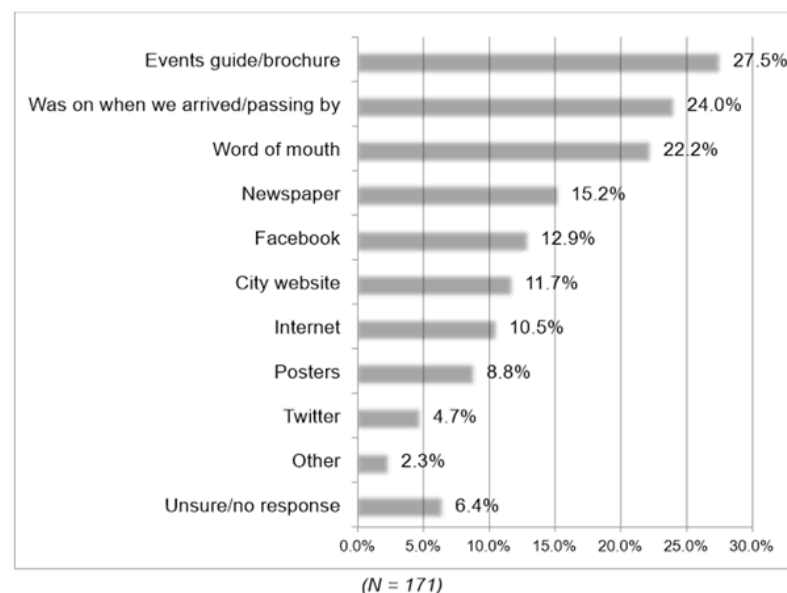
This question was asked through the use of an open-ended format eliciting a 'top of mind' response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. **Respondents provided multiple responses if they had more than one source of awareness, therefore results tally to greater than 100%.** Many of the responses highlighted served as a reminder to attend. Many respondents cited 2 or 3 methods of awareness.

Graph 3.6.1 shows that respondents were made aware of A Very Cockburn Christmas by a variety of means. 27.5% of respondents advised that they heard about it through the Events Guide/brochure.

24.0% became aware because they were passing by / it was on when they came to Cockburn ARC. 22.2% became aware through word of mouth and 15.2% became aware through the Newspaper (advertising or articles). 12.9% became aware through Facebook, 11.7% via the City website, 8.8% saw posters and 4.7% saw it on Twitter.

6.4% of respondents did not supply a response to this question.

Graph 3.4.1 Method of A Very Cockburn Christmas Awareness

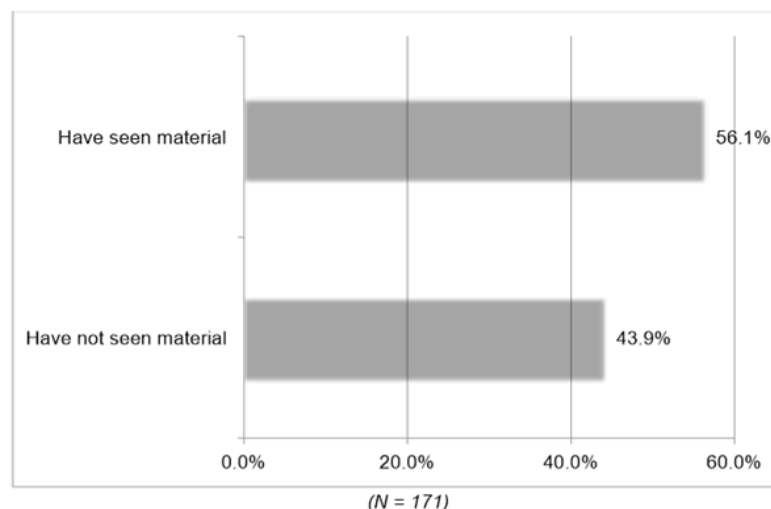


3.4.2 In **question 8**, all survey respondents were asked:

“Have you seen any promotional/advertising material for A Very Cockburn Christmas in any media recently?”

Graph 3.4.2a shows that 56.1% of respondents had seen promotional/advertising material for A Very Cockburn Christmas. 43.9% advised that they had not seen any promotional material.

Graph 3.4.2a Awareness of Promotional/Advertising Material



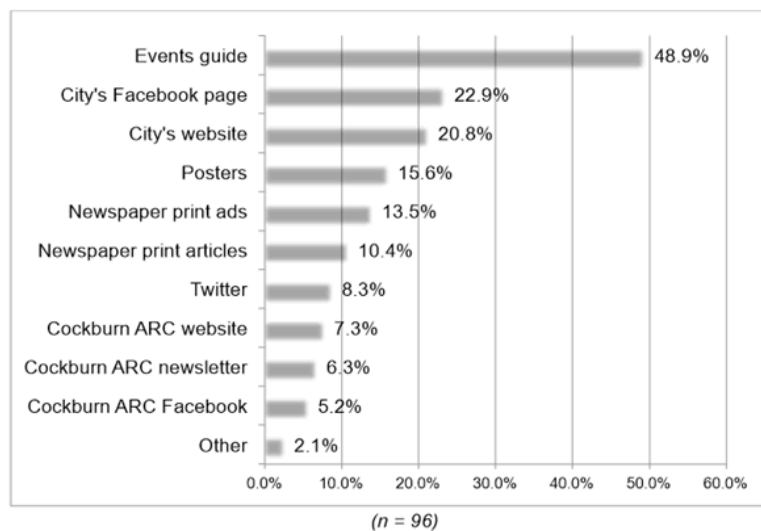
Survey respondents who claimed that they were aware of promotional/advertising material (96 respondents) were asked:

“Please advise which of the following media you saw it in?”

Graph 3.4.2b, presented overleaf, shows where people **who were aware of promotional material/advertising** claimed to have seen it. Multiple responses were permitted therefore results tally to greater than 100%.

48.9% of all respondents aware of promotional material/advertising listed the Events Guide (delivered to their letterbox) as a source. This was followed by 22.9% who listed the City’s Facebook page, 20.8% that listed the City’s website, 15.6% who listed posters and a further 13.5% who listed Newspaper print ads and 10.4% who listed Newspaper print articles as a source. 8.3% listed Twitter. 18.8% of respondents listed Cockburn ARC information sources, namely their website (7.3%), newsletter (6.3%) and Facebook page (5.2%).

2.1% of respondents listed ‘other’ sources of awareness which could not be classified as promotional material or advertising.

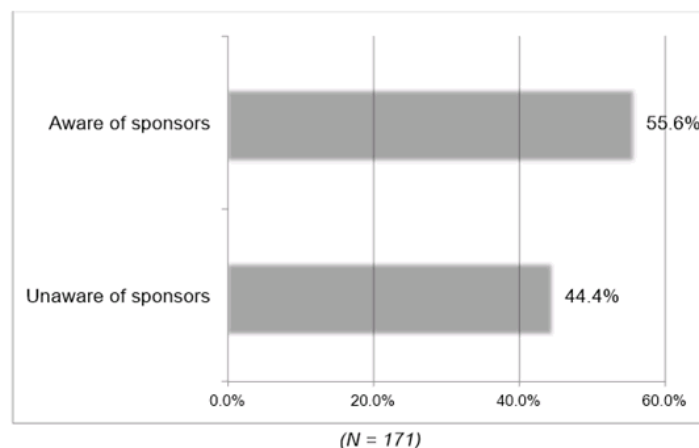
Graph 3.4.2b Source of Promotional/Advertising Material

3.4.3 In **question 9a**, all survey respondents were asked:

“Are you aware who the sponsors of A Very Cockburn Christmas are?”

Graph 3.4.3a shows that 55.6% of respondents advised that they were aware of who the sponsors of A Very Cockburn Christmas were. 44.4% advised that they were unaware.

Graph 3.4.3a Awareness of A Very Cockburn Christmas Sponsors



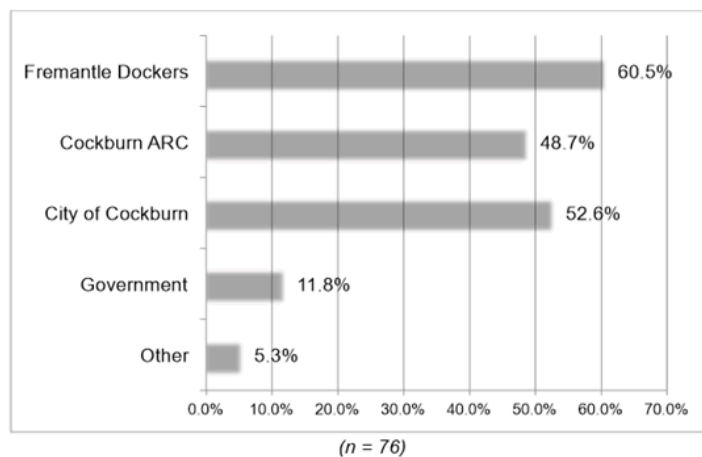
All survey respondents who claimed that they were aware of who the sponsors of A Very Cockburn Christmas were (76 respondents), were asked:

“Who are they?”

Graph 3.4.3b, presented overleaf, shows the level of sponsor awareness of people **who claim to be aware of the sponsors of the event**. Multiple responses were permitted therefore results tally to greater than 100%.

60.5% of survey respondents, who claimed to be aware of the sponsors, advised that they were aware of the Fremantle Dockers as a sponsor. This was followed by 52.6% who listed the City of Cockburn and a further 48.7% who listed Cockburn ARC. 11.8% of respondents listed the Government (in general) as a sponsor.

5.3% of respondents listed ‘other’ sponsors, although they were not able to identify the specific sponsor.

Graph 3.4.3b **Unprompted Sponsors****Demographic Results**

- Responses were generally spread uniformly across the different residential and demographic groups. No specific group was either aware or unaware of the sponsors.



3.4.4 In **question 10**, all survey respondents were asked:

“The sponsors of A Very Cockburn Christmas are listed below. Please indicate for each whether you were aware that they were sponsors of the event?”

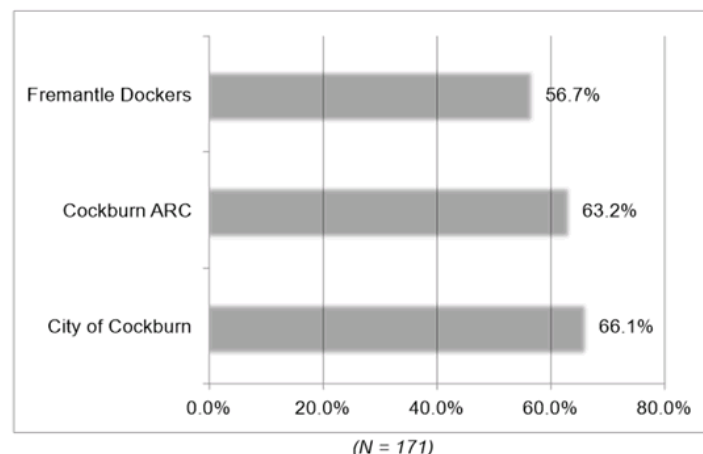
Graph 3.4.4 shows the organisations – once prompted – that respondents believed were sponsors of A Very Cockburn Christmas. Sponsor recognition was higher (as a proportion of all respondents) than for unprompted sponsor names. Multiple responses were permitted, therefore results will tally to greater than 100%.

The listed sponsors were:

- City of Cockburn
- Fremantle Football Club
- Cockburn ARC

The graph shows that 66.1% of respondents recognised the City of Cockburn as a sponsor of A Very Cockburn Christmas, followed by Cockburn ARC (63.2%) and the Fremantle Dockers (56.7%).

Graph 3.4.4 Prompted Sponsorship Awareness



Demographic Results

- Responses were generally spread uniformly across the different residential and demographic groups.

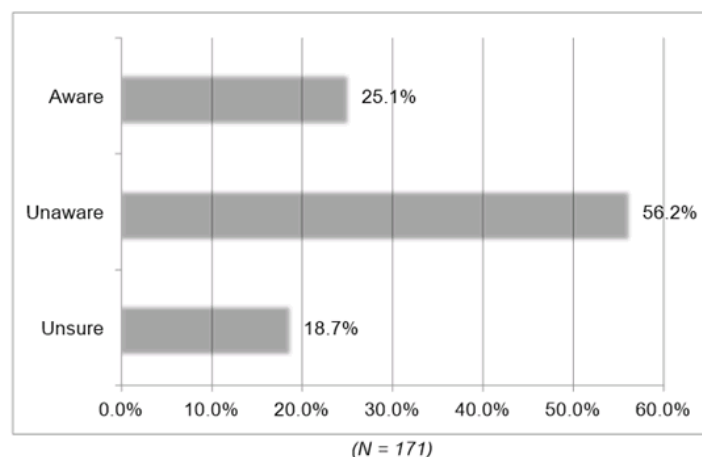
3.4.5 In **question 11**, all survey respondents were asked:

“Were you aware that Cockburn ARC / A Very Cockburn Christmas is a partnership between the City of Cockburn and the Fremantle Football Club?”

Graph 3.4.5 shows that 56.2% of respondents were unaware that Cockburn ARC / A Very Cockburn Christmas is a partnership between the City of Cockburn and the Fremantle Football Club.

25.1% of respondents were aware. A further 18.7% of respondents were unsure whether or not they did know.

Graph 3.4.5 Partnership Awareness



Demographic Results

- Responses were generally spread uniformly across the different residential and demographic groups.



3.4.6 In **question 12**, all survey respondents were asked:

“Which of the following events on the day did you / do you plan to attend or were / are interested in?”

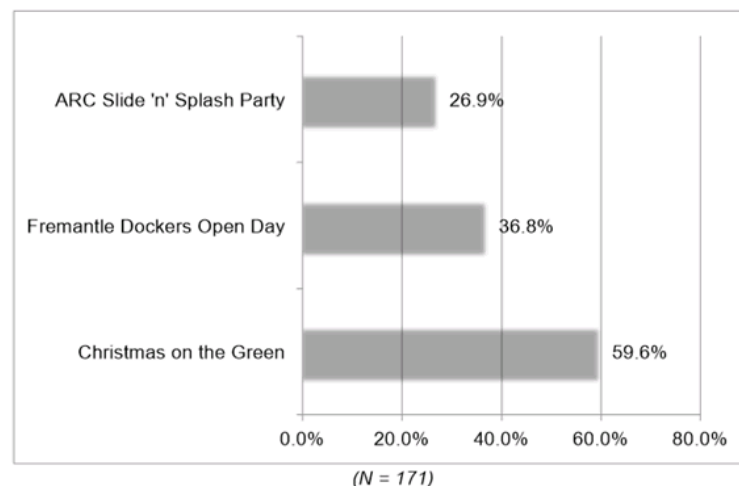
Respondents were read a series of activities events on the day. Multiple responses were permitted, therefore results will tally to greater than 100%. The listed events/activities were:

- ARC Slide 'n' Splash Party
- Fremantle Dockers Open Day
- Christmas on the Green

Graph 3.4.6 shows that the largest proportion of respondents attended/intended to attend Christmas on the Green (59.6%).

This was followed by 36.8% of respondents who attended/intended to attend the Fremantle Dockers Open Day and the ARC Slide 'n' Splash Party.

Graph 3.4.6 **Events/Activities Intentions**



Demographic Results

- Responses were generally spread uniformly across the different residential and demographic groups, with the exception that younger age ranges (18 – 34) were more likely to attend the ARC Slide 'n' Splash party. Respondents in larger groups were most likely to attend the Fremantle Dockers Open Day.

3.4.7 In **question 13**, all survey respondents were asked:

“Which displays/activities/events were your favourites?”

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents were able to provide multiple responses if they had more than one comment. In this case results tally to greater than 100%.

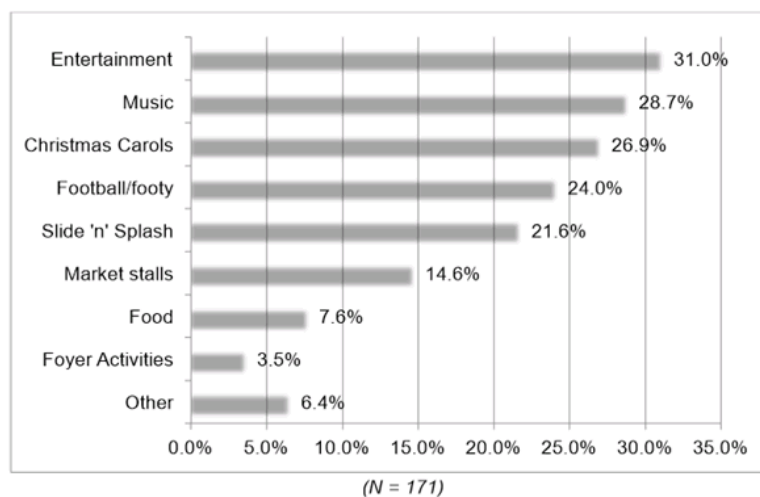
Responses have been coded to represent the main inference of the respondent’s statement. In some cases a statement covers two themes that differ marginally to each other. In these instances the statement has been counted once for each response grouping.

Table 3.4.7 shows that the largest proportion of respondents cited aspects relating to the entertainment provided. 31.0% of respondents cited the entertainment followed by the music (28.7%) and Christmas Carols (26.9%).

Also a favourite was the Football/footy (24.0%) followed by the Slide ‘n’ Splash Party (21.6%), the market stalls (14.6%), the food (7.6%) and foyer activities (3.5%).

6.4% provided other responses, which could not easily be classified.

Table 3.4.7 Favourite Displays/Events/Activities



3.5 Satisfaction With Food and Entertainment Offerings

3.5.1 In **question 14**, all survey respondents were asked:

“In each of the following areas, how satisfied were you with the food and entertainment offerings?”

Respondents were asked to rate their satisfaction levels with each of the following aspects of the food offerings at the event:

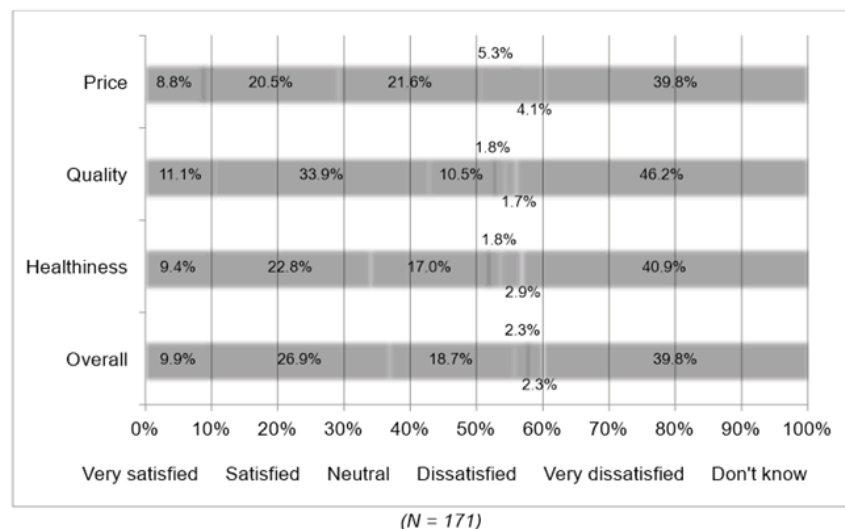
- Food - Price
- Food - Quality
- Food - Healthiness
- Food – Overall

Graph 3.5.1 shows that, in most assessment areas, between one third and half of respondents were not able to provide an opinion on their satisfaction with the food offerings, presumably because they did not use or attempt to use any of the outlets.

Of those that did use the food outlets, quality was the area that gained the most satisfaction, followed by price and then healthiness as the lowest ranked issue.

Dissatisfaction was low across all areas, however price raised the greatest level of dissatisfaction.

Graph 3.5.1 Food Offering Satisfaction Levels



Respondents that indicated they were dissatisfied were asked why they felt this way. Responses to this question fell within a limited range of categories that were commented on repeatedly.

Some respondents advised that they were unaware that there were food vans at the event. Some respondents came down to the bottom oval through Cockburn Arc and down the rear stairs. They advised that they had not seen the food vans down the freeway side of the facility.

The key responses were:

Price

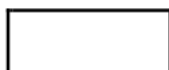
- Too expensive. Ongoing research (for a range of event-based food – both within and outside of Cockburn) is that food vans are becoming more expensive and are providing less value for money.

Quality

- Despite a range of offerings, food vans are perceived as providing a more generic product (across different ethnic fares) due to their prevalence.

Healthiness

- While some of the vans provide good quality product, others provide less healthy meals. Negative responses came from respondents who believed that the food was not healthy across the entire range. Many respondents are looking for options which provide healthy and/or vegetarian food.



3.5.2 In **question 15**, survey respondents were asked:

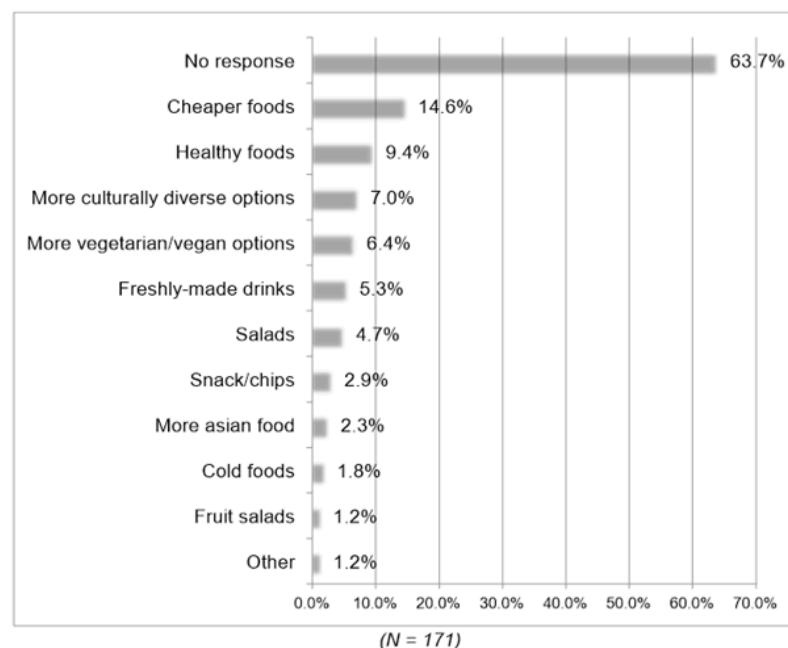
“What types of food/beverages would you like to see at events like this?”

Graph 3.5.2 shows that the majority of respondents (63.7%) did not respond to this question. It is assumed they did not desire any changes to the food offerings provided or did not use the services in the first place. Correlations between respondents who answered ‘don’t know’ to the majority of satisfaction ratings to question 14 (satisfaction with food offerings) were high.

Of those respondents who did provide a response, 14.6% indicated that they would like to see cheaper foods being offered at the event. This was followed by healthy foods (9.4%), more culturally diverse options (7.0%), more vegetarian/vegan options (6.4%), freshly-made drinks (5.3%) and salads (4.7%).

1.2% of respondents provided ‘other’ responses that could not be classified in the above areas and should not be considered as appropriate responses.

Graph 3.5.2 **Desired Food Offerings**



3.6 Satisfaction with A Very Cockburn Christmas

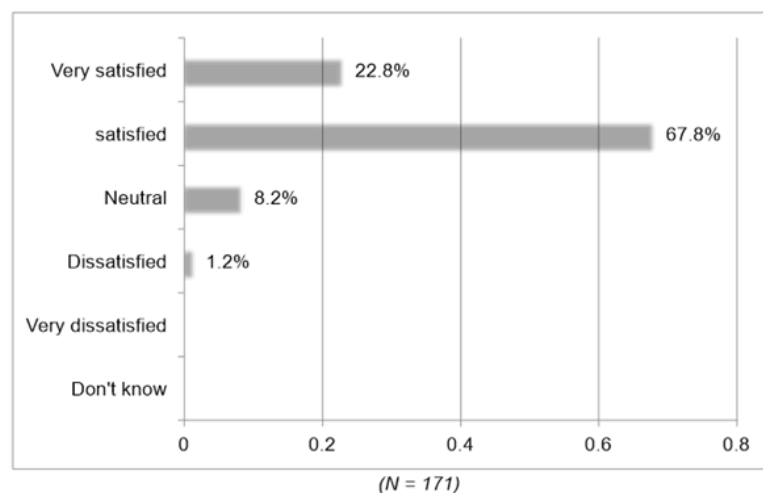
In question 16, survey respondents were asked:

“How satisfied are you with the experience you had at A Very Cockburn Christmas?”

Graph 3.6.1 shows that the majority of respondents (90.6%) were ‘at least’ satisfied with the experience they had. 22.8% of these respondents were very satisfied with the experience and a further 67.8% were satisfied.

Only 8.2% of respondents provided a neutral score, and a further 1.2% were dissatisfied.

Graph 3.6.1 Event Satisfaction Levels

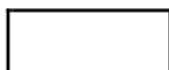


Respondents who were dissatisfied with the event were asked why this was so. The responses were:

- Insufficient people at the event
- Food too expensive and not enough choice

Demographic Results

- Overall satisfaction responses were generally spread uniformly across the different residential and demographic groups.



3.7 Event Perceptions

3.7.1 In question 17, all survey respondents were asked:

“What did you like about A Very Cockburn Christmas?”

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents were able to provide multiple responses if they had more than one comment. In this case results tally to greater than 100%.

Responses have been coded to represent the main inference of the respondent’s statement. In some cases a statement covers two themes that differ marginally to each other. In these instances the statement has been counted once for each response grouping.

The largest proportion of respondents enjoyed it was a community/local event (23.4%). Also appreciated was that it was the music/entertainment (21.6%), the Football/Fremantle Dockers (18.1%), the Slide ‘n’ Splash activity and that it was a free event (12.9%).

Also liked was that it was holiday/Christmas event (12.9%), was a family event (8.2%) and provided people with things to see and do (7.0%). Respondents also liked that it was an event for family and friends (6.4%) and was fun (5.3%). 4.7% appreciated that it was well organised and was near to water activities on a warm day (4.1%).

9.4% were unable/unwilling to provide a response to this question.

The key responses were:

➤ Community event/local event	(23.4%)
➤ Music/entertainment	(21.6%)
➤ Football/Dockers	(18.1%)
➤ Slide ‘n’ Splash	(17.0%)
➤ Free event	(12.9%)
➤ Holiday/Christmas event	(11.1%)
➤ Family event	(8.2%)
➤ Things to see and do	(7.0%)
➤ Able to go with family and friends	(6.4%)
➤ Fun	(5.3%)
➤ Well organised	(4.7%)
➤ Near to water activities	(4.1%)
➤ Good atmosphere	(3.5%)
➤ Good food	(3.5%)
➤ Child friendly	(2.9%)
➤ Place to meet and socialise	(1.8%)
➤ No response	(9.4%)
➤ Other	(3.5%)

3.7.2 In **question 18**, all survey respondents were asked:

“What do you think would improve future Cockburn Christmas events?”

This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. Respondents provided multiple responses. In this case very few negative responses were provided therefore results tally to 100%.

Responses have been coded to represent the main inference of the respondent’s statement. In some cases a statement covers two themes that differ marginally to each other. In these instances the statement has been counted once for each response grouping.

The largest proportion of respondents thought that nothing needed to be done to improve future A Very Cockburn Christmas (43.9%).

18.1% of respondents wanted there to be more people at the event/event to be busier. 14.6% of respondents wanted more booths, 12.3% suggested more activities for kids, 10.5% wanted more advertising/promotion of the event, 8.8% wanted more shade on the oval and 8.2% wanted more activities in general.

Food was raised as an issue by a number of respondents, with 6.4% wanting cheaper food, 2.9% wanted healthier food and 2.3% wanted a better choice of food. 3 respondents found it difficult to locate the food area.

2.6% of respondents were unsure what would improve the event.

The key responses were:

➤ Nothing/fine as it is	(43.9%)
➤ More people at event/busier	(18.1%)
➤ More booths	(14.6%)
➤ Activities for kids (animals, bike classes, etc.)	(12.3%)
➤ More advertising/promotion	(10.5%)
➤ More shade needed on oval	(8.8%)
➤ More activities (like a community fair)	(8.2%)
➤ Cheaper food	(6.4%)
➤ Less of event in direct sunlight	(5.3%)
➤ Too far away from housing/had to drive	(4.7%)
➤ Better public transport to venue needed	(3.5%)
➤ Healthier food	(2.9%)
➤ Better choice of food	(2.3%)
➤ Food area hard to find	(1.8%)
➤ Similar activities to Coogee Live	(1.8%)
➤ Other	(4.1%)
➤ Unsure	(1.8%)



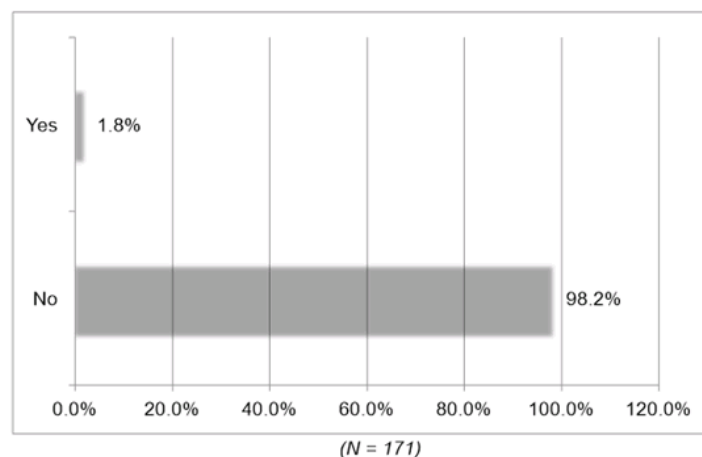
3.8 Disabled Respondents

3.8.1 In **question 19**, all survey respondents were asked:

“Do you, or any person that you’ve come here with today, have a disability?”

Graph 3.8.1 shows that 1.8% of respondents (3 respondents) advised that either they or a person they attended the event with had a disability. 98.2% advised that they or other members in their group did not have a disability.

Graph 3.8.1 Disabled Respondents



All survey respondents who claimed that they had a disability, or came with someone who had a disability (3 respondents), were asked:

“Did you, or any person that you’ve come here with today, use any of the following facilities/services?”

The facilities/services described were:

- Auslan Dockers Facility Tour
- Auslan interpreter

All 3 respondents advised that they used the access services provided. None of the respondents had used the services on offer.

In **question 21**, the 3 survey respondents citing their (or a member of their group's) disability were asked:

"What other disability services/facilities do you feel would be of benefit?"

Two of the respondents could not provide any additional services beyond the two options.

The other respondent advised that they would like to see aged care support services, although could not list any specific initiative.

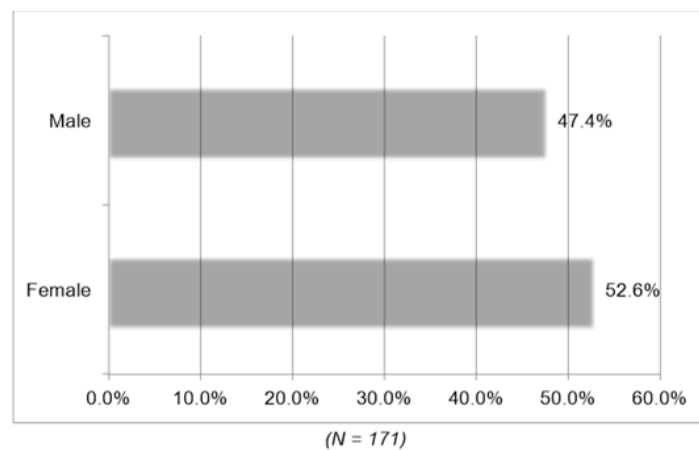


3.13 Demographics

3.13.1 In **question 22**, the interviewers were asked to note the gender of respondents.

Graph 3.13.1 shows that 47.4% of respondents were male compared to 52.6% who were female.

Graph 3.13.1 **Gender**



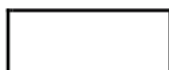
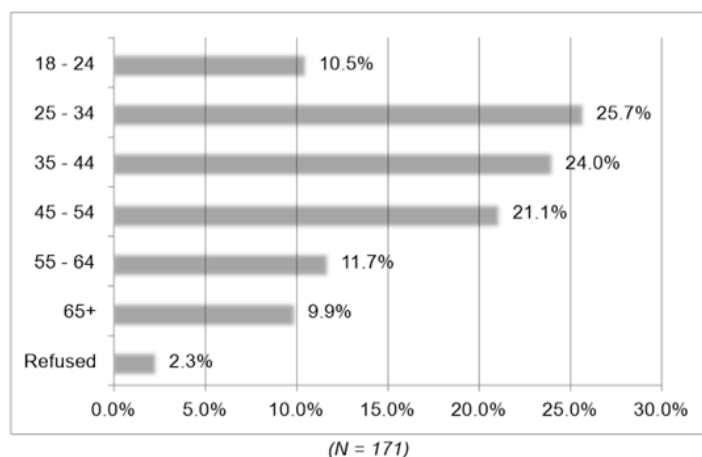
3.13.2 In **question 23**, all survey respondents were asked:

“Which of the following age groups best represents your age?”

Graph 3.13.2 shows age ranges were broadly spread, as would be expected from the general population distribution. 25.7% of respondents were in the 25 – 34 age group, 24.0% were between 35 – 44, 21.1% were between 45 – 54, 11.7% between 55 – 64, 10.5% between 18 – 24 and 9.9% were 65 and over. Only four respondents (2.3%) refused to provide their age.

Then normal distribution of age groupings lends confidence to the results obtained from the survey. The tendency for results to prefer the middle-age ranges lends confidence to the perception that this is primarily a family event, especially for younger families.

Graph 3.13.2 Age Group

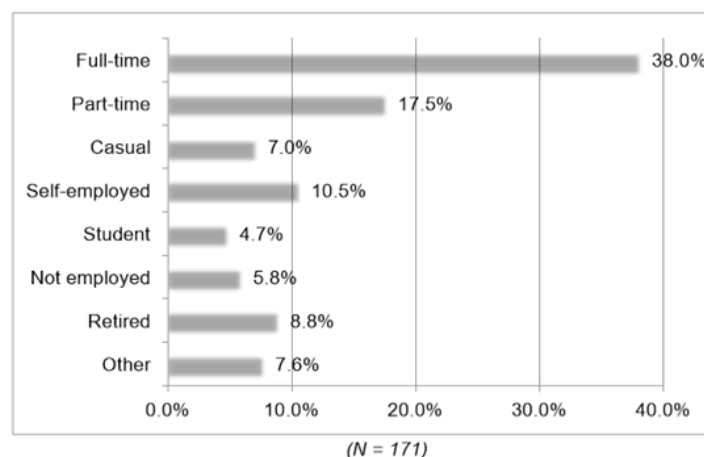


3.13.3 In **question 24**, all survey respondents were asked:

“Which of the following best describes your current employment status?”

Graph 3.13.3 shows that 38.0% of respondents were employed full-time, 17.5% were part-time employees and 7.0% were employed on a casual basis. 10.5% of respondents were self-employed, 8.8% were retired and 4.7% of respondents were students. 5.8% were not employed.

Graph 3.13.3 Employment Status

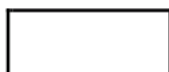
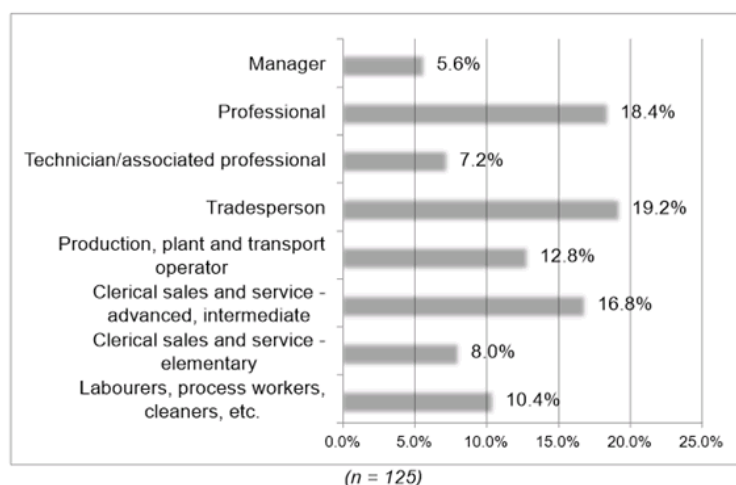


3.13.4 In **question 25**, all survey respondents who were employed (138) were asked:

“Which of the following best represents the type of work you do?”

Graph 3.13.4 shows that of the respondents who were employed, 24.8% advised that they worked in a clerical capacity. 19.2% were tradespeople and a further 18.4% were employed in a professional capacity. 23.2% of respondents advised that they were blue-collar workers. 7.2% of respondents were technicians or associated professionals and 5.6% were managers.

Graph 3.13.4 Type of Work



Appendix Questionnaire – Intercept/Online Survey

CCEC 16/05/2019

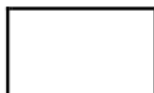
9. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY MEMBERS OR OFFICERS

Nil

10. CLOSURE OF MEETING

The meeting closed at 8.58 pm

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13.3 CORPORATE BUSINESS PLAN 2016-2017 TO 2019-2020 ANNUAL REVIEW

Author(s) G Bowman

Attachments 1. Corporate Business Plan 2016-17 to 2019-2020 Annual Review 2019 [↓](#)

RECOMMENDATION

That Council adopt the Corporate Business Plan 2016-2017 to 2019-2020 delivery programs for the 2019-2020 financial year.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

The Corporate Business Plan 2016-2017 to 2019-2020 Strategic Review (Minor) was prepared in accordance with the Integrated Planning and Reporting Framework and was adopted by Council in June 2018. The Local Government (Administration) Regulations 1996 require that a local government annually reviews its Corporate Business Plan, and the Corporate Business Plan 2016-2017 to 2019-2020 is now due for its fourth review.

Submission

N/A

Report

The Corporate Business Plan 2016-2017 to 2019-2020 was reviewed by senior managers during April and May 2019, with a focus on what had changed or would change for the financial year 2019-2020. This review also includes the Annual Business Plan 2018-2019 Midyear Review which was advised to Council earlier this year. These reviews have resulted in some minor changes to the timing of activities to be delivered or the financial estimates have been revised. It should also be noted that in many cases major projects are conducted over a timespan of two, three or four years. In these cases, they are recorded as occurring in each of the relevant financial years. Changes to the Plan have been indicated by red underlined text throughout the document, and the changes are summarised as follows:

1. The timing of the review of the Public Health Plan 2013-2018 has been deferred until the 2019-2020 financial year;
2. Building Services will continue development of an on-line building application service into the 2019-2020 financial year;

3. Frankland Park Master Plan and design development continued into the 2018-2019 financial year;
4. Development of an Asset Management Plan for Cockburn ARC will continue into the 2019-2020 financial year;
5. The Yangebup Revitalisation Strategy development and implementation will continue into the 2019-2020 financial year;
6. The review and update of the Economic Development Directions Strategy 2014 should be completed in 2019-2020 financial year;
7. The Community, Sport and Recreation Facilities Plan 2018-2033 was adopted by Council in December 2018;
8. \$0.31m of funds from the DCA 13 for the Bike Network has been deferred;
9. The New and Refurbished Footpaths budget forecast has been revised from \$0.75m to \$1.43m in the Draft Annual Budget;
10. The Drainage and Sumps work budget forecast has been revised from \$1.38m to \$1.32m in the Draft Annual Budget;
11. The Street Tree Master plan budget forecast has been revised from \$0.5m to \$0.3m in the Draft Annual Budget;
12. The Waste Management third bin roll out budget forecast has been revised from \$1m to \$0.4m in the Draft Annual Budget.

The other existing elements identified in the current Corporate Business Plan are not impacted and will continue to be delivered as per the adopted timeline.

The Corporate Business Plan and the Strategic Community Plan 2016-2026 both require a major review to be completed by June 2020 in accordance with the Integrated Planning and Reporting Framework.

Strategic Plans/Policy Implications

This annual Corporate Business Plan review process is in accordance with the City's policy Budget and Business Planning.

City Growth

Maintain service levels across all programs and areas.

Ensure planning facilitates a desirable living environment and meets growth targets.

Moving Around

Reduce traffic congestion, particularly around Cockburn Central and other activity centres.

Improve connectivity of transport infrastructure.

Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Provide for community facilities and infrastructure in a planned and sustainable manner.

Economic, Social & Environmental Responsibility

Improve the appearance of streetscapes, especially with trees suitable for shade.

Create opportunities for community, business and industry to establish and thrive.

Leading & Listening

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

The Corporate Business Plan 2016-2017 – 2019-2020 projects and activities listed for 2019-2020 are budgeted in the proposed Annual Budget 2019-2020.

Legal Implications

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

Community Consultation

N/A

Risk Management Implications

If Council does not adopt the Corporate Business Plan 2016-2017 – 2019-2020 prior to 30 June 2019 the legislative requirement for an annual review will not be met.

Advice to Proponent(s)/Submitters

N/A

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

Nil



City of Cockburn
**CORPORATE BUSINESS PLAN
2016-2017 TO 2019-2020
STRATEGIC REVIEW – MINOR**



cockburn.wa.gov.au

Document Set ID: 8409435
Version: 9, Version Date: 04/06/2019

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Executive Summary

The Corporate Business Plan 2016-2017 – 2019-2020 maps the City's key priorities, projects, services and actions over four years. It provides the detail for the first years of the Strategic Community Plan 2016 – 2026 as well as detailing business as usual service delivery. It is developed on a four yearly cycle and reviewed annually to prioritise or re-prioritise projects and services. **After the first two years, a Strategic Review – Minor is required and the purpose of this is to review priorities and reset the Corporate Business plan where necessary. The changes made as a result of the 2018 Strategic Review- Minor process, are indicated in red text in the document. The 2018-2019 Annual Review of the Corporate Business Plan was completed in May 2019, and the changes from this process are indicated in red underlined text in the document.** The Corporate Business Plan links annual operations to the Strategic Community Plan and informs the annual budget process.

This plan identifies several significant emerging issues around State Government Planning policy including planning control and the balancing of urban infill with the expansion of the urban zone. Ensuring urban infill is supported by high quality public spaces, civic spaces and street environments is a theme throughout the updated Strategic Community Plan. Capacity issues are emerging mainly through our ability to fund infrastructure and deliver services with changes to funding. Waste management was identified in our last Corporate Business Plan and continues to be a challenge for both municipal and commercial waste. **Three further issues have emerged – Cybersecurity, Community Engagement and Social Media.**

This plan outlines our key priorities and what we need to achieve in each of five themes:

City Growth: planning for the population growth of our City and maintaining our strong financial position

Moving Around: facilitating safe, efficient, connected and sustainable movement around the City

Community, Lifestyle & Security: providing safe, attractive, healthy programs and infrastructure for a diverse range of activity and people

Economic, Social & Environmental Responsibility: enabling a sustainable future economically, socially and environmentally including business activity, job opportunities and sustainable use of resources

Leading & Listening: continuing to be accountable to our community and engaging through multiple effective communication channels

The plan concludes with lists of the relevant documents and factors taken into account in drafting the plan. It also describes the reporting mechanisms for this plan.

Introduction



The purpose of the Corporate Business Plan 2016-2017 – 2019-2020 is to map out the City's key priorities, projects and actions over the next four years. It provides the detail for the first years of the Strategic Community Plan 2016 – 2026. A major review of the Corporate Business Plan is held each four years and follows the revision of the Strategic Community Plan once the community consultation stage is completed.

A Strategic Review – Minor, is held at the two year point of the Corporate Business Plan. This enables a desktop review of the key new activities and projects which have been proposed. As priorities may change over two years and new opportunities become available, a Strategic Review (Minor) is about resetting the Corporate Business Plan.

Progress on the Corporate Business Plan is reported in the Annual Report with regular updates to the community via our website, Cockburn Soundings and social media.

In the Corporate Business Plan 2016-2017 – 2019-2020 two significant areas of business change for the City were identified. Firstly, the City assumed responsibility for management of the Port Coogee Marina. This includes the mooring pens, jetties, boardwalks, fuel facilities, marina services building, breakwaters, sea walls and the general waterway. Marina management is a completely new business for the City but was supported with a comprehensive business plan and new revenue streams which support the ongoing development of this important community facility. The main transition issue has been the supply of fuel and the City is working to rectify this situation. Security also had to be addressed. Over time, as Port Coogee becomes more developed the issues are expected to reduce significantly and the City has also invested to upgrade the security of the infrastructure.

In May 2017 Cockburn ARC, the City's regional leisure facility opened. It has been even more successful than anticipated and provides its members and visitors with magnificent facilities. It offers an eight lane 25 metre indoor heated pool, a 52 metre outdoor heated pool, specialties pools - hot water, learn to swim and interactive water facilities including three world class water slides, hot and cold spas, sauna and steam room. Multiple change facilities cater to families; schools/groups and people with a disability. There is a multi-sport indoor sports stadium, fully equipped gym and separate studios for fitness, mind and body; and cycling. A retail outlet, child care, dedicated birthday party room, indoor play centre, meeting / function rooms and a café are also operating.

Looking forward to future community infrastructure provision, the major plan for this is the Community, Sport and Recreation Facilities Plan 2018-2031. This plan was adopted by Council in December 2018 and will drive the development of key community infrastructure over the next fifteen years. Whilst early estimates have been included in the review of the Long Term Financial Plan (LTFP), further alignment will need to take place once the plan is adopted. The major review of the LTFP in 2020 is expected to incorporate revised estimates.

As the City grows, road infrastructure continues to be a major cost. The current Asset Management Plan for Road Infrastructure has calculations for road maintenance based on a conservative road life. The road maintenance modelling is currently under review and a condition audit of the City's roads is also to be conducted during the life of this plan.

I hope you find the strategic review informative, however it will soon be time for a major review which will include community consultation to develop our next ten year Strategic Community Plan and subsequent Corporate Business Plan.



Stephen Cain

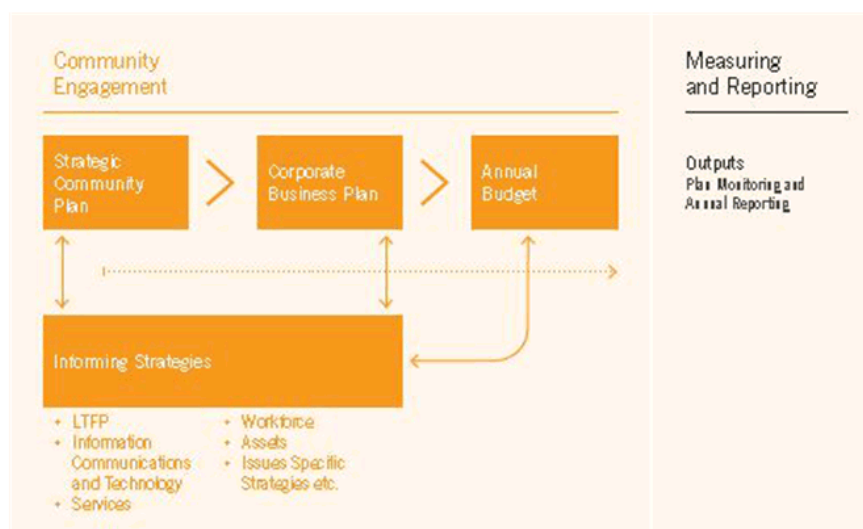
Chief Executive Officer



Planning Framework

The City uses an Integrated Planning Framework developed by the Department of Local Government. The following diagram illustrates the model.

Elements of Integrated Planning and Reporting Framework



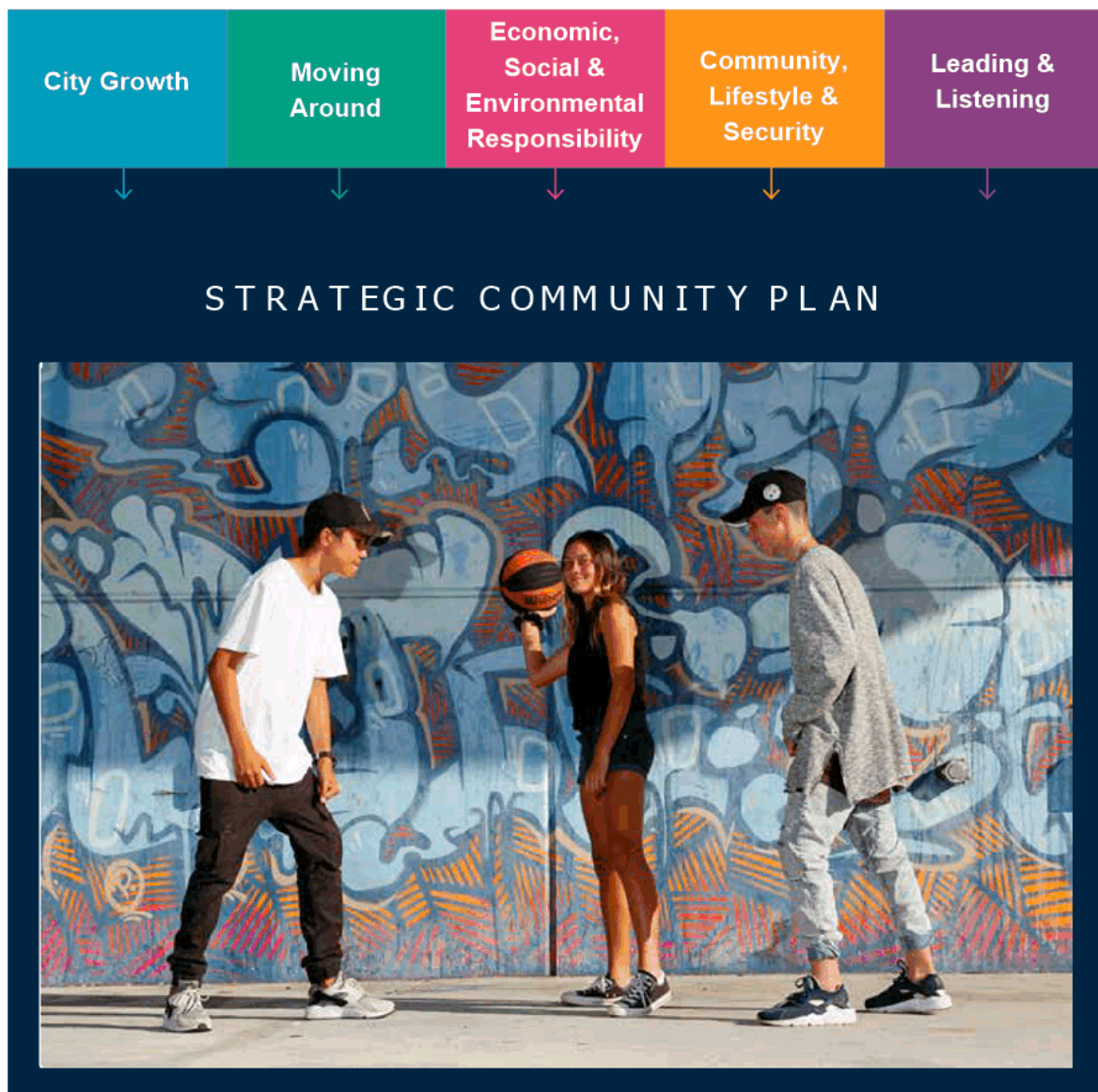
A Long Term Financial Plan is a ten year plan developed alongside the Strategic Community Plan that identifies the resources required to deliver long term objectives. It includes long term financial projections based on our Asset Management Plans; Workforce Plan; Major Project Plans; our Revenue Strategy;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

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

After the first two years, A Strategic Review – Minor is required and the purpose of this is to review priorities and reset the Corporate Business plan where necessary. This document is based on the original plan and any changes, other than minor grammatical changes, are indicated by the red text. It has also been drafted according to the new Corporate Writing Guide and Corporate Style Guide which were introduced after the Corporate Business Plan 2016-2017 – 2019-2020 was

published. Additional changes made as part of the annual review for 2018-2019 are indicated by red underlined text throughout this document.

Informing Strategies linked to the five themes of the Strategic Community Plan



Emerging Issues

State Government – Planning

The State Government's planning document "Directions 2031 and Beyond" continues to act as a guiding framework for local government to plan for a more consolidated Perth metropolitan area. Its aim is to drive the use of land and infrastructure in an efficient way by balancing expansion of the urban zone with urban infill projects to accommodate a city of 3.5 million by 2056. Land supply is controlled by state government and this document introduces activity centres, transit oriented development and key targets for the number of dwellings to be provided. The implementation of this document and its associated legislation and strategies can be a challenge for the City as significant control over planning has been removed from local government over the past few years and existing residents do not always embrace the urban expansion management objectives of Directions 2031, particularly in regard to urban infill.

Issues for the City are the protection of greenspace; need for an urban density strategy that balances liveability; importance of transport corridors for freight and industry; improved public transport and changing urban form – more density.

Capacity – Infrastructure Funding and Delivery of Services

The City must balance the growing demand for an increased range of services with the requirement to maintain its long term financial sustainability. This includes maintaining cash reserves for significant infrastructure projects so that loan borrowing is minimised. To maintain current service levels and increase the scope of services to the community, the City must optimise its funding sources including rates, fees and charges levied for specific services; funding grants from State and Federal sources; and interest on investments. Over the last two years, the City, like other local governments, has lost some control over its income as the Federal and State Government have frozen some grants (such as the Financial Assistance Grants) and redirected 50 per cent of all building permit application fees away from the City, remitted to the Building Commission.

With the shifting of costs from state to local government, loss of control over income and rising community expectations, capacity to deliver will continue to be a challenge that all local governments face.

The City needs to look for greater income for self- sufficiency; financial partnership opportunities to develop projects; benchmarking of services for performance and cost; and use of technology to provide value for money.

Waste Management

Municipal Waste

The City has committed to transition its municipal solid waste (MSW) to an Energy from Waste disposal method around 2020-2021. The City has also resolved to leave the South Metropolitan Regional Council (SMRC) which operates the Regional Resource Recovery Facility in October 2019. The City is also reviewing a Materials Recovery Facility (MRF) for its Henderson Regional Recovery Park. Steel, organics, timber, paper, plastic and inert materials such as bricks, sand and rubble, could be extracted to provide saleable raw materials for other processes. Preliminary studies indicate this could only be viable with a joint venture partner or a privately owned Materials Recovery Facility on our leased land.

Commercial Waste

On current tonnage rates the City's landfill site (within the overall recovery park) has an operating life to 2038. This would be extended if less volume goes into the landfill which happens if resources can be recovered and sold. This site also offers a service to other local governments, private and public organisations and individuals.

Waste recovery technologies are capital intensive and require partners to minimise risk. Processing costs are reduced through source separation so more emphasis is required on this.

Technology

The rate of innovation and cost of new technology is a challenge for local governments. Sometimes it is the means to providing current or increased levels of service but often brings with it a significant increase in the resources required, including hardware and workforce numbers with high skill requirements.

The demand for public WiFi is an example of the growing aspiration for access to technology. The lack of access to broadband in some areas of the City causes significant issues for some parts of our community and will require significant advocacy in regard to the NBN rollout.

The main issue for the City is improved advocacy to overcome areas with technology shortfalls. More innovation from the ERP (Enterprise Resource Planning) provider is also required to hasten technology improvement.



Changing Climate

A drying climate; increasing temperatures; and projected sea level rise present challenges in managing bushland and coastal reserves. Water restrictions, bushfires and coastal erosion and inundation arising from sea level rise and storms, will inevitably lead to a loss of reserve land, ecosystem diversity and infrastructure. The City also has a role in mitigation by reducing its reliance on fossil fuels to play its part in global emission reduction.

The City needs to maintain its action toward sustainability and plan to reduce the impact of a changing climate.

Emerging Issues identified during the strategic review

A further three emerging issues have been identified. These will be considered in depth as part of the next Corporate Business Plan but briefly, are as follows:

1. **Cybersecurity.** Current information available leads us to believe that all organisations are vulnerable to cybersecurity attacks and thus it is a case of “when” not “if”. The City’s Information Services Business Unit staff are well aware of the risks and implications of a breach of security. They have implemented monitoring, software and changes to procedures to mitigate this issue. The City is also considering raising the issue to the level of a strategic risk (from an operational risk) to ensure it is managed at a senior level.
2. **Community Engagement.** Expectations around when, how and what the City engages the community have grown substantially. The City has employed a Community Engagement Officer in the past two years; completed a review of community engagement and plans to employ a Business Engagement Officer in 2018. The City will also monitor whether community expectations are being met through the usual Community Scorecard survey.
3. **Social Media.** The use, speed and impact of social media are growing exponentially and have become an issue for the City to resource. Whilst the City is proactive in its use of social media (Twitter, Facebook and Instagram as well as the website and e-newsletters) for communication, these platforms are designed for daily interaction and monitoring. To mitigate liability and address reputational risk issues, social media is monitored outside business hours but it is impossible to monitor hundreds of posts across multiple sites which occur daily. Additionally, regular misinformation that appears on social media, results in media enquiries which take resources to address.

Key Priorities – Achieving Success in Our Five Themes

The outcomes of the community engagement that have informed the Strategic Community Plan 2016–2026 and thus this plan, clearly show that we need to prioritise our efforts in the following areas:

Moving Around the City

We will work on managing traffic congestion and supporting alternative means of transport. A more robust transport network could include the development of cycle ways, better promotion of alternative transport paths and lobbying for improved public transport.

Environmental Responsibility

The community has clearly stated that they want more tree coverage in the City. This includes our streetscape, public open space and private property. There is also much support for preserving as much of our natural environment as possible and carefully managing our beautiful natural assets such as the coastal area, banksia woodlands and the wetlands.

Security

We will maintain our work on providing a safe and secure environment. Specifically this may include focussing on the safety of built infrastructure and maintaining a security patrol service, while ensuring effective coordination with the State Government services that are responsible for law and order.

Business as Usual

Much of the activity stemming from the Strategic Community Plan is business as usual. The City's normal business operations are conducted through an organisational structure of Service Units, Business Units and Divisions. Key services and activities are included and listed in the tables following. The information includes the Business or Service Unit which has lead responsibility for an activity or function. However, sometimes the activities are delivered across multiple teams. If such activities require an increase in staffing resources, such as volume driven services (bin pick ups), this is noted in the Staffing Forecast section of the Workforce Plan. Funds for the delivery of services and for any new minor projects are detailed during annual budget preparation. Major projects and overall costs are included in the Long Term Financial Plan.

Key Projects

In contrast to normal functional operations, key projects are often delivered by cross functional project teams so individual Business and Service Units are not specified in the Key Projects tables. The lead Business or Service unit will be the one that lists the project in our Annual Business Plans and has responsibility for requesting the resources required. Indicative estimates are included in this document whilst more accurate estimates are provided in each annual budget.

There are also tables to summarise the main new projects we are planning to achieve. Sometimes this is to take on a new function such as marina management in FY 2016-2017 and others are significant projects where we plan to improve our service.

Two maps which are updated annually are included to graphically present the planned:

1. Community & Civic Infrastructure 2016–2026
2. Regional & Major Roadworks 2016–2030

Figures and dates in these maps are estimates for planned work.

These maps are accessible via the City's website and a version number recorded on the map.



Key Objective 1: City Growth

Plan for population growth of our City and maintaining our strong financial position.

1.1	Ensure planning facilitates a desirable living environment and meets growth targets
1.2	Continue revitalisation of older urban areas to cater for population growth and take account of social changes such as changing household types
1.3	Ensure growing high density living is balanced with the provision of open space and social spaces
1.4	Ensure a variation in housing density and housing type is available to residents
1.5	Maintain service levels across all programs and areas



Key Business as Usual Services and Activities

Business or Service Unit	Services and Activities delivered on an ongoing basis	Related Objectives
Strategic Planning	Prepare structure plans, amendments to the Local Planning Scheme, formulate strategies and adopt policies which provide guidance and direction for the growth of the City	1.1 1.2 1.3 1.4 1.5
Building Services	Ensure that buildings and structures within the City provide acceptable levels of public safety and comply with all relevant building legislation, codes, standards and regulations	1.1 1.5
Statutory Planning	Regulate development and subdivision within the City to ensure the protection of appropriate levels of amenity and to protect the public interest	1.1 1.2 1.3 1.4 1.5
Parks Development	Cash In-Lieu Strategy – provides a co-ordinated approach to the expenditure of funds for public open space (Planning and Development Act 2005)	1.3
Infrastructure Services	In liaison with Community, Recreation and Community Services, plan and deliver new and refurbished buildings and facilities	1.5
Engineering Services	Ensure the drainage structure throughout the City caters for new development and revitalisation	1.2 1.3 1.5

Key Projects and Resource estimates

Project/Activity	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
*Revitalisation Strategies: Phoenix Central Hamilton Hill Coolbellup The Lakes <u>Yangebup</u>	\$4.2 million	\$1.15 million (forecast)	Draft budget \$1.15 million	\$4.5 million <u>Draft Budget</u>	1.2 1.3 1.4 4.4
Drainage and Sumps Work	\$1.18 million	\$0.8 million (forecast)	Draft budget \$1.22 million	\$1.32 million <u>Draft Budget</u>	1.1

*For 2019-2020, funds for Coolbellup, Hamilton Hill, Yangebup and Spearwood will be quarantined in reserves for future projects

Key New Services and Proposed Activities

Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Strategic Planning	Finalise a model to report on achievements within each Revitalisation Strategy and ensure clear transition to the operational Business Units of the City to achieve implementation <u>Complete</u>	✓				1.2
Strategic Planning	Finalise the Lakes Revitalisation Strategy and ensure clear transition to the operational Business Units of the City to achieve implementation <u>Complete</u>	✓				1.2
Strategic Planning	Review and update the Land Management Strategy <u>Complete</u>	✓				1.1 1.3 1.4

Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Strategic Planning	Review and update the Local Commercial and Activity Centres Strategy 2011		2017 18	✓	✓	1.1 1.3
Strategic Planning	Review and update the Housing Affordability and Diversity Strategy 2013 <u>Complete</u>		✓	2018 19		1.1 1.2 1.3 1.4
Strategic Planning	Prepare the new Local Planning Strategy and Scheme for the District	✓	✓	✓	✓	1.1 1.3 1.3
Strategic Planning	Finalise the Yangebup Revitalisation Strategy and ensure clear transition to the operational Business Units of the City to achieve implementation			✓	✓	1.2
Strategic Planning	Finalise and implement the Phoenix Activity Centre Plan in conjunction with relevant Business Units	✓	✓	✓	✓	1.1 4.1 4.2
Strategic Planning	Implement the Cockburn Central Activity Centre Plan in conjunction with relevant Business Units	✓	✓	✓	✓	1.1 4.1 4.2
Statutory Planning and Building Services	Upgrade or replace the Planning and Building online application lodgement, tracking and approval delivery system to provide an efficient, integrated, paperless solution	✓	✓	✓	✓	1.1 1.5
Parks Management	Review and implement a Cash in Lieu Plan 2017-2019 for Public Open Space	✓	✓	✓	✓	1.2 1.3 3.2 3.3 3.4 4.3

Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
						4.5
Infrastructure Services	Review and update the Asset Management Strategy 2008 in conjunction with Finance to ensure asset management principles are agreed across the organisation <u>Complete</u>	2016-2017	✓			1.1
Engineering Services	Review and update the Drainage Management and Maintenance Strategy 2008-2013 in conjunction with Finance to ensure drainage management principles are agreed across the organisation <u>Complete</u>		✓			1.1 1.2 1.3
Building Services	Australian Building Cladding Audit – the audit and follow up work related to flammable cladding		✓	✓	✓	1.5

Key Objective 2: Moving Around

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

2.1	Reduce traffic congestion, particularly around Cockburn Central and other activity centres
2.2	Identify gaps and take action toward extending the coverage of the cycle way, footpath and trails network
2.3	Improve connectivity of transport infrastructure
2.4	Continue advocacy for a better solution to regional freight movement
2.5	Improve parking facilities, especially close to public transport links and the Cockburn town centre
2.6	Advocate for improvements to public transport, especially bus transport



Key Business as Usual Services and Activities

Business or Service Unit	Services and Activities	Related Objectives
Road Design	Design roads, drains, paths, cycle ways and associated infrastructure	2.1 2.3
Road Construction	Construct and maintain roads, drains, paths, cycle ways and associated infrastructure	2.1 2.3
Road Planning and Development	Ensure development occurs in accordance with relevant Australian Standards and Council conditions and specifications	2.1 2.3
Transport and Traffic Services	Ensure planning and development of the transport network within the City meets community and industry needs while minimising environmental impact	2.1 2.2 2.3 2.4 2.5 2.6

Key Projects and Resource estimates

Project/Activity	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Road Projects 2017 – 2026 (includes new, resurfacing and traffic management)	\$10.8 million	\$9.55 million (forecast)	Draft budget \$3.96 million	<u>\$20.59 million Draft Budget</u>	2.1 2.3
New and refurbished Footpaths	\$1 million	\$1.58 million (forecast)	Draft budget \$1.19 million	<u>\$1.43 million Draft Budget</u>	2.1 2.2 2.3
Bicycle Network 2017 – 2026 \$7.66 million	\$0.19 million	\$0.19 million (forecast)	Draft budget \$0 million	<u>\$0.31 million from DCA 13 have been deferred</u>	2.1 2.2 2.3

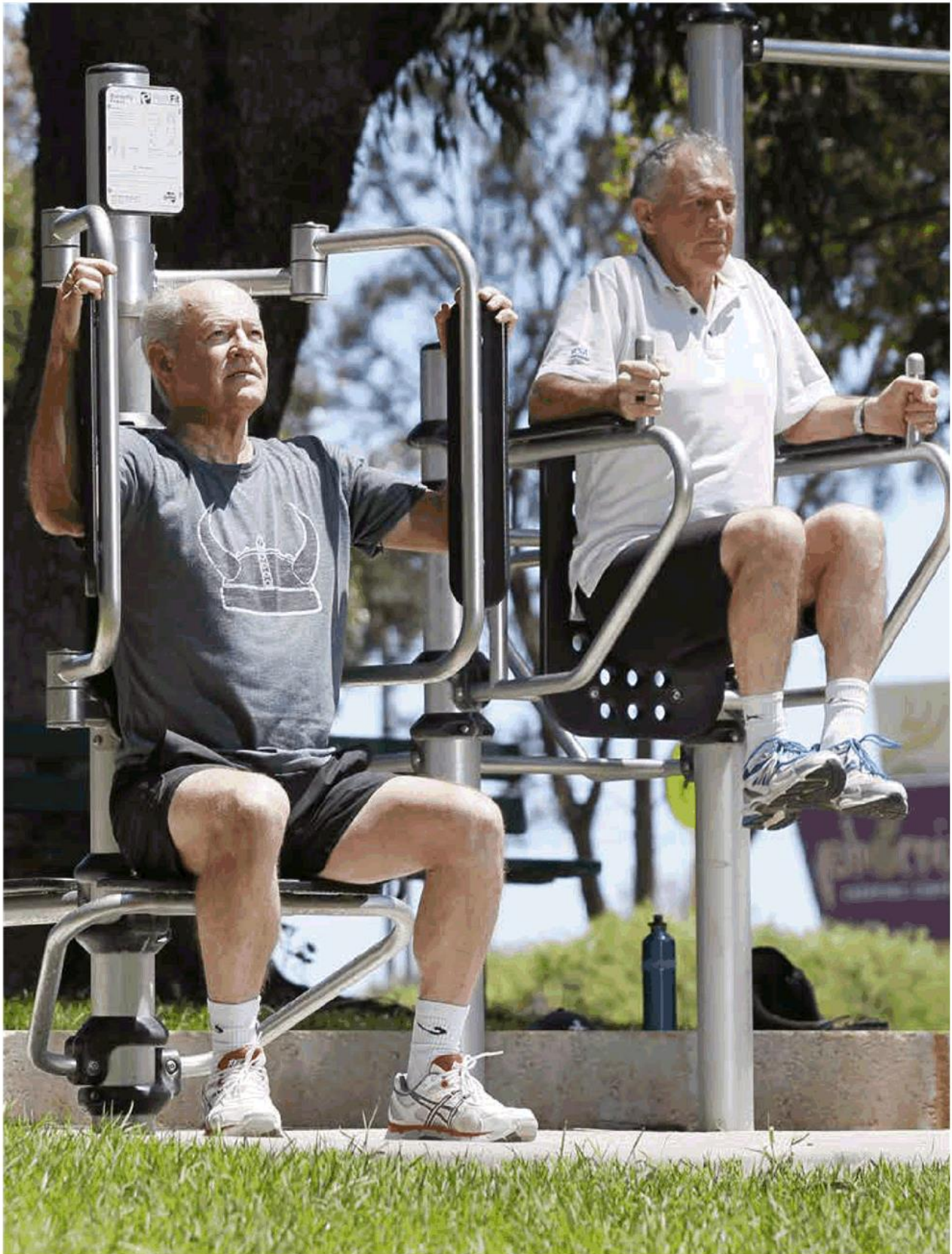
Key New Services and Proposed Activities

Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Executive	Advocate for a better solution to regional freight movement	✓	✓	✓	✓	2.4 5.4
Executive	Advocate for improvements to public transport	✓	✓	✓	✓	2.5 2.6
Engineering Services	Review and update the Integrated Transport Plan, incorporating the Road Safety Strategy and Travel Smart Plan		✓	✓	✓	2.1 2.2 2.3 2.4 2.5 2.6
Engineering Services	In conjunction with Environmental Management, review and integrate the Footpath Plan and Trails Master Plan Complete	✓				2.1 2.2 2.3 3.3
Engineering Services	Review current parking approaches and create the City wide Parking Strategy	✓	✓	✓	✓	2.1 2.2 2.3 2.4 2.5 2.6
Engineering Services	Review and update the City's District Traffic Study 2013 Complete		✓	✓		2.1 2.2 2.3 2.4 2.5 2.6

Key Objective 3: Community, Lifestyle and Security

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

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



Key Business as Usual Services and Activities

Business or Service Unit	Services and Activities delivered on an ongoing basis	Related Objectives
Health Promotion	Provide services and programs to encourage people to adopt healthy lifestyles	3.1
Engineering Services	Manage and maintain all the City's road network, footpaths and relevant work in new residential and industrial development	3.2
Infrastructure Services	In liaison with Community, Recreation and Community Services, plan and deliver new and refurbished buildings and facilities	3.2
Assets Services	Management of City assets through Asset Management Plans including condition assessment and review of service levels for Road Infrastructure; Drainage; Buildings; Fleet and Plant; Parks and Environment; and Footpaths	3.2 3.3 3.4
Facilities and Plant	Manage and maintain all Council owned buildings and structures, fleet and plant	3.2 3.3 3.4
Events, Arts, Culture and Heritage Services	Provide community events and work to preserve and promote the City's heritage particularly the Azelia Ley Museum and the history of the district	3.1 3.2 3.3 3.4 4.7
Library Services	Provide a Public Library and Information Service across three sites – Spearwood, Success and Coolbellup as well as mobile services for housebound customers	3.1 3.2 3.3
Ranger Services	Work to increase understanding and compliance to relevant state and local government local laws to improve safety and amenity to the City's residents, businesses and visitors. A range of education; prevention and mitigation; and enforcement strategies are used	3.3
Community Safety & Security Service	Continue to provide and review best practice mobile security patrolling methods and CCTV cameras and network, to further improve security and response to the City's residents, businesses and visitors	3.3

Business or Service Unit	Services and Activities delivered on an ongoing basis	Related Objectives
Community Safety – Emergency Services	Provide support and response to emergencies as requested by the relevant authority and work closely with all key stakeholders in ensuring that Emergency Awareness, Preparedness and education is being provided to the City's residents, businesses and visitors	3.3
Recreation Services	Provide a range of sport, recreation and leisure opportunities. Bookings and facility development	3.2
Club Development	Support to clubs through hosting events and creating new initiatives	3.1
Leisure Centre – South Lake Leisure Centre	Offer a variety of leisure services including indoor and outdoor pools, a gym, other fitness facilities and a crèche. It will close around the same time the new leisure centre is opened	3.1 3.2 3.3
Leisure Centre – Cockburn ARC	The planned opening of the new leisure centre is early 2017. This will be a much larger centre offering a greater range of leisure services including indoor and outdoor pools, water slides, a gym, other fitness facilities and a crèche	3.1 3.2 3.3
Community Development	Provides capacity building and community engagement to strengthen and support community groups within the City including residents associations	3.1 3.6 4.1
Volunteer Resource Centre	Provides capacity building and support to volunteer groups within the City	3.1 3.6 4.1
Childcare Services	Family Day Care and In-Home Care Services are supported by the training and development of educators in early education and quality childcare	3.1 3.2 3.3 3.6
Family Services including Children's Development	Support services and programs aimed at providing and developing increased support, activity and wellbeing of individuals and families. Some programs are funded by external grants	3.1 3.2 3.3 3.6
Financial Counselling	A counselling and information service.	3.1
Children's Development	Provides information, community development, programs and events which respond to the needs of families with children up to the age of 12	3.1 3.2 3.6 4.1

Business or Service Unit	Services and Activities delivered on an ongoing basis	Related Objectives
Aboriginal Community Development	Provides information, events, community development, liaison, and activities which respond to the needs of Aboriginal community groups and families	3.1 3.2 3.6 4.1 4.7
Disability Access and Inclusion	Provides information, raises awareness around access and inclusion and supports projects, activities and events that enhance participation for people with a disability	3.1 3.2 3.6 4.1
Cockburn Community Care	Provides Home Services (HACC), Group Social Support, Centre Based Day-care, a Carer Support Service, Home Care Packages, Kwobarup Aboriginal Program and disability support programs	3.1 3.2 3.3 3.6
Seniors Service	Operate the Cockburn Seniors Centre which provides facilities, meals, activities and events for those over 50 years. The Community Men's Shed is also supported through this Service	3.1 3.2 3.3 3.4 3.6
Youth Services	Operate a dedicated Youth Centre, Youth activities, community development, programs, training and support for young people aged 10 to 24 years	3.1 3.2 3.3 3.4 3.6 4.1

Key Projects and Resource estimates

Key projects are detailed separately in the Community, Sport & Recreation Facilities Plan 2018- 2033. Details of the planned facilities are contained within the plan.

Project/Activity	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Community, Sport & Recreation Facilities Plan 2018- 2033	✓	✓	✓	✓	3.2 3.3 3.4 3.6
CCTV installation – areas are nominated in the Annual Business Plan	\$0.21 million	✓	✓	✓	3.3



Key New Services and Proposed Activities

Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Executive	Advocate for improvements to communications infrastructure (NBN)	✓	✓	✓	✓	3.5
Engineering Services	Apply for areas to be included in funding for underground power <u>Complete</u>	✓				3.7
Infrastructure Services	Marina Management. Management of the Port Coogee Marina	✓	✓	✓	✓	3.2 3.3 3.4
Assets Services	Create an Asset Management Plan for Marine and coastal assets	✓	✓	<u>✓</u>	<u>✓</u>	3.2 3.3
Assets Services	Create an Asset Management Plan for Cockburn ARC			✓	<u>✓</u>	3.2 3.3
Recreation Services	Finalise and implement the Community, Sport and Recreation Facilities Plan <u>2018-2033</u>	✓	✓	✓	✓	3.2 3.3 3.4 3.6
Recreation Services	Develop and implement the Coastal Activities Guide <u>Complete</u>	✓	✓			3.1 3.2 3.3 3.4
Recreation Services	Complete Master planning and design process for Frankland Reserve <u>Complete</u>		✓	<u>✓</u>		3.2 3.3 3.4

Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Recreation Services	Finalise and implement the outcomes of the Western Suburbs Sporting Precinct Study	✓	✓	✓	✓	3.2 3.3 3.4
Ranger and Community Safety Services	Review and develop the City's Community Safety and CCTV Strategy 2017-2022 Complete	✓	✓			3.2 3.3
Ranger and Community Safety Services	Continue to implement CCTV infrastructure to key identified sites. Maintain and refurbish existing CCTV sites. Seek external funding where possible	✓	✓	✓	✓	3.2 3.3
Community Development	Finalise and implement the Community Development Strategy 2016-2020	✓	✓	✓	✓	3.1 3.6 4.7
Childcare and Seniors	Finalise and implement the Age Friendly Strategy 2016 – 2021	✓	✓	✓	✓	3.1 3.2 3.3 3.4 3.6
Family and Community Development	Finalise and implement the Children and Families Strategy 2016 – 2021	✓	✓	✓	✓	3.1 3.2 3.3 3.4 3.6
Family and Community Development	Review and implement the Reconciliation Action Plan 2018 – 2021	✓	✓	✓	✓	3.1 3.2 3.3 3.4 3.6 4.1 4.7
Family and Community	Review and implement the Disability Access and		✓	✓	✓	3.1 3.2

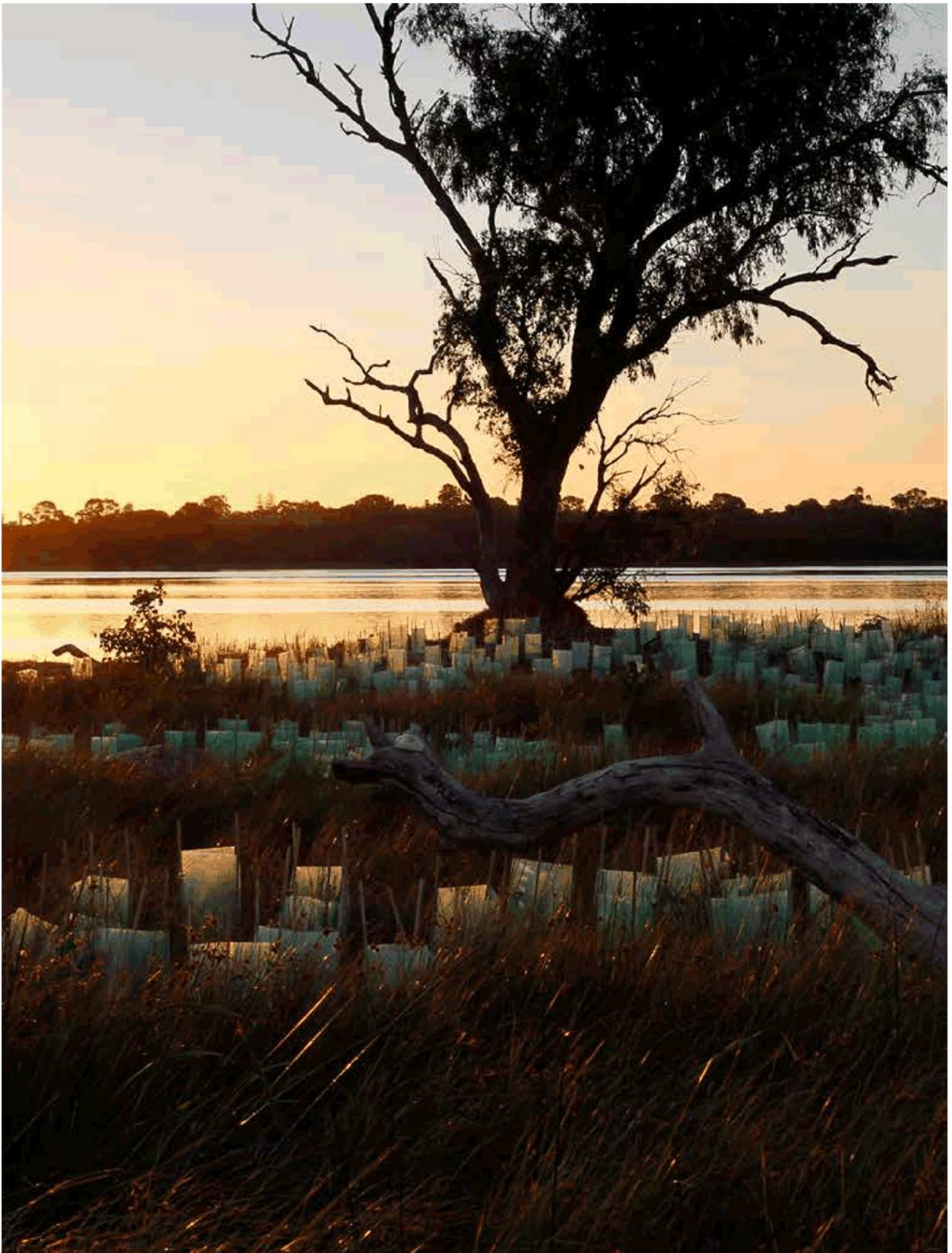
Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Development	Inclusion Plan 2017 – 2022					3.3 3.4 3.6 4.1
Youth Services	Review and implement the Youth Services Strategy 2017–2022	✓	✓	✓	✓	3.1 3.2 3.3 3.4 3.6
Events and Culture	Finalise and implement the Cultural Strategy (Art, Culture, Heritage & Events) 2016 - 2020	✓	✓	✓	✓	3.1 3.2 3.3 3.4 3.6 4.7
Library Services	Review the Libraries Strategic Plan 2014 - 2019				✓	3.1 3.2 3.3 3.4 3.6
Library Services	Develop a feasibility study for a strategic partnership with the South West Metropolitan Library Group <u>Complete</u>		✓			3.2



Key Objective 4: Economic, Social and Environmental Responsibility

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

4.1	Create opportunities for community, business and industry to establish and thrive through planning, policy and community development
4.2	Increase local employment and career opportunities across a range of different employment areas through support for economic development
4.3	Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health
4.4	Improve the appearance of streetscapes, especially with trees suitable for shade
4.5	Improve water efficiency, energy efficiency and waste management within the City's buildings and facilities and more broadly in our community
4.6	Further develop adaptation actions including planning; infrastructure and ecological management to reduce the adverse outcomes arising from climate change
4.7	Continue to recognise and celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups



Key Business as Usual Services and Activities

Business or Service Unit	Services and Activities	Related Objectives
Land Administration	Ensure the City's property interests and land portfolio are managed to maximise social, economic and environmental outcomes	4.1 4.2 4.3 4.6
Environmental Health	Protect the quality of the environment and improve and manage public health by implementing the City's Public Health Plan	4.3 4.6
Environmental Health	Maintain and improve wellbeing in the community by ensuring the standard of premises and activities complies with accepted public health standards and practices	4.3 4.6
Waste Disposal	Operate the Henderson Waste Recovery Park – recycling and landfill services	4.5
Waste Collection	Bin collection, verge collection and litter collection	4.5
Parks Management	Public Open Space Strategy - future provision, enhancement and management of open space	1.3 4.3 4.4 4.5 4.6
Parks Operations	Ground maintenance including landscaping and mowing for parks, ovals, playgrounds, streetscapes and verges	4.3 4.4 4.6
Parks Operations	Street Tree Management – assessment, monitoring and management of street trees	4.4 4.6
Parks Operations	Irrigation Maintenance – water management through irrigation planning and maintenance	4.3 4.5 4.6
Park Development	Landscape design, development and construction of infrastructure and equipment	4.3 4.4 4.6
Park Development	Shade Sail Strategy – implementation of shade sails and trees around playgrounds	4.3 4.6
Park Development	Bibra Lake Management Plan – construction of parks infrastructure around the Bibra Lake area	4.3 4.6

Business or Service Unit	Services and Activities	Related Objectives
Environmental Operations	Natural Area Management - environment operations through rehabilitation, revegetation and maintenance of natural areas	4.3 4.6
Environmental Management	Community Events – delivering a program of events throughout the community including schools	4.3 4.5
Environmental Management	Sustainability – co-ordinating events and activities designed to educate and support the community toward sustainable living. This includes environmental awareness, emission reduction, using renewable energy and waste education	4.3 4.5 4.6
Environmental Management	Water Management – water management and education to reduce consumption and improve quality.	4.5 4.6

Key Projects and Resource estimates

Project/Activity	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Bibra Lake Management Plan (BLMP) 2016 – 2026	\$0.4 million	\$2.28 million (forecast)	Draft budget \$0.7 million	Refer to Wetlands Education Centre	4.3
Aboriginal Cultural Centre (Part of BLMP)			Draft budget \$0.1 million	\$0 million Draft Budget	4.1 4.2
Regional Adventure Playground (Part of BLMP) Complete	\$4.5 million				4.3
North Coogee Foreshore Management Plan	\$0.5 million	\$0.5 million (forecast)	Draft budget \$0.3 million	Draft budget \$0.5 million	4.3
Coogee Beach Master Plan	\$0.5 million	\$0.5 million (forecast)	Draft budget \$0.5 million	\$0.5 million	4.3
Street tree Master Plan (Urban Forestry)	\$0.2 million	\$0.5 million (forecast)	Draft budget \$0.6 million	\$0.3 million	4.4

Project/Activity	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Wetlands Education Centre/ Native Arc(Part of BLMP)		\$0.3 million	Draft budget \$1 million	\$5 million	4.3
Waste Management – third bin implementation	\$1 million	\$1.5 million	\$1 million	\$0.4 million	4.5

Key New Services and Proposed Activities

Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Executive	Continue to address emerging issues and technologies in waste management	✓	✓	✓	✓	4.5 5.5
Executive	Continue regional collaboration on coastal issues through leadership of the Cockburn Sound Coastal Alliance	✓	✓	✓	✓	4.6 5.4
Strategic Planning	Review and update the Economic Development Directions Strategy 2014			✓	✓	4.1 4.2
Environmental Health	Develop a contemporary Public Health Plan which includes relevant parts of the Mosquito Management Plan 2008, the Contaminated Sites Strategy 2008 and the Tobacco Action Plan 2008		2017/18	✓	✓	4.3
Infrastructure Services – Marina & Coastal Services	Develop and implement the City's Coastal Management & Adaptation Plan (in conjunction with Strategic Planning & Recreation Services)	✓	✓	✓	✓	4.6

Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Infrastructure Services	Plan and implement initiatives to reduce building and facility and plant non-renewable energy consumption and GHG emissions	✓	✓	✓	✓	4.5 4.6
Waste Management	Review and update the Waste Management and Education Strategic Plan 2013 - 2023		✓	✓	✓	4.5
Waste Management	Extend the implementation of a third household bin for the re-use of garden organics (GO)		✓	✓	✓	4.5
Waste Management	Ensure greater recovery from bulk verge hard waste collections	✓	✓	✓	✓	4.5
Waste Management	Work toward the City of Cockburn becoming "Plastic Bag Free"		✓	✓	✓	4.5
Waste Management	Conduct a feasibility study for the Henderson Waste Recovery Park including a potential precinct approach, relocated entry and Materials Recovery Facility (MRF)		✓	✓	✓	4.5
Waste Management	Roll out Public Place Recycling Bin enclosures to all parks	✓	✓	✓	✓	4.5
Waste Management	Research and develop a position on alternative fuelled waste trucks				✓	4.5

Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Parks and Environment Management	Review the Public Open Space Strategy 2014-2024.		2017-2018	✓	✓	3.2 3.3 3.4 4.3 4.4 4.5
Parks and Environment Management	Review and continue to implement the Natural Areas Management Strategy 2012-2022		✓	✓	✓	3.2 3.3 3.4 4.3 4.4 4.5
Environment Management	Develop a Climate Change Strategy		2017-2018		✓	4.3
Environment Management	Implement the Sustainability Strategy 2017-2022	✓	✓	✓	✓	4.3
Parks Management	Develop and implement an Urban Forest Plan	✓	✓	✓	✓	3.2 3.3 3.4 4.4
Environment Management	Commence planning of the Wetlands Precinct		✓	✓	✓	4.1 4.3
Parks Management	Implement Manning Park Master Plan	✓	✓	✓	✓	3.2 3.3 3.4 4.3 4.5
Parks and Environment Management	Coogee Beach Master Plan – incorporate the Coogee Beach Landscape master plan and continue implementation	✓	✓	✓	✓	3.2 3.3 3.4 4.3 4.5
Environment Management	Develop a Yangebup Lake Master Plan			✓	✓	3.2 3.3 3.4 4.3 4.5

Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Parks and Environment Management	Implement Bibra Lake Master Plan including playground, toilets, revegetation, amenities and carpark improvements	✓	✓	✓	✓	3.2 3.3 3.4 4.3 4.5
Parks and Environment Management	Commence a feasibility study for a Golf Course Investigate the availability of groundwater and conduct a vegetation condition survey		✓	✓	✓	3.2 3.3 3.4 4.1
Parks and Environment Management	Conduct an assessment of the potential uses for intercepted water from the Port Coogee Groundwater Interception Drain (GID) <u>Complete</u>		✓			4.3 4.5 4.6
Parks and Environment Management	Roe8 Revegetation Services Agreement – enter into an agreement with Main Roads WA to implement the key objectives of the Roe 8 Rehabilitation Plan and associated land management activities to ensure the Roe 8 Road Reservation corridor is restored to a valued bushland environment		✓	✓	✓	4.3
Ranger and Community Safety Services	Review and develop the City's Bushfire Risk Management Plan		✓		✓	4.3 4.6

Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Ranger and Community Safety Services	Review and develop the City's Local Emergency Management arrangements including animal welfare plans and external funding options <u>Complete</u>		✓	✓		4.3 4.6
Procurement Services	Enable social procurement objectives with a focus on supporting indigenous, disability and local enterprises	✓	✓	✓	✓	4.1 4.2
Community Development and Services	Finalise and implement <u>the Cultural Diversity Strategy 2018-2021</u>			✓	✓	4.7
Community Development and Services	Review the Community Engagement Policy and Framework. <u>Complete</u>			✓		4.1

Key Objective 5: Leading & Listening

Objective: Continue being accountable to our community and engaging with you through multiple effective communication channels

5.1	Deliver sustainable governance through transparent and robust policy and risk management processes
5.2	Ensure sound long term financial management and deliver value for money
5.3	Listen to and engage with our residents, business community and ratepayers with greater use of social media
5.4	Strengthen our regional collaboration to achieve sustainable economic outcomes and ensure advocacy for funding and promote a unified position on regional strategic projects
5.5	Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management
5.6	Attract, engage, develop and retain our employees in accordance with the Workforce Plan and the Long Term Financial Plan



Key Business as Usual Services and Activities

Business or Service Unit	Services and Activities delivered on an ongoing basis	Related Objectives
Executive	Continue regional collaboration through active participation in the South West Group and the National Growth Areas Alliance	5.4
Executive	Continue to engage with State and Federal Government Agencies in order to secure partnership funding arrangements	5.2 5.5
Strategy and Civic Support	Corporate planning and support for civic activities	5.1 5.3
Executive & Infrastructure Services	Continue regional collaboration on coastal issues with adjacent Councils, state government agencies and the community via the Cockburn Sound Coastal Alliance	5.4
Infrastructure Services	In liaison with Community, Recreation and Community Services plan and deliver new and refurbished buildings and facilities	5.5
Assets Services	Management of City assets through Asset Management Plans including condition rating and review of service levels for Road Infrastructure; Drainage; Buildings; Fleet and Plant; Parks and Environment; and Footpaths	5.5
Governance Services	Drives corporate risk management throughout the City to ensure that risks that could affect the achievement of the City's objectives are identified, analysed and managed in accordance with professionally recognised best practice standards	5.1
Governance Services	Coordinate and continuously improve governance activities to ensure compliance with legislative requirements and corporate guidelines	5.1
Governance Services	Implementation and ongoing management of a Business Continuity Management program that brings resilience for the organisation in ensuring the organisation is capable of delivering vital services during periods of business interruption	5.1

Business or Service Unit	Services and Activities delivered on an ongoing basis	Related Objectives
Corporate Communications	Delivering communication materials and services to ensure the community is engaged with and informed about services and programs. This includes marketing, media, public relations, customer service, graphic design and photography	5.3 5.4
Human Resources	Provide policy, programs and advice which shape the City's workforce to ensure it is capable of achieving business objectives now and in the future	5.1 5.2
Human Resources	Develop and implement an Enterprise Agreement for staff	5.1 5.2
Financial and Accounting Services	Provide financial planning and management reporting; budget variance analysis and accounting services. Ensure Council compliance with statutory financial reporting and audit requirements	5.1 5.2
Procurement Services	Facilitate efficient and cost effective procurement in a centre led procurement model; provide support services in competitive sourcing and contract management. Ensure organisational compliance with statutory and internal procurement requirements	5.1 5.2
Property, Rating and Revenue Services	Rates levying and rates collection services. Maintains the property database. Controls and delivers all revenue related services. Prepares the electoral roll for Council	5.1 5.2
Information & Communications Technology	Manage and maintain the City's internal information and communications technology	5.1 5.5
Business Systems	Support and develop the City's business systems to enhance the effectiveness and efficiency of Council's operations through the use of technology	5.1 5.2
Geographic Information Systems (GIS)	Deliver the support, maintenance and development of GIS systems and datasets which are tools to analyse, visualise and explore corporate location based information	5.1 5.3
Records Services	Provide technologically advanced records management services	5.1

Key Projects and Resource Estimates

Project/Activity	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Operations Centre Upgrade	\$6 million	\$5 million	Draft budget \$2 million		5.5
New staff – growth driven	\$1 million	\$1 million	Draft budget \$0.5 million	<u>\$0.7 million</u> <u>Draft Budget</u>	5.1 5.2
Cockburn Connect South (CCS) Campaign Complete	✓				5.4
Participate in the Westport Local Government Reference Group (WLGRG) as per the Terms of Reference	✓	✓	✓	✓	5.4 2.4

Key New Services and Proposed Activities

Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Executive, Finance & Corporate Services Division, Governance & Community Services Division, Engineering & Works Division	Implement the Australasian LG Performance Excellence (Benchmarking) Program	✓	✓	✓	✓	5.1 5.2
Executive, Finance & Corporate Services Division, Governance & Community Services	Implement a Project Portfolio Management System (replaces KPI reporting project)	✓	✓	✓	✓	5.1 5.2

Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Division, Engineering & Works Division						
Executive All Divisions	Knowledge Management Project – corporate records management		✓	✓	✓	5.1
Strategy	Develop, implement and maintain a four year corporate planning cycle	✓	✓	✓	✓	5.1 5.3
Strategy	Consolidate the existing strategies and strategic documents into a cohesive framework of strategies and list of operational documents linked to the Strategic Themes and objectives	✓	✓	✓	✓	5.1 5.3
Governance	Finalise and implement the Strategic Risk Register Complete	✓	✓	✓	✓	5.1 5.2
Governance	Review and <u>implement</u> the Risk Management Strategy		✓	✓	✓	5.1 5.2
Governance	Implement the Risk Management and Safety Systems Software (RMSS) Complete	✓				5.1 5.2
Governance	Review Council Business Papers Management System (Agendas & Minutes) Complete		✓			5.1
Governance	Organisational Risk Management Maturity Review		✓			5.1

Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
	<u>Complete</u>					
Rates & Revenue Services	Utilise emerging technology within the payments industry to streamline revenue collection and enhance customer convenience	✓	✓	✓	✓	5.1
Procurement Services	Engage, enhance and execute the strategic procurement framework to optimise Value for Money (cost, quality, and sustainability) across the City's procurement expenditure	✓	✓	✓	✓	5.1
Procurement Services	Implement an eProcurement system and processes for sourcing and evaluation of tenders and other major purchasing <u>Complete</u>		✓			5.1 5.2
Corporate Communications	Review and update the Communications Strategy 2012 – 2017 to incorporate Brand, Digital Communication and Social Media <u>Complete</u>		✓			5.1
Human Resources	Implement the Workforce Plan 2017–2022	✓	✓	✓	✓	5.1 5.2 5.6
Human Resources	Transfer all employee records from paper to electronic <u>Complete</u>	✓	✓			5.1
Information	Implement the	✓	✓	✓	✓	5.1

Business or Service Unit	Services and Activities	2016-2017	2017-2018	2018-2019	2019-2020	Related Objectives
Services	Information Services Strategy 2016 - 2020					5.2 5.3 5.5
Information Services - Business Systems	Develop Smart Applications to improve accessibility to City programs and services		✓	✓	✓	5.1 5.2 5.3 5.5
Information Services - ICT and Business Systems	Prepare for transitioning to a Cloud environment for core services		✓	✓	✓	5.1 5.2 5.5
Information Services – Business Systems Parks and Environment and other Business Units required to change business processes	Review and develop the Customer Request System			✓	✓	5.1

Risk

Risk Management identifies and assesses threats and opportunities confronting the City's attempts to achieve its business objectives and defines effective response strategies. The City is progressing in implementing the Risk Program, ensuring that sound risk management practices and procedures are fully integrated into its strategic projects and operational processes as well as day to day business practices. The City has developed a Risk Management Framework to assist Council in achieving its goals and objectives, and continues to roll out the Risk Program. Under the Framework the Council's Audit and Strategic Finance Committee has the responsibility for the systems and processes for risk management in line with the Local Government (Audit) Regulations 1996.

Risk management aims to maximise opportunities to deliver on City's strategic directions as well as ensuring that associated risks are managed and monitored. The ability of Council to influence, advocate and partner with others will be important to ultimately deliver on Council's strategic directions. Operational areas have risk registers which are reviewed annually to ensure that sound risk mitigation is in place.

Project management across the organisation is identified as a strategic risk and so significant resources have been allocated to implement a Technology One Project Portfolio Management System. This will facilitate consistent and effective approaches to project management.

Audit

The Office of the Auditor General will take over all financial auditing of local governments from 2017-2018.

Annual Budget

The City works with Operational, General Ledger and Capital Works Budgets. Budgets are prepared through January to May each year with three budget workshops held for Elected Members. The Annual Budget is based on a financial year and is passed at the June Special Council Meeting each year. The annual budget provides the funding for all activities, services and projects identified in the relevant Annual Business Plan.

Measurement

Taking the 'Pulse'

To monitor the community and business priorities, the City conducts annual surveys which reveal higher priorities, secondary priorities and lower priorities.

It measures performance and when analysed and graphed, clearly shows where the City must focus its efforts.

The City intends to continue the perception survey method of measurement and will add new survey questions or topic areas as needed.

The full survey results are accessible via the City's website with an excerpt included in the Annual Report. The most recent are the:

1. [MARKYT Community Scorecard July 2018](#)
2. [MARKYT Business Scorecard September 2016](#)

The new services and activities; key projects; our business as usual activities; and major resource requirements are listed in the Corporate Business Plan and directly stem from the objectives stated in the Strategic Community Plan. From this an Annual Business Plan is derived which details by Service Unit, what is to be achieved each financial year. A mid-year and end of year report is made to Council on activities listed in the Annual Business Plan.

Other Measures

External and Internal Customer Satisfaction Surveys

Each year, the City also measures customer service with a sample size for this survey of well over one thousand people. This identifies which services are doing very well and which need to improve. Areas which need to improve their customer service are then set targets to reach and given support to improve their service delivery.

Key Performance Indicators

The City has internal key performance indicators based on a balanced scorecard approach. Individual Business Units also produce regular performance reports.

Benchmarking

The City also committed to be a Foundation Council in WA for the implementation of the [Australasian LG Performance Excellence](#) (Benchmarking) Program. This is essentially a benchmarking program so that the City can measure itself with other Councils and

continuously improve its performance. In 2018, a 'regional window' is being established to enable the City to compare itself with 'like' large local governments in WA.

State of Sustainability Report

The City has been a leader in sustainability and publishes an annual State of Sustainability Report. This measures progress through key areas of focus for the City: Governance, Environment, Society and Economy. This report is imbedded within the City's network of corporate planning documents to form an integrated reporting platform. Whilst a snapshot of this report is reproduced in the City's annual report, the full report is accessible via the City's website. The most recent is the **State of Sustainability Report 2017-2018**.

Annual Report

At the end of each financial year, a comprehensive Annual Report is produced which describes our progress against the Annual Business Plan. **The Annual Report also now includes highlights linked to each of the five strategic themes identified in the Strategic Community Plan.**

The reports listed above are accessible from the City's website. If the document is not accessible it may be made available in alternative formats upon request. For future editions of these reports please refer to our website at:

City of Cockburn Website: www.cockburn.wa.gov.au

Other Measures

Overall progress with the Corporate Business Plan will be reported to Council once per year and it is intended to publish a biannual summary of progress on the Strategic Community Plan. This will allow the community to see what projects and activities Council has undertaken that arose from its strategic plan.

This table shows the current reports which measure our progress and which are distributed to the Elected Members and in most cases, the community.

Method / Document	Frequency
Briefings to Elected members - General & Special	Twice per month
Agenda Briefing	Monthly
LG Hub	Daily
Internal Audit Report	Annual
Compliance Return	Annual
Annual Report (report of CBP)	Annual
CEO Strategic Update	Monthly
Annual Business Plan - Midyear Review	Annual
Strategic Review	Biennial
Engineering Division Project Updates	Bimonthly
Strategy Snapshots - Plan on a Page	Biennial
Finance Report	Monthly
Customer Request System Report	Annual
Planning & Development - Divisional Report to Directors Meeting	Quarterly
Performance Projects (PAR) Reports	Annual
Community Development & Services Report to Directors Meeting	Biannual
Corporate Communication Quarterly Report to Directors Meeting	Quarterly
Library Services Biannual Report to Directors Meeting	Biannual
Recreation & Community Safety Significant Projects Report	Quarterly
Community Scorecard - Catalyse	Annual
Business Scorecard - Catalyse	Annual

Appendix

Informing Strategies and Plans

Integrated Planning Framework Strategic Documents:

- Long Term Financial Plan
- Workforce Plan
- Asset Management Plans:
 - Road Infrastructure
 - Drainage
 - Buildings
 - Fleet and Plant
 - Parks and Environment
 - Footpaths

Other Strategic Documents

- **Asset Management Strategy 2017-2018 to 2023-2024**
- Revitalisation Strategies
- Phoenix Central Revitalisation Strategy 2009
- Hamilton Hill Revitalisation Strategy 2012
- Coolbellup Revitalisation Strategy 2013
- The Lakes Revitalisation Strategy 2016
- Communications Strategy 2018 - 2022
- **Community, Sport & Recreation Facilities Plan 2018 - 2033**
- Local Planning Strategy
- Housing Affordability and Diversity Strategy 2013
- **Land Management Strategy 2016**
- Local Commercial and Activity Centres Strategy 2011
- Cockburn Central Activity Centre Structure Plan 2015
- Cockburn Coast District Structure Plan Part 1 2009 and Part 2 2012
- Port Coogee Marina Structure Plan
- **Community Development Strategy 2016-2020**
- **Drainage Management Strategy 2018**
- Integrated Transport Plan 2013
- **Age Friendly Strategy 2016-2021**
- **Children and Families Strategy 2016 - 2021**
- **Youth Services Strategy 2017-2022**
- **Cultural Strategy (Art, Culture, Heritage & Events) 2016 - 2020**
- Libraries Strategic Plan 2014 - 2019
- **Disability Access and inclusion Plan 2017-2022**
- **Reconciliation Action Plan 2018-2021**
- Economic Development Directions Strategy 2014
- **Community Safety and CCTV Strategy 2017-2022**
- Public Health Plan 2013-2018
- Public Open Space Strategy 2014 - 2024
- Greenhouse Gas Emission Reduction Strategy 2011-2020
- Urban Forest Plan (**changed from strategy in 2017**)
- **Sustainability Strategy 2017-2022**
- Bushfire Risk Management Plan 2015 – 2020
- Waste Management and Education Strategic Plan 2013 – 2023
- **Cultural Diversity Strategy 2018-2021**

Operational Documents

- Civic Infrastructure Plans:
 - Council Administration Building
 - Operations Centre
 - Port Coogee Marina
 - Waste Recovery Centre
 - Information Services
- Major Road Projects
- Davilak Ruins Archaeological Management Strategy 2014
- Local Government Inventory and Heritage List 2011
- Bibra Lake Management Plan 2015
- Coogee Beach Landscape Master Plan 2014
- Coogee Beach Management Plan 2009
- Manning Park Master Plan
- Market Garden Swamp Management Plan 2009 - 2019
- North Coogee Foreshore Management Plan 2009
- Naval Base Reserve Management Plan 2014
- Sustainability Action Plans
- Strategic Risk Register
- Corporate Governance Charter
- **Local Emergency Management Arrangements 2018**
- Enterprise Agreement

14. PLANNING & DEVELOPMENT DIVISION ISSUES

14.1 SCHEME AMENDMENT - INITIATION FOR ADVERTISING - AUSTRALIAN MARINE COMPLEX

Author(s)	L Dunstan
Attachments	1. Current Scheme Map ↓ 2. Proposed Scheme Map ↓ 3. DA Areas to be deleted ↓
Location	Henderson; Australian Marine Complex
Owner	Multiple Landowners
Applicant	Strategic Planning
Application Reference	Scheme Amendment No. 144

RECOMMENDATION

That Council

(1) in pursuance of Clause 75 of the Planning and Development Act 2005 ('the Act') initiate Amendment No. 144 to City of Cockburn Town Planning Scheme No. 3 ("Scheme") for the following purposes:

1. Insert 'Strategic Industry' zone into Part 3 of the scheme with the following zone objective: *'To provide for Strategic Industrial areas of State or Regional significance.'*
2. Update Part 3 Table 1 – *Zoning Table* to include the 'Strategic Industry' zone and outline the use class permissibility as follows:

Civic Use – P
 Office – D
 Trade Display – D
 Industry (General) – P
 Industry (General – licensed) – D
 Industry (Light) – P
 Industry (Service) – P
 Fuel Depot – P
 Storage Yard – D
 Warehouse – P
 Transport Depot – P
 Marine Engineering – P
 Motor Vehicle Repair – D
 Motor Vehicle, Boat or Caravan Sales – A
 Motor Vehicle Wash – D
 Service Station – D
 All other uses – X

Uses Not Listed – in accordance with Cl. 3.4.2

3. Rezone various lots in Henderson from 'Special Use 2' and 'Special Use 22' to 'Strategic Industry' as depicted on the Scheme amendment map.
4. Delete 'Development Area 15', 'Development Area 17' and 'Development Area 29' as depicted on the Scheme amendment map.
5. Reclassify the road reserves from 'Development' zone to 'Local Road' reserve as depicted on the Scheme amendment map.
6. Zone 'unzoned' areas within the scheme boundary to 'Strategic Industry' as depicted on the Scheme amendment map, unless reserved 'Waterways' pursuant to the Metropolitan Region Scheme
7. Reclassify various lots with a reserve purpose from 'Special Use 2' and 'Special Use 22' to 'Local Reserve' as denoted on the scheme amendment map.
8. Amend the Scheme maps as required.

- (2) note the amendment referred to in resolution (1) above is a 'complex amendment' as it satisfies the following criteria of Regulation 34 of the Planning and Development (Local Planning Schemes) Regulations 2015:

an amendment that is not addressed by any local planning strategy;

an amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality;

- (3) pursuant to Clause 81 of the Act, refer the scheme amendment to the EPA by giving to the EPA written notice of this resolution and such written information about the amendment as is sufficient to enable the EPA to comply with section 48A of the EP Act in relation to the proposed scheme amendment;
- (4) pursuant to Regulation 37 (2) of the Regulations, submit two copies of the proposed Scheme amendment to the Commission to obtain consent to advertise the Scheme amendment; and
- (5) subject to Clause 81 and 82 of the Act, if the Commission

advises the City of Cockburn that it is satisfied that the complex amendment is suitable to be advertised, advertise the proposed amendment pursuant to the details prescribed within Regulation 38. Regulation 38 specifies advertising must not be less than a period of 60 days.

Background

The Australian Marine Complex (AMC) is a leading marine industrial estate located in Henderson. The estate was planned for development by the State Government's land development agency, LandCorp, and since its inception, land use has been restricted to development of marine industry activities and land uses which can support the marine industry.

The original development vision for the AMC is now sixteen years old and it is considered prudent to review the existing planning framework for the area. The purpose of this report is to seek Council support to initiate a scheme amendment for the purposes of advertising, to consider updating the planning framework of the AMC. These areas have been subdivided, developed and are mostly in private ownership. The amendment seeks to maintain the strategic importance of the AMC to the marine industry, while providing more development certainty for landowners and operators.

The background to seeking this request came from engagement with affected landowners. The Statutory Planning section advised of an increase of non-compliant land uses within the AMC, and this led to the identification of land use planning issues within the area. The Strategic Planning section identified community concerns via a workshop, attended by fifteen landowners and operators. General consensus during the workshop was for greater flexibility of land use permissibility and the recognition of the current problems faced by several landowners.

The City considers that the best course of action for reviewing the planning framework for the area is to amending the scheme by replacing the current Special Use zones with a Strategic Industry zone. The City has discussed the possibility of such a scheme amendment with the Department of Jobs, Tourism, Science and Innovation (DJTSI), Department Planning, Lands and Heritage (DPLH) and LandCorp. The Departments support the protection of the marine industry objectives and have no substantial objection to an amendment which recognises the area as a 'Strategic Industry' zone. The City considers the approach below provides for a satisfactory resolution to most issues.

Report

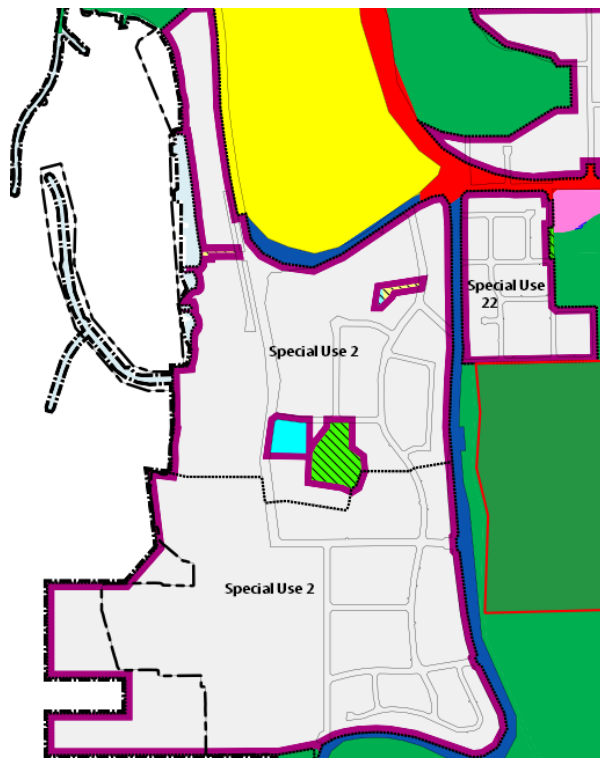
Current Scheme Provisions

The below sections describe the current zoning of the land pursuant to the Scheme and the planning methodology which guides the subdivision and development of the AMC.

Special Use Zones

Pursuant to the Scheme, the AMC is zoned '*Special Use 2*' and '*Special Use 22*', each relating to a different area within the AMC. The purpose of a *Special Use* zone is to ensure that sites with special planning purposes are afforded protection within the scheme. The Scheme requires that land zoned *Special Use* can only undertake development in accordance with Table 8, which sets out the permitted land uses within the zone. To this end, the AMC is a specialised area for the purposes of supporting the Marine Industry and the *Special Use* zones reflect this primary objective.

Special Use Zones

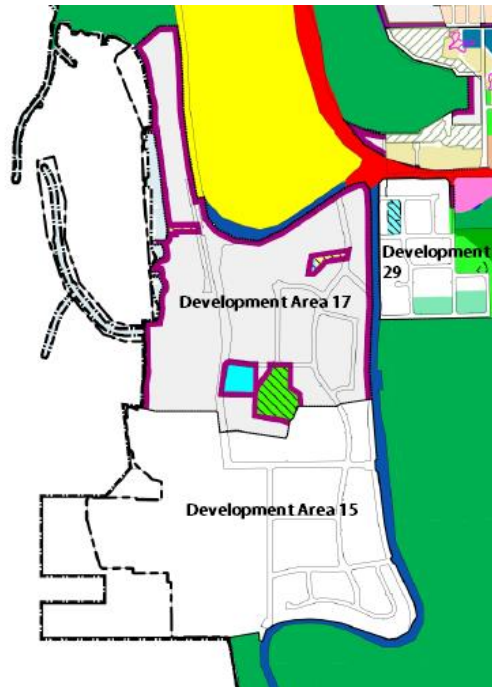


Development Areas

Pursuant to the Scheme, the AMC is located within three special control areas, namely, '*Development Area 15*', '*Development Area 17*' and '*Development Area 29*'. The purpose of *Development Areas* within the Scheme is to allocate specific controls, to ensure that no subdivision or development of land can occur outside of what is stipulated in Table 9. *Development Areas* require the preparation of a Structure Plan to

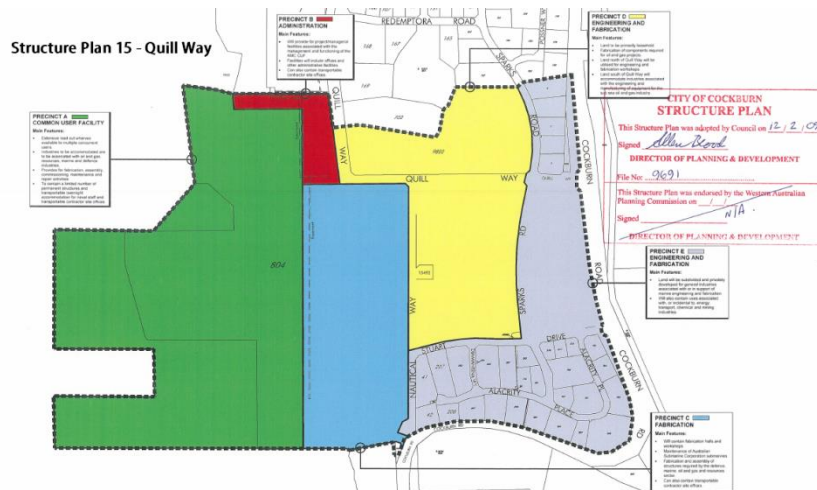
orderly guide development in a coordinated way. *Development Areas* are rationalised once development has occurred, and when structure planning is essentially no longer considered necessary.

Development Areas

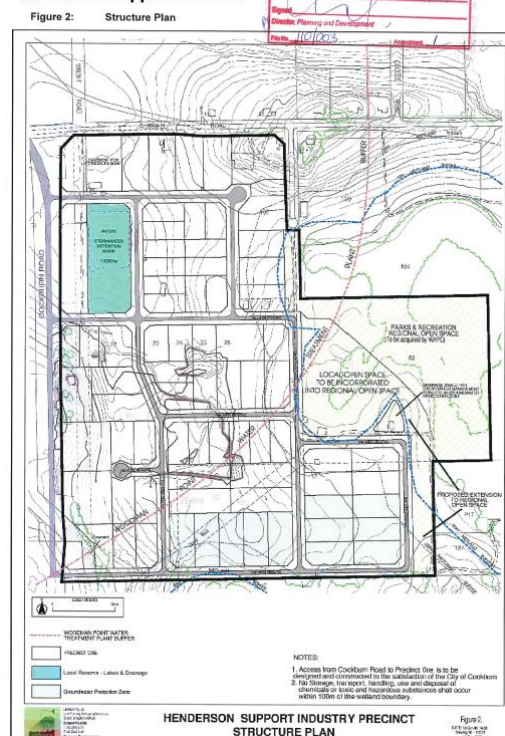


Structure Plans

The AMC is currently guided by two structure plans; '15 Quill Way, Henderson' (SP15) and 'Henderson Support Industry' (SP29). The structure plans formed the basis for subdivision and development of the land in a coordinated way. They are now considered to have fulfilled their purpose, given the AMC is largely subdivided and developed. Further, the structure plans do not appear to add value to the assessment of development proposals for the area, and generate an unnecessary layer to the process of seeking planning approvals. It is considered that the Scheme can provide sufficient planning controls for the AMC in a less convoluted way. Should the Scheme Amendment proceed to approval, the structure plans will be revoked pursuant to Regulation 28 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).



Structure Plan 29 Henderson Support Precinct



The Scheme amendment does not relate to the land north of Russell Road and west of Rockingham Road, which is known as the Research and Development Technology Precinct. As this area is yet to begin development, there is a need to retain the combination of the Special Use 9 zone and Development Area 6 Special Control Area, which enables the current structure plan to remain operative in this area.

Proposed Scheme Provisions

As depicted above, the multiple layers of planning within the AMC form a convoluted planning framework. The AMC is well progressed and largely developed, having been established in 2003. Strategic Planning are accordingly reviewing this framework prior to the City adopting a

new Local Planning Strategy and Scheme, which is set to be delivered later this year. This amendment would inform the new scheme and strategy, as well as other projects identified in the broader locality, including Latitude 32.

Further to this, the community's concerns can be acknowledged and addressed via the advertising process. The planning of the AMC has been based upon clustering businesses with a relationship to ship building, deep sea oil and gas exploration. The Scheme has imposed a limited breadth of land use options, which has created significant depth and specialisation in this sector. Conversely, the City has a large amount of 'General Industry' zoned land (Bibra Lake and Jandakot), which takes care of industries not needing to be located close to the AMC. Therefore the AMC is our only specialised (preserved) precinct which enables a focussed cluster of businesses that serve the ship building, deep sea oil and gas sectors.

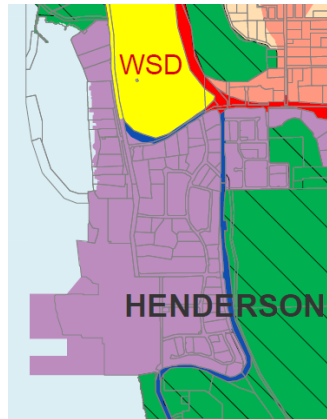
However, with the economic downturn, many current AMC landowners and operators are finding it difficult to attract tenants that are able to abide by the requirements of the Scheme. The Scheme fundamentally does not permit for flexibility in this regard. To date, the Scheme has been viewed as creating a premium differentiation for the area, which protects market competitiveness by offering a unique focussed precinct. Frequent discussions with landowners reveals an understandable frustration towards why the City cannot (according to the planning law under the Scheme) allow land use or development that is not specific to the requirements of ship building, deep sea oil and gas exploration. As part of the City's recent *Planning Cockburn 2036*, a series of discussion papers was released to help define the key issues that are critical to be addressed as part of the new Local Planning Strategy and Scheme. The City has also hosted focus groups with select precincts, where a lot of issues were raised in submissions. Clearly, landowners, business operators and developers are finding compliance with the current (focussed) requirements of the Scheme difficult.

The purpose of Scheme Amendment No. 144 is to engage discussion with a variety of stakeholders including State Government agencies, to progress a formal consideration of whether change could be entertained for the AMC, without compromising the marine industry.

In 2015, the Planning and Development (Local Planning Schemes) Regulations (the Regulations) were gazetted which introduced a new zone for strategic industrial areas. The amendment proposes to rezone the AMC from 'Special Use 2' and 'Special Use 22' to 'Strategic Industry' as defined by the Regulations. The purpose and intent of the 'Strategic Industry Zone' is; *'To provide for Strategic Industrial areas of State or Regional significance.'*

The change to 'Strategic Industry' aligns the TPS3 with the Metropolitan Region Scheme (MRS) which designates the land for 'Industrial' purposes but continues to recognise the area as an important site for the marine industry.

MRS: Industrial Zone (purple area)



Introduction of the new 'Strategic Industry' zone will trigger a change to the Scheme's Zoning Table under Part 3. The Table will be updated to include the new zone, and will designate the use class permissibility, or list of permissible land uses that could be considered by Council within the zone. The use classes will either be permitted, discretionary or require advertising prior to obtaining planning approval. It is considered that the use classes outlined within Scheme Amendment No. 144 are those able to be entertained within the AMC, based upon two factors:

1. The ability to support the marine industry, or if not directly, provide some acceptable industrial uses which give landowners additional options for developing or renting their land.
2. An acknowledgment to maintain the strategic importance of the marine industry as supported by the State Planning Framework.

The initiation of Scheme Amendment No. 144 will allow for advertising of these use classes and inform discussions regarding any potential changes.

Outcome of Existing Structure Plans

The Regulations enacted new provisions for the assessment of structure plans by local and state planning authorities. In accordance with clause 28, a structure plan has effect for a period of ten years, commencing on the day on which the Commission approves the plan. However, a structure plan which was approved before the gazettal of the Regulations, shall be taken to have been approved on the commencement day, being the 19 October 2015.

SP15 and SP29 are therefore due to expire in six years' time, after which they need to be rationalised into the town planning scheme or formally extended by the Western Australian Planning Commission. It is considered the structure plans have served their purpose as the majority of lots have been subdivided and developed. The scheme amendment therefore rationalises these plans into the scheme and they will be revoked accordingly.

Minor Anomalies

Scheme Amendment No. 144 also proposes to rectify some minor scheme anomalies within the AMC area, as follows:

1. ensure local reserves are reclassified with the Local Reserve provisions of the TPS3 and consistent with the reserve purpose and in accordance with the management orders (where applicable).
2. Ensure Lots 15 to 17 Cockburn Road are included within the scheme boundary and 'Strategic Industry' zone.
3. Zone 'unzoned' areas (portions of Lot 301-303, Lot 6, 16, 19, 9001, 305-307 Cockburn Road) to 'Strategic Industry', whilst continuing to protect the 'Waterways' reservation under the MRS.

Strategic Plans/Policy Implications

Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Should the Council resolve to proceed with initiation, Scheme amendment No. 144 will be advertised to the community, stakeholders and the Environmental Protection Authority. Following consultation the Council will have an opportunity to consider whether it would like to

continue with the scheme amendment or halt the process. Consultation will provide an avenue to establish whether various stakeholders support the approach taken or could provide additional information as to whether Council should proceed with the amendment.

Risk Management Implications

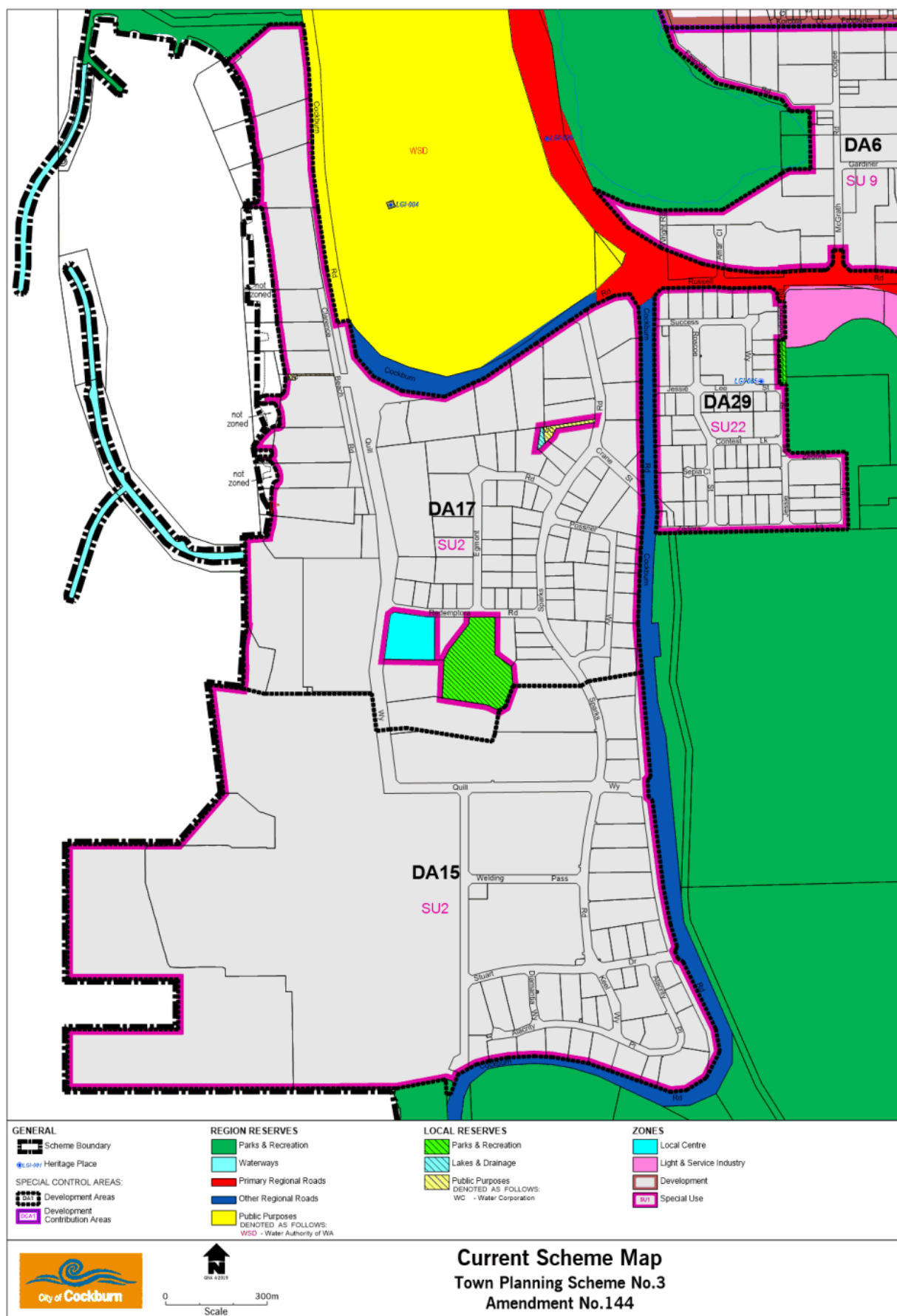
If the Council proceeds to initiate the scheme amendment for the purpose of advertising, the amendment documentation will be prepared and advertised for public and stakeholder comment. Further, the State Government will be notified of the Council's intention to initiate a scheme amendment for the AMC. The initiation for advertising poses little to no risk to Council, as the documentation is in line with the daily operational activities undertaken by staff, in determining strategic planning proposals in an open and transparent manner.

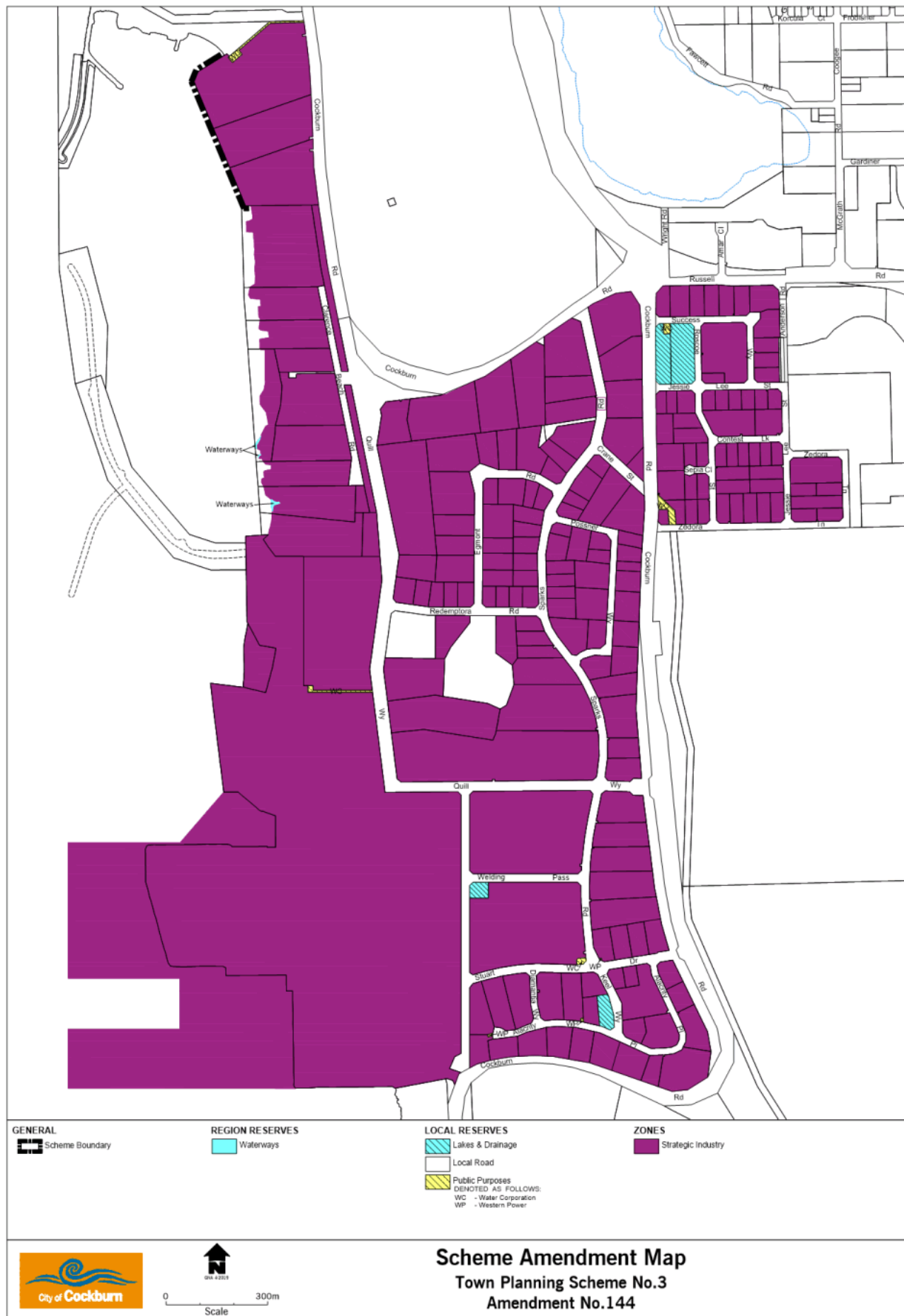
Advice to Proponent(s)/Submitters

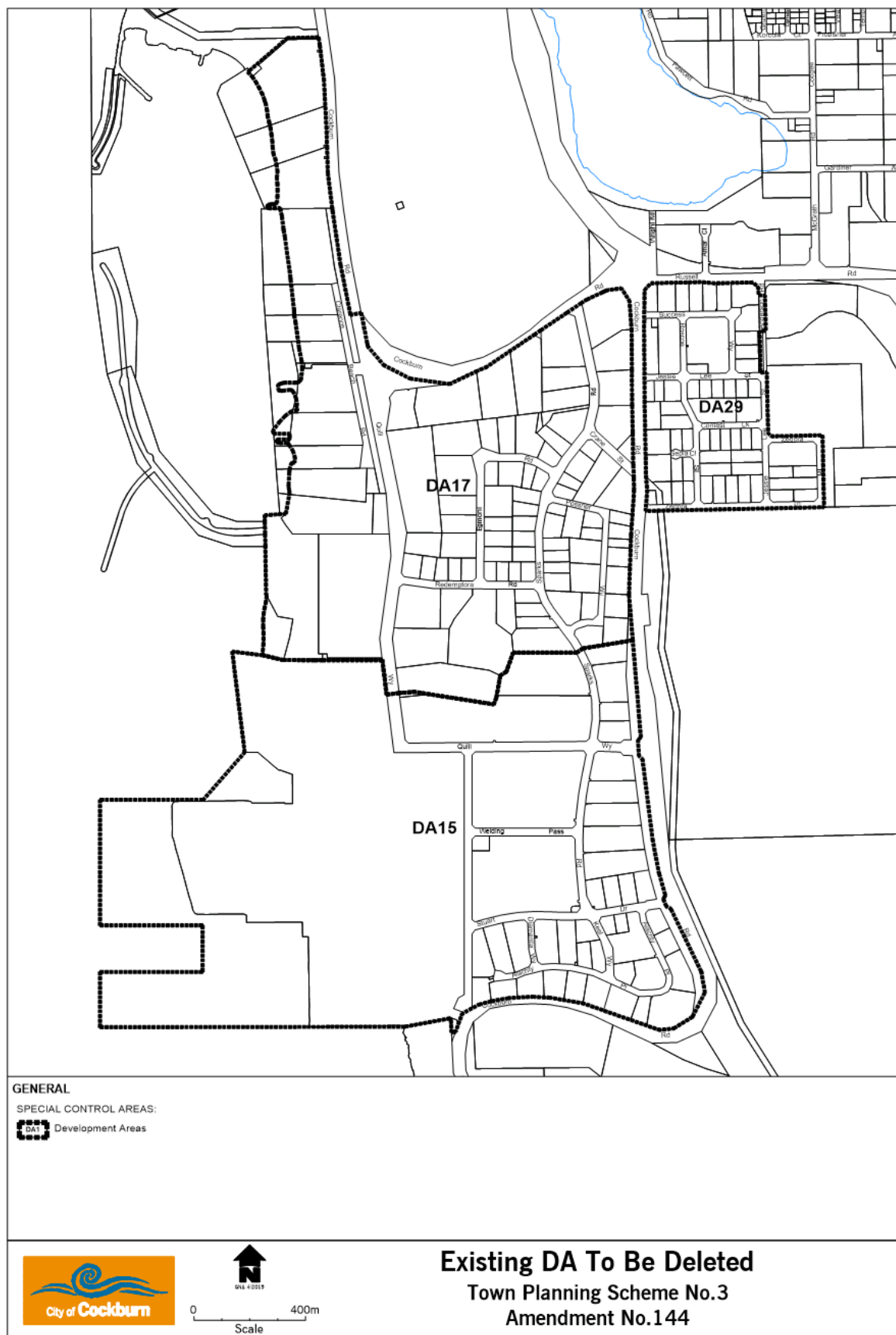
N/A

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

Nil







14.2 PROPOSED STRUCTURE PLAN AMENDMENT - ROBB JETTY COCKBURN COAST STRUCTURE PLAN - LOTS 217-221 AND LOT 234 SURADA STREET, NORTH COOGEE

Author(s)	D Di Renzo
Attachments	<ol style="list-style-type: none"> 1. Draft Structure Plan Amendment ↓ 2. Draft Concept Plan ↓ 3. Schedule of Submissions ↓
Location	Lot 217-221 and Lot 234 Surada Street, North Coogee
Owner	M.Tassone, R.Luppino, Risetto Group Ltd, Fawcett Developments Pty Ltd, Were Investments Pty Ltd, Barfield Developments Pty Ltd
Applicant	Elton Consulting
Application Reference	110/051

RECOMMENDATION

That Council

- (1) pursuant to Schedule 2, Part 4, clause 20 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, recommend to the Western Australian Planning Commission the proposed amendment to the Robb Jetty Cockburn Coast Structure Plan for Lots 217-221 and Lot 234 Surada Street, North Coogee be approved, subject to the following modifications:
 1. Deletion of Plan 3 (Development Concept Plan for Lot 234).
- (2) advise those who made a submission on the proposed Structure Plan amendment of Council's recommendation accordingly.

Background

The Cockburn Coast Robb Jetty Structure Plan was endorsed by the Western Australian Planning Commission ("WAPC") on 14 April 2015 and provides a guide to the coordinated subdivision and/or development of land.

Submission

N/A

Report

The proposed amendment to the Robb Jetty Cockburn Coast Structure Plan has been submitted by Elton Consulting on behalf of a number of the landowners of the subject land.

The Structure Plan amendment is included at Attachment 1 and proposes an increase to the residential coding for Lots 217-221 and Lot 234 Surada Street, North Coogee from 'Medium density - R40' to 'Medium density - R60'.

The proponent advises that the increase in density to R60 is primarily to provide opportunity to create smaller lot sizes consistent with the R60 density, in lieu of the R40 lot size standards, which can result in higher lot yield and greater housing diversity.

The base 'Residential – Medium Density' zone will be retained to ensure that built form outcomes will not significantly deviate from the expectations outlined in the Cockburn Coast Design Guidelines for Robb Jetty and the Local Development Plan (Robb Jetty) Stage 1.

The Structure Plan amendment includes modifications to the wording under Part One Clause 2.2 'Use Class Permissibility' by inserting the following sentence:

A 'Single House' use is permitted for the Residential R60 coded Lots 218 – 221 & 234 Surada Street, North Coogee, provided:

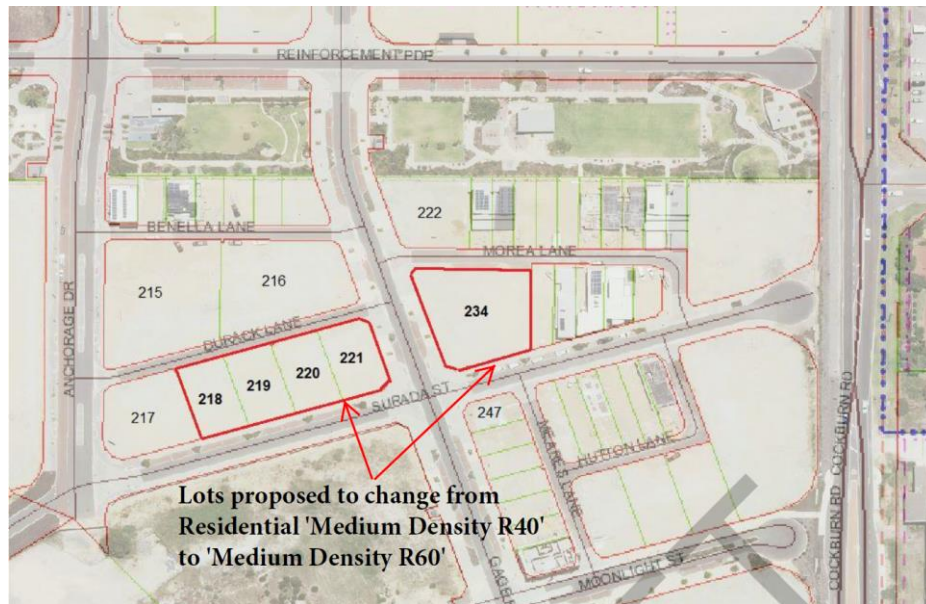
- Development achieves a minimum height of three storeys;
- The lot size is not greater than 230sqm; and
- Vehicle access to the lot is via a rear laneway and all parking areas (garages and carports) are located at the rear of the lot.

This provision is in line with the current requirements for the subject land at a coding of R40.

The Structure Plan amendment will provide opportunity for a minor density increase that will also result in a slight increase in projected target dwelling yield. For instance, each of Lots 218 - 221 Surada Street could be developed to accommodate 3 x (three storey) single dwellings, as opposed to being limited to 2 x single dwellings under an R40 density.

For single or grouped dwellings the maximum number of dwellings would be 15 under the current R40 coding, and under a coding of R60 it would be likely to be a maximum of 18. For multiple dwellings there is no maximum number of dwellings currently, so the estimated number of

multiple dwellings would be unchanged (30 under either an R40 or R60 medium density coding).



Indicative Concept Plans

Indicative development concept plans have been provided to demonstrate how these lots could be subdivided under the proposed R60 density to accommodate R60 single dwelling (three storey) development. The indicative concepts are not the final design and further consideration of detailed design would be undertaken at subdivision and/or development stage, and would be subject to rigorous assessment against the relevant planning policies and guidelines.

The indicative concept plan for Lot 234 (Attachment 2) includes a one-way laneway with three designated parking bays to ensure adequate visitor parking is provided.

Development Contribution Area 14

The subject land is located within Development Contribution Area 13 ("DCA13") and Development Contribution Area 14 ("DCA14"). DCA13 will be required based on the number of dwellings or lots created on the subject land. However DCA 14 has already been paid by Landcorp when these lots were created.

Cost contributions in DCA 14 are aligned to the development potential of individual sites to reflect a beneficiary pays approach to cost apportionment. This ensures there is certainty to each landowner on their cost contribution; that costs are shared in a transparent and equitable manner; and to provide appropriate certainty on the source of all funds required to deliver infrastructure and mitigate any potential for shortfalls in funding.

The development potential of each landholding in the project area has regard to the zoning and R-Code prescribed by the relevant structure plan. Development potential is based on the number of potential dwellings permissible under the applicable R-Code.

DCA14 specifically sets out the methodology for calculating development potential (for the purposes of the DCP) for each Zone or R-Code. Therefore the DCA14 obligation for the subject land was based on the number of potential lots being developed at an R40 coding (using the specific methodology and calculation set out in DCA14).

Under a coding of R60 this amount would have been greater, and the proponent has addressed this issue by proposing civic improvements in the immediate surrounding public domain to the land. This will be proposed and agreed prior to subdivision and/or development occurring, and a clause is proposed to be inserted into Part 1 to deal with this matter.

Community Consultation Outcomes

The proposal was advertised for a period of twenty-one (21) days to landowners of the subject land, and adjacent landowners. A total of six submissions were received, with two of these being objections. All submissions are outlined and addressed in the Schedule of Submissions (Attachment 3).

One submission has objected on the basis of their interpretation of the Design Guidelines Robb Jetty Design Guidelines (Local Planning Policy 4.6), whereby they consider that there is a current requirement for the subject land to be developed for apartments (ie. the 'medium density' area), however this position is not supported.

The current framework does not preclude single or grouped dwellings for this area. There is no requirement for this area to be developed for 'medium density apartments', regardless of references to 'apartments' within the District Structure Plan, and Local Planning Policy Design Guidelines. Whilst there are references to 'contemporary urban apartments' for the medium density area, elsewhere in the policy there is also reference to the medium density residential typology being for 'contemporary urban development ranging from terrace housing to medium scale apartment style buildings'.

This submission asserts that the proposal is counterproductive to meeting dwelling density target for Cockburn Coast, however there are Scheme provisions which require that minimum densities are met.

Given that the area is identified for 'medium density' typology there is not considered to be a strong case to suggest that the proposed coding change would compromise the delivery of a full mix of dwellings in the

area, particularly given the range of higher density coded land for apartments.

The adjacent neighbour to the east at Lot 235 has not objected to the proposed Structure Plan amendment, but has requested consideration of parking bays along their boundary to ensure the parapet wall of their dwelling is not damaged by parking vehicles. This relates to the draft concept plan that has been provided with the Structure Plan amendment. There are some outstanding issues identified with this concept plan and it is recommended that it be removed from the Structure Plan report. A future Local Development Plan will deal with key issues such as interface; parking; waste vehicle access, and bin pad locations.

Conclusion

It is recommended that Council recommend to the WAPC that the amendment to the Robb Jetty Cockburn Coast Structure Plan be adopted subject to the modification outlined in this report and the recommendation.

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Ensure a variation in housing density and housing type is available to residents.

Budget/Financial Implications

The required fee for the Scheme Amendment has been calculated in accordance with the *Planning and Development Regulations 2009*, and paid by the applicant.

Legal Implications

N/A

Community Consultation

The proposal was advertised for a period of twenty-one (21) days to landowners of the subject land, and adjacent landowners. A total of six submissions were received, with two of these being objections.

Risk Management Implications

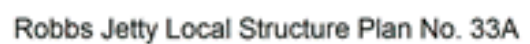
The officer's recommendation takes in to consideration all the relevant planning factors associated with this proposal. It is considered that the officer recommendation is appropriate in recognition of making the most appropriate planning decision to ensure a robust planning framework for the subject land.

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 13 June 2019 Ordinary Council Meeting.

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

Nil.





File No. 110/063

SCHEDULE OF SUBMISSIONS
PROPOSED STRUCTURE PLAN – LOTS 217-221 and Lot 234 Surada Street, North Coogee

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	Sharon Law-Davis	<p>CONCERNS</p> <p>The amendment proposes recoding of the subject lots from 'Residential – Medium Density R40' to 'Residential – Medium Density R60.</p> <p>I am concerned about the high density of homes going into those lots. The concern is the number of off street parking to service this location and the higher density ratio for the space. Public open space should be increased due to the increase of people in the area. The space should be as allocated Medium density R40.</p> <p>I look forward to hearing of the discussion and decision concerning this area.</p>	<p>The proposal is unlikely to substantially increase the population, and dwelling numbers will be within the maximum number achievable currently for multiple dwellings under an R40 coding.</p> <p>Vehicle access would be from the rear laneway, allowing for on street bays on the street. For Lot 234 on street bays that are removed will need to be replaced elsewhere to ensure adequate visitor parking. A Local Development Plan will ensure this is appropriately considered.</p>
2	Warren Spencer PO Box 465 South Fremantle WA 6162	<p>SUPPORT</p> <p>This is a submission in favour of the above amendment. I am a Director of Were Investments Pty Ltd, owner of lot 221 Surada Street North Coogee.</p> <p>1) I support the amendment. 2) The amendment will result in a likely outcome where less dwellings are built as it makes town houses more likely than apartments. For example lot 234 would likely yield 6 terrace lots vs 28 apartments.</p>	Support noted.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>3) As the towns houses are likely to have 2 garages rather than 1, it will result in less pressure on street parking.</p> <p>4) As there will likely be less dwellings in the area the total traffic movements should be reduced.</p> <p>5) The likely laneway at the rear of lot 234 would in all probability be there without the amendment so the amendment makes no substantial change in this regard, other than making the laneway a public laneway instead of a private laneway.</p> <p>Thank you for considering the above submission.</p>	
3	Nick Gvozdin Lot 220 Surada Street, North Coogee	<p>SUPPORT</p> <p>I am the sole director of Fawcett Developments Pty Ltd of which is the registered proprietor of Lot 220 Surada Street, North Coogee. I write in respect of the above amendment and wish to make this submission in support thereof. In particular, I support the amendment for the following reasons:</p> <p>(1) Approval of the amendment will facilitate a likely reduction in the number of dwellings. This arises due to the approval being likely to encourage the construction of townhouses instead of apartments.</p> <p>(2) This will improve the amenity of the area for a number of reasons – firstly, it is likely to reduce the amount of traffic given the likely reduced number of dwellings.</p> <p>(3) There is also likely to be less pressure on and issues with street parking due to such reduced number of dwellings as well as due to the fact that the townhouses are likely to have double garages.</p>	Support noted.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>(4) I understand that irrespective of the amendment Lot 234 would in all probability contain a laneway in any event.</p> <p>I appreciate your time in considering this submission.</p>	
4	Jack Kent Lot 234 Surada Street North Coogee	<p>SUPPORT</p> <p>I am a Director of Barfield Developments Pty Ltd, the owner of Lot 234 Surada Street North Coogee.</p> <p>1 I am in support of the proposed amendment.</p> <p>2. A possible laneway at the rear of Lot 234 is a likely inclusion with or without the amendment so the proposed amendment is unlikely to effect the presence of the laneway, with the only change being that the laneway will become a public laneway rather than being a private laneway.</p> <p>3. The likely outcome of the amendment being a proposal that will result in significantly less dwellings being built as the amendment makes town houses a preferred choice to apartments.</p> <p>e.g. Lot 234 Suarda Street would likely yield 6 terrace lots rather than a potential 28 apartments.</p> <p>4. In consequence, this would significantly diminish traffic movements.</p> <p>5. With a significantly lesser number of dwellings, the resulting demand for visitor parking is significantly reduced, putting less pressure on street parking.</p>	Support noted.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		I thank you in advance for considering the matters raised.	
5	Landowner of Lot 235 Surada Street, North Coogee	<p>COMMENTS</p> <p>In regards to the proposal I have no issues. Being the owner of Lot 235 Surada St my only concern is the parking bays to be located along the west side of my building which could possibly be subject to damage from vehicles. I would like to know how you intend on preventing vehicles from coming into contact with my house?</p>	Comments noted. It is recommended that the concept plan for this lot not be included in the Structure Plan report, and this matter, amongst others will be dealt with through a future Local Development Plan.
6	MW Urban on behalf of Carcione Group of Companies	<p>NOT SUPPORTED</p> <p>This letter has been prepared on behalf of the Carcione Group of Companies in relation to the above.</p> <p>The proposed structure Plan amendment is not supported.</p> <p>The subject land is positioned within Shoreline. As stated on Landcorp's website, Shoreline is a visionary LandCorp development that combines coastal living with urban style. Stunning new parkland that has brought life to Shoreline has already been delivered and will soon be surrounded by contemporary urban homes and apartments for today's singles, couples and families.</p> <p>Welcome to an iconic new address on Perth's world class coastline. With all Stage 1 lots and apartment sites sold, don't miss your chance to be a part of a new era in coastal living at Shoreline.</p>	<p>These comments are noted; however it is not considered that the proposed amendment will result in built form that is inconsistent with the statements made in the Robb Jetty Design Guidelines (Local Planning Policy 4.6) medium density provisions. Reference to the character of this medium density area 'leafy streets' and 'softly landscaped front setbacks' will in no way be comprised by a change in coding, given setback requirements etc. will remain the same.</p> <p>The current framework therefore does not preclude single or grouped dwellings for this area. There is no requirement for this area to be developed for 'medium density apartments', regardless of references to 'apartments' within the District Structure</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>PLANNING FRAMEWORK</p> <p>The planning of Shoreline is guided in the first instance by the Cockburn Coast District Structure Plan (DSP). As stated on the City's website, The plan outlines the land use framework within the Cockburn Coast and includes the Robb Jetty and Emplacement precinct local structure plans.</p> <p>Under the DSP, the subject land is identified for residential development. As stated in the 'Implementation Methodology' at the commencement of the DSP, project targets and measures is ... expected to occur through the relevant statutory provisions which guide the redevelopment moving forward. Furthermore, as the district structure plan requires the endorsement of the WAPC, it is expected that the future scheme provisions will reflect the district structure plan and, therefore, the performance targets and measures established for the Cockburn coast project.</p> <p>The performance targets for housing stock with the project refer to the accommodation of approximately 10,000 people in the following:-</p> <ul style="list-style-type: none"> 1) Approximately 4850 dwellings Minimum 3 per cent separate houses Minimum 22 per cent terrace 2) Minimum 33 per cent low-rise apartments 3) Minimum 37 per cent medium to high-rise apartments 3/4 Minimum 20 per cent affordable housing Minimum 20 per cent adaptable buildings 15 per cent of homes need to be 'family homes' 	<p>Plan, and Local Planning Policy Design Guidelines.</p> <p>Whilst there are references to 'contemporary urban apartments' for the medium density area, elsewhere in the policy there is also reference to the medium density residential typology being for 'contemporary urban development ranging from terrace housing to medium scale apartment style buildings'.</p> <p>There is currently no mechanism to compel developers to develop the subject lots for 'boutique style apartments' as referenced in this submission.</p> <p>With regards to the assertion that the proposal is counterproductive to meeting dwelling density target for Cockburn Coast, there are Scheme provisions which require that minimum densities are met.</p> <p>Given that the area is identified for 'medium density' typology there is not considered to be a strong case to suggest that the proposed change would compromise the delivery of a full mix of dwellings in the area, particularly given the range of higher density coded land.</p> <p>In conclusion, the proposed coding change</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>The lots in question consist of one (1) larger lot for multiple dwelling development, and four (4) smaller lots for providing for diversity in dwelling types. The proposed change to the Local Structure Plan is considered inconsistent with the performance targets and measures in place for Cockburn Coast as set out in the DSP.</p> <p>Within the Robb Jetty Local Structure Plan (LSP), the subject land is identified for medium density residential development with a coding of R40. As stated in the LSP The residential density of a lot shall be in accordance with the Residential Design Code shown on the Local Structure Plan Map.</p> <p>Cockburn Coast (Shoreline) is a master planned development. Where the DSP provides a high-level planning framework for the location, the two LSP's provide a more detailed appreciation of how respective localities will be developed.</p> <p>The subject land is positioned within two street blocks identified for purely residential development at an R40 density. The street blocks are unique in that they represent two of just three street blocks within the Robb Jetty LSP identified within the hierarchy of residential development at the stated density.</p> <p>The remaining street blocks within the LSP planned for purely residential development have density codings of R80, R 1 00 and R 160. Mixed-Use and Mixed</p> <p>Business areas depicted on the LSP also provide for residential</p>	has a minimal impact on the key objectives of the Cockburn Coast District Structure Plan, Robb Jetty Structure Plan, or the Local Planning Policy 4.6 Design Guidelines).

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>development. More than sufficient land is provided for higher density residential development.</p> <p>MEDIUM DENSITY DEVELOPMENT AT THE R40 STANDARD</p> <p>As stated in the Cockburn Coast Design Guidelines for Robb Jetty Emplacement Precincts (City of Cockburn Local Planning Policy 4.6) The Robb Jetty area provides an important medium density housing area. Leafy streets and small softly landscaped front setbacks will combine to create a comfortable urban setting for contemporary apartment buildings. Future built form will embody a seamless transition from indoor to outdoor, from formal to informal, from exposed to protected. Built form will be respectful of nature and reflect the natural characteristics of the vegetation and landscape within Cockburn Coast.</p> <p>The unique nature of the R40 residential precinct is reiterated above, referred to as an important medium density housing area within the Robb Jetty area. Additionally, reference is made to a comfortable urban setting for contemporary apartment buildings.</p> <p>Reference to apartment buildings in the subject location is constant and consistent with the subdivision that has taken place and the lots sold to date. The planning of the location also accords with intentions referred to in the DSP whereby a full density/dwelling mix be provided within each precinct as it is planned, to ensure a real diversity and vitality of residential environments at each stage of Cockburn coast's redevelopment.</p> <p>To meet the intentions for the locality, the requirement for</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>apartments on the lots in question should be maintained.</p> <p>LOT 234 SURADA STREET</p> <p>Lot 234 Surada Street has been created for medium density apartment development, to enable the intentions for the area to be met. The DRAFT CONCEPT prepared for Lot 234 supporting the proposed LSP change is in total contrast to what is planned for the area.</p> <p>In fact, the proposed increase in density is entirely counterproductive to the following:-</p> <p>The meeting of performance targets for housing stock within Cockburn Coast; and The delivery of a full dwelling mix in the area, including apartments.</p> <p>The proposal before the City seeks to increase the planned residential density of Lot 234 by 50%, from R40 to R60. Despite this, there will be a reduction in yield (density) based on the proposition presented in support of the proposed LSP change.</p> <p>Twelve (12) apartments could easily be developed on the subject land based on the area (m2) for a 2x1 apartment contained in Design WA For a Better Built Environment. This calculation assumes a plot ratio of 0.6: 1.0 applicable to multiple dwellings at the R40 standard. As stated, however, in the City's LPP4.6, plot ratio does not form part of the assessment criteria in the Robb Jetty precinct. The potential, therefore, is far greater than would otherwise be the case!</p> <p>Where referencing similar development is possible, Landcorp's</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>'step-Up' project commissioned for 91 Anchorage Drive (at the western end of Surada Street) proposes the development of 17 dwellings on 910m² of land. This development is indicative of the intentions for the larger (apartment) properties within this R40 medium density residential precinct.</p> <p>It is clearly the case that whilst the yield (density) of an apartment development could be more or less depending on a developer's brief, the prospects of greater density (and diversity) on Lot 234 are far greater than the indicative six (6) lot subdivision presented. The proposed change to the LSP suggests more of the same and should not be supported!</p> <p>Where Lots 218-221 are concerned, more of the same is also likely to eventuate. Lots 218-221 have not been established for the development of single houses.</p> <p>Rather, these lots have been created for the development of bespoke apartment buildings. The lots are 17m wide providing for efficiencies in on-site car parking. An increase in density, without evidence to the contrary, suggests a future move towards more subdivision for single houses in the area.</p> <p>Individually each of the lots in question could be subdivided in to three (3) smaller lots, providing for 12 single houses. Combined and re-subdivided, the total land area could provide for 13-14 single houses. If such were to occur, combined with six (6) lots on Lot 234, the typology contrary to the vision for the location reverts to being predominantly single residential. Such a move should not be supported.</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>At present the R40 coded land in Cockburn Coast consists of 52 lots. Of these, 43 are available to be developed with a single house. At present, 24 of these lots have either been developed with a single house or are in the process of such. Bearing this in mind, the LSP should be preserved as it currently exists, with remaining landholdings developed as envisaged by the LSP and the subdivision in place.</p> <p>DRAFT CONCEPT SHOWING POSSIBLE DEVELOPMENT OF LOT 234</p> <p>The concept supporting the LSP amendment does not show possible development.</p> <p>The concept depicts the possible subdivision of the land. What's shown is contrary to what's intended for this land. What is intended, despite what is shown, is development. Development entails a 'built form' outcome, a 'build-out' of the land for apartment living.</p> <p>Furthermore, what is shown is contrary to the planning that applies generally to the location - and the site specifically (in the Revised Local Development Plan – Robb Jetty - Stage 1, recently approved by the City of Cockburn on the December 4, 2018). As follows:-</p> <p>The content of the Local Development Plan (LOP) is informed by the objectives contained within the City's LPP4.6. This includes attractive, pedestrian-oriented streets and public spaces that create an environment for positive community engagement. For this reason the LOP shows just one (1) access point to the site, off Mordea Lane;</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>The subdivision concept proposes a public road, to become the responsibility of the City of Cockburn. This is presumably because rear access to freehold lots in the manner intended is a challenge. There are solutions, however, where access is concerned, though likely to be seen as unattractive in the market place (easements etc);</p> <p>The exiting of the public road onto Surada street will result in a 8.0m 'hole' in what is intended to be a complete, 'urban streetscape'. In addition to eroding currently envisaged plans for the street, the proposed public road will introduce traffic movements where currently this is not permitted. As stated on the LOP, there is No Vehicle Access Permitted on the subject section of Surada Street;</p> <p>Where the public road and waste management are concerned, the concept is ill-conceived. Despite being dual control, the City's waste trucks lift from the left hand side only. Bins on the western side of the public road in a one way scenario will not be emptied. This has been confirmed with the City's Manager of Waste. Where bin storage on the lots is proposed, the layout proposed suggests less than appropriate outcomes;</p> <p>The three (3) central lots are noted as being 6.0m wide, with car parking at the rear. The width of these lots requires one of the on-site parking bays to be empty to enable the manoeuvring and movement of bins to and from a presentation pad. With three (3) bins per household now in place across the City of Cockburn, the requirement for a functional solution is fundamental;</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>Where parking is proposed in tandem, it is a common appreciation this approach to parking is less than attractive where the design and future residents of a dwelling are concerned (particularly where expectations might be greater given the value of housing in question). The impact of such arising from conflict with the proposed adjoining public road is without solution; and</p> <p>In the case of the proposed public road, apprehension is expressed in relation to noise and disturbance, and concerns around anti-social behaviour. It can only be presumed the owners of Lot 235 adjoining to the east are concerned about the prospect of public parking bays immediately abutting their western side boundary (and the resultant impact this will likely have on their amenity).</p> <p>One final concern where the prospect of a shift in typology is concerned is the limited activation of all street frontages should six single houses be built. Corner dwellings, despite best intentions, are largely underwhelming where the genuine activation of side streets are concerned, in this case Surada street and Mordea Lane.</p> <p>The alternative for the subject land is a benchmark development like that intended via the 'Step-Up' project for Lot 217 Anchorage Drive. This type of development is the intention for the land the subject of the proposed LSP change, Lot 234 Surada Street in particular. Each of the respective lots can be the subject of an outstanding, boutique apartment development, delivering to the location the medium density apartment living referred to in the many planning documents that guide the</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>development of the area.</p> <p>CONCLUSION</p> <p>On the basis of the points contained herein, the City is respectfully requested to refuse the proposed Structure Plan amendment to Lots 217-221 and Lot 234 Surada Street, North Coogee. If there are any questions regarding the content of this letter or you require any further information please contact the undersigned.</p>	

14.3 TOWN PLANNING SCHEME AMENDMENT 148 - PROPOSED AMENDMENT TO THE ANNUAL REVIEW CLAUSE FOR DEVELOPMENT CONTRIBUTION PLANS

Author(s)	C Catherwood
Attachments	N/A
Location	N/A
Owner	N/A
Applicant	City of Cockburn
Application Reference	109/148

RECOMMENDATION

That Council

- (1) in pursuance of Clause 75 of the *Planning and Development Act 2005* ('the Act') initiate the amendment, to the City of Cockburn Town Planning Scheme No. 3 ("Scheme") for the following purposes:
 1. Adding a new clause 5.3.11.5 to read:

Notwithstanding clauses 5.3.11.1, 5.3.11.2(ii), 5.3.11.3 and 5.3.11.4, where the local government is a participant in a development contribution plan, the local government may adopt a lesser rate than the independent certification recommends and make up the shortfall in accordance with clause 5.3.17.1
 2. Renumbering existing clauses 5.3.11.5 – 5.3.11.7 accordingly
- (2) note the amendment referred to in resolution (1) above is a 'complex amendment' as it satisfies the following criteria of Regulation 34 of the Planning and Development (Local Planning Schemes) Regulations 2015:

an amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality;

an amendment to identify or amend a development contribution area or to prepare or amend a development contribution plan;
- (3) pursuant to Clause 81 of the Act, refer the scheme amendment to the EPA by giving to the EPA written notice of this resolution and such written information about the amendment as is sufficient to enable the EPA to comply with section 48A of the EP Act in

- relation to the proposed scheme amendment;
- (4) pursuant to Regulation 37 (2) of the Regulations, submit two copies of the proposed Scheme amendment to the Commission to obtain consent to advertise the Scheme amendment; and
 - (5) subject to Clause 81 and 82 of the Act, if the Commission advises the City of Cockburn that it is satisfied that the complex amendment is suitable to be advertised, advertise the proposed amendment pursuant to the details prescribed within Regulation 38. Regulation 38 specifies advertising must not be less than a period of 60 days.

Background

The purpose of this amendment is to insert an additional clause to ensure greater alignment between the intent of the State Planning Policy 3.6 Development contributions for infrastructure ("SPP3.6") and existing City of Cockburn Town Planning Scheme No. 3 ("TPS3") wording, in particular those clauses relating the requirement for annual reviews to be undertaken.

Development contribution provisions ("DCP") have been contained in TPS3 for a number of years. The current provisions primarily reflect the wording from SPP3.6 with some additions which clarify and deal with the specific issues related to the City of Cockburn.

Some of the provisions are 'non-discretionary' in that they provide no flexibility to the administrator of the scheme. In some cases, this is prudent. However in relation to the use of the 'best and latest' costs the local government has available it presents an issue.

It is very prudent for an annual review to be undertaken and for that information to inform the annual revision to the DCP rate. It is prudent for an independent expert to be utilised to undertake that review. Probity in procurement is equally important in local government and may lead to the use of different independent experts from year to year (or contract to contract). As with most experts, it is possible to end up with differing recommendations (or in this case, different costings).

Where the lack of discretion becomes a concern is when the expert provides costs which are significantly higher than the previous year. Currently the scheme would require these to simply be applied. No regard is given to whether they might be considered too high by the City who has recently built a similar item at a much lower cost. No regard is given that the City may seek to find alternative funding sources and not simply pass the estimated higher construction costs onto its ratepayers and/or developers doing business in Cockburn.

To not publish and collect the DCP rates as informed by independent review would be a compliance issue.

The above quandary was not the intent of the State Planning Policy which set out these scheme provisions. Discussions with the Department of Planning, Lands and Heritage indicate they did not intend for local governments to be locked into having to accept and charge whatever the experts advise. Flexibility to adopt a lesser rate, with the local government providing other sources of funding was never meant to be prevented.

Submission

N/A

Report

There are several clauses relevant to the annual review of development contribution plans which create an issue:

“5.3.11 Cost contributions based on estimates

5.3.11.1

The determination of Infrastructure costs and administrative costs is to be based on amounts expended, but when expenditure has not occurred, it is to be based on the best and latest estimated costs available to the local government and adjusted accordingly, if necessary.

5.3.11.2

Where a cost apportionment schedule contains estimated costs, such estimated costs are to be reviewed at least annually by the local government -

- i. in the case of land to be acquired, in accordance with clause 5.3.12; and*
- ii. in all other cases, in accordance with the best and latest information available to the local government, until the expenditure on the relevant item of infrastructure or administrative costs has occurred.”*

5.3.11.3

The local government is to have such estimated costs independently certified by appropriate qualified persons and must provide such independent certification to an owner when requested.

5.3.11.4

Where any cost contribution has been calculated on the basis of an estimated cost, the local government -

- i. is to adjust the cost contribution of any owner in accordance with the revised estimated costs; and*
- ii. may accept a cost contribution, based upon estimated costs, as a final cost contribution and enter into an agreement with the owner accordingly.*

Advice has been sought on the above wording and has confirmed it is non-discretionary.

There is potential to supplement these clauses with an additional clause that gives the local government some flexibility. There are 'draft model provisions' in the current SPP3.6 and none of the advertised revisions to SPP3.6 (or the associated scheme provisions) have sought to alter the above clauses.

It is proposed to add a new clause 5.3.11.5 (subsequent clauses to be renumbered) to enable the local government flexibility reading:

5.3.11.5

Notwithstanding clauses 5.3.11.1, 5.3.11.2(ii), 5.3.11.3 and 5.3.11.4, where the local government is a participant in a development contribution plan, the local government may adopt a lesser rate than the independent certification recommends and make up the shortfall in accordance with clause 5.3.17.1

It should be noted the additional clause relates to estimated construction costs, not land. It is also specific the local government should be a participant in the development contribution plan, meaning this clause could only be used in a DCP where there was a municipal share already (currently DCP13 Community Infrastructure and proposed DCP15 Treeby/Jandakot). It would not be intended to apply to other DCP such as:

- DCP11 Muriel Court
- DCP12 Packham North
- DCP14 Cockburn Coast (Robb Jetty/Emplacement)

These DCP are entirely developer funded, they do not have a municipal component and therefore the local government is not a participant, purely an administrator.

Amendment Type

As per Part 5 of the Planning and Development (Local Planning Schemes) Regulations, there several amendment types: basic, standard and complex.

These are defined in Part 5, Division 1, Regulation 34.

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

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

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

- a) an amendment that is not consistent with a local planning strategy for the scheme that has been endorsed by the Commission;*
- b) an amendment that is not addressed by any local planning strategy;*
- c) an amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality;*
- d) an amendment made to comply with an order made by the Minister under section 76 or 77A of the Act;*
- e) an amendment to identify or amend a development contribution area or to prepare or amend a development contribution plan.*

This proposed amendment satisfies two of the above criteria. In particular, it is:

an amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality;

an amendment to identify or amend a development contribution area or to prepare or amend a development contribution plan.

It is recommended the amendment be supported.

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Community, Lifestyle & Security

Provide for community facilities and infrastructure in a planned and sustainable manner.

Create and maintain recreational, social and sports facilities and regional open space.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

Budget/Financial Implications

Long term financial planning for the City allows for a degree of cost escalation, perhaps to a lesser extent than what an independent expert might recommend.

Legal Implications

Planning and Development Act 2005

Community Consultation

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

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

Risk Management Implications

The risk to Council in not progressing this scheme amendment is that should an independent expert provide the City with substantially increased cost estimates, then there would be no option but for the administration to apply these in the form of an increased DCP rate. This

would be despite any belief the administration may have that the costs might be too high.

From a reputation perspective, to apply extraordinary increases to a DCP rate would be a poor outcome and likely see substantial decreases in the developers who are able to do business in Cockburn.

Advice to Proponent(s)/Submitters

N/A

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

Nil

15. FINANCE & CORPORATE SERVICES DIVISION ISSUES

15.1 PAYMENTS MADE FROM MUNICIPAL AND TRUST FUND - APRIL 2019

Author(s) N Mauricio

Attachments 1. Payments Listing - April 2019 [↓](#)
2. Credit Card Payments Listing - April 2019 [↓](#)

RECOMMENDATION

That Council receive the lists of payments made from the Municipal and Trust funds for April 2019, as attached to the Agenda.

Background

Council has delegated its power to make payments from the Municipal or Trust fund to the CEO and other sub-delegates under LGAFCS4.

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.

Submission

N/A

Report

A listing of all payments made during April 2019 totalling \$14.18m is attached to the Agenda for review. This includes the details for the 677 individual EFT payments made by the City for goods and services received totalling \$11.29m. Also shown are the summarised totals for corporate credit cards, payroll and bank fee payments. Any cancelled payments are listed for completeness purposes.

There is also a listing of expenditure incurred during April on staff corporate credit cards attached to the agenda. This totalled \$81,864 and includes itemised details for the CEO's credit card spend as recommended by the Office of the Auditor General and reported to the Audit & Strategic Finance Committee meeting in March 2019.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes

Ensure sound long term financial management and deliver value for money

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 S 6.10(d) of the *Local Government Act 1995* and Regulations 12 & 13 of the *Local Government (Financial Management) Regulations 1996*.

Community Consultation

N/A

Risk Management Implications

Council is receiving the list of payments already made by the City under delegation in meeting its contractual obligations. This is a statutory requirement and allows Council to review and question any payment made.

Advice to Proponent(s)/Submissioners

N/A

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

Nil

APRIL PAYMENTS LISTING

MUNICIPAL & TRUST FUND

Payment Ref.	Account No.	Account/Payee	Date	\$ Value
EF120100	26987	CTI RISK MANAGEMENT	2/04/2019	2,399.25
		SECURITY - CASH COLLECTION		
EF120101	10152	AUST SERVICES UNION	8/04/2019	1,141.50
		PAYROLL DEDUCTIONS		
EF120102	10154	AUSTRALIAN TAXATION OFFICE	8/04/2019	448,966.00
		PAYROLL DEDUCTIONS		
EF120103	10305	CHILD SUPPORT AGENCY	8/04/2019	2,736.56
		PAYROLL DEDUCTIONS		
EF120104	10484	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	8/04/2019	46,770.28
		INDUSTRY REGULATION AND SAFETY		
EF120105	10733	HOSPITAL BENEFIT FUND	8/04/2019	57.45
		PAYROLL DEDUCTIONS		
EF120106	10888	LJ CATERERS	8/04/2019	3,603.15
		CATERING SERVICES		
EF120107	11001	LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION LGRCEU	8/04/2019	102.50
		PAYROLL DEDUCTIONS		
EF120108	11857	CHAMPAGNE SOCIAL CLUB	8/04/2019	500.00
		PAYROLL DEDUCTIONS		
EF120109	11860	455 CLUB	8/04/2019	18.00
		PAYROLL DEDUCTIONS		
EF120110	12025	TELSTRA CORPORATION	8/04/2019	19,311.17
		COMMUNICATIONS SERVICES		
EF120111	18553	SELECTUS PTY LTD	8/04/2019	13,014.50
		PAYROLL DEDUCTIONS		
EF120112	19726	HEALTH INSURANCE FUND OF WA	8/04/2019	1,452.75
		PAYROLL DEDUCTIONS		
EF120113	23250	DEPARTMENT OF PLANNING, LANDS & HERITAGE	8/04/2019	241.00
		DAP APPLICATIONS & DAP FEES		
EF120114	25987	TOYOTA FLEET MANAGEMENT	8/04/2019	608.14
		PAYROLL DEDUCTIONS - NOVATED LEASE		
EF120115	99996	DAVID JOHN GERMINARIO	8/04/2019	462.30
		RATES REFUND		
EF120116	99997	SHANNON KEARING	8/04/2019	600.00
		BUSH FLOWER WORKSHOP		
EF120117	12025	TELSTRA CORPORATION	9/04/2019	5,174.40
		COMMUNICATIONS SERVICES		
EF120118	17555	MAIA FINANCIAL PTY LTD	9/04/2019	6,158.05
		EQUIPMENT LEASE PAYMENTS		
EF120119	26987	CTI RISK MANAGEMENT	9/04/2019	1,606.30
		SECURITY - CASH COLLECTION		
EF120120	99997	FDC	11/04/2019	49,394.10
		FDC PAYMENT WE 7/04/2019		
EF120121	99997	IHC	11/04/2019	25,218.06
		IHC PAYMENT WE 7/04/2019		
EF120122	10071	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION	15/04/2019	4,782.82
		LICENCE - PERFORMING RIGHTS		
EF120123	10118	AUSTRALIA POST	15/04/2019	13,475.11
		POSTAGE CHARGES		
EF120124	10207	BOC GASES	15/04/2019	179.33
		GAS SUPPLIES		
EF120125	10239	BUDGET RENT A CAR - PERTH	15/04/2019	1,280.00
		MOTOR VEHICLE HIRE		
EF120126	10483	LANDGATE	15/04/2019	8,819.19
		MAPPING/LAND TITLE SEARCHES		
EF120127	10535	WORKPOWER INCORPORATED	15/04/2019	6,673.92
		EMPLOYMENT SERVICES - PLANTING		
EF120128	10708	HEAVY AUTOMATICS PTY LTD	15/04/2019	24.42
		EQUIPMENT MAINTENANCE SERVICES		
EF120129	10783	JANDAKOT METAL INDUSTRIES PTY LTD	15/04/2019	200.20
		METAL SUPPLIES		
EF120130	10938	MAXWELL ROBINSON & PHELPS	15/04/2019	488.95
		PEST & WEED MANAGEMENT		
EF120131	10944	MCLEODS	15/04/2019	8,050.13
		LEGAL SERVICES		
EF120132	10991	BEACON EQUIPMENT	15/04/2019	2,270.00
		MOWING EQUIPMENT		
EF120133	11036	NORTHLAKE ELECTRICAL	15/04/2019	20,095.59
		ELECTRICAL SERVICES		
EF120134	11077	P & G BODY BUILDERS PTY LTD	15/04/2019	104.50
		PLANT BODY BUILDING SERVICES		
EF120135	11208	QUICK CORPORATE AUSTRALIA PTY LTD	15/04/2019	756.37
		STATIONERY/CONSUMABLES		
EF120136	11274	ROTTNEST EXPRESS	15/04/2019	1,727.10
		ENTERTAINMENT SERVICES		
EF120137	11794	SYNERGY	15/04/2019	421,495.65
		ELECTRICITY USAGE/SUPPLIES		
EF120138	12025	TELSTRA CORPORATION	15/04/2019	3,623.05
		COMMUNICATIONS SERVICES		
EF120139	12542	SEALIN GARLETT	15/04/2019	400.00
		CEREMONIAL SERVICES		
EF120140	12589	AUSTRALIAN INSTITUTE OF MANAGEMENT	15/04/2019	3,272.00
		TRAINING SERVICES		
EF120141	15224	GILBARCO	15/04/2019	716.06
		EQUIPMENT REPAIRS		
EF120142	15271	PLE COMPUTERS PTY LTD	15/04/2019	16.00
		COMPUTER HARDWARE		

Payment Ref.	Account No.	Account/Payee	Date	\$ Value
EF120143	15785	DIEBACK TREATMENT SERVICES	15/04/2019	7,680.00
EF120144	17279	CONSULTANCY SERVICES - ENVIRONMENTAL AUSSIE COOL SHADES SAILS AWNINGS & HOME SECURITY SHADE SAILS & AWNINGS	15/04/2019	1,485.00
EF120145	18962	SEALANES (1985) P/L CATERING SUPPLIES	15/04/2019	684.02
EF120146	19533	WOOLWORTHS LTD GROCERIES	15/04/2019	105.09
EF120147	20236	PROTECTION 1 PTY LTD SECURITY SYSTEMS/SERVICES	15/04/2019	3,272.50
EF120148	21665	MMJ REAL ESTATE (WA) PTY LTD PROPERTY MANAGEMENT SERVICES	15/04/2019	10,464.29
EF120149	22337	SEGAFREDO ZANETTI AUST PTY LTD COFFEE & COFFEE MACHINES	15/04/2019	335.91
EF120150	22414	AUSTRALIAN PLASTIC CARD COMPANY PTY LTD PLASTIC MEMBERSHIP CARDS	15/04/2019	740.30
EF120151	22553	BROWNES FOOD OPERATIONS CATERING SUPPLIES	15/04/2019	64.02
EF120152	23253	KOTT GUNNING LEGAL SERVICES	15/04/2019	5,719.56
EF120153	23579	DAIMLER TRUCKS PERTH PURCHASE OF NEW TRUCK	15/04/2019	46,453.00
EF120154	23817	ARUP PTY LTD CONSULTANCY-ENG,PLANNING,DESIGN	15/04/2019	701.25
EF120155	26020	GRANT ELEVATORS LIFT MAINTENANCE	15/04/2019	858.00
EF120156	26029	AUTOSWEEP WA SWEEPING SERVICES	15/04/2019	880.00
EF120157	26303	GECKO CONTRACTING TURF & LANDSCAPE MAINTENANCE TURF & LANDSCAPE MAINTENANCE	15/04/2019	4,092.00
EF120158	26614	MARKETFORCE PTY LTD ADVERTISING	15/04/2019	71.50
EF120159	26620	GRA PARTNERS CONSULTING/ADVISORY	15/04/2019	16,500.00
EF120160	26648	EMC SOLAR CONSTRUCTION PTY LTD SOLAR ENERGY	15/04/2019	1,802.35
EF120161	26822	CSE CROSSCOM PTY LTD COMMUNICATION EQUIPMENT	15/04/2019	1,331.00
EF120162	26901	ALYKA PTY LTD DIGITAL CONSULTANCY AND WEB DEVELOPMENT	15/04/2019	577.50
EF120163	26906	ASPIRE PERFORMANCE TRAINING REGISTERED TRAINING ORGANISATION	15/04/2019	1,235.00
EF120164	26964	SOUTH METROPOLITAN TAFE EDUCATION	15/04/2019	476.90
EF120165	27002	COCKBURN PARTY HIRE HIRE SERVICES	15/04/2019	636.00
EF120166	27027	FRIG TECH WA REFRIDGERATION SERVICES	15/04/2019	1,242.97
EF120167	27034	ADELBY PTY LTD FIREBREAK CONSTRUCTION	15/04/2019	145.20
EF120168	27046	TFH HIRE SERVICES PTY LTD HIRE FENCING	15/04/2019	92.12
EF120169	27065	WESTBOOKS BOOKS	15/04/2019	541.18
EF120170	27155	EDUCATED BY NATURE PTY LTD EDUCATION SERVICES	15/04/2019	2,970.00
EF120171	27183	ANGELA ROSSEN EDUCATION & COMMUNITY OUTREACH	15/04/2019	660.00
EF120172	27245	BEAUMONDE CATERING CATERING	15/04/2019	390.00
EF120173	27334	WESTCARE PRINT PRINTING SERVICES	15/04/2019	1,064.80
EF120174	27377	ACCIDENTAL HEALTH AND SAFETY - PERTH FIRST AID SUPPLIES	15/04/2019	2,277.15
EF120175	27404	K2 AUDIOVISUAL AUDIO VISUAL EQUIPMENT	15/04/2019	5,577.33
EF120176	27423	MECHANICAL PROJECT SERVICES PTY LTD AIRCONDITIONING SERVICES	15/04/2019	43,591.90
EF120177	27455	SITE PROTECTIVE SERVICES CCTV PARTS	15/04/2019	19,420.79
EF120178	27495	BEST CONSULTANTS CONSULTANCY	15/04/2019	594.00
EF120179	27595	AGE DEVELOPMENTS PTY LTD GEOTHERMAL	15/04/2019	100,293.45
EF120180	27637	AQUA RESEARCH AND MONITORING SERVICES MARINE SERVICES	15/04/2019	200.00
EF120181	27648	HFM ASSET MANAGEMENT PTY LTD ENGINEERING CONSULTANCY	15/04/2019	6,934.40
EF120182	27669	RISK ADVISORY SERVICES PARTNERSHIP CONSULTANCY - RISK	15/04/2019	11,000.00
EF120183	27712	PERTH PLAYGROUND AND RUBBER PTY LTD PLAYGROUND SOFTFALL/EQUIPMENT	15/04/2019	10,450.00
EF120184	88888	RAYMOND PEDRETTI BOND REFUND	15/04/2019	500.00
EF120185	88888	SARAH JOTTA BOND REFUND	15/04/2019	2,656.25
EF120186	88888	PAUL & ROSEMARY HOES BOND REFUND	15/04/2019	500.00
EF120187	88888	SANEL KUC BOND REFUND	15/04/2019	4,725.00

Payment Ref.	Account No.	Account/Payee	Date	\$ Value
EF120188	88888	WEROK PTY LTD	15/04/2019	6,942.26
EF120189	88888	BOND REFUND	15/04/2019	572.00
EF120190	88888	NICHELIVING CONSTRUCTION	15/04/2019	110,250.84
EF120191	88888	BELLIER 702	15/04/2019	150.00
EF120192	88888	BOND REFUND	15/04/2019	4,400.00
EF120193	88888	ENGINEERING FOR KIDS AUSTRALIA	15/04/2019	500.00
EF120194	88888	BOND REFUND	15/04/2019	500.00
EF120195	88888	SANUL KUC	15/04/2019	1,000.00
EF120196	99996	BOND REFUND	15/04/2019	1,032.86
EF120197	99996	NEVILLE GOODMAN	15/04/2019	30.00
EF120198	99996	BOND REFUND	15/04/2019	30.00
EF120199	99996	PETER DODD	15/04/2019	30.00
EF120200	99996	BOND REFUND	15/04/2019	30.00
EF120201	99996	DANIEL J FORD	15/04/2019	885.00
EF120202	99996	BOND REFUND	15/04/2019	147.00
EF120203	99996	MRS C.E BOUWER	15/04/2019	147.00
EF120204	99996	RATES REFUND	15/04/2019	147.00
EF120205	99996	JUSTIN STIRLING GEOGHEGAN	15/04/2019	84.97
EF120206	99996	RATES REFUND	15/04/2019	1,032.26
EF120207	99996	SYLVIA POTLIVO	15/04/2019	379.22
EF120208	99996	RATES REFUND	15/04/2019	19.46
EF120209	99996	DOROTHY JEAN PARKER	15/04/2019	6,022.61
EF120210	99996	RATES REFUND	15/04/2019	4,840.23
EF120211	99996	HAYLEY FAIRBROTHER	15/04/2019	42.41
EF120212	99996	RATES REFUND	15/04/2019	516.00
EF120213	99996	KAREN A LETCH	15/04/2019	378.84
EF120214	99996	RATES REFUND	15/04/2019	454.91
EF120215	99996	ONE STOP PATIO SHOP	15/04/2019	1,028.42
EF120216	99996	RATES REFUND	15/04/2019	373.69
EF120217	99996	KALMAR FACTORY DIRECT	15/04/2019	410.00
EF120218	99996	RATES REFUND	15/04/2019	5,057.08
EF120219	99996	OASIS PATIOS TRADING	15/04/2019	454.83
EF120220	99996	RATES REFUND	15/04/2019	448.50
EF120221	99996	OFFICE OF STATE REVENUE	15/04/2019	2,873.70
EF120222	99996	RATES REFUND	15/04/2019	3,008.49
EF120223	99997	AVELING HOMES PTY LTD	15/04/2019	1,626.29
EF120224	99997	RATES REFUND	15/04/2019	3,221.91
EF120225	99997	ROBERT A MCLAUGHLIN	15/04/2019	374.00
EF120226	99997	RATES REFUND	15/04/2019	522.50
EF120227	99997	OFFICE OF STATE REVENUE	15/04/2019	4,672.00
EF120228	99997	RATES REFUND	15/04/2019	250.00
EF120229	99997	PINAKARRI COMMUNITY INC	15/04/2019	2,284.16
EF120230	99997	RATES REFUND	15/04/2019	138.00
EF120231	99997	MARTA FIGUEIREDO	15/04/2019	35.65
EF120232	11758	RATES REFUND	15/04/2019	44,906.05
		OFFICE OF STATE REVENUE		
		RATES REFUND		
		FERNANDO E DE SOUSA		
		RATES REFUND		
		L J HOOKER WILLETTON		
		RATES REFUND		
		PA & BC WILSON		
		RATES REFUND		
		SIMON TAYLOR		
		RATES REFUND		
		RENTAL MANAGEMENT AUSTRALIA		
		RATES REFUND		
		AGEM INVESTMENTS PTY LTD		
		RATES REFUND		
		ANTONIO NAPOLITANO		
		RATES REFUND		
		LA FORBES & SW MCENTEE		
		RATES REFUND		
		J & B DEMIROVIC		
		RATES REFUND		
		DMJ PROPERTY HOLDINGS PTY LTD		
		RATES REFUND		
		OFFICE OF STATE REVENUE		
		RATES REFUND		
		JUSTIN ABRAHAMS		
		PEN E174 - JUSTIN ABRAHAMS		
		GRAEME RYAN		
		PEN FEE REFUND - G RYAN		
		JULIE MCDONALD		
		REIMBURSEMENT - JULIE MCDONALD		
		NATIONAL LOCAL GOVERNMENT		
		2018 / 2019 COUNCIL MEMBERSHIP		
		RAYMOND PEDRETTI		
		PEN FEE REFUND		
		ROCHELLE BOOTH		
		PETTY CASH REIMBURSEMENT		
		PAUL & ROSEMARY HOES		
		PEN FEE REFUND C078 PAUL & ROSEMARY		
		KENNEWELL, M. P & W.J.		
		REIMBURSEMENT - M KENNEWELL COMPUTER BAG		
		ROBERTA BUNCE		
		REIMBURSEMENT FOR LUNCH		
		WATER CORP UTILITY ACCOUNT ONLY - PLEASE REFER TO 11760 WHEN RAISING PO		
		WATER USAGE / SUNDRY CHARGES		

Payment Ref.	Account No.	Account/Payee	Date	\$ Value
EF120233	11760	WATER CORPORATION	15/04/2019	12,434.93
EF120234	26987	SEWER EASEMENT		
EF120235	27492	CTI RISK MANAGEMENT	16/04/2019	1,975.95
EF120236	10152	SECURITY - CASH COLLECTION		
EF120237	10154	SUPERCHOICE SERVICES PTY LIMITED	18/04/2019	544,995.18
EF120238	10305	PAYROLL DEDUCTIONS		
EF120239	10733	AUST SERVICES UNION	23/04/2019	1,141.50
EF120240	11001	PAYROLL DEDUCTIONS		
EF120241	11857	AUSTRALIAN TAXATION OFFICE	23/04/2019	439,689.00
EF120242	11860	PAYROLL DEDUCTIONS		
EF120243	18553	CHILD SUPPORT AGENCY	23/04/2019	2,837.04
EF120244	19726	PAYROLL DEDUCTIONS		
EF120245	25987	HOSPITAL BENEFIT FUND	23/04/2019	57.45
EF120246	26987	PAYROLL DEDUCTIONS		
EF120247	27277	LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION LGRCEU	23/04/2019	102.50
EF120248	99997	PAYROLL DEDUCTIONS		
EF120249	99997	CHAMPAGNE SOCIAL CLUB	23/04/2019	500.00
EF120250	11867	PAYROLL DEDUCTIONS		
EF120251	12740	455 CLUB	23/04/2019	18.00
EF120252	19059	PAYROLL DEDUCTIONS		
EF120253	20634	SELECTUS PTY LTD	23/04/2019	14,541.72
EF120254	23339	PAYROLL DEDUCTIONS		
EF120255	25353	HEALTH INSURANCE FUND OF WA	23/04/2019	1,531.05
EF120256	26696	PAYROLL DEDUCTIONS		
EF120257	27326	TOYOTA FLEET MANAGEMENT	23/04/2019	608.14
EF120258	27327	PAYROLL DEDUCTIONS - NOVATED LEASE		
EF120259	27475	CTI RISK MANAGEMENT	23/04/2019	2,219.20
EF120260	99996	SECURITY - CASH COLLECTION		
EF120261	99996	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	26/04/2019	966,785.26
EF120262	99996	QUARTERLY LAND FILL LEVY		
EF120263	99996	FDC	26/04/2019	53,366.39
EF120264	99996	FDC PAYMENT WE 21/04/2019		
EF120265	99996	IHC	26/04/2019	27,963.06
EF120266	99996	IHC PAYMENT WE 21/04/19		
EF120267	99996	KEVIN JOHN ALLEN	30/04/2019	2,613.67
EF120268	99996	MONTHLY COUNCILLOR ALLOWANCE		
EF120269	99996	MAYOR LOGAN HOWLETT	30/04/2019	11,524.33
EF120270	99997	MONTHLY COUNCILLOR ALLOWANCE		
EF120271	99997	CAROL REEVE-FOWKES	30/04/2019	2,613.67
EF120272	99997	MONTHLY COUNCILLOR ALLOWANCE		
EF120273	99997	LEE-ANNE SMITH	30/04/2019	4,465.00
EF120274	99997	MONTHLY COUNCILLOR ALLOWANCE		
EF120275	99997	STEPHEN PRATT	30/04/2019	2,613.67
EF120276	99997	MONTHLY COUNCILLOR ALLOWANCE		
EF120277	99997	PHILIP EVA	30/04/2019	2,613.67
EF120278	99997	MONTHLY COUNCILLOR ALLOWANCE		
EF120279	99997	CHAMONIX TERBLANCHE	30/04/2019	2,613.67
EF120280	99997	MONTHLY COUNCILLOR ALLOWANCE		
EF120281	99997	MICHAEL SEPAROVICH	30/04/2019	2,613.67
EF120282	99997	MONTHLY COUNCILLOR ALLOWANCE		
EF120283	99997	CHONTELLE SANDS	30/04/2019	2,613.67
EF120284	99997	MONTHLY COUNCILLOR ALLOWANCE		
EF120285	99997	LARA KIRKWOOD	30/04/2019	2,613.67
EF120286	99997	MONTHLY COUNCILLOR ALLOWANCE		
EF120287	99997	OFFICE OF STATE REVENUE	30/04/2019	548.52
EF120288	99997	RATES REFUND		
EF120289	99997	KARL BREUSTEDT	30/04/2019	2,426.00
EF120290	99997	RATES REFUND		
EF120291	99997	GIOVANNA GALIPO	30/04/2019	421.98
EF120292	99997	RATES REFUND		
EF120293	99997	J CORP PTY LTD T/AS IMPRESSIONS	30/04/2019	327.23
EF120294	99997	RATES REFUND		
EF120295	99997	J CORP PTY LTD T/AS IMPRESSIONS	30/04/2019	397.83
EF120296	99997	RATES REFUND		
EF120297	99997	ANGELO PETKOVIC CABINETS	30/04/2019	147.00
EF120298	99997	RATES REFUND		
EF120299	99997	BRONTE HILL	30/04/2019	381.00
EF120300	99997	RATES REFUND		
EF120301	99997	JANET HOUSHAM	30/04/2019	119.80
EF120302	99997	RATES REFUND		
EF120303	99997	JENNIFER MCNEILLY	30/04/2019	552.51
EF120304	99997	RATES REFUND		
EF120305	99997	CLARE MORGAN	30/04/2019	605.00
EF120306	99997	GRANTS, DONATIONS & REFUNDS		
EF120307	99997	YEWONSHET M HAILU	30/04/2019	650.00
EF120308	99997	INVOICE 8 - YEWONSHET M HAILU		
EF120309	99997	ANDREA CICHOLAS	30/04/2019	40.92
EF120310	99997	COMPOST BIN REBATE		
EF120311	99997	CASA DEL COMPAS	30/04/2019	300.00
EF120312	99997	FLAMENCO PERFORMANCE 09/03/19		
EF120313	99997	JACE COLLINGRIDGE	30/04/2019	300.00
EF120314	99997	CROSSOVER CONTRIBUTION 18 GLENDALE CRES		
EF120315	99997	KRISTY AND VINCENT GROOBY	30/04/2019	30.00
EF120316	99997	BIRD BATH REBATE		
EF120317	99997	R G PRICE	30/04/2019	24.50
EF120318	99997	BIRD BATH REBATE		
EF120319	99997	KEEGAN LEHMAN	30/04/2019	50.00
EF120320	99997	COMPOST BIN REBATE - K LEHMAN		
EF120321	99997	TINESH TAMILKODI	30/04/2019	44.00
EF120322	99997	COMPOST BIN REBATE - T RENGANATHAN		

Payment Ref.	Account No.	Account/Payee	Date	\$ Value
EF120278	99997	TINESH TAMILKODI	30/04/2019	44.00
EF120279	99997	COMPOST BIN REBATE - T TAMILKODI	30/04/2019	50.00
EF120280	99997	LEE HAYWARD	30/04/2019	45.00
EF120281	99997	COMPOST BIN REBATE - L HAYWARD	30/04/2019	520.00
EF120282	99997	GREGORY AND CHRISTINE BOTHA	30/04/2019	50.00
EF120283	99997	COMPOST BIN REBATE - C BOTHA	30/04/2019	50.00
EF120284	99997	CASA DEL COMPAS	30/04/2019	130.00
EF120285	99997	SUNDRY PAYMENT FOR CULTURAL EVENT	30/04/2019	130.00
EF120286	99997	JENNIFER DE'CEGLIE	30/04/2019	200.00
EF120287	99997	GRANTS, DONATIONS & REFUNDS	30/04/2019	45.00
EF120288	99997	LARA FINE	30/04/2019	300.00
EF120289	99997	COMPOST BIN REBATE LARA FINE	30/04/2019	300.00
EF120290	99997	TREEBY COMMUNITY ASSOCIATION	30/04/2019	200.00
EF120291	99997	DONATION	30/04/2019	200.00
EF120292	99997	PORT COOGEE COMMUNITY ASSOCIATION	30/04/2019	100.00
EF120293	99997	DONATION	30/04/2019	35.00
EF120294	99997	ISMAIL FREDERICKS	30/04/2019	39.00
EF120295	99997	SENIOR SECURITY SUBSIDY SCHEME	30/04/2019	35.00
EF120296	99997	CHEONG FAR CHONG	30/04/2019	44.00
EF120297	99997	SENIOR SECURITY SUBSIDY SCHEME	30/04/2019	480.00
EF120298	99997	MARKO KOLINAC	30/04/2019	630.00
EF120299	99997	SENIOR SECURITY SUBSIDY SCHEME	30/04/2019	1,000.00
EF120300	99997	AH KAYE LAND	30/04/2019	2,452.45
EF120301	99997	SENIOR SECURITY SUBSIDY SCHEME	30/04/2019	2,200.00
EF120302	99997	SUSAN TURNER	30/04/2019	1,800.00
EF120303	99997	SENIOR SECURITY SUBSIDY SCHEME	30/04/2019	140.00
EF120304	99997	MIJO MUSULIN	30/04/2019	480.00
EF120305	99997	SENIOR SECURITY SUBSIDY SCHEME	30/04/2019	1,380.00
EF120306	99997	JENNIFER LEIGH	30/04/2019	265.00
EF120307	99997	SENIOR SECURITY SUBSIDY SCHEME	30/04/2019	80.00
EF120308	99997	KUAN TAN	30/04/2019	300.00
EF120309	99997	HBF RUN - KUAN TAN	30/04/2019	290.00
EF120310	99997	KUAN TAN	30/04/2019	550.00
EF120311	99997	PERTH RUNNING FESTIVAL - KUAN TAN	30/04/2019	923.75
EF120312	99997	CHRIS ADAMS	30/04/2019	1,200.00
EF120313	99997	HBF RUN - CHRIS ADAMS	30/04/2019	400.00
EF120314	99997	BIANCA WHITE	30/04/2019	90.00
EF120315	99997	GRANTS, DONATIONS & REFUNDS	30/04/2019	500.00
EF120316	99997	LA TAPA LOCA	30/04/2019	250.00
EF120317	99997	HARMONY WEEK - INVOICE 1 LA TAPA LOCA	30/04/2019	100.00
EF120318	99997	LA TAPA LOCA	30/04/2019	500.00
EF120319	99997	HARMONY WEEK - INVOICE 2 LA TAPA LOCA	30/04/2019	250.00
EF120320	99997	ZURICH AUSTRALIAN INSURANCE LTD	30/04/2019	100.00
EF120321	99997	CLAIM NUMBER: 638023821 1GEG525	30/04/2019	500.00
EF120322	99997	HAMMOND PARK PRIMARY SCHOOL P&C	30/04/2019	250.00
EF120323	99997	SMALL EVENTS SPONSORSHIP	30/04/2019	
EF120324	99997	DEBBIE WALKER TREMLETT	30/04/2019	
EF120325	99997	ARTIST PAYMENT FROM EXHIBITION SALES	30/04/2019	
EF120326	99997	MARIE FOSTER	30/04/2019	
EF120327	99997	ARTIST PAYMENT FROM EXHIBITION SALES	30/04/2019	
EF120328	99997	MILES BETTIS	30/04/2019	
EF120329	99997	ARTIST PAYMENT FROM EXHIBITION SALES	30/04/2019	
EF120330	99997	BRONWYN ELLIOTT	30/04/2019	
EF120331	99997	ARTIST PAYMENT FROM EXHIBITION SALES	30/04/2019	
EF120332	99997	SHANNAH MITCHELL	30/04/2019	
EF120333	99997	ARTIST PAYMENT FROM EXHIBITION SALES	30/04/2019	
EF120334	99997	ALIA LEADABRAND	30/04/2019	
EF120335	99997	ARTIST PAYMENT FROM EXHIBITION SALES	30/04/2019	
EF120336	99997	WARREN IANNELLO	30/04/2019	
EF120337	99997	ARTIST PAYMENT FROM EXHIBITION SALES	30/04/2019	
EF120338	99997	GINA GREER	30/04/2019	
EF120339	99997	ARTIST PAYMENT FROM EXHIBITION SALES	30/04/2019	
EF120340	99997	DANICA WICHTERMANN	30/04/2019	
EF120341	99997	ARTIST PAYMENT FROM EXHIBITION SALES	30/04/2019	
EF120342	99997	ARIANE ROEMMELE	30/04/2019	
EF120343	99997	ARTIST PAYMENT FROM EXHIBITION SALES	30/04/2019	
EF120344	99997	KYM GOW	30/04/2019	
EF120345	99997	ARTIST PAYMENT FROM EXHIBITION SALES	30/04/2019	
EF120346	99997	IRENE OSBORNE	30/04/2019	
EF120347	99997	ARTIST PAYMENT FROM EXHIBITION SALES	30/04/2019	
EF120348	99997	ALANA MCNEE	30/04/2019	
EF120349	99997	ARTIST PAYMENT FROM EXHIBITION SALES	30/04/2019	
EF120350	99997	JUNKO HUGHES	30/04/2019	
EF120351	99997	ARTIST PAYMENT FROM EXHIBITION SALES	30/04/2019	
EF120352	99997	SOPHIE OAKLEY	30/04/2019	
EF120353	99997	COCKBURNS GOT TALENT WINNERS	30/04/2019	
EF120354	99997	YOVINDU WEHALLE	30/04/2019	
EF120355	99997	COCKBURNS GOT TALENT WINNERS	30/04/2019	
EF120356	99997	MILES RUSSO	30/04/2019	
EF120357	99997	COCKBURNS GOT TALENT WINNERS	30/04/2019	
EF120358	99997	LEIGHTON BEANLAND	30/04/2019	
EF120359	99997	COCKBURNS GOT TALENT WINNERS	30/04/2019	
EF120360	99997	LIVINIA CHINNERY	30/04/2019	
EF120361	99997	COCKBURNS GOT TALENT WINNERS	30/04/2019	
EF120362	99997	JACOB FITZGERALD	30/04/2019	
EF120363	99997	COCKBURNS GOT TALENT WINNERS	30/04/2019	
EF120364	99997	MOSES BUDIMAN	30/04/2019	
EF120365	99997	COCKBURNS GOT TALENT WINNERS	30/04/2019	
EF120366	99997	EMMA BRIGHT DENHAM	30/04/2019	
EF120367	99997	COCKBURNS GOT TALENT WINNERS	30/04/2019	

Payment Ref.	Account No.	Account/Payee	Date	\$ Value
EF120323	99997	ALICIA HANDS	30/04/2019	100.00
EF120324	99997	COCKBURNS GOT TALENT WINNERS	30/04/2019	800.00
EF120325	99997	SANDY GASKETT	30/04/2019	950.00
EF120326	99997	PURCHASE OF SHOW OFF ARTWORK	30/04/2019	770.00
EF120327	99997	PG CREATIVE CONNECTIONS	30/04/2019	350.00
EF120328	99997	PURCHASE OF SHOW OFF ARTWORK	30/04/2019	450.00
EF120329	99997	GINA GREER	30/04/2019	1,320.00
EF120330	99997	PURCHASE OF SHOW OFF ARTWORK	30/04/2019	75.00
EF120331	99997	JUNE BENNETT	30/04/2019	500.00
EF120332	99997	PURCHASE OF SHOW OFF ARTWORK	30/04/2019	300.00
EF120333	99997	YURI TSVETNENKO	30/04/2019	300.00
EF120334	99997	PURCHASE OF SHOW OFF ARTWORK	30/04/2019	300.00
EF120335	99997	MARCIA HADLOW	30/04/2019	300.00
EF120336	99997	PURCHASE OF SHOW OFF ARTWORK	30/04/2019	258.00
EF120337	99997	ST JEROMES SENIORS CLUB	30/04/2019	1,427.18
EF120338	99997	BUS SUBSIDY /LGACS2	30/04/2019	91.20
EF120339	99997	DAVID PIGRAM	30/04/2019	22,000.00
EF120340	99997	MUSIC REHABILITATING ROE 8 COMMUNITY OPE	30/04/2019	550.00
EF120341	99997	TIMOTHY CHAN	30/04/2019	550.00
EF120342	99997	CROSSOVER REBATE	30/04/2019	330.00
EF120343	99997	TOMMASO MASCARO	30/04/2019	210.00
EF120344	99997	CROSSOVER CONTRIBUTION 23 HOOD STREET	30/04/2019	350.00
EF120345	99997	JAQUELYN HALL	30/04/2019	45.00
EF120346	99997	CROSSOVER CONTRIBUTION 6 GREENSANDS	30/04/2019	455.40
EF120347	99997	SHAUNA O'DONOGHUE	30/04/2019	15.44
EF120348	99997	CROSSOVER CONTRIBUTION 88 TURQUOISE BLVD	30/04/2019	49,920.88
EF120349	99997	PINEVIEW COMMUNITY KINDERGARTEN	30/04/2019	45.00
EF120350	99997	REIMBURSEMENT FOR SHELVES	30/04/2019	30.00
EF120351	99997	PETER DODD	30/04/2019	300.00
EF120352	99997	PEN E176 - REFUND REQUEST - PETER DODD	30/04/2019	50.00
EF120353	99997	NIGHT HOOPS / LIFTING HORIZONS	30/04/2019	50.00
EF120354	99997	BUS SUBSIDY /LGACS2	30/04/2019	50.00
EF120355	99997	GEOFFREY LYNN	30/04/2019	50.00
EF120356	99997	PAYMENT OF COMPENSATION FOR EASEMENT	30/04/2019	50.00
EF120357	99997	MIDNIGHT TUESDAY	30/04/2019	50.00
EF120358	99997	ARTIST PAYMENT	30/04/2019	50.00
EF120359	99997	PAVEL PERINA DESIGN	30/04/2019	50.00
EF120360	99997	ARTIST PAYMENT	30/04/2019	50.00
EF120361	99997	BRENDAN PANG	30/04/2019	50.00
EF120362	99997	BRENDAN PANG - INVOICE 128	30/04/2019	50.00
EF120363	99997	PORTUGUESE DELIGHTS	30/04/2019	50.00
EF120364	99997	INVOICE ZJ9226710 - PORTUGUESE DELIGHT	30/04/2019	50.00
EF120365	99997	PORTUGUESE DELIGHTS	30/04/2019	50.00
EF120366	99997	PORTUGUESE DELIGHT - INVOICE ZJ9226709	30/04/2019	50.00
EF120367	99997	JANDAKOT VOLUNTEER BUSH FIRE BRIGADE INC	30/04/2019	50.00
EF120368	99997	SMALL EVENTS SPONSORSHIP	30/04/2019	50.00
EF120369	99997	JOSE MARTINS	30/04/2019	50.00
EF120370	99997	COMPOST BIN REBATE - JOSE MARTINS	30/04/2019	50.00
EF120371	99997	MAXWELL COXALL	30/04/2019	50.00
EF120372	99997	COMPOST BIN REBATE - MAXWELL COXALL	30/04/2019	50.00
EF120373	99997	CLAIRE BENZIE	30/04/2019	50.00
EF120374	99997	COMPOST BIN REBATE - CLAIRE BENZIE	30/04/2019	50.00
EF120375	99997	PORT COOGEE COMMUNITY ASSOCIATION	30/04/2019	50.00
EF120376	99997	DONATION	30/04/2019	50.00
EF120377	99997	ROBERTA BUNCE	30/04/2019	50.00
EF120378	99997	REIMBURSEMENT FOR LUNCH	30/04/2019	50.00
EF120379	99997	NATIVE ARC INC	30/04/2019	50.00
EF120380	99997	SPONSORSHIP -NARC - 2ND INSTALMENT 2018	30/04/2019	50.00
EF120381	99997	JANET PITMAN	30/04/2019	50.00
EF120382	99997	COMPOST BIN REBATE - JANET PITMAN	30/04/2019	50.00
EF120383	99997	NADJA NORGAARD	30/04/2019	50.00
EF120384	99997	REFUND FOR OUTRAGE HOLIDAY PROGRAM	30/04/2019	50.00
EF120385	99997	KAREN HATTON	30/04/2019	50.00
EF120386	99997	CROSSOVER REBATE	30/04/2019	50.00
EF120387	99997	HARSHADA KULKARNI	30/04/2019	50.00
EF120388	99997	COMPOST BIN REBATE - HARSHADA KULKARNI	30/04/2019	50.00
EF120389	99997	ASHA CANTY	30/04/2019	50.00
EF120390	99997	COMPOST BIN REBATE - ASHA CANTY	30/04/2019	50.00
EF120391	99997	THE WETLANDS CENTRE	30/04/2019	50.00
EF120392	99997	DONATION LGACS2 - DONATION	30/04/2019	50.00
EF120393	99997	SPEARWOOD ALTERNATIVE SCHOOL P&C	30/04/2019	50.00
EF120394	99997	FREMANTLE PORTS COCKBURN COMMUNITY FUND	30/04/2019	50.00
EF120395	99997	AUTISM WA	30/04/2019	50.00
EF120396	99997	AUTISM WA CHARITY FUNDRAISER - 184755	30/04/2019	50.00
EF120397	99997	DAVE BREWER	30/04/2019	50.00
EF120398	99997	ONE OFF PAYMENT FOR 2019 SHOW OFF OPENI	30/04/2019	50.00
EF120399	99997	CHERISE SCOTT	30/04/2019	50.00
EF120400	99997	COMPOST BIN REBATE - CHERISE SCOTT	30/04/2019	50.00
EF120401	99997	WARREN IANNELLO THOMPSON	30/04/2019	50.00
EF120402	99997	ARTIST PAYMENT FROM EXHIBITION SALES	30/04/2019	50.00
EF120403	10047	ALINTA ENERGY	30/04/2019	50.00
EF120404	11794	NATURAL GAS & ELECTRCITY SUPPLY	30/04/2019	50.00
EF120405	12025	SYNERGY	30/04/2019	50.00
EF120406	11758	ELECTRICITY USAGE/SUPPLIES	30/04/2019	50.00
EF120407	10010	TEL STRA CORPORATION	30/04/2019	50.00
EF120408		COMMUNICATIONS SERVICES	30/04/2019	50.00
EF120409		WATER CORP UTILITY ACCOUNT ONLY - PLEASE REFER TO 11760 WHEN RAISING PO	30/04/2019	50.00
EF120410		WATER USAGE / SUNDRY CHARGES	30/04/2019	50.00
EF120411		AAC ID SOLUTIONS	30/04/2019	50.00
EF120412		SECURITY & PROMOTIONAL PRODUCTS	30/04/2019	50.00

Payment Ref.	Account No.	Account/Payee	Date	\$ Value
EF120368	10091	ASLAB PTY LTD	30/04/2019	6,452.50
EF120369	10097	ASPHALTING SERVICES/SUPPLIES	30/04/2019	864.42
EF120370	10160	BLACKWOODS ATKINS	30/04/2019	5,615.29
EF120371	10207	ENGINEERING SUPPLIES	30/04/2019	581.50
EF120372	10221	DORMA AUSTRALIA PTY LTD	30/04/2019	26,858.14
EF120373	10226	AUTOMATIC DOOR SERVICES	30/04/2019	24,814.85
EF120374	10239	BOC GASES	30/04/2019	1,531.35
EF120375	10246	GAS SUPPLIES	30/04/2019	3,063.04
EF120376	10247	BP AUSTRALIA PTY LTD	30/04/2019	1,323.33
EF120377	10255	DIESEL/PETROL SUPPLIES	30/04/2019	531.65
EF120378	10256	BRIDGESTONE AUSTRALIA LTD	30/04/2019	1,733.88
EF120379	10279	TYRE SERVICES	30/04/2019	1,993.75
EF120380	10292	BUDGET RENT A CAR - PERTH	30/04/2019	200.75
EF120381	10333	MOTOR VEHICLE HIRE	30/04/2019	6,870.11
EF120382	10358	BUNNINGS BUILDING SUPPLIES PTY LTD	30/04/2019	1,523.14
EF120383	10359	HARDWARE SUPPLIES	30/04/2019	7,722.50
EF120384	10368	BUNZL AUSTRALIA LTD	30/04/2019	8,953.51
EF120385	10375	PAPER/PLASTIC/CLEANING SUPPLIES	30/04/2019	9,643.15
EF120386	10456	CABCHARGE AUSTRALIA PTY LTD	30/04/2019	10,306.47
EF120387	10459	CABCHARGES	30/04/2019	574.20
EF120388	10483	CABLE LOCATES & CONSULTING	30/04/2019	14,800.36
EF120389	10526	LOCATING SERVICES	30/04/2019	3,440.83
EF120390	10528	CASTROL AUSTRALIA PTY LTD	30/04/2019	953.65
EF120391	10535	GREASE/LUBRICANTS	30/04/2019	37,852.80
EF120392	10580	CHADSON ENGINEERING PTY LTD	30/04/2019	2,028.07
EF120393	10589	MEDICAL SUPPLIES	30/04/2019	6,096.00
EF120394	10597	CJD EQUIPMENT PTY LTD	30/04/2019	56,126.27
EF120395	10611	HARDWARE SUPPLIES	30/04/2019	464.20
EF120396	10641	COCKBURN LIQUOR CENTRE	30/04/2019	689.70
EF120397	10655	LIQUOR SUPPLIES	30/04/2019	12,567.28
EF120398	10726	COCKBURN PAINTING SERVICE	30/04/2019	11,000.00
EF120399	10732	PAINTING SUPPLIES/SERVICES	30/04/2019	528.00
EF120400	10768	COCKBURN WETLANDS EDUCATION CENTRE	30/04/2019	1,640.00
EF120401	10783	COMMUNITY GRANT	30/04/2019	413.60
EF120402	10787	VEOLIA ENVIRONMENTAL SERVICES	30/04/2019	1,000.00
EF120403	10794	WASTE SERVICES	30/04/2019	12,536.70
EF120404	10866	DATANET	30/04/2019	1,600,916.66
EF120405	10879	SOFTWARE MODIFICATIONS	30/04/2019	1,718.75
EF120406	10888	DAVID GRAY & CO PTY LTD	30/04/2019	7,149.53
EF120407	10892	MOBILE GARBAGE BINS	30/04/2019	1,160.00
EF120408	10912	LANDGATE	30/04/2019	396.00
EF120409	10913	MAPPING/LAND TITLE SEARCHES	30/04/2019	4,887.12
EF120410	10918	E & MJ ROSHER PTY LTD	30/04/2019	16,753.99
EF120411	10923	MOWER EQUIPMENT	30/04/2019	401.42
EF120412	10938	EASIFLEET	30/04/2019	3,975.25
		VEHICLE LEASE		
		WORKPOWER INCORPORATED		
		EMPLOYMENT SERVICES - PLANTING		
		FC COURIERS		
		COURIER SERVICES		
		FINES ENFORCEMENT REGISTRY		
		FINES ENFORCEMENT FEES		
		FLEXI STAFF PTY LTD		
		EMPLOYMENT SERVICES		
		FORPARK AUSTRALIA		
		PLAYGROUND EQUIPMENT		
		GALVIN'S PLUMBING SUPPLIES		
		PLUMBING SERVICES		
		GHD PTY LTD		
		CONSULTANCY SERVICES		
		HOLTON CONNOR ARCHITECTS & PLANNERS		
		ARCHITECTURAL SERVICES		
		HORIZONS WEST BUS & COACHLINES		
		TRANSPORTATION SERVICES		
		INST OF PUBLIC WORKS ENG AUST - WA		
		MEMBERSHIP FEES		
		JANDAKOT METAL INDUSTRIES PTY LTD		
		METAL SUPPLIES		
		JANDAKOT ACCIDENT REPAIR CENTRE		
		PANEL BEATING SERVICES		
		JASON SIGNMAKERS		
		SIGNS		
		LANDCORP		
		COCKBURN CENTRAL WEST - AGREEMENT		
		LES MILLS AEROBICS		
		INSTRUCTION/TRAINING SERVICES		
		LJ CATERERS		
		CATERING SERVICES		
		LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA		
		SUBSCRIPTION		
		M2 TECHNOLOGY GROUP		
		MESSAGING SERVICES		
		BUCHER MUNICIPAL PTY LTD		
		PURCHASE OF NEW PLANT / REPAIR SERVICES		
		MAIN ROADS WA		
		REPAIRS/MAINTENANCE SERVICES		
		MAJOR MOTORS PTY LTD		
		REPAIRS/MAINTENANCE SERVICES		
		MAXWELL ROBINSON & PHELPS		
		PEST & WEED MANAGEMENT		

Payment Ref.	Account No.	Account/Payee	Date	\$ Value
EF120413	10944	MCLEODS	30/04/2019	45,264.45
EF120414	10991	LEGAL SERVICES	30/04/2019	7,973.70
EF120415	11004	BEACON EQUIPMENT	30/04/2019	569.80
EF120416	11022	MOWING EQUIPMENT	30/04/2019	1,320.00
EF120417	11028	MURDOCH UNIVERSITY OFFICE OF FINANCE, PLANNING & REPORTING	30/04/2019	333.89
EF120418	11036	ANALYSING SERVICES	30/04/2019	75,872.72
EF120419	11039	NATIVE ARC	30/04/2019	480.00
EF120420	11077	GRANTS & DONATIONS	30/04/2019	396.00
EF120421	11152	NEVERFAIL SPRINGWATER LTD	30/04/2019	7,356.80
EF120422	11182	BOTTLED WATER SUPPLIES	30/04/2019	7,185.75
EF120423	11208	NORTHLAKE ELECTRICAL	30/04/2019	5,886.04
EF120424	11248	ELECTRICAL SERVICES	30/04/2019	17.94
EF120425	11284	NOVUS AUTO GLASS	30/04/2019	2,211.00
EF120426	11308	WINDSCREEN REPAIR SERVICES	30/04/2019	7,805.60
EF120427	11334	P & G BODY BUILDERS PTY LTD	30/04/2019	10,428.69
EF120428	11337	PLANT BODY BUILDING SERVICES	30/04/2019	604.67
EF120429	11361	FULTON HOGAN INDUSTRIES PTY LTD	30/04/2019	118.82
EF120430	11387	ROAD MAINTENANCE	30/04/2019	369.00
EF120431	11425	PREMIUM BRAKE & CLUTCH SERVICE	30/04/2019	722,612.24
EF120432	11434	BRAKE SERVICES	30/04/2019	65,096.65
EF120433	11447	QUICK CORPORATE AUSTRALIA PTY LTD	30/04/2019	14,250.00
EF120434	11459	STATIONERY/CONSUMABLES	30/04/2019	245.00
EF120435	11483	RICOH AUSTRALIA	30/04/2019	914.64
EF120436	11496	OFFICE EQUIPMENT	30/04/2019	257.95
EF120437	11511	ROYAL LIFE SAVING SOCIETY AUSTRALIA	30/04/2019	436.62
EF120438	11533	TRAINING SERVICES	30/04/2019	477.00
EF120439	11557	BOSS INDUSTRIAL FORMALLY SBA SUPPLIES	30/04/2019	2,050.40
EF120440	11619	HARDWARE SUPPLIES	30/04/2019	47,386.05
EF120441	11625	SHENTON ENTERPRISES PTY LTD	30/04/2019	99,157.69
EF120442	11642	POOL EQUIPMENT/SERVICES	30/04/2019	1,529.62
EF120443	11651	SHERIDANS FOR BADGES	30/04/2019	39,328.00
EF120444	11657	NAME BADGES & ENGRAVING	30/04/2019	382.45
EF120445	11667	SIGMA CHEMICALS PTY LTD	30/04/2019	6,182.00
EF120446	11684	CHEMICAL SUPPLIES	30/04/2019	4,180.00
EF120447	11699	BIBRA LAKE SOILS	30/04/2019	3,740.00
EF120448	11701	SOIL & LIMESTONE SUPPLIES	30/04/2019	711.04
EF120449	11702	SOUTHERN METROPOLITAN REGIONAL COUNCIL	30/04/2019	400.00
EF120450	11708	WASTE DISPOSAL GATE FEES	30/04/2019	4,151.40
EF120451	11715	SOUTHSIDE MITSUBISHI	30/04/2019	20,211.07
EF120452	11722	MOTOR VEHICLE PURCHASE	30/04/2019	1,140.55
EF120453	11749	SPEARWOOD DALMATINAC CLUB INC	30/04/2019	979.00
EF120454	11773	COMMUNITY GRANT	30/04/2019	4,691.72
EF120455	11787	SPEARWOOD VETERINARY HOSPITAL	30/04/2019	1,700.00
EF120456	11789	VETERINARY SERVICES	30/04/2019	2,322.00
EF120457	11793	ST JOHN AMBULANCE AUST WA OPERATIONS	30/04/2019	70,962.91
		FIRST AID COURSES		
		STANLEE HOSPITALITY SUPPLIES		
		CATERING EQUIPMENT/SUPPLIES		
		STATEWIDE BEARINGS		
		BEARING SUPPLIES		
		SUPERBOWL MELVILLE		
		ENTERTAINMENT SERVICES		
		TECHNOLOGY ONE LTD		
		IT CONSULTANCY SERVICES		
		TITAN FORD		
		PURCHASE OF VEHICLES & SERVICING		
		TOTAL EDEN PTY LTD		
		RETICULATION SUPPLIES		
		TRAILER PARTS PTY LTD		
		TRAILER PARTS		
		TREE WATERING SERVICES		
		TREE WATERING SERVICES		
		TRUCKLINE PARTS CENTRES		
		AUTOMOTIVE SPARE PARTS		
		TURFMASTER FACILITY MANAGEMENT		
		TURF & MOWING SERVICES		
		UNIVERSITY OF WESTERN AUSTRALIA		
		EDUCATIONAL/RESEARCH SERVICES		
		VERNON DESIGN GROUP		
		ARCHITECTURAL SERVICES		
		VIBRA INDUSTRIAL FILTRATION A/ASIA		
		FILTER SUPPLIES		
		VILLA DALMACIA ASSOCIATION INC.		
		SPCIAL CLUB ACTIVITIES		
		VITAL PACKAGING PTY LTD		
		PACKAGING SUPPLIES		
		WA BLUEMETAL		
		ROADBASE SUPPLIES		
		WA HINO SALES & SERVICE		
		PURCHASE OF NEW TRUCKS / MAINTENANCE		
		WARREN'S EARTHMOVING CONTRACTORS		
		EARTHMOVING SERVICES		
		WESFARMERS LANDMARK LIMITED		
		CHEMICAL SUPPLIES		
		DEPARTMENT OF TRANSPORT		
		VEHICLE SEARCH FEES		
		WALGA		
		ADVERTISING/TRAINING SERVICES		
		WESTERN IRRIGATION PTY LTD		
		IRRIGATION SERVICES/SUPPLIES		

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EF120458	11828	WORLDWIDE ONLINE PRINTING - O'CONNOR PRINTING SERVICES	30/04/2019	541.70
EF120459	11835	WURTH AUSTRALIA PTY LTD HARDWARE SUPPLIES	30/04/2019	877.61
EF120460	11854	ZIPFORM PRINTING SERVICES	30/04/2019	3,780.72
EF120461	11873	WATTLEUP TRACTORS HARDWARE SUPPLIES	30/04/2019	427.95
EF120462	12018	O'CONNOR LAWNMOWER & CHAINSAW CENTRE MOWING EQUIPMENT/PARTS/SERVICES	30/04/2019	49.00
EF120463	12153	HAYS PERSONNEL SERVICES PTY LTD EMPLOYMENT SERVICES	30/04/2019	4,977.75
EF120464	12193	SAGE CONSULTING ENGINEERS P/L CONSULTANCY SERVICES - LIGHTING	30/04/2019	11,044.00
EF120465	12249	FAMILY DAY CARE WA MEMBERSHIP RENEWAL	30/04/2019	440.00
EF120466	12394	MP ROGERS & ASSOCIATES PTY LTD CONSULTANCY SERVICES - MARINE	30/04/2019	383.23
EF120467	12500	ELLENBY TREE FARM PLANT SUPPLIES	30/04/2019	792.00
EF120468	12589	AUSTRALIAN INSTITUTE OF MANAGEMENT TRAINING SERVICES	30/04/2019	1,456.00
EF120469	12656	COOGEE BEACH SURF LIFE SAVING CLUB INC POORE GROVE SLSC DEVELOPMENT COSTS	30/04/2019	4,134.50
EF120470	12796	ISENTIA PTY LTD MEDIA MONITORING SERVICES	30/04/2019	1,496.00
EF120471	12811	SPORTS CIRCUIT LINEMARKING SPORTS LINE MARKING SERVICES	30/04/2019	2,717.00
EF120472	12996	ACCESSIBLE TRANSIT SPECIALISTS REPAIRS/MAINTENANCE SERVICES	30/04/2019	968.00
EF120473	12998	PLAYRIGHT AUSTRALIA PTY LTD INSPECTION SERVICES - PLAYGROUNDS	30/04/2019	2,200.00
EF120474	12999	SV GLASS PTY LTD GLAZING SERVICES	30/04/2019	200.00
EF120475	13056	CLEANINDUSTRIAL SERVICES PTY LTD CLEANING SERVICES	30/04/2019	115,894.46
EF120476	13393	SOUTH WEST GROUP CONTRIBUTIONS	30/04/2019	355.00
EF120477	13563	GREEN SKILLS INC EMPLOYMENT SERVICES	30/04/2019	12,315.61
EF120478	13764	DDL S AUSTRALIA PTY LTD COMPUTER SOFTWARE	30/04/2019	3,107.50
EF120479	13779	PORTER CONSULTING ENGINEERS ENGINEERING CONSULTANCY SERVICES	30/04/2019	11,220.00
EF120480	13825	JACKSON MCDONALD LEGAL SERVICES	30/04/2019	2,780.43
EF120481	13849	MCMULLEN NOLAN GROUP PTY LTD SURVEYING SERVICES	30/04/2019	1,331.00
EF120482	13860	KRS CONTRACTING WASTE COLLECTION SERVICES	30/04/2019	7,243.50
EF120483	13873	COCKBURN SES TRAFFIC MANAGEMENT SERVICES	30/04/2019	1,500.00
EF120484	13998	AIR & POWER PTY LTD MECHANICAL PARTS	30/04/2019	679.58
EF120485	14305	ACHIEVEABILITY PTY LTD TRAINING SEMINAR	30/04/2019	1,300.00
EF120486	14311	BBC ENTERTAINMENT ENTERTAINMENT SERVICES	30/04/2019	4,235.00
EF120487	14593	AUSTREND INTERNATIONAL PTY LTD ALUMINIUM SUPPLIES	30/04/2019	1,386.00
EF120488	14631	WASTE GAS RESOURCES PTY LTD POWER GENERATION	30/04/2019	2,720.96
EF120489	14665	ANG, SANNY ENTERTAINMENT SERVICES - ORIGAMI	30/04/2019	99.00
EF120490	15271	PLE COMPUTERS PTY LTD COMPUTER HARDWARE	30/04/2019	2,135.00
EF120491	15393	STRATAGREEN HARDWARE SUPPLIES	30/04/2019	434.36
EF120492	15588	NATURAL AREA HOLDINGS PTY LTD WEED SPRAYING	30/04/2019	15,708.71
EF120493	15850	ECOSCAPE ENVIRONMENTAL CONSULTANCY	30/04/2019	10,450.50
EF120494	16064	CMS ENGINEERING PTY LTD AIRCONDITIONING SERVICES	30/04/2019	29,935.84
EF120495	16107	WREN OIL WASTE DISPOSAL SERVICES	30/04/2019	49.50
EF120496	16108	ALTIFORM PTY LTD OUTDOOR FURNITURE	30/04/2019	12,784.20
EF120497	16257	THE FINISHING TOUCH GALLERY FRAMING SERVICES	30/04/2019	297.25
EF120498	16396	MAYDAY EARTHMOVING ROAD CONSTRUCTION MACHINE HIRE	30/04/2019	40,966.75
EF120499	16431	SPYDER DISPLAYS DISPLAYS & BANNERS	30/04/2019	2,255.00
EF120500	16653	COMPLETE PORTABLES PTY LTD SUPPLY & HIRE OF MODULAR BUILDINGS	30/04/2019	226.28
EF120501	16846	ACTION GLASS & ALUMINIUM GLAZING SERVICES	30/04/2019	4,707.93
EF120502	16894	TREBLEX INDUSTRIAL PTY LTD CHEMICALS - AUTOMOTIVE	30/04/2019	664.40

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EF120503	16985	WA PREMIX	30/04/2019	16,815.26
EF120504	17471	CONCRETE SUPPLIES		
EF120504	17471	PIRTEK (FREMANTLE) PTY LTD	30/04/2019	1,796.35
EF120505	17600	HOSES & FITTINGS		
EF120505	17600	LIGHTFORCE ASSET PTY LTD (ERECTIONS!)	30/04/2019	7,931.00
EF120506	17608	GUARD RAILS		
EF120506	17608	NU-TRAC RURAL CONTRACTING	30/04/2019	9,710.28
EF120507	17624	BEACH CLEANING/FIREBREAK CONSTRUCTION		
EF120507	17624	ALLSPORTS LINEMARKING	30/04/2019	110.00
EF120508	17827	LINEMARKING SERVICES		
EF120508	17827	NILSEN (WA) PTY LTD	30/04/2019	909.44
EF120509	17927	ELECTRICAL SERVICES		
EF120509	17927	SHARYN EGAN	30/04/2019	660.00
EF120510	18203	ARTISTIC SERVICES		
EF120510	18203	NATSYNCH ENVIRONMENTAL	30/04/2019	1,534.50
EF120511	18272	PEST CONTROL		
EF120511	18272	AUSTRACLEAR LIMITED	30/04/2019	65.55
EF120512	18286	INVESTMENT SERVICES		
EF120512	18286	IW PROJECTS PTY LTD	30/04/2019	4,129.95
EF120513	18407	CONSULTANCY SERVICES - CIVIL ENGINEERING		
EF120513	18407	RIPE ART	30/04/2019	460.00
EF120514	18533	CATERING SERVICES - EDIBLE ART		
EF120514	18533	FRIENDS OF THE COMMUNITY INC.	30/04/2019	987.00
EF120515	18621	DONATION		
EF120515	18621	PLANNING INSTITUTE AUSTRALIA	30/04/2019	751.00
EF120516	18625	REGISTRATION		
EF120516	18625	PEDERSENS HIRE & STRUCTURES PTY LTD	30/04/2019	835.00
EF120517	18695	FUNCTION EQUIPMENT HIRE		
EF120517	18695	MYAREE CRANE HIRE	30/04/2019	272.25
EF120518	18734	CRANE HIRE		
EF120518	18734	P & R EDWARDS	30/04/2019	565.00
EF120519	18763	ENTERTAINMENT SERVICES		
EF120519	18763	LOCAL COMMUNITY INSURANCE SERVICES	30/04/2019	309.97
EF120520	18799	COMMUNITY INSURANCE POLICIES		
EF120520	18799	DOWN TO EARTH TRAINING & ASSESSING	30/04/2019	365.00
EF120521	18962	TRAINING SERVICES		
EF120521	18962	SEALANES (1985) P/L	30/04/2019	1,628.77
EF120522	19533	CATERING SUPPLIES		
EF120522	19533	WOOLWORTHS LTD	30/04/2019	3,106.92
EF120523	19649	GROCERIES		
EF120523	19649	TELSTRA NETWORK INTEGRITY SERVICES	30/04/2019	3,407.81
EF120524	19776	COMMUNICATION SERVICES		
EF120524	19776	JOSH BYRNE & ASSOCIATES	30/04/2019	15,263.60
EF120525	19856	ENVIRONMENTAL CONSULTANT		
EF120525	19856	WESTERN TREE RECYCLERS	30/04/2019	3,080.00
EF120526	20000	SHREDDING SERVICES		
EF120526	20000	AUST WEST AUTO ELECTRICAL PTY LTD	30/04/2019	11,893.95
EF120527	20146	AUTO ELECTRICAL SERVICES		
EF120527	20146	DATA#3 LIMITED	30/04/2019	1,179.55
EF120528	20236	CONTRACT IT PERSONNEL & SOFTWARE		
EF120528	20236	PROTECTION 1 PTY LTD	30/04/2019	8,591.10
EF120529	20321	SECURITY SYSTEMS/SERVICES		
EF120529	20321	RIVERJET PTY LTD	30/04/2019	21,978.00
EF120530	20546	EDUCTING-CLEANING SERVICES		
EF120530	20546	PACIFIC BIOLOGICS PTY LTD	30/04/2019	5,231.53
EF120531	20556	INSECTICIDES/PESTICIDES-MOSQUITO CONTROL		
EF120531	20556	DVG MOUNTWAY MELVILLE	30/04/2019	11,992.20
EF120532	20857	PURCHASE OF NEW VEHICLES		
EF120532	20857	DOCKSIDE SIGNS	30/04/2019	132.00
EF120533	21120	SIGN MAKERS		
EF120533	21120	SHOREWATER MARINE PTY LTD	30/04/2019	22,635.14
EF120534	21127	MARINE CONSTRUCTION SERVICES		
EF120534	21127	JOANNA AYCKBOURN (VOICES IN SYNC)	30/04/2019	1,350.50
EF120535	21139	INSTRUCTION - SINGING		
EF120535	21139	AUSTRAFFIC WA PTY LTD	30/04/2019	5,808.00
EF120536	21291	TRAFFIC SURVEYS		
EF120536	21291	CHITTERING VALLEY WORM FARM	30/04/2019	2,360.00
EF120537	21294	ENVIRONMENTAL EDUCATION		
EF120537	21294	CAT HAVEN	30/04/2019	1,478.00
EF120538	21371	ANIMAL SERVICES		
EF120538	21371	LD TOTAL SANPOINT PTY LTD	30/04/2019	24,608.87
EF120539	21627	LANDSCAPING WORKS/SERVICES		
EF120539	21627	MANHEIM PTY LTD	30/04/2019	1,397.00
EF120540	21665	IMPOUNDED VEHICLES		
EF120540	21665	MMJ REAL ESTATE (WA) PTY LTD	30/04/2019	21,377.62
EF120541	21744	PROPERTY MANAGEMENT SERVICES		
EF120541	21744	JB HI FI - COMMERCIAL	30/04/2019	7,900.50
EF120542	21747	ELECTRONIC EQUIPMENT		
EF120542	21747	UNICARE HEALTH	30/04/2019	705.00
EF120543	21915	WHEELCHAIR HIRE		
EF120543	21915	ECOWATER SERVICES PTY LTD	30/04/2019	350.80
EF120544	21946	MAINTENANCE SERVICES - WASTE SYSTEMS		
EF120544	21946	RYAN'S QUALITY MEATS	30/04/2019	1,715.64
EF120545	21988	MEAT SUPPLIES		
EF120545	21988	O'BRIEN HARROP ACCESS PTY LTD	30/04/2019	16,186.50
EF120546	22106	CONSULTANCY SERVICES - DISABILITY		
EF120546	22106	INTELLIFE GROUP	30/04/2019	4,775.88
EF120547	22119	SERVICES - DAIP		
EF120547	22119	BINDI BINDI DREAMING MARISSA VERMA	30/04/2019	1,980.00
EF120547	22119	CONSULT - ABORIGINAL EDUCATION/ENT		

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EF120548	22192	VANESSA PAGET - BUSH WISDOM SURVIVAL EDUCATION/ENTERTAINMENT	30/04/2019	352.00
EF120549	22337	SEGAFREDO ZANETTI AUST PTY LTD COFFEE & COFFEE MACHINES	30/04/2019	315.70
EF120550	22448	CAKES WEST PTY LTD CATERING	30/04/2019	109.38
EF120551	22553	BROWNES FOOD OPERATIONS CATERING SUPPLIES	30/04/2019	672.24
EF120552	22569	SONIC HEALTH PLUS PTY LTD MEDICAL SERVICES	30/04/2019	2,490.56
EF120553	22613	VICKI ROYANS ARTISTIC SERVICES	30/04/2019	300.00
EF120554	22619	KSC TRAINING TRAINING SERVICES	30/04/2019	660.00
EF120555	22623	LANDMARK PRODUCTS LTD LANDSCAPE INFRASTRUCTURE	30/04/2019	19,002.50
EF120556	22624	AUSSIE EARTHWORKS PTY LTD EARTHWORKS	30/04/2019	33,261.25
EF120557	22639	SHATISH CHAUHAN TRAINING SERVICES - YOGA	30/04/2019	1,874.00
EF120558	22682	BEAVER TREE SERVICES PTY LTD TREE PRUNING SERVICES	30/04/2019	60,859.55
EF120559	22806	PUMA ENERGY (AUSTRALIA) FUELS PTY LTD FUEL SUPPLIES	30/04/2019	106,286.01
EF120560	22903	UNIQUE INTERNATIONAL RECOVERIES LLC DEBT COLLECTORS	30/04/2019	230.40
EF120561	22913	AUSTRALIAN OFFICE LEADING BRANDS.COM.AU ENVELOPES	30/04/2019	1,230.57
EF120562	23288	ARIANE ROEMMELE AMUSEMENT - CHILDREN'S ACTIVITIES	30/04/2019	500.00
EF120563	23332	WRIGHTS HEAVY RECOVERY TOWING SERVICES	30/04/2019	770.00
EF120564	23351	COCKBURN GP SUPER CLINIC LIMITED T/A COCKBURN INTEGRATED HEALTH LEASING FEES	30/04/2019	1,254.79
EF120565	23450	CLEVER DESIGNS UNIFORMS	30/04/2019	288.00
EF120566	23457	TOTALLY WORKWEAR FREMANTLE CLOTHING - UNIFORMS	30/04/2019	2,329.84
EF120567	23549	WEST OZ WILDLIFE AMUSEMENT PARK ENTRY FEES	30/04/2019	643.50
EF120568	23570	A PROUD LANDMARK PTY LTD LANDSCAPE CONTRUCTION SERVICES	30/04/2019	62,246.69
EF120569	23579	DAIMLER TRUCKS PERTH PURCHASE OF NEW TRUCK	30/04/2019	2,060.43
EF120570	23685	ASTRO SYNTHETIC TURF PTY LTD SITE INSPECTIONS	30/04/2019	495.00
EF120571	23735	SIDRA SOLUTIONS SOFTWARE	30/04/2019	429.00
EF120572	23817	ARUP PTY LTD CONSULTANCY-ENG, PLANNING, DESIGN	30/04/2019	1,826.00
EF120573	23971	FIND WISE LOCATION SERVICES LOCATING SERVICES - UNDERGROUND	30/04/2019	6,696.80
EF120574	24130	WESTERN AUSTRALIAN BIRDS OF PREY ENTERTAINMENT	30/04/2019	650.00
EF120575	24156	MASTEC AUSTRALIA PTY LTD PURCHASE OF NEW BINS	30/04/2019	135,800.64
EF120576	24275	TRUCK CENTRE WA PTY LTD PURCHASE OF NEW TRUCK	30/04/2019	1,410.40
EF120577	24281	ECO LOGICAL AUSTRALIA PTY LTD MAPPING SERVICES	30/04/2019	1,980.00
EF120578	24506	AMARANT'S PERSONAL TRAINING PERSONAL TRAINING SERVICES	30/04/2019	433.50
EF120579	24557	AVELING CONSULTANCY SERVICES	30/04/2019	1,760.00
EF120580	24595	CONTEMPORARY IMAGE PHOTOGRAPHY PTY LTD PHOTOGRAPHY SERVICES	30/04/2019	636.90
EF120581	24610	ALL FLAGS SIGNS & BANNERS SIGNS, FLAGS, BANNERS	30/04/2019	786.50
EF120582	24643	BIBLIOTHECA RFID LIBRARY SYSTEMS AUSTRALIA PTY LTD PURCHASE OF LIBRARY TAGS	30/04/2019	224.14
EF120583	24655	AUTOMASTERS SPEARWOOD VEHICLE SERVICING	30/04/2019	2,783.00
EF120584	24734	MYRIAD IMAGES PHOTOGRAPHY SERVICES	30/04/2019	6,820.00
EF120585	24736	ZENIEN CCTV CAMERA LICENCES	30/04/2019	1,716.00
EF120586	24748	PEARMAN'S ELECTRICAL & MECHANICAL SERVICES P/L ELECTRICAL SERVICES	30/04/2019	10,602.16
EF120587	24902	CRIMSON WOLF FINE ART ARTISTIC SERVICES	30/04/2019	1,500.00
EF120588	24949	BITUMEN SURFACING THE TRUSTEE FOR COMPLETE ROAD SERVICES TRUST BITUMEN SUPPLIES	30/04/2019	6,770.47
EF120589	24959	PERTH TEMPORARY AIRBRUSH TATTOOS ENTERTAINMENT SERVICES	30/04/2019	350.00
EF120590	24974	SCOTT PRINT PRINTING SERVICES	30/04/2019	11,162.80
EF120591	24978	AMBIUS PLANTS SUPPLIES	30/04/2019	519.56
EF120592	25063	SUPERIOR PAK PTY LTD VEHICLE MAINTENANCE	30/04/2019	4,071.30

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EF120593	25102	FREMANTLE MOBILE WELDING WELDING SERVICES	30/04/2019	4,229.50
EF120594	25115	FIIG INVESTMENT MANAGEMENT SERVICES	30/04/2019	2,750.00
EF120595	25121	IMAGESOURCE DIGITAL SOLUTIONS BILLBOARDS	30/04/2019	10,535.10
EF120596	25128	HORIZON WEST LANDSCAPE & IRRIGATION P/L LANDSCAPING SERVICES	30/04/2019	38,684.57
EF120597	25201	JTAGZ PTY LTD WRISTSTRAPS	30/04/2019	1,302.40
EF120598	25262	CARABINER PTY LTD ARCHITECTURAL SERVICES	30/04/2019	9,639.30
EF120599	25264	ACURIX NETWORKS PTY LTD WIFI ACCESS SERVICE	30/04/2019	5,812.40
EF120600	25326	WORD OF MOUTH TECHNOLOGY SMOKE ALARMS	30/04/2019	4,689.90
EF120601	25415	JANDAKOT STOCK & PET SUPPLIES PET SUPPLIES	30/04/2019	153.10
EF120602	25418	C S LEGAL LEGAL SERVICES	30/04/2019	12,338.92
EF120603	25644	DYMOCKS GARDEN CITY PURCHASE OF BOOKS	30/04/2019	259.22
EF120604	25645	YELAKITJ MOORT NYUNGAR ASSOCIATION INC WELCOME TO THE COUNTRY PERFORMANCES	30/04/2019	800.00
EF120605	25657	LOCK JOINT AUSTRALIA THE TRUSTEE FOR THE GHERBAZ FAMILY TRUST LOCKSMITH SERVICES	30/04/2019	858.00
EF120606	25713	DISCUS ON DEMAND THE TRUSTEE FOR DISCUS ON DEMAND UNIT TRUST PRINTING SERVICES	30/04/2019	7,540.39
EF120607	25733	MIRACLE RECREATION EQUIPMENT PLAYGROUND INSTALLATION / REPAIRS	30/04/2019	2,640.00
EF120608	25737	THE TRUSTEE FOR SARB ENTERPRISES HYBRID TRUST T/A DATABASE CONSULTANTS AUST CONSULTANCY SERVICES	30/04/2019	11,561.00
EF120609	25771	INTEGRAL DEVELOPMENT ASSOCIATES PTY LTD TRAINING COURSES	30/04/2019	1,849.10
EF120610	25813	LG CONNECT PTY LTD ERP SYSTEMS DEVELOPMENT	30/04/2019	4,224.00
EF120611	25819	BRAJKOVICH DEMOLITION & SALVAGE (WA) PTY LTD DEMOLITION SERVICES	30/04/2019	6,765.00
EF120612	25822	FITZWORK.COM.AU MERCURY SEARCH AND SELECTION PTY LTD EMPLOYEE CHECK	30/04/2019	38.39
EF120613	25832	EXTERIA STREET AND PARK INFRASTRUCTURE	30/04/2019	6,910.20
EF120614	25940	LEAF BEAN MACHINE COFFEE BEAN SUPPLY	30/04/2019	400.00
EF120615	25957	GOVERNANCE INSTITUTE OF AUSTRALIA LTD EDUCATION, TRAINING AND MEMBERSHIP SERVI	30/04/2019	1,190.00
EF120616	25962	ALL LINES LINEMARKING SERVICES	30/04/2019	2,095.00
EF120617	26020	GRANT ELEVATORS LIFT MAINTENANCE	30/04/2019	528.00
EF120618	26029	AUTOSWEEP WA SWEEPING SERVICES	30/04/2019	4,587.00
EF120619	26110	DASH CIVIL CONTRACTING CONCRETING SERVICES	30/04/2019	48,766.30
EF120620	26114	GRACE RECORDS MANAGEMENT RECORDS MANAGEMENT SERVICES	30/04/2019	1,464.31
EF120621	26120	ECOBURBIA ENVIRONMENTAL WASTE WORKSHOPS	30/04/2019	660.00
EF120622	26121	COCKBURN COMMUNITY MEN'S SHED INC FABRICATION SERVICES	30/04/2019	600.00
EF120623	26173	SOUTHSIDE PLUMBING PLUMBING SERVICES	30/04/2019	1,122.00
EF120624	26195	PLAY CHECK CONSULTING SERVICES	30/04/2019	330.00
EF120625	26211	AMCOM PTY LTD INTERNET/DATA SERVICES	30/04/2019	14,601.71
EF120626	26257	PAPERBARK TECHNOLOGIES ARBORICULTURAL CONSULTANCY SERVICES	30/04/2019	25,300.80
EF120627	26303	GECKO CONTRACTING TURF & LANDSCAPE MAINTENANCE TURF & LANDSCAPE MAINTENANCE	30/04/2019	88,496.10
EF120628	26314	CPE GROUP TEMPORARY EMPLOYMENT SERVICES	30/04/2019	6,338.98
EF120629	26330	KENNARDS HIRE - BIBRA LAKE EQUIPMENT HIRE	30/04/2019	1,154.00
EF120630	26369	ALL RETAINING SYSTEMS CONSTRUCTION SERVICES	30/04/2019	6,215.00
EF120631	26399	PAPERSOUL THE TRUSTEE FOR PETERS MORRISON FAMILY TRUST GRAPHIC DESIGN SERVICES	30/04/2019	5,720.00
EF120632	26403	CHES POWER GROUP ENGINEERING SOLUTIONS / BACK UP GENERATO	30/04/2019	640.57
EF120633	26407	ABORIGINAL PRODUCTIONS AND PROMOTIONS CULTURAL EDUCATION SERVICES	30/04/2019	1,650.00
EF120634	26418	INTEGRANET TECHNOLOGY GROUP PTY LTD ICT CONSULTANCY SERVICES	30/04/2019	2,336.68
EF120635	26419	EQUIFAX AUSTRALASIA CREDIT RATINGS PTY LTD CREDIT REFERENCE CHECKS	30/04/2019	9,042.00
EF120636	26442	BULLANT SECURITY PTY LTD KEY WEST LOCK SERVICE & SALES LOCKSMITH & SECURITV SERVICES	30/04/2019	10,128.18
EF120637	26470	SCP CONSERVATION FENCING SERVICES	30/04/2019	19,118.00

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EF120638	26486	BIBRA LAKE FABRICATORS PTY LTD FABRICATION SERVICES	30/04/2019	1,265.00
EF120639	26535	JUANETTA ROSE KNAPP AND BRUCE REGINALD WRIGHT (JENNY KNAPP) PURCHASE OF ARTWORK	30/04/2019	300.00
EF120640	26550	GAME VAULT PTY LTD AMUSEMENT SERVICES	30/04/2019	1,120.00
EF120641	26574	EVA BELLYDANCE ENTERTAINMENT - BELLY DANCING	30/04/2019	300.00
EF120642	26576	WIZARD TRAINING SOLUTIONS TRAINING SERVICES	30/04/2019	1,760.00
EF120643	26586	WA TEMPORARY FENCING SUPPLIES FENCING - TEMPORARY	30/04/2019	198.00
EF120644	26588	SOURCE SEPARATION SYSTEMS P/L PROVIDING WASTE AND RECYCLING BINS	30/04/2019	688.66
EF120645	26606	ENVIRO INFRASTRUCTURE PTY LTD CONSTRUCTION& FABRICATION	30/04/2019	23,450.21
EF120646	26614	MARKETFORCE PTY LTD ADVERTISING	30/04/2019	13,101.88
EF120647	26618	GLOBAL SPILL CONTROL PTY LTD ROAD SAFETY PRODUCTS	30/04/2019	13,863.52
EF120648	26620	GRA PARTNERS CONSULTING/ADVISORY	30/04/2019	16,500.00
EF120649	26625	ANDOVER DETAILERS CAR DETAILING SERVICES	30/04/2019	1,377.20
EF120650	26649	KUBED MEDIA HIRE OF ADVERTISING LED SCREENS	30/04/2019	825.00
EF120651	26709	TALIS CONSULTANTS PTY LTD WASTE CONSULTANCY	30/04/2019	14,300.00
EF120652	26719	WOOLWORTHS LIMITED (WISH GIFT CARDS) RETAIL - GIFT CARDS	30/04/2019	1,470.00
EF120653	26721	QUAD SERVICES PTY LTD CLEANING SERVICES	30/04/2019	19,517.25
EF120654	26728	PROGRESSING PRIORITY PROJECTS CONSULTANCY - COMMUNITY SERVICES	30/04/2019	1,870.00
EF120655	26735	SHANE MCMASTER SURVEYS SURVEY SERVICES	30/04/2019	21,912.00
EF120656	26739	KERB DOCTOR KERB MAINTENANCE	30/04/2019	13,124.10
EF120657	26743	STATEWIDE TURF SERVICES TURF RENOVATION	30/04/2019	12,487.96
EF120658	26745	EMBROIDME MYAREE EMBROIDERY	30/04/2019	2,876.50
EF120659	26747	BELL-VISTA FRUIT & VEG FRUIT AND VEGETABLES.	30/04/2019	431.54
EF120660	26754	INSIGHT CALL CENTRE SERVICES CALL CENTRE SERVICES	30/04/2019	6,541.04
EF120661	26756	TRENCHBUSTERS PTY LTD EARTHMOVING	30/04/2019	480.00
EF120662	26757	INCREDIBLE CREATURES MOBILE FARM BRINGING ANIMALS TO SHOWS FOR PUBLIC INT	30/04/2019	850.00
EF120663	26761	THE SAND CARD COMPANY ENTERTAINMENT SERVICES	30/04/2019	1,525.00
EF120664	26774	NATURALISTE LAND SURVEYS SURVEYING SERVICES	30/04/2019	4,400.00
EF120665	26780	METROPOLITAN OMNIBUS COMPANY BUS HIRE	30/04/2019	1,837.00
EF120666	26782	SOFT LANDING RECYCLING SERVICES	30/04/2019	9,421.39
EF120667	26787	WALLEYSTACK INTERNATIONAL PTY LTD ENTERTAINMENT SERVICES	30/04/2019	1,100.00
EF120668	26797	DONEGAN ENTERPRISES PTY LTD INSTALL PARK FURNITURE	30/04/2019	5,071.00
EF120669	26800	THE GOODS RETAIL	30/04/2019	204.86
EF120670	26811	ROMERI MOTOR TRIMMERS UPHOLSTERY REPAIR	30/04/2019	188.00
EF120671	26813	BUSWEST BUS HIRE	30/04/2019	539.00
EF120672	26835	NGIS AUSTRALIA PTY LTD GEOGRAPHIC INFORMATION SYSTEMS	30/04/2019	2,640.00
EF120673	26839	BOKASHI COMPOSTING AUSTRALIA PTY LTD COMPOSTING SYSTEMS	30/04/2019	3,332.54
EF120674	26843	ERGOLINK ERGONOMIC OFFICE FURNITURE	30/04/2019	2,361.36
EF120675	26848	MELANIE MACLOU ARTISTIC SERVICES	30/04/2019	1,500.00
EF120676	26851	BARRETT EXHIBITION GROUP PTY LTD DSIPALY EQUIPMENT	30/04/2019	8,202.70
EF120677	26871	JOHN PAPAS TRAILERS TRAILER MANUFACTURE	30/04/2019	5,660.00
EF120678	26884	PEOPLE ON BICYCLES TRAINING - BICYCLE CLASSES	30/04/2019	720.00
EF120679	26888	MEDIA ENGINE GRAPHIC DESIGN, MARKETING, VIDEO PRODUCT	30/04/2019	9,820.00
EF120680	26898	SPANDEX ASIA PACIFIC PTY LTD SIGNAGE SUPPLIER	30/04/2019	5,983.70
EF120681	26901	ALYKA PTY LTD DIGITAL CONSULTANCY AND WEB DEVELOPMENT	30/04/2019	1,155.00
EF120682	26904	GREEN SERVICES SUSTAINABILITY EDUCATION FOR HOUSEHOLDS	30/04/2019	4,800.00

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EF120683	26909	WEST COAST PROFILERS PTY LTD	30/04/2019	61,123.04
EF120684	26917	ROAD PLANING COLD SERVICES	30/04/2019	17,499.16
EF120685	26929	CIRRUS NETWORKS PTY LTD	30/04/2019	1,215.83
EF120686	26938	IT NETWORK & TELEPHONY SERVICES	30/04/2019	54,719.79
EF120687	26939	ELAN ENERGY MATRIX PTY LTD	30/04/2019	10,010.00
EF120688	26940	RECYCLING SERVICES	30/04/2019	15,620.00
EF120689	26946	MAJESTIC PLUMBING	30/04/2019	1,338.22
EF120690	26977	PLUMBING SERVICES	30/04/2019	1,000.00
EF120691	26981	UDLA PTY LTD	30/04/2019	7,584.50
EF120692	26984	LANDSCAPE ARCHITECTURE AND URBAN DESIGN	30/04/2019	12,287.00
EF120693	26987	FLOORWEST	30/04/2019	2,330.25
EF120694	26988	FLOOR COVERINGS	30/04/2019	3,111.90
EF120695	26989	AV TRUCK SERVICES PTY LTD	30/04/2019	114.40
EF120696	27002	TRUCK DEALERSHIP	30/04/2019	10,853.00
EF120697	27010	THE YOUNG BOXING WOMAN PROJECT	30/04/2019	31,071.98
EF120698	27011	TRAINING/MENTORING	30/04/2019	331.34
EF120699	27015	PERTH MARKET RESEARCH	30/04/2019	2,139.50
EF120700	27027	EVENT ANALYSIS AND COMMUNITY MARKET RESE	30/04/2019	15,061.32
EF120701	27028	COMMERCIAL AQUATICS AUSTRALIA PTY LTD	30/04/2019	1,706.43
EF120702	27031	POOL EQUIPMENT	30/04/2019	58,236.83
EF120703	27032	CTI RISK MANAGEMENT	30/04/2019	3,630.00
EF120704	27034	SECURITY - CASH COLLECTION	30/04/2019	1,060.40
EF120705	27044	BLADON WA PTY LTD	30/04/2019	6,151.07
EF120706	27052	PROMOTIONAL PRODUCTS	30/04/2019	6,110.00
EF120707	27054	P & M AUTOMOTIVE EQUIPMENT	30/04/2019	4,646.40
EF120708	27060	SERVICE & MAINTENANCE MECHANICAL	30/04/2019	1,001.00
EF120709	27065	COCKBURN PARTY HIRE	30/04/2019	2,417.28
EF120710	27069	HIRE SERVICES	30/04/2019	2,139.50
EF120711	27072	QUANTUM BUILDING SERVICES PTY LTD	30/04/2019	3,931.00
EF120712	27082	BUILDING MAINTENANCE	30/04/2019	1,360.89
EF120713	27085	BAILEYS MARINE FUEL AUSTRALIA	30/04/2019	8,316.00
EF120714	27098	FUEL	30/04/2019	4,877.95
EF120715	27110	INTELLI TRAC	30/04/2019	19,076.20
EF120716	27124	GPS TRACKING	30/04/2019	500.50
EF120717	27131	FRIG TECH WA	30/04/2019	467.50
EF120718	27132	REFRIDGERATION SERVICES	30/04/2019	400.00
EF120719	27133	TECHNOGYM AUSTRALIA PTY LTD	30/04/2019	9,020.00
EF120720	27142	FITNESS EQUIPMENT	30/04/2019	4,483.60
EF120721	27154	DOWNER EDI WORKS PTY LTD	30/04/2019	21,427.69
EF120722	27155	ASPHALT SERVICES	30/04/2019	2,173.00
EF120723	27161	WTP AUSTRALIA PTY LTD	30/04/2019	2,750.00
EF120724	27165	QUANTITY SURVEYORS	30/04/2019	7,301.10
EF120725	27168	ADELBY PTY LTD	30/04/2019	515.61
EF120726	27189	FIREBREAK CONSTRUCTION	30/04/2019	412.50
EF120727	27215	GRAFFITI SYSTEMS AUSTRALIA	30/04/2019	544.50
		GRAFFITI REMOVAL & ANTI-GRAFFITI COATING		
		EVENT MARQUEES		
		MARQUEE HIRE		
		VOCUS PTY LTD		
		TELECOMMUNICATIONS		
		CANTERBURY GROUP PTY LTD		
		OFFICE FURNITURE		
		WESTBOOKS		
		BOOKS		
		HART SPORT		
		SPORTS EQUIPMENT		
		NORDIC FITNESS EQUIPMENT		
		FITNESS EQUIPMENT		
		KULBARDI PTY LTD		
		STATIONERY SUPPLIES		
		SAVILLS PROJECT MANAGEMENT PTY LTD		
		PROJECT MANAGEMENT		
		Q2 (Q-SQUARED)		
		DIGITAL DATA SERVICE		
		RISKWEST		
		MANAGEMENT CONSULTANT		
		LYCOPodium INFRASTRUCTURE PTY LTD		
		ENGINEERING SERVICES		
		WEST COAST COMMERCIAL INDUSTRIES		
		LOCKERS		
		WILMA SCENINI		
		TRAINING & INSTRUCTOR		
		MARINDUST SALES		
		GOAL POSTS		
		FRONTLINE INTERIORS		
		CABINET MAKING & SHOP FITTING		
		SUEZ RECYCLING & RECOVERY PTY LTD		
		WASTE SERVICES		
		EDUCATED BY NATURE PTY LTD		
		EDUCATION SERVICES		
		NEXT POWER		
		SOLAR PANEL		
		LYPA		
		NATURE PLAY STYLE EQUIPMENT		
		NIGHTLIFE MUSIC PTY LTD		
		MUSIC MANAGEMENT		
		HEALTHSTRONG PTY LTD		
		HOME CARE		
		METAL WORKS PERTH		
		SIGNAGE		

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EF120728	27217	CROTHERS CONSTRUCTION PTY LTD	30/04/2019	740,389.12
EF120729	27234	BUILDING CONSTRUCTION SERVICES		
EF120730	27237	GO2CUP	30/04/2019	420.00
EF120731	27241	REUSABLE CUPS		
EF120732	27242	LOBEL EVENTS	30/04/2019	5,112.80
EF120733	27245	EVENT LIGHTING		
EF120734	27246	LANDSCAPE ELEMENTS PTY LTD	30/04/2019	50,240.55
EF120735	27265	LANDSCAPING SERVICES		
EF120736	27268	KP ELECTRIC (AUSTRALIA) PTY LTD	30/04/2019	4,349.81
EF120737	27269	ELECTRICAL SERVICES		
EF120738	27285	BEAUMONDE CATERING	30/04/2019	935.00
EF120739	27308	CATERING		
EF120740	27315	VEALE AUTO PARTS	30/04/2019	637.80
EF120741	27319	SPARE PARTS MECHANICAL		
EF120742	27324	KABOOM TOONS PTY LTD	30/04/2019	650.00
EF120743	27333	ARTISTIC		
EF120744	27334	FOCUS ENVIRO	30/04/2019	80,366.00
EF120745	27348	PLANT & MACHINERY		
EF120746	27352	INTEGRAPAY PTY LTD	30/04/2019	12,917.82
EF120747	27355	PAYMENT PROCESSING		
EF120748	27379	XTREME FIRE DETECTION	30/04/2019	352.00
EF120749	27384	FIRE SAFETY		
EF120750	27388	JATU CLOTHING & PPE PTY LTD	30/04/2019	923.81
EF120751	27392	CLOTHING PPE		
EF120752	27396	YACHT GROT	30/04/2019	399.60
EF120753	27401	MARINE AND GENERAL HARDWARE		
EF120754	27403	NATURE CALLS PORTABLE TOILETS	30/04/2019	1,394.00
EF120755	27422	HIRE - PORTABLE LOOS		
EF120756	27423	BEBBCART PTY LTD	30/04/2019	1,056.00
EF120757	27431	CARTOGRAPHIC AND DRAFTING SERVICES		
EF120758	27434	SAFETY SOLUTIONS WA PTY LTD	30/04/2019	1,320.00
EF120759	27438	SAFETY SERVICES OHS		
EF120760	27448	WESTCARE PRINT	30/04/2019	1,188.00
EF120761	27450	PRINTING SERVICES		
EF120762	27452	MESSAGE MEDIA	30/04/2019	336.23
EF120763	27455	TELECOMMUNICATIONS		
EF120764	27456	BIKEWISE	30/04/2019	4,400.00
EF120765	27465	TRANSPORT PROMOTIONS		
EF120766	27473	PLAYMASTER	30/04/2019	72,176.50
EF120767	27482	PLAYGROUND EQUIPMENT		
EF120768	27486	ESRI AUSTRALIA PTY LTD	30/04/2019	117,700.00
EF120769	27499	GIS SOFTWARE		
EF120770	27502	SIFTING SANDS	30/04/2019	12,582.89
EF120771	27507	SAND CLEANING		
EF120772	27512	MARK-IT	30/04/2019	4,061.07
EF120773	27512	SCREEN PRINTING		
EF120774	27512	AXIS MAINTENANCE SERVICES PTY LTD	30/04/2019	3,489.81
EF120775	27512	MAINTENANCE		
EF120776	27512	ANKEET MEHTA SPEARWOOD NEWSPAPER ROUND DELIVERY	30/04/2019	339.97
EF120777	27512	NEWSPAPER DELIVERY		
EF120778	27512	EMPRISE MOBILITY PTY LTD	30/04/2019	2,550.00
EF120779	27512	MOBILITY EQUIPMENT		
EF120780	27512	FREEDOM FAIRIES PTY LTD	30/04/2019	1,122.00
EF120781	27512	AMUSEMENT		
EF120782	27512	LITTLE HAWK FREQ	30/04/2019	5,723.50
EF120783	27512	CATERING		
EF120784	27512	MECHANICAL PROJECT SERVICES PTY LTD	30/04/2019	5,372.03
EF120785	27512	AIRCONDITIONING SERVICES		
EF120786	27512	UNITED DIAMOND TOOLS	30/04/2019	3,595.00
EF120787	27512	TOOLS		
EF120788	27512	CARTWRIGHT MEDIA	30/04/2019	720.00
EF120789	27512	VIDEO PRODUCTION		
EF120790	27512	ERTECH PTY LTD	30/04/2019	517,439.58
EF120791	27512	ENGINEERING CIVIL		
EF120792	27512	SELECTRO SERVICES PTY LTD	30/04/2019	1,083.50
EF120793	27512	ELECTRICAL		
EF120794	27512	AAA PRODUCTION SERVICES	30/04/2019	8,690.00
EF120795	27512	HIRE PA/SATGE SYSTEMS		
EF120796	27512	INTEGRATED FUEL SERVICES & SOLUTION PTY LTD	30/04/2019	1,743.50
EF120797	27512	PETROLEUM CHEMICAL		
EF120798	27512	SITE PROTECTIVE SERVICES	30/04/2019	15,102.18
EF120799	27512	CCTV PARTS		
EF120800	27512	SECUREPAY PTY LTD	30/04/2019	697.13
EF120801	27512	PAYMENT SOLUTIONS		
EF120802	27512	LEADING AGE SERVICES AUSTRALIA LTD	30/04/2019	1,782.00
EF120803	27512	TRAINING		
EF120804	27512	WASTELESS PANTRY MUNDARING PTY LTD	30/04/2019	350.00
EF120805	27512	ENVIRONMENTAL EDUCATION		
EF120806	27512	BILLI AUSTRALIA PTY LTD	30/04/2019	2,921.60
EF120807	27512	WATER FILTER TAPS		
EF120808	27512	INTERNATIONAL CORROSION SERVICES PTY LTD	30/04/2019	900.00
EF120809	27512	CORROSION SERVICES		
EF120810	27512	HODGE COLLARD PRESTON ARCHITECTS	30/04/2019	9,900.00
EF120811	27512	ARCHITECTS		
EF120812	27512	FLOTH PTY LTD	30/04/2019	550.00
EF120813	27512	CONSULTANCY - HYDRAULIC ENGINEERING		
EF120814	27512	TJS SERVICES GROUP PTY LIMITED	30/04/2019	52,974.63
EF120815	27512	CLEANING SERVICES		
EF120816	27512	AGENT SALES & SERVICES PTY LTD	30/04/2019	725.45
EF120817	27512	POOL CHEMICALS		

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EF120773	27518	KYOCERA DOCUMENT SOLUTIONS AUSTRALIA PTY LTD	30/04/2019	9,384.41
EF120774	27523	PHOTOCOPYING MACHINES	30/04/2019	2,194.50
EF120775	27530	ROBERT LAWRENCE TOOHEY	30/04/2019	4,644.20
EF120776	27539	HIGH PRESSURE CLEANING	30/04/2019	6,031.30
EF120777	27546	PUSH MOBILITY	30/04/2019	577.50
EF120778	27548	BEACH ACCESS EQUIPMENT	30/04/2019	1,399.20
EF120779	27566	JASMIN CARPENTRY & MAINTENANCE	30/04/2019	875.60
EF120780	27575	CARPENTRY	30/04/2019	40.48
EF120781	27576	BPA ENGINEERING	30/04/2019	640.00
EF120782	27578	CONSULTANCY - ENGINEERING	30/04/2019	518.87
EF120783	27579	STANDING FORK	30/04/2019	1,375.00
EF120784	27587	CATERING	30/04/2019	31,144.19
EF120785	27596	THUROONA SERVICES	30/04/2019	8,573.40
EF120786	27605	ASBESTOS REMOVAL	30/04/2019	500.00
EF120787	27617	SHRED X SECURE DESTRUCTION	30/04/2019	11,264.00
EF120788	27622	DOCUMENT DESTRUCTION	30/04/2019	705.22
EF120789	27626	ZUMBA FITNESS WITH TRACY	30/04/2019	6,305.86
EF120790	27631	ZUMBA FITNESS CLASSES	30/04/2019	5,362.50
EF120791	27635	VORGEE PTY LTD	30/04/2019	66.00
EF120792	27640	SWIMWEAR	30/04/2019	11,256.64
EF120793	27644	TRAVIS HAYTO PHOTOGRAPHY	30/04/2019	211.20
EF120794	27648	PHOTOGRAPHY SERVICES	30/04/2019	1,733.60
EF120795	27651	NEW GROUND WATER SERVICES PTY LTD	30/04/2019	2,310.00
EF120796	27652	IRRIGATION/RETICULATION	30/04/2019	6,600.00
EF120797	27653	ALLWEST PLANT HIRE AUSTRALIA PTY LTD	30/04/2019	1,305.00
EF120798	27655	PLANT HIRE AND CIVIL CONTRACTING	30/04/2019	1,750.00
EF120799	27657	BIOMONITORING INTERNATIONAL PTY LTD	30/04/2019	360.00
EF120800	27662	CONSULTING - ENVIRONMENTAL	30/04/2019	2,772.00
EF120801	27667	GALAXY 42 PTY LTD	30/04/2019	7,167.60
EF120802	27668	CONSULTANCY - IT	30/04/2019	1,250.00
EF120803	27670	TRUGRADE MEDICAL SUPPLIES	30/04/2019	2,970.00
EF120804	27675	MEDICAL SUPPLIES	30/04/2019	23,920.38
EF120805	27676	INTERNATIONAL MARINA CONSULTANTS PTY LTD	30/04/2019	19.07
EF120806	27678	AQUATIC SERVICES WA PTY LTD	30/04/2019	13,475.00
EF120807	27680	POOL EQUIPMENT & MAINTENANCE	30/04/2019	990.00
EF120808	27684	THREAT PROTECT	30/04/2019	2,224.83
EF120809	27695	SECURITY	30/04/2019	26,722.13
EF120810	27699	RANGE FORD	30/04/2019	1,949.41
EF120811	27703	MOTOR VEHICLES	30/04/2019	5,390.00
EF120812	27704	CMAK TECHNOLOGIES PTY LTD	30/04/2019	44,582.70
EF120813	27706	ICT ENGINEERING & CONSULTING	30/04/2019	4,697.00
EF120814	27710	HFM ASSET MANAGEMENT PTY LTD	30/04/2019	1,039.50
EF120815	27711	ENGINEERING CONSULTANCY	30/04/2019	350.00
EF120816	27713	FIREGUARD WESTERN AUSTRALIA	30/04/2019	360.00
EF120817	27716	FIRE PROTECTION SERVICES	30/04/2019	1,500.00
		AREA 5 FOOTBALL PTY LTD		
		TRAINING - FOOTBALL		
		ABS INSTITUTE		
		TRAINING		
		CALAMUNNDA CAMEL EVENTS		
		HIRE - CAMEL RIDES		
		POSITIVE BALANCE MESSAGE		
		MASSAGE THERAPY		
		HOME NURSE MANDURAH PTY LTD		
		NURSING SERVICES		
		THE KP COLLECTIVE		
		MARKETING		
		OZ KIDSKARTZ		
		AMUSEMENT - ACTIVITY'S		
		MOLE PATROL HOLDINGS PTY LTD		
		MEDICAL CHECKS - SKIN		
		WGAWA PTY LTD		
		CONSULTANCY ENGINEERING		
		BLUE FORCE PTY LTD		
		SECURITY SERVICES		
		CARRINGTON HEALTH		
		TRAINING		
		BARKING WONDERFUL		
		THERAPY		
		JANI MURPHY PTY LTD		
		TRAINING		
		QTM PTY LTD		
		TRAFFIC MANAGEMENT		
		MICROWAY		
		SOFTWARE		
		JDA CONSULTANT HYDROLOGISTS		
		HYDROLOGICAL CONSULTANCY		
		LEXUS OF PERTH		
		VEHICLE DEALERSHIP		
		FLUFFY CLOUD MEDIA PTY LTD		
		PRODUCTION SERVICES, VIDEOE, AD,S		
		RELAY CONTROLS		
		ELECTRICAL SERVICES		
		MAD TATTERS MORRIS		
		DANCING - PERFORMANCES		
		MATERA ENVIRONMENTAL (WA) PTY LTD		
		SKIP BIN HIRE		
		FIRST RAY		
		SOFTWARE APPLICATION		
		TOTAL OF 677 EFT PAYMENTS		11,287,445.27

Payment Ref.	Account No.	Account/Payee	Date	\$ Value
EF119548		LESS CANCELLED PAYMENTS:		
EF119538		CAREY BOUWER	3/04/2019 -	1,032.86
		ENGINEERING FOR KIDS AUSTRALIA	3/04/2019 -	150.00
PAYMENT LIST TOTAL				11,286,262.41
BANK FEES AND CREDIT CARD PAYMENTS:				
		BANK FEES		
		MERCHANT FEES COC		16,042.56
		MERCHANT FEES MARINA		363.84
		MERCHANT FEES ARC		2,742.42
		MERCHANT FEES VARIOUS OUT CENTRES		105.61
		NATIONAL BPAY CHARGE		1,980.36
		RTGS/ACLR FEE		
		NAB TRANSACT FEE		2,677.68
		MERCHANDISE / OTHER FEES		
		CBA CREDIT CARD PAYMENT		81,864.89
				105,777.36
PAYROLL PAYMENTS:				
		COC02/04/19 Pmt 000135313741 City of Cockburn	3/04/2019	1,383,699.42
		COC04/04/19 Pmt 000135406458 City of Cockburn	4/04/2019	720.09
		COC05/04/19 Pmt 000135733307 City of Cockburn	10/04/2019	7,825.67
		COC11/04/19 Pmt 000135823086 City of Cockburn	11/04/2019	313.98
		COC10/04/19 Pmt 000135863661 City of Cockburn	12/04/2019	15,704.20
		COC10/04/19 Pmt 000136174181 City of Cockburn	17/04/2019	1,381,812.09
		COC18/04/19 Pmt 000136282535 City of Cockburn	18/07/2019	1,960.94
				2,792,036.39
TOTAL PAYMENTS				14,184,076.16

APRIL CREDIT CARD BREAKDOWN	
Staff Credit card holder	\$ Value
ALEXANDRA K MORTON	1,398.57
ALISON WATERS	998.35
ANDREW LEFORT	312.35
ANTON LEES	972.95
ASANKA VIDANAGE	499.20
BENJAMIN ROSER	189.90
CASSANDRA COOPER	327.78
CHERIE CABLE	969.55
CHRISTOPHER BEATON	372.31
CLIFF MCKINLEY	- 244.41
COLLEEN MILLER	541.13
COURTNEE THOMSON	14,368.33
DEAN BURTON	1,579.95
LEAH NAPIER	1,976.47
LINDA SEYMOUR	531.21
LINDA WALKER	843.48
MARIE LA FRENAIS	1,273.40
MICHAEL EMERY	358.65
MIRANDO RADJA	23.50
MISS JESSICA DONALD	1,959.89
MR ANDREW A TROSIC	9.09
MR ANTONIO NATALE	6,199.75
MR BRETT FELLOWS	1,333.44
MR BRETT MCEWIN	1,422.64
MR CHARLES SULLIVAN	198.37
MR CLIFFORD RYAN	1,313.96
MR CLIVE J CROCKER	1,118.73
MR D VICKERY	1,640.75
MR DANIEL ARNDT	293.43
MR DONALD M GREEN	6,450.01
MR GLEN WILLIAMSON	150.00
MR JOHN WEST	1,080.84
MR LYALL DAVIESON	410.00
MR MICHAEL HAYNES	722.73
MR NELSON MAURICIO	3,421.40
MR NICHOLAS JONES	558.79
MR PAUL J DE BRUIN	835.99
MR S ATHERTON	285.48
MR S PALMER	457.48
MR STEPHEN G CAIN	38.06
BENJAMIN P GOODWIN	9.00
CITY OF PERTH PARKING-	4.14
CPP CONVENTION CENTRE	12.12
DOM COCKBURN	8.60
TOWN OF CAMBRIDGE	4.20

Itemised Credit card transaction listing - S. Cain

Entertainment - Mtg with Cr Eva
Parking - Mtg with Minister
Parking - Accelerating Global Comp WTC
Entertainment - Mtg with Cr Kirkwood
Parking - GAPP Mtg

MR TRAVIS MOORE	64.90
MRS GLORIA ASKANDER	393.96
MRS J KIURSKI	486.95
MRS JULIE MCDONALD	1,946.95
MRS KIM HUNTER	781.06
MRS S SEYMOUR-EYLES	2,969.71
MRS SANDRA TAYLOR	920.33
MRS SHARON STILL	495.00
MS BARBARA FREEMAN	992.51
MS CAROLINE LINDSAY	3,900.12
MS DONNA JORDAN	503.70
MS GAIL M BOWMAN	1,270.95
MS JILL ZUMACH	102.00
MS MICHELLE CHAMPION	82.50
MS NICOLA JANE LEDGER	1,843.19
MS NICOLE CAMARDA	856.77
MS PENELOPE PRICE	2,757.98
MS SAMANTHA BARON	1,825.15
MS SAMANTHA STANDISH	55.42
MS SANDRA EDGAR	407.36
MS SIMONE SIEBER	1,816.55
STEVEN JOHN ELLIOT	106.85
STUART DOWNING	91.48
Grand Total	81,864.89

15.2 STATEMENT OF FINANCIAL ACTIVITY AND ASSOCIATED REPORTS - APRIL 2019

Author(s) N Mauricio

Attachments 1. Financial Activity Statement - April 2019 [↓](#)

RECOMMENDATION

That Council:

- (1) adopt the Statement of Financial Activity and associated reports for April 2019, as attached to the Agenda; and
- (2) amend the 2018/19 Municipal Budget in accordance with the detailed schedule attached as follows:

Revenue	\$7,500	Increase
Capital Expenditure	\$17,123	Increase
Net impact on Municipal budget surplus	\$9,623	Decrease

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

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

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

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

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

The regulations require the information reported in the statement to be shown either by nature and type, statutory program or business unit. The City chooses to report the information according to its organisational business structure, as well as by nature and type.

Local Government (Financial Management) Regulations - Regulation 34 (5) states “Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.”

This regulation requires Council to annually set a materiality threshold for the purpose of disclosing budget variances within monthly financial reporting and Council adopted at the July 2018 meeting to continue with a materiality threshold of \$200,000 for the 2018/19 financial year.

Detailed analysis of budget variances is an ongoing exercise, with necessary budget amendments either submitted to Council each month (via this report) or included in the City’s mid-year budget review, as deemed appropriate.

Submission

N/A

Report

Opening Funds

The City brought forward \$11.97 million in opening funds from the previous year (confirmed by audit), which included \$9.56 million of municipal funding committed to carried forward works and projects. The remaining uncommitted \$2.41 million was \$410,382 above the \$2.0 million surplus estimate in the 2018/19 adopted budget. The additional \$410,382 was transferred to the Community Infrastructure Reserve (in line with Council policy).

Closing Funds

The City’s actual closing funds position for the month of \$48.20 million was \$12.62 million up on the YTD budget. This result includes the annual rates revenue raised in July on an accrual basis and also reflects budget variances across the operating and capital programs as further detailed in this report.

The 2018/19 revised budget is currently showing a closing surplus of \$133,181 (up from \$15,400 in the adopted budget). This does not include the \$70,062 increase adopted by Council at its May meeting, lifting the surplus to \$203,243. A reconciliation of the changes is included at note 3 to the financial report.

Operating Revenue

Operating revenue of \$143.73 million was ahead of YTD budget by \$2.15 million. A significant portion of the City’s operating revenue is recognised in July upon the issue of annual rates and charges. The

remaining revenue, largely comprising service fees, operating grants and contributions and interest earnings from investments, flows relatively uniformly over the remainder of the year.

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

Nature or Type Classification	Actual Revenue \$M	Revised Budget YTD \$M	Variance to Budget \$M	FY Revised Budget \$M
Rates	101.44	101.63	-0.19	103.75
Specified Area Rates	0.47	0.45	0.02	0.45
Fees & Charges	26.37	24.87	1.50	29.25
Operating Grants & Subsidies	9.25	9.14	0.11	10.25
Contributions, Donations, Reimbursements	1.30	1.21	0.09	1.43
Interest Earnings	4.90	4.28	0.62	5.02
Total	143.73	141.58	2.15	150.15

Material variance identified for the month included:

- Fees and Charges (\$1.50 million ahead of budget):
 - Landfill associated fee revenue of \$5.03 million was \$0.44 million or 9.6% ahead of YTD budget.
 - Revenue from ranger services (dog registrations, fines & infringements) was \$0.22m over YTD budget.
 - A \$0.31 million variance against YTD budget for Port Coogee marina fees is caused by timing issues in revenue recognition (fees received in advance); and
- Interest from invested funds and rates payment plans was \$0.62m ahead of YTD budget with an additional \$0.43 million being from invested reserves.

Operating Expenditure

Operating expenditure of \$118.97 million was under the YTD budget by \$6.90 million (\$7.33m under last month).

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

Nature or Type Classification	Actual Expenses \$M	Revised Budget YTD \$M	Variance to Budget \$M	FY Revised Budget \$M
Employee Costs - Direct	46.04	47.09	1.06	56.10
Employee Costs - Indirect	0.72	0.90	0.18	1.58
Materials and Contracts	31.83	36.54	4.72	43.74
Utilities	4.41	4.61	0.19	5.52
Interest Expenses	0.44	0.35	(0.09)	0.71
Insurances	1.58	1.49	(0.09)	1.49
Other Expenses	7.76	7.99	0.22	9.57
Depreciation (non-cash)	26.74	26.83	0.09	32.19
Amortisation (non-cash)	0.91	0.95	0.04	1.14
Internal Recharging-CAPEX	(1.46)	(0.88)	0.58	(0.97)
Total	118.97	125.87	6.90	151.06

- Employee Costs – Direct (\$1.06 million under budget):
 - Parks maintenance salaries were \$0.30 million (7.2%) under the YTD budget of \$4.18 million;
 - Salaries for aged & disabled services were \$0.32 million (15.7%) under the YTD budget of \$2.02 million;
 - Library Services salaries were \$0.20m (7.6%) under the YTD budget of \$2.62m.

- Lower annual and long service leave provisions were contributing \$0.47 million towards the favourable budget variance.
- Material and Contracts (\$4.72 million under budget) included the following:
 - The Roe 8 rehabilitation project spending was \$0.74 million behind YTD budget;
 - Spending on the maintenance of bushland and natural reserve areas was \$0.35 million behind YTD budget;
 - Aged care services' spending was \$0.28 million under the YTD budget target;
 - Marina & coastal infrastructure related projects were \$0.26 million under their YTD budget target;
 - Cockburn ARC was showing a \$0.23 million underspend across their business for various service contracts and material costs; and
 - Waste Collection contract spending was down \$0.40 million, against YTD budget, mainly due to lower RRRC entry fees (\$0.42 million under).
 - Marketing & Media related projects were \$0.21 million under YTD budget.
- Other Expenses:
 - The annual Grants and Donations program was lagging the budget setting by \$0.36 million (\$0.43m last month).
- Internal Recharging (\$0.58 million over recovered):
 - Internal project management charges of \$0.45 million were the main reason for an over recovery of costs against the City's capital works budget. This reduces net operating expenditure.

Capital Expenditure

The City's adopted budget capital budget of \$40.92 million has increased to \$70.07 million, primarily due to the addition of carried forward projects and the mid-year review. To the end of the month,

actual spending of \$26.71 million was \$5.50 million under the YTD budget setting.

The following table details this budget variance by asset class:

Asset Class	YTD Actuals \$M	YTD Budget \$M	YTD Variance \$M	Revised Budget \$M	Commit Orders \$M
Roads Infrastructure	13.20	13.99	0.79	23.75	2.38
Drainage	0.62	0.82	0.20	1.90	0.12
Footpaths	0.95	1.08	0.13	2.04	0.08
Parks Infrastructure	5.17	6.39	1.21	13.71	2.03
Landfill	0.18	0.36	0.18	0.58	0.09
Freehold Land	0.30	0.24	(0.07)	2.87	0.07
Buildings	6.50	8.64	2.14	16.82	4.54
Furniture &	0.02	0.05	0.03	0.10	0.00
Information	0.69	1.87	1.18	2.41	0.39
Plant & Machinery	1.43	2.57	1.14	4.19	1.90
Marina	0.61	1.28	0.66	1.82	0.10
Total	29.69	37.29	7.60	70.19	11.71

Significant project budget variances recorded for the month are detailed below:

- Roads Infrastructure (under by a net \$0.79 million):
 - Jandakot Road Louisiana Glen - proposed right turn was \$0.31 million under YTD budget.
 - Verde Drive Solomon to Armadale was \$0.2 million behind YTD budget
 - Spearwood Ave Bridge & Duplication was over YTD budget by \$0.69 million as the project was completed ahead of budget schedule (timing issue).
 - Verde Drive construction costs of \$2.75 million were \$0.27 million over the full year project budget and are being reviewed.
- Parks Infrastructure (under by \$1.21 million):
 - Treeby (Calleja) floodlighting was \$0.23 million behind YTD budget.

- Buildings (under by \$2.14 million):
 - The Lakelands Reserve Hockey Facility & Clubrooms project was \$0.68 million behind its YTD budget (spend of \$2.90 million vs \$3.58 million budget).
 - Operations Centre Upgrade was \$0.38 million under its YTD budget.
 - Calleya Estate 'Treeby' Community Centre was \$0.22 million behind the YTD budget.
 - Malabar Park BMX Facility was \$0.20 million under the YTD budget.
- Information Technology (under by \$1.18 million):
 - comprising a number of IT related software and hardware initiatives all well below YTD budget.
- Plant & Machinery (under by \$1.14 million):
 - The major plant replacement program was \$1.02 million under YTD budget, mainly due to two waste trucks on order and awaiting delivery.
- Marina & Coastal Infrastructure (under by \$0.66 million):
 - Port Coogee Southern Peninsular Carpark & Napoleon Pde Extension was \$0.36 million under the YTD budget setting.
 - Marina related projects were down a net \$0.28 million on the YTD budget.

Capital Funding

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

Material variances for the month included:

- Developer Contribution Plans (over YTD budget by \$1.94 million):
 - \$1.82 million in contributions received for DCP 14 – Cockburn Coast, including a \$1.77 million relating to an aged

care facility development. These funds will be needed to offset an existing liability to Landcorp under DCP 14.

- \$0.36 million in unbudgeted contributions received for Yangebup East DCA
- \$0.33 million of budgeted contributions not yet received for Muriel Court DCA
- Contributions for the Community Infrastructure DCA are \$0.20 million ahead of YTD budget (\$3.95 million received)
- Capital Grants & Subsidies (under YTD budget by \$0.70 million)
 - Capital grants for road related projects were down a net \$0.33 million against YTD budget, with all variances relating to timing issues.
 - \$0.18 million grant for the Port Coogee Marina day visitor jetty not yet received as project yet to be completed.
 - Grant funding of \$0.20 million not yet received for the Jandakot volunteer bush fire brigade shed (due to project delay).
- Proceeds from Sale of Assets (\$0.74 million over YTD budget)
 - The sale of freehold land was \$0.84 million over YTD budget with 25 Imlah Court providing additional funds of \$0.88.

Reserve Transfers

- Transfers from reserves of \$22.63 million were a net \$1.38 million behind YTD budget with capital project funding down \$2.81 million. Conversely, transfers for DCA's were up a net \$1.37 million primarily due to a \$1.6 million liability paid to Landcorp (shown as land vested in Crown).
- Transfers to Reserve of \$26.35 million were up against YTD budget by \$3.21 million. This included developer contributions received (up by \$1.95 million), transfers from land sales (up by \$0.78 million) and transfer of interest revenue into reserves (up by \$0.55 million).

Cash & Investments

The closing cash and financial investment holding at month's end totalled \$173.81 million, slightly down on \$182.24 million the previous

month. \$122.78 million of this balance was held for the City's financial reserves (down from \$124.72 million last month). The remaining \$51.03 million represented municipal funds available to meet the operational liquidity requirements for the remainder of the financial year.

Investment Performance, Ratings and Maturity

The City's investment portfolio yielded a weighted annualised return of 2.76 percent for the month (slightly down on 2.78 percent last month). This outperformed the City's target rate of 2.60 percent (RBA cash rate of 1.50 percent plus 1.10 percent performance margin) by 0.16 percent. Interest earnings on the investment portfolio were \$4.16 million, outperforming the YTD budget by \$0.55 million.

The cash rate was most recently reduced at the August 2016 meeting of the Reserve Bank of Australia (by 25bp to 1.50 percent). However, after recent comments by the RBA Governor, financial markets are now expecting a 0.25 percent cut to the cash rate in June 2019. There are also some economists predicting the cash rate could be cut to 0.75% before the end of the year. Were this scenario to eventuate, the City's interest revenue budget for 2019-20 could need to be revised downwards by up to \$0.5 million. This would be greater if not for the City's strategy of locking in current interest rates for 10 to 12 months when renewing or placing term deposits.

The majority of investments are currently held in term deposit (TD) products placed with highly rated APRA (Australian Prudential Regulation Authority) regulated Australian and foreign owned banks. All current investments are consistent with what's allowed under Council's Investment Policy, other than those made under previous statutory provisions and grandfathered by the updated legislation. These are in Australian reverse mortgages with a face value of \$2.58m and book value of \$1.01m (net of impairment provision).

The City's TD investments fall within the following Standard and Poor's short term risk rating categories. During the month, the A-2 holding was relatively unchanged (from 58.4 percent to 58.3 percent). This holding remains within the policy limit of 60 percent, with all other policy compliance requirements also being met by the portfolio:

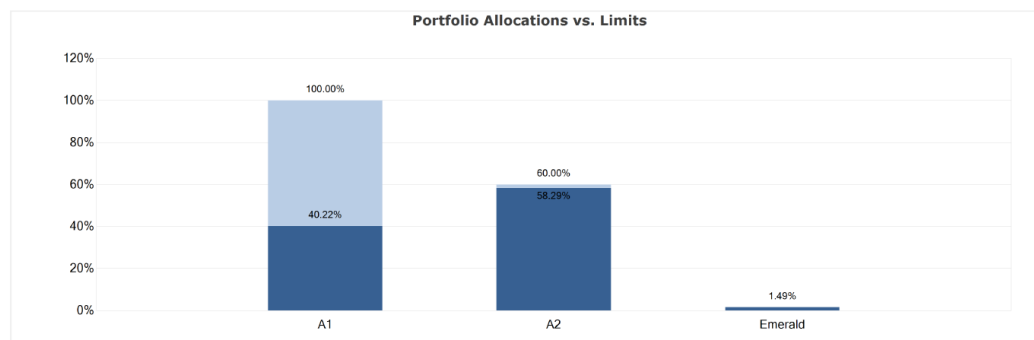


Figure 1: Portfolio allocations compared to Investment Policy limits

Given the outlook for future interest rates, the current investment strategy aims to secure the highest possible rate on offer over the longest possible period (subject to cash flow planning and investment policy requirements). Best value is currently being obtained within the ten to twelve month investment range.

The City's TD investment portfolio remaining duration as at 30 April was 162 days (5.3 months). The maturity profile of the City's TD investments is graphically depicted below, showing sufficient maturities in the zero-90 days range to meet liquidity requirements (at least \$15 million each month):

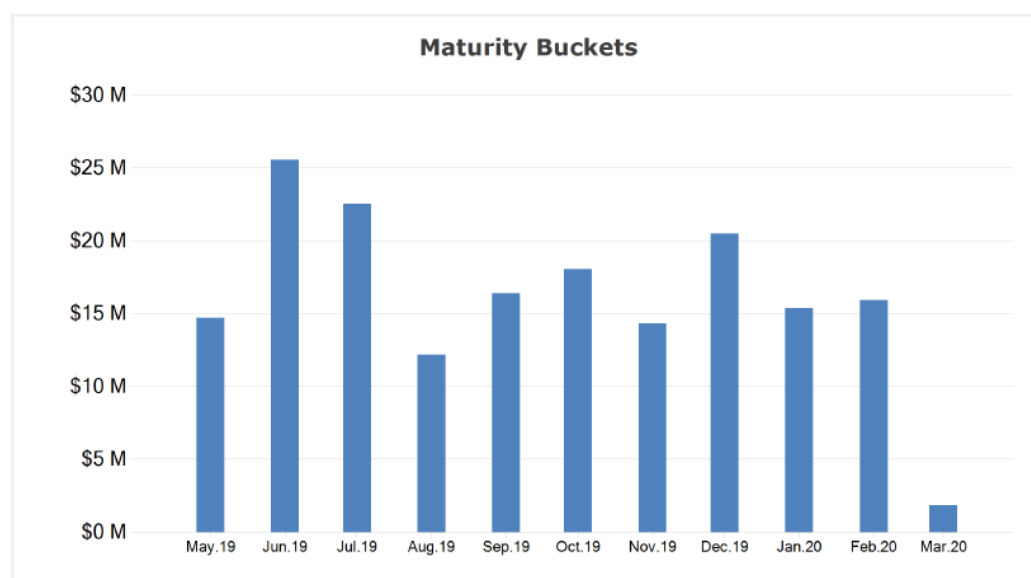


Figure 2: Council Investment Maturity Profile

Investment in Fossil Fuel Free Banks

At month end, the City held 60.0 percent of its TD investment portfolio with banks deemed free from funding fossil fuel related industries (up from 59.0 percent last month). The amount invested with fossil fuel free banks will fluctuate month to month in line with policy limits and the deposit rates available at time of placement.

Rates Debt Recovery

At month's end, the City had \$5.94 million in outstanding rates and other property charges to collect (net of \$1.41 million in prepaid rates). This represents 4.7% uncollected against the \$127.46 million of rates and other charges levied to month's end (inclusive of prior year outstanding balances and part year rating).

The City had 334 properties owing \$1.08 million under formal and legal debt recovery at the end of the month (down from 407 properties owing a total of \$1.14 million the previous month).

Budget Amendments

There is only one budget amendment identified during the month that requires Council adoption:

- Hopbush Park Cricket Pitch - \$17,123 (funded by external funding from WACA of \$7,500 and Council contribution of \$9,623)

The financial report attached includes a schedule with proposed budget changes and the associated funding sources.

Description of Graphs & Charts

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

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

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

against the YTD budget and the previous year's position at the same time.

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

Trust Fund

At month end, the City held \$12.13 million within its trust fund (up from \$12.08 million last month). \$6.20 million was related to POS cash in lieu and another \$5.93 million in various cash bonds and refundable deposits.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes

Listen to and engage with our residents, business community and ratepayers with greater use of social media

Budget/Financial Implications

The 2018/19 revised budget surplus of \$203,243 (after the May OCM adjustment) will decrease by \$9,623 to \$193,620 following the adoption of the budget amendments contained in this report.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Council's adopted budget for revenue, expenditure and closing financial position will be misrepresented if the recommendation amending the City's budget is not adopted.

Advice to Proponent(s)/Submissioners

N/A

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

Nil

STATEMENT OF FINANCIAL ACTIVITY

for the period ended 30 April 2019

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
Operating Revenue						
Financial Services	108,548,243	108,181,064	0%	367,179 ✓	111,549,503	113,414,800
Information Services	2,409	1,250	93%	1,159	1,500	1,500
Human Resource Management	219,915	243,327	-10%	(23,412)	292,000	292,000
Library Services	39,667	45,289	-12%	(5,621)	54,346	54,346
Recreation & Community Safety	11,394,936	10,931,931	4%	463,004 ✓	13,205,213	13,184,010
Community Development & Services	7,308,516	7,265,746	1%	42,770	7,997,309	8,500,008
Corporate Communications	57,324	118,465	-52%	(61,141)	120,865	120,865
Governance & Risk	2,655	667	298%	1,988	800	800
Statutory Planning	759,581	765,113	-1%	(5,532)	985,446	977,000
Strategic Planning	3,164,250	2,880,158	10%	284,093 ✓	3,421,662	3,087,944
Building Services	1,007,730	1,060,728	-5%	(52,998)	1,263,000	1,263,000
Environmental Health	359,025	304,860	18%	54,165	324,610	323,500
Waste Services	8,053,208	7,488,713	8%	564,495 ✓	8,418,738	8,130,049
Parks & Environmental Services	1,185,224	1,015,368	17%	169,856	1,019,080	1,019,080
Engineering Services	253,476	252,257	0%	1,218	286,709	286,709
Infrastructure Services	1,212,220	860,344	41%	351,875 ✓	1,050,558	961,000
	143,726,639	141,575,279	2%	2,151,360	150,151,339	151,616,611
Total Operating Revenue	143,726,639	141,575,279	2%	2,151,360	150,151,339	151,616,611
Operating Expenditure						
Governance	(2,652,977)	(2,622,491)	1%	(30,486)	(3,225,224)	(3,660,479)
Strategy & Civic Support	(809,691)	(938,981)	-14%	129,290	(1,146,001)	(1,146,001)
Financial Services	(5,473,003)	(5,222,006)	5%	(250,997) ✗	(6,215,893)	(6,082,779)
Information Services	(4,568,734)	(4,895,527)	-7%	326,793 ✓	(5,926,207)	(5,627,001)
Human Resource Management	(2,250,958)	(2,450,038)	-8%	199,081	(3,010,612)	(2,853,188)
Library Services	(2,955,003)	(3,317,241)	-11%	362,238 ✓	(3,902,933)	(3,896,274)
Recreation & Community Safety	(13,166,177)	(13,533,990)	-3%	367,814 ✓	(16,433,149)	(16,391,491)
Community Development & Services	(9,326,459)	(10,797,771)	-14%	1,471,312 ✓	(12,534,038)	(12,429,539)
Corporate Communications	(3,027,383)	(3,380,291)	-10%	352,908 ✓	(4,025,144)	(3,880,774)
Governance & Risk	(367,742)	(401,127)	-8%	33,385	(479,330)	(479,330)
Statutory Planning	(1,023,003)	(1,186,302)	-14%	163,299	(1,443,587)	(1,435,141)
Strategic Planning	(1,903,563)	(1,952,693)	-3%	49,131	(2,202,833)	(1,941,496)
Building Services	(1,316,994)	(1,383,190)	-5%	66,196	(1,702,643)	(1,637,643)
Environmental Health	(1,508,689)	(1,659,582)	-9%	150,893	(1,960,270)	(1,923,740)
Waste Services	(16,364,143)	(16,605,042)	-1%	240,899 ✓	(20,163,073)	(19,593,906)
Parks & Environmental Services	(11,384,314)	(12,825,925)	-11%	1,441,611 ✓	(15,411,157)	(15,210,682)
Engineering Services	(6,431,193)	(6,626,534)	-3%	195,341	(7,937,632)	(7,881,865)
Infrastructure Services	(8,251,036)	(9,169,817)	-10%	918,781 ✓	(10,982,461)	(10,664,608)
	(92,781,060)	(98,968,549)	-6%	6,187,489	(118,702,187)	(116,735,938)

STATEMENT OF FINANCIAL ACTIVITY

for the period ended 30 April 2019

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget		Revised Budget	Adopted Budget
	\$	\$	%	\$		\$	\$
Less: Net Internal Recharging	1,460,301	879,500	66%	580,801	✓	974,082	986,570
Add: Depreciation & Amortisation on Non-Current Assets							
Computer Equipment	(1,011,507)	(1,019,056)	-1%	7,549		(1,222,203)	(1,010,616)
Furniture and Equipment	(306,317)	(316,470)	-3%	10,153		(379,764)	(379,764)
Plant & Machinery	(2,719,286)	(2,778,759)	-2%	59,473		(3,338,019)	(3,197,550)
Buildings	(5,255,764)	(5,130,280)	2%	(125,484)		(6,156,336)	(6,156,336)
Infrastructure - Roads	(9,577,694)	(9,640,710)	-1%	63,016		(11,562,551)	(11,369,220)
Infrastructure - Drainage	(2,179,825)	(2,173,670)	0%	(6,155)		(2,608,404)	(2,608,404)
Infrastructure - Footpaths	(1,154,640)	(1,175,300)	-2%	20,660		(1,410,360)	(1,410,360)
Infrastructure - Parks Equipment	(3,747,178)	(3,771,836)	-1%	24,658		(4,523,738)	(3,996,360)
Landfill Infrastructure	(906,632)	(949,400)	-5%	42,768		(1,139,280)	(1,139,280)
Marina Infrastructure	(787,747)	(827,590)	-5%	39,843		(993,108)	(993,108)
	(27,646,591)	(27,783,071)	0%	136,480		(33,333,763)	(32,260,998)
Total Operating Expenditure	(118,967,350)	(125,872,120)	-5%	6,904,770		(151,061,869)	(148,010,366)
Change in Net Assets Resulting from Operations	24,759,290	15,703,159	58%	9,056,130		(910,530)	3,606,245
Non-Operating Activities							
Profit/(Loss) on Assets Disposal							
Plant and Machinery	123,449	(489,161)	-125%	612,610	✓	(282,483)	(410,272)
Freehold Land	1,894,563	2,890,764	-34%	(996,201)	X	4,466,234	2,170,000
Buildings	(281,916)	-	0%	(281,916)	X	-	-
	1,736,095	2,401,603	-28%	(665,508)		4,183,751	1,759,728
Capital Expenditure							
Computer Equipment	(690,148)	(1,873,615)	-63%	1,183,466	✓	(2,413,920)	(1,063,280)
Furniture and Equipment	(21,225)	(51,000)	-58%	29,775		(96,950)	(30,000)
Plant & Machinery	(1,433,785)	(2,574,536)	-44%	1,140,751	✓	(4,193,536)	(4,161,000)
Land	(304,599)	(239,430)	27%	(65,169)		(2,871,100)	-
Buildings	(6,501,045)	(8,637,944)	-25%	2,136,899	✓	(16,815,510)	(9,172,800)
Infrastructure - Roads	(13,197,585)	(13,987,454)	-6%	789,869	✓	(23,746,261)	(14,162,636)
Infrastructure - Drainage	(620,922)	(819,510)	-24%	198,588		(1,899,311)	(1,218,300)
Infrastructure - Footpaths	(951,463)	(1,080,851)	-12%	129,388		(2,042,561)	(1,187,072)
Infrastructure - Parks Equipment	(4,168,328)	(5,336,510)	-22%	1,168,182	✓	(11,374,019)	(5,847,000)
Infrastructure - Parks Landscaping	(1,005,396)	(1,048,493)	-4%	43,096		(2,340,393)	(1,980,000)
Landfill Infrastructure	(177,594)	(360,746)	-51%	183,152		(577,814)	(360,000)
Note 1.	(29,686,848)	(37,285,809)	-20%	7,598,962		(70,193,790)	(40,922,088)

STATEMENT OF FINANCIAL ACTIVITY

for the period ended 30 April 2019

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
Add: Land - Vested in Crown	(1,698,244)	-	0%	(1,698,244) X	-	-
Add: Transfer to Reserves	(26,354,191)	(23,140,147)	14%	(3,214,044) X	(43,990,201)	(31,528,907)
Add Funding from						
Non-Operating Grants and Subsidies	7,152,119	7,856,154	-9%	(704,035) X	11,582,361	7,341,695
Non-Government Contributions	653,158	607,197	8%	45,961	3,201,745	2,792,000
Developers Contributions Plans: Cash	6,988,647	5,045,011	39%	1,943,636 ✓	5,910,000	5,910,000
Proceeds on Sale of Assets	5,026,205	4,287,663	17%	738,542 ✓	6,311,023	3,887,000
Reserves	22,629,248	24,010,269	-6%	(1,381,021) X	45,421,316	17,168,457
	42,449,377	41,806,294	2%	643,083	72,426,445	37,099,152
Non-Cash/Non-Current Item Adjustments						
Depreciation on Assets	26,739,959	26,833,671	0%	(93,712)	32,194,483	31,121,718
Amortisation on Assets	906,632	949,400	-5%	(42,768)	1,139,280	1,139,280
Profit/(Loss) on Assets Disposal	(1,736,095)	(2,401,603)	-28%	665,508 X	(4,183,751)	(1,759,728)
Loan Repayments	(1,250,000)	(1,250,000)	0%	-	(2,500,000)	(2,500,000)
Non-Current Leave Provisions	308,888	-	0%	308,888 X	-	-
Deferred Pensioners Adjustment	60,826	-	0%	60,826	-	-
	25,030,210	24,131,468	4%	898,742	26,650,012	28,001,270
Opening Funds	11,967,494	11,967,494	0%	(0)	11,967,494	2,000,000
Closing Funds	48,203,182	35,584,062	35%	12,619,120	133,181	15,400
	-	-	-	-	-	-

Note 2, 3.

Notes to Statement of Financial Activity

Note 1.

Additional information on the capital works program including committed orders at end of month:

Assets Classification	Actuals	Commitments at Month End	Commitments & Actuals YTD	YTD Revised Budget	Full Year Revised Budget	Uncommitted at Month End
	\$	\$			\$	\$
Computer Equipment	(690,148)	(361,025)	(1,051,173)	(1,873,615)	(2,413,920)	1,362,747
Furniture and Equipment	(21,225)	(25,527)	(46,752)	(51,000)	(96,950)	50,198
Plant & Machinery	(1,433,785)	(2,141,474)	(3,575,259)	(2,574,536)	(4,193,536)	618,277
Land	(304,599)	(64,800)	(369,399)	(239,430)	(2,871,100)	2,501,701
Buildings	(6,501,045)	(4,467,776)	(10,968,821)	(8,637,944)	(16,815,510)	5,846,689
Infrastructure - Roads	(13,197,585)	(1,976,609)	(15,174,194)	(13,987,454)	(23,746,261)	8,572,067
Infrastructure - Drainage	(620,922)	(60,260)	(681,182)	(819,510)	(1,899,311)	1,218,129
Infrastructure - Footpaths	(951,463)	(31,452)	(982,915)	(1,080,851)	(2,042,561)	1,059,646
Infrastructure - Parks Equipment	(4,168,328)	(1,430,662)	(5,598,990)	(5,336,510)	(11,374,019)	5,775,029
Infrastructure - Parks Landscaping	(1,005,396)	(333,468)	(1,338,865)	(1,048,493)	(2,340,393)	1,001,528
Landfill Infrastructure	(177,594)	(119,539)	(297,132)	(360,746)	(577,814)	280,682
Marina Infrastructure	(614,757)	(87,781)	(702,538)	(1,275,721)	(1,822,415)	1,119,877
	(29,686,848)	(11,100,373)	(40,787,221)	(37,285,809)	(70,193,790)	29,406,569

Note 2.

Closing Funds in the Financial Activity Statement are represented by:

	Actuals	YTD Revised Budget	Full Year Revised Budget	Adopted Budget
	\$	\$	\$	\$
Current Assets				
Cash & Investments	172,808,964	161,268,133	113,947,104	126,585,931
Rates Outstanding	6,111,541	3,500,000	3,500,000	3,500,000
Rubbish Charges Outstanding	94,814	-	-	-
Sundry Debtors	3,483,119	3,200,000	3,200,000	3,200,000
GST Receivable	3,385,262	-	-	-
Prepayments	182,793	-	-	-
Accrued Debtors	(265,540)	-	-	-
Stock on Hand	12,290	-	-	-
	185,813,243	167,968,133	120,647,104	133,285,931
Current Liabilities				
Creditors	(4,792,864)	(7,497,765)	(7,898,311)	(7,898,311)
Income Received in Advance	(1,669,193)	(1,400,000)	(1,400,000)	(1,400,000)
GST Payable	(2,880,360)	-	-	-
Withholding Tax Payable	-	-	-	-
Provision for Annual Leave	(3,888,152)	(4,000,000)	(4,000,000)	(4,000,000)
Provision for Long Service Leave	(2,609,004)	(2,400,000)	(2,400,000)	(2,400,000)
	(15,839,574)	(15,297,765)	(15,698,311)	(15,698,311)
Net Current Assets	169,973,669	152,670,368	104,948,792	117,587,620
Add: Non Current Investments	1,010,884	1,100,000	1,100,000	1,100,000
	170,984,553	153,770,368	106,048,792	118,687,620
Less: Restricted/Committed Assets				
Cash Backed Reserves #	(122,781,371)	(118,186,305)	(117,625,312)	(118,672,220)
Deposits & Bonds Liability *	-	-	-	-
	48,203,182	35,584,062	(11,576,519)	15,400
Closing Funds (as per Financial Activity Statement)	48,203,182	35,584,062	(11,576,519)	15,400

See attached Reserve Fund Statement

* See attached Restricted Funds Analysis

Note 3.

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

Ledger	Project/ Activity	Description	Council Resolution	Classification	Non Change (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended budget Running Balance
					\$	\$	\$	\$
Budget Adoption		Closing Funds Surplus(Deficit)						15,400
GL	235	Cockburn Parenting Service - minor income	OCM13/9/18	Income		500		15,900
GL	105	Increase in FAGS payment	OCM11/10/18	Income		85,977		101,877
OP	6830	New lease income from 159 Phoenix Road	OCM08/11/18	Income		9,000		110,877
								110,877
GL	836	Fuel royalty at the Marina	OCM13/12/18	Income		10,000		120,877
GL	790	Income and expenditure for the new EV Station	OCM13/12/18	Income		2,200		123,077
OP	8591	Better Bins milestone grant	OCM13/12/18	Income		281,700		404,777
		Increased contribution and expenditure for Report/Business						
OP	9008	Development	OCM13/12/18	Income		30,000		434,777
GL	505	Recoup DCA's review and admin costs	OCM14/02/19	Income		103,920		538,697
OP	9080	Adjust review costs for DCA 1-12	OCM14/02/19	Expenditure			9,080	529,617
OP	9081	Adjust review costs for DCA 13	OCM14/02/19	Expenditure			48,755	480,862
Various		Mid Year Budget Review	OCM14/02/19				314,869	165,993
OP	6801	Transfer lease income to Land Development Reserve	OCM14/03/19	Income			23,612	142,381
CW	5984	Atwell net and goals	OCM11/04/19	Expenditure			15,000	127,381
OP	6830	New lease income	OCM11/04/19	Income		5,800		133,181
Closing Funds Surplus (Deficit)					0	529,097	411,316	133,181

Statement of Comprehensive Income *by Nature and Type*

for the period ended 30 April 2019

	Actual	Amended YTD Budget	\$ Variance to YTD Budget	Forecast	Amended Budget	Adopted Budget
	\$	\$	\$	\$	\$	\$
OPERATING REVENUE						
01 Rates	101,440,668	101,630,540	(189,873)	103,561,816	103,751,688	103,700,000
02 Specified Area Rates	467,480	450,000	17,480	467,480	450,000	450,000
05 Fees and Charges	26,371,603	24,866,848	1,504,754	30,755,284	29,250,529	28,988,612
10 Grants and Subsidies	9,247,169	9,140,735	106,434	10,359,400	10,252,965	12,233,842
15 Contributions, Donations and Reimbursements	1,299,062	1,206,141	92,921	1,522,610	1,429,689	1,249,689
20 Interest Earnings	4,900,657	4,281,015	619,643	5,636,110	5,016,467	4,994,467
25 Other revenue and Income	-	-	-	-	-	-
Total Operating Revenue	143,726,639	141,575,279	2,151,360	152,302,699	150,151,339	151,616,611
OPERATING EXPENDITURE						
50 Employee Costs - Salaries & Direct Oncosts	(46,036,457)	(47,093,082)	1,056,625	(55,043,442)	(56,100,068)	(55,123,882)
51 Employee Costs - Indirect Oncosts	(719,904)	(896,654)	176,749	(1,405,548)	(1,582,297)	(1,571,447)
55 Materials and Contracts	(31,827,525)	(36,544,352)	4,716,827	(39,026,448)	(43,743,276)	(42,879,374)
65 Utilities	(4,413,864)	(4,607,365)	193,501	(5,323,934)	(5,517,435)	(5,460,583)
70 Interest Expenses	(440,123)	(354,473)	(85,651)	(794,596)	(708,945)	(708,945)
75 Insurances	(1,578,683)	(1,485,000)	(93,683)	(1,578,683)	(1,485,000)	(1,485,000)
80 Other Expenses	(7,764,503)	(7,987,623)	223,120	(9,342,046)	(9,565,166)	(9,506,706)
85 Depreciation on Non Current Assets	(26,739,959)	(26,833,671)	93,712	(32,100,771)	(32,194,483)	(31,121,718)
86 Amortisation on Non Current Assets	(906,632)	(949,400)	42,768	(1,096,512)	(1,139,280)	(1,139,280)
Add Back: Indirect Costs Allocated to Capital Works	1,460,301	879,500	580,801	1,554,882	974,082	986,570
Total Operating Expenditure	(118,967,350)	(125,872,120)	6,904,770	(144,157,099)	(151,061,869)	(148,010,366)
CHANGE IN NET ASSETS RESULTING FROM OPERATING ACTIVITIES	24,759,290	15,703,159	9,056,130	8,145,600	(910,530)	3,606,245
NON-OPERATING ACTIVITIES						
11, 16 Non-Operating Grants, Subsidies and Contributions	7,805,277	8,463,351	(658,074)	14,126,031	14,784,106	10,133,695
18 Developers Contributions Plans: Cash	6,988,647	5,045,011	1,943,636	7,853,636	5,910,000	5,910,000
95 Profit/(Loss) on Sale of Assets	1,736,095	2,401,603	(665,508)	3,518,243	4,183,751	1,759,728
Total Non-Operating Activities	14,831,775	15,909,965	(1,078,190)	23,799,667	24,877,857	17,803,423
NET RESULT	39,591,065	31,613,125	7,977,940	31,945,267	23,967,327	21,409,668

Notes to Statement of Comprehensive Income

Note 1.

Additional information on main sources of revenue in fees & charges.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
<u>Recreation & Community Safety</u>				
Recreational Services	534,667	473,817	568,580	593,580
Law and Public Safety	639,679	417,997	465,596	465,596
Cockburn ARC	9,286,357	9,188,491	11,097,984	11,152,830
	10,460,703	10,080,305	12,132,160	12,212,006
<u>Waste Services:</u>				
Waste Collection Services	2,728,453	2,614,742	2,654,205	2,647,216
Waste Disposal Services	5,028,945	4,589,317	5,479,288	5,479,288
	7,757,398	7,204,059	8,133,493	8,126,504
<u>Infrastructure Services:</u>				
Port Coogee Marina	1,136,203	825,286	965,000	955,000
	1,136,203	825,286	965,000	955,000
	19,354,303	18,109,650	21,230,652	21,293,509

Note 2.

Additional information on Salaries and Direct On-Costs by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Services	(2,137,820)	(2,093,670)	(2,471,261)	(2,451,261)
Finance & Corporate Services Division	(6,582,498)	(6,652,530)	(7,974,734)	(7,437,105)
Governance & Community Services Division	(17,120,211)	(17,506,268)	(20,953,131)	(20,997,452)
Planning & Development Division	(4,637,452)	(4,928,286)	(5,819,016)	(5,754,016)
Engineering & Works Division	(15,558,476)	(15,912,329)	(18,881,926)	(18,484,048)
	(46,036,457)	(47,093,082)	(56,100,068)	(55,123,882)

Note 3

Additional information on Materials and Contracts by each Division.

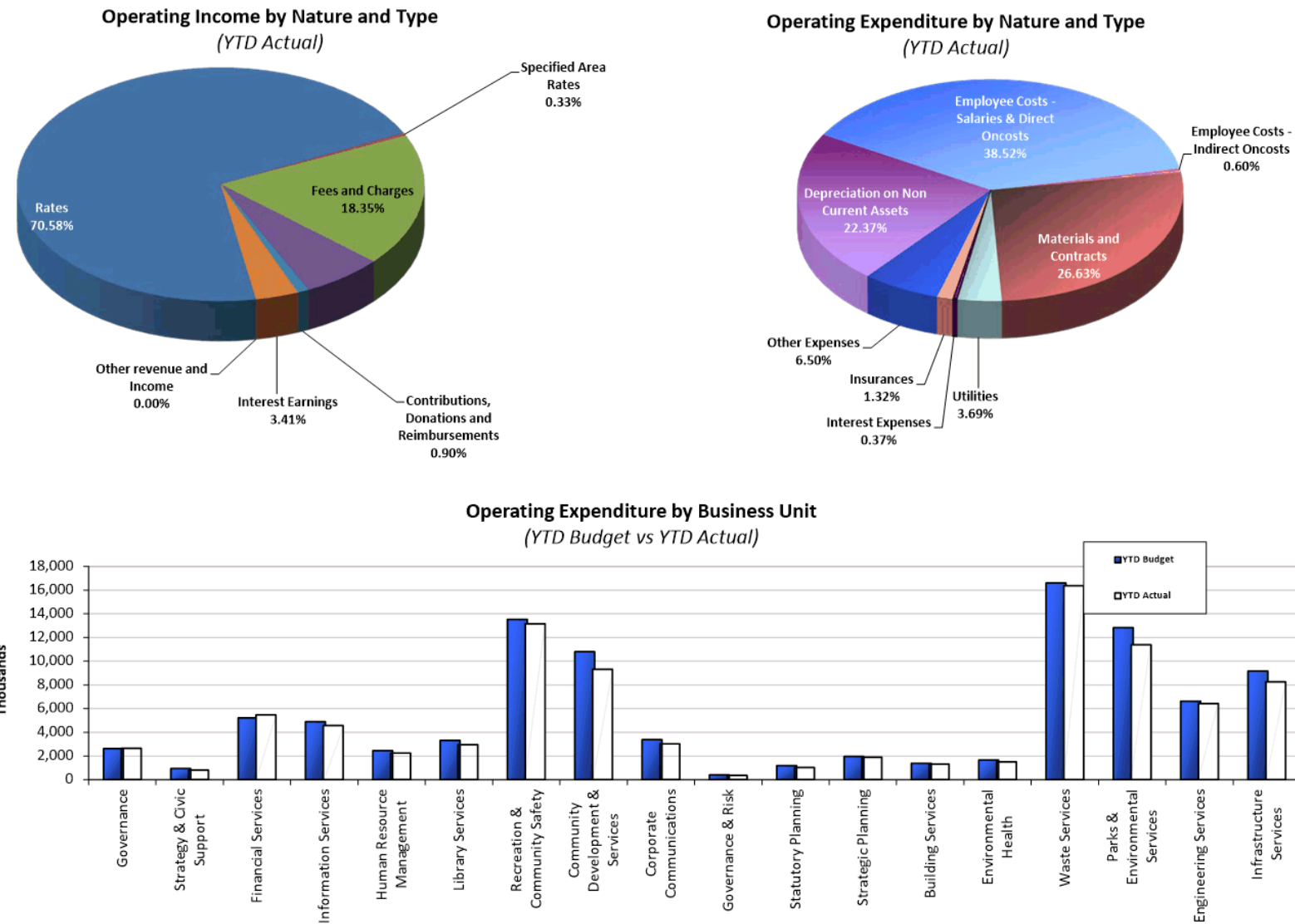
	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Services	(821,617)	(1,003,679)	(1,254,760)	(1,710,015)
Finance & Corporate Services Division	(3,061,951)	(3,322,527)	(3,974,565)	(3,952,650)
Governance & Community Services Division	(9,394,388)	(11,152,139)	(13,181,709)	(12,658,920)
Planning & Development Division	(1,005,817)	(1,164,784)	(1,309,854)	(1,013,391)
Engineering & Works Division	(17,543,751)	(19,901,223)	(24,022,388)	(23,544,399)
Not Applicable	0	0	0	0
	(31,827,525)	(36,544,352)	(43,743,276)	(42,879,374)

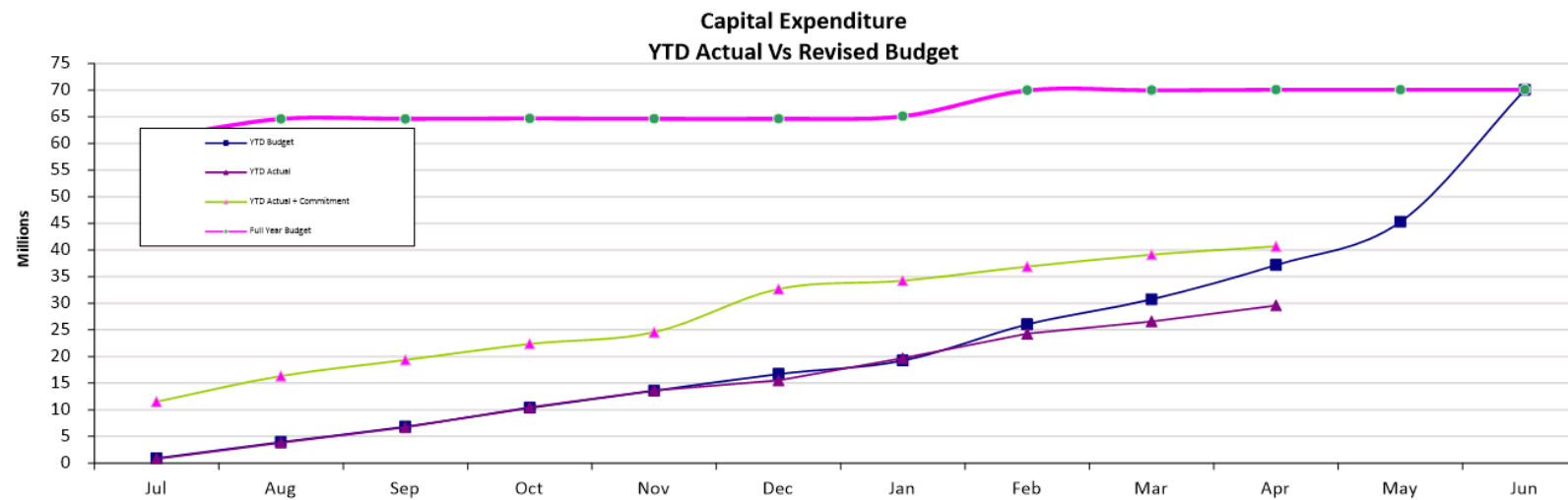
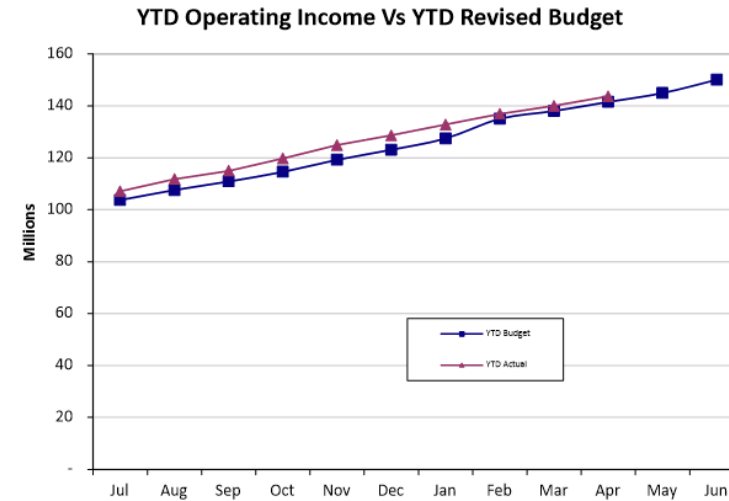
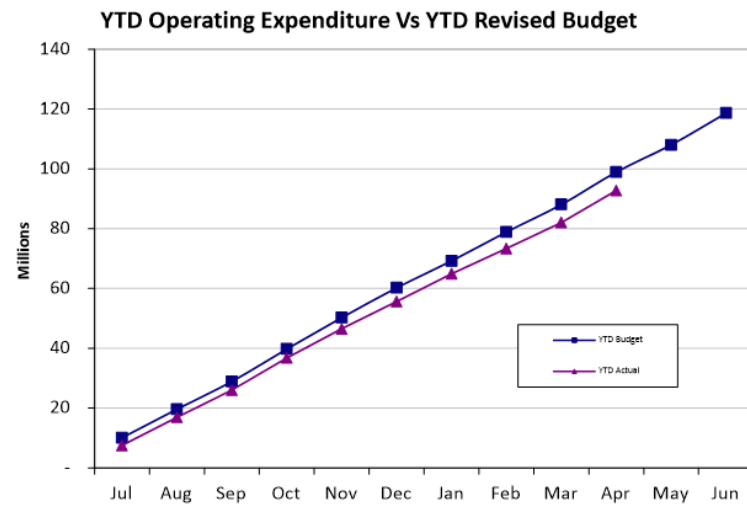
City of Cockburn - Reserve Funds

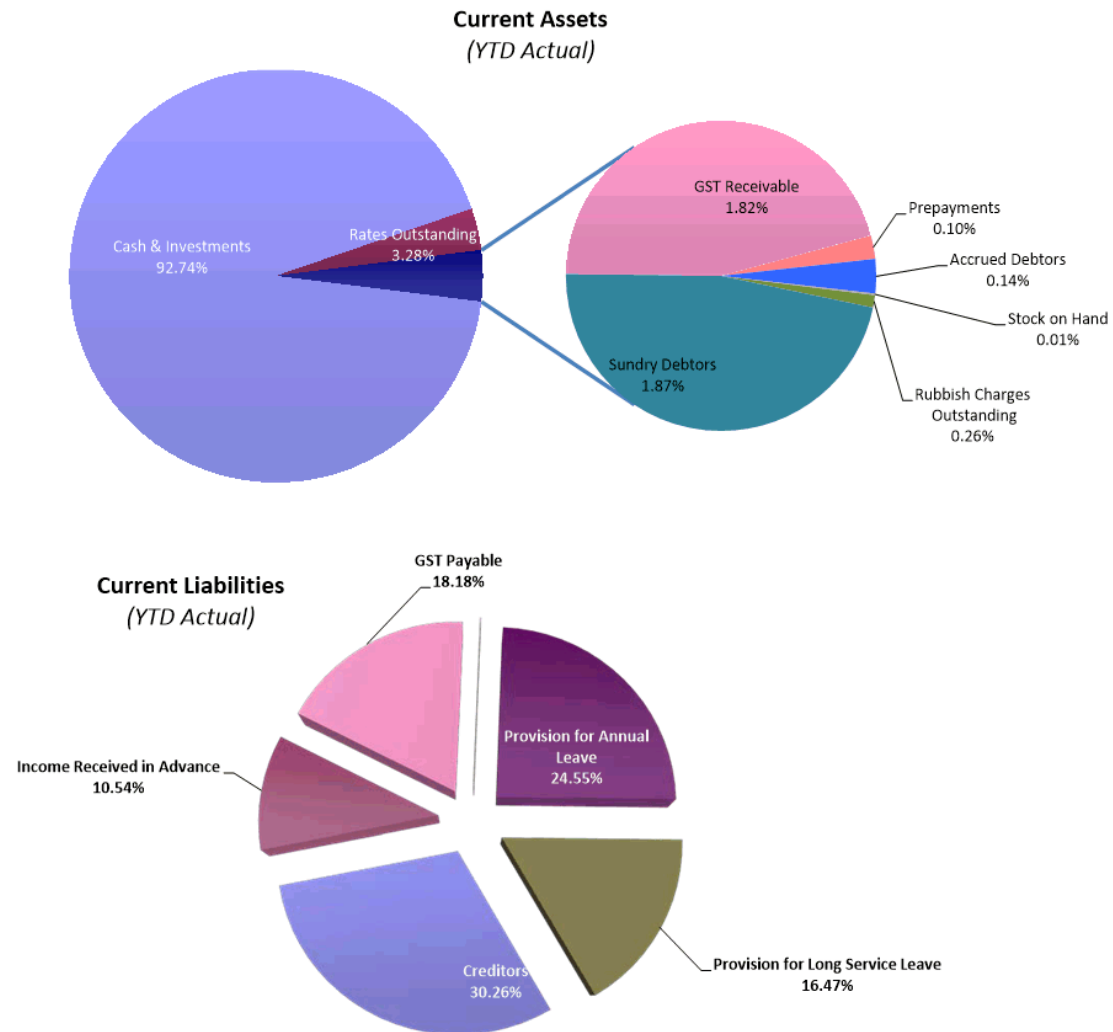
Financial Statement for Period Ending 30 April 2019

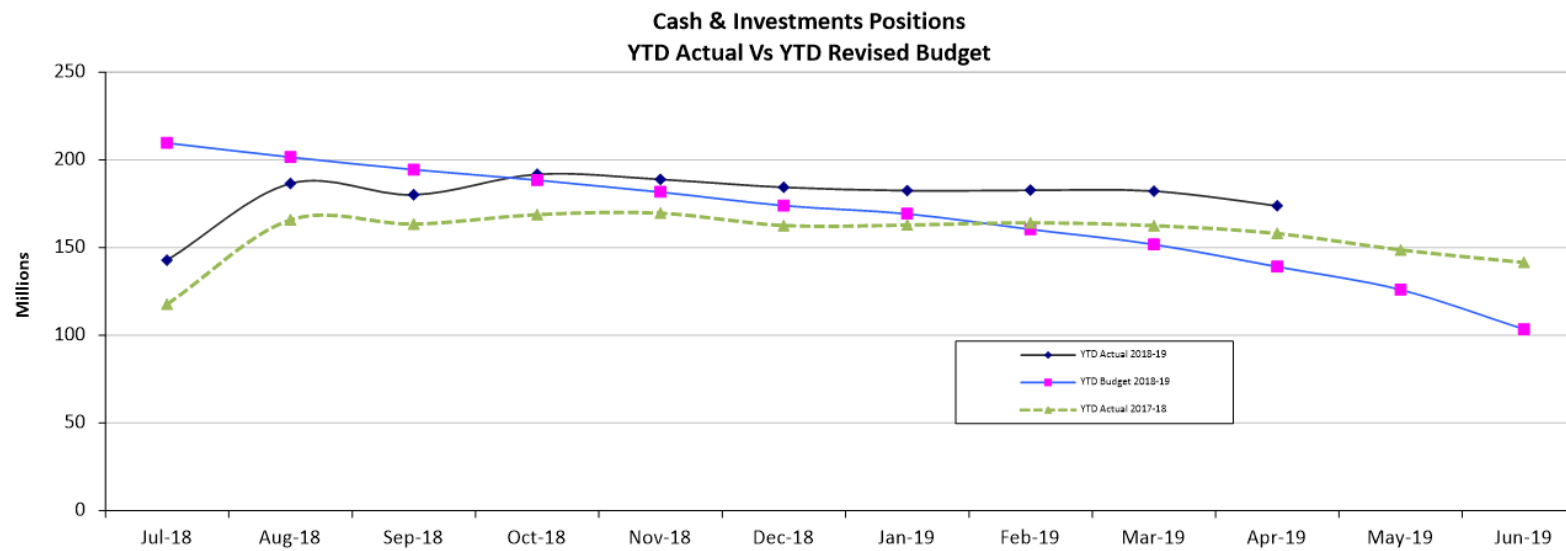
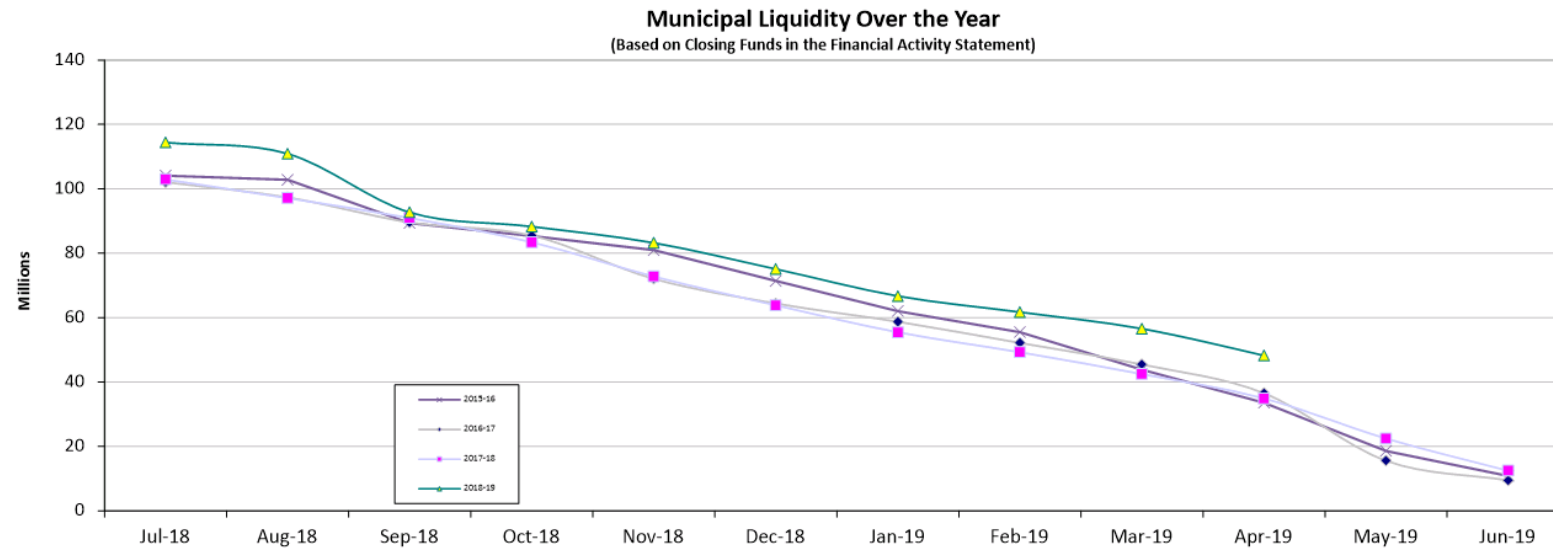
<i>Account Details</i>	<i>Opening Balance</i>		<i>Interest Received</i>		<i>t/f's from Municipal</i>		<i>t/f's to Municipal</i>		<i>Closing Balance</i>	
	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>
<i>Council Funded</i>										
Bibra Lake Management Plan	601,791	601,791	11,324	11,152	-	-	(100,000)	(17,190)	513,115	595,753
Carry Forward Projects	3,618,392	3,618,392	-	-	9,557,112	9,557,112	(10,973,286)	(6,481,257)	2,202,218	6,694,247
CIHCF Building Maintenance	6,150,813	6,150,813	5,641	122,575	1,456,941	1,213,213	-	-	7,613,395	7,486,600
Cockburn ARC Building Maintenance	2,010,608	2,010,608	53,573	37,401	-	-	-	-	2,064,181	2,048,009
Cockburn Coast SAR	897	897	-	124	-	19,087	(9,872)	(1,569)	(8,975)	18,539
Community Infrastructure	14,879,832	14,879,832	127,034	272,297	7,410,382	410,382	(5,665,836)	(2,738,294)	16,751,412	12,824,217
Community Surveillance	903,958	903,958	23,842	15,195	200,000	-	(414,238)	(175,075)	713,562	744,078
Environmental Offset	304,512	304,512	8,033	5,664	-	-	-	-	312,545	310,176
Greenhouse Action Fund	420,432	420,432	10,790	7,782	200,000	-	(81,000)	(31,566)	550,222	396,649
HWRP Post Closure Management & Contaminated	2,324,206	2,324,206	50,489	43,224	-	-	(135,000)	(997)	2,239,695	2,366,432
Information Technology	206,565	206,565	8,388	3,203	200,000	-	(121,250)	(104,525)	293,703	105,243
Insurance	1,262,819	1,262,819	8,801	30,238	550,000	550,000	(35,000)	(29,957)	1,786,620	1,813,100
Land Development and Investment Fund	3,756,615	3,756,615	256,447	104,168	5,798,065	5,072,248	(2,511,062)	(248,020)	7,300,065	8,685,010
Major Building Refurbishment	13,093,407	13,093,407	147,574	243,544	1,500,000	-	(175,000)	-	14,565,981	13,336,952
Municipal Elections	79,037	79,037	2,977	1,470	-	-	-	-	82,014	80,507
Naval Base Shacks	1,078,013	1,078,013	24,153	20,053	30,635	-	-	-	1,132,801	1,098,066
Plant & Vehicle Replacement	9,354,672	9,354,672	115,183	169,892	3,394,090	-	(3,433,880)	(910,859)	9,430,065	8,613,705
Port Coogee Marina Assets Replacement	285,423	285,423	-	5,309	1,000,000	-	-	-	1,285,423	290,732
Port Coogee Special Maintenance - SAR	1,418,130	1,418,130	28,417	29,222	380,000	398,656	(206,833)	(206,320)	1,619,714	1,639,687
Port Coogee Waterways - SAR	92,022	92,022	8,852	2,619	70,000	49,151	(50,000)	-	120,874	143,792
Port Coogee Waterways - WEMP	1,763,151	1,763,151	43,009	30,575	-	-	(593,533)	(317,958)	1,212,627	1,475,767
Roads & Drainage Infrastructure	15,446,223	15,446,223	81,300	256,368	2,000,000	-	(8,890,861)	(5,167,190)	8,636,662	10,535,401
Staff Payments & Entitlements	1,709,732	1,709,732	47,023	29,536	125,000	-	(190,000)	(173,263)	1,691,755	1,566,004
Waste & Recycling	14,136,202	14,136,202	363,713	261,610	1,020,065	-	(652,814)	(239,609)	14,867,166	14,158,203
Waste Collection	2,092,296	2,092,296	66,093	38,238	1,159,736	-	(91,207)	(64,718)	3,226,918	2,065,817
Welfare Redundancies	42,634	42,634	797	793	-	-	-	-	43,431	43,427
POS Cash in Lieu (Restricted Funds)	-	-	-	-	-	-	-	-	-	-
	97,032,383	97,032,383	1,493,453	1,742,250	36,052,026	17,269,848	(34,330,672)	(16,908,367)	100,247,190	99,136,114
<i>Grant Funded</i>										
Aged and Disabled Asset Replacement	191,003	191,003	8,628	3,982	81,645	81,645	-	-	281,276	276,630
Family Day Care Accumulation Fund	30,675	30,675	-	526	-	-	-	-	30,675	31,200
Naval Base Shack Removal	528,000	528,000	10,822	9,822	56,000	-	-	-	594,822	537,821
Restricted Grants & Contributions	4,532,938	4,532,938	-	-	-	-	(3,975,857)	(3,991,240)	557,080	541,698
Underground Power - Service Charge	-	0	-	-	-	-	-	-	-	0
Welfare Projects Employee Entitlements	708,130	708,130	9,223	12,847	-	-	(11,510)	(11,510)	705,843	709,468
	5,990,745	5,990,746	28,673	27,177	137,645	81,645	(3,987,367)	(4,002,750)	2,169,696	2,096,817
<i>Development Cont. Plans</i>										
Cockburn Coast DCP14	(112,255)	(112,255)	-	7,330	-	1,793,383	(56,061)	(1,600,000)	(168,316)	88,459
Community Infrastructure DCP 13	5,714,253	5,714,253	231,370	134,094	4,500,000	3,916,880	(6,903,706)	-	3,541,917	9,765,227
Hammond Park DCP	2,742,378	2,742,378	24,032	53,008	500,000	266,815	(9,005)	-	3,257,405	3,062,201
Munster Development	1,260,069	1,260,069	21,830	23,430	80,000	-	(13,921)	(1,729)	1,347,978	1,281,770

Muriel Court Development Contribution	257,613	257,613	179	4,747	350,000	-	(76,613)	(8,647)	531,179	253,713
Packham North - DCP 12	15,021	15,021	1,146	946	100,000	106,748	(12,024)	(39,297)	104,143	83,419
Solomon Road DCP	639,757	639,757	16,500	11,891	-	-	(7,991)	(1,729)	648,266	649,919
Success Nth Development Cont. Plans	3,282,848	3,282,848	40,540	63,207	30,000	202,432	(7,916)	(865)	3,345,472	3,547,622
Thomas St Development Cont. Plans	13,262	13,262	294	247	-	-	-	-	13,556	13,508
Wattleup DCP 10	17,141	17,141	3,394	1,322	250,000	243,153	(9,005)	(65,000)	261,530	196,615
Yangebup East Development Cont. Plans	1,422,610	1,422,610	18,907	27,958	-	361,166	(3,656)	-	1,437,861	1,811,734
Yangebup West Development Cont. Plans	780,602	780,602	10,212	14,516	100,000	-	(3,376)	(865)	887,438	794,253
	16,033,299	16,033,299	368,404	342,695	5,910,000	6,890,576	(7,103,277)	(1,718,131)	15,208,426	21,548,439
<i>Total Reserves</i>	119,056,427	119,056,427	1,890,530	2,112,123	42,099,671	24,242,069	(45,421,317)	(22,629,248)	117,625,312	122,781,371









DETAILED BUDGET AMENDMENTS REPORT

for the period ended 30 April 2019

PROJECT/ACTIVITY LIST		DESCRIPTION	ADD/LESS	EXPENDITURE	TF TO RESERVE	FUNDING SOURCES			
						RESERVE	EXTERNAL	MUNICIPAL	NON-CASH
CW5982	Hopbush Park Cricket Pitch	Budget increase request missed from budget review	ADD	17,123			(7,500)	(9,623)	
				17,123	0	0	(7,500)	(9,623)	0

15.3 CHANGE TO METHOD OF VALUATION USED FOR RATING PURPOSES

Author(s) C D'Ascenzo

Attachments

1. Changes to Method of Valuation - Properties [↓](#)
2. Schedule of Submissions [↓](#)
3. Changes to Method of Valuation Used for Rating Purposes - Rating Information (**CONFIDENTIAL**)
4. Aerial Images of Properties [↓](#)

RECOMMENDATION

That Council apply to the Minister for Local Government for a determination pursuant to Section 6.28 (1) of *the Local Government Act 1995*, to change the basis of rates for properties detailed in Attachment 1 from unimproved value (UV) to gross rental value (GRV) as the predominant use of the land of these properties have been determined to be non-rural.

Background

Under section 6.28 of the *Local Government Act 1995*, the City of Cockburn is required to review and make recommendations to the Minister for Local Government, as to the method of valuation to be used for rating purposes.

This report seeks Council endorsement to seek Ministerial approval for the basis of rating for various rural properties (Attachment 1) to be changed from unimproved value (UV) to gross rental value (GRV).

Submission

Submissions/objections received are summarised in the attached Schedule of Submissions (Attachment 2).

Report

The City of Cockburn has made a commitment to review the method of valuation applied to improved residential and commercial / industrial properties with unimproved valuations.

With growth and change in land uses within the City's rural areas, equitable rating has been an ongoing focus, particularly with properties that are rated using the property's unimproved value (UV) but are essentially residential or commercial / industrial properties in a rural area.

Operational guidelines developed by the Department of Local Government identify a number of guiding principles for local

government to consider when developing or assessing their rating structures, these include:

- objectivity;
- fairness and equity;
- consistency;
- transparency; and
- administrative efficiency.

As part of this review, improved residential or commercial / industrial properties that are currently valued using the unimproved value method were assessed and the majority are proposed to change to Gross Rental Value (GRV). If it is ascertained that the property is used predominantly for rural purposes and the activities are allowed under the relevant Town Planning Scheme, the property will remain on UV.

City Officers have undertaken both desktop reviews and consultation with affected landowners in determining which properties are being recommended to have the rating valuation method changed from UV to GRV.

In determining which properties to apply these changes to the methods outlined in the Department of Local Government, Sport and Cultural Industries Process Guide - Valuation of Land (S.6.28) were used.

A complete listing of affected properties is included in Attachment 1. A detailed list providing the financial impact for each property has been provided as a confidential attachment (Attachment 3) to Councillors.

The City reviewed 26 properties with a recommendation to the Minister that 25 have their valuation methodology changed from UV to GRV with the remaining property continuing on UV as it meets the test for such a valuation methodology that is predominantly rural use of the land.

To manage the increase for properties transitioning from UV to GRV for commercial / industrial properties, it is prudent to phase in increases over three years.

Phased rates will be charged at a rate of:

- 2019/20 Financial Year - 2/3 UV and 1/3 GRV
- 2020/21 Financial Year - 1/3 UV and 2/3 GRV
- 2021/22 Financial Year - 100% GRV

Example: 2020/21 Financial Year Unimproved Value - \$900,000 divided 3 = \$300,000. Gross Rental Value - \$30,000 divided 3. Multiplied by 2 = \$20,000. Total Rates Payable = \$2,354.80 (\$789 UV + \$1,565.80 GRV - using 2018/19 rate in the dollars).

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Ensure sound long term financial management and deliver value for money.

Council has previously resolved as part of its Change of Basis for Valuation of Land for Rating Purposes Policy (AFCS8) to actively review the basis of land valuation for rating purposes as set out in Section 6.28 of the *Local Government Act 1995*.

Budget/Financial Implications

Based on GRV valuations being phased-in for commercial / industrial properties, the change in basis of rating to gross rental value may increase revenue by approximately the following per year (based on 2018/19 data):

Year	Current Rates	Proposed Rates	Difference
2019/20	\$78,152	\$108,819	\$30,667
2020/21	\$78,152	\$148,050	\$69,898
2021/22	\$78,152	\$186,080	\$107,928

It is worth reiterating that the purpose of this review is not about increasing rates revenue. Rather, it's about applying objectivity and consistency to the City's differential rating model to ensure a fair and equitable outcome for all ratepayers of the City. The review also aims to uphold the general principle for rating land based on its predominant use, as contained in the governing legislation.

There are no costs associated with the request to the Minister, however, costs will be incurred to advertise in the Government Gazette and may also be incurred when valuations are received from Landgate.

Legal Implications

Local government rating is regulated through Sections 6.28 to 6.82 of the *Local Government Act 1995*. All land within a local government district is rateable land with the exceptions specified in Section 6.26 of the Act.

Section 6.28 of the *Local Government Act 1995* requires the Minister to determine the method of valuation of land to be used by a local government as the basis for a rate and publish a notice of the determination in the Government Gazette.

In determining the method of valuation to be used by a local government, the Minister is to have regard to the principle that the basis for a rate on any land is to be either:

- a) Where the land is used predominantly for rural purposes, the unimproved value (UV) of the land; and
- b) Where the land is used predominantly for non-rural purposes, the gross rental value (GRV) of the land.

Each local government has a role in ensuring that the rating principles of the *Local Government Act 1995* are correctly applied to rateable land within their district.

Community Consultation

Land Use Declaration forms were sent to all affected landowners with a covering letter explaining the process along with a copy of *Section 6.28 of the Local Government Act 1995* and a three page Frequently Asked Questions sheet in February 2019.

Property owners were given 21 days to return the form, although forms were actually accepted for much longer.

After the forms were sent out, questions from landowners were answered by City of Cockburn staff in person and on the phone.

Responses were recorded on a spreadsheet, detailing whether respondents considered their property usage to be Non-Rural, Rural, Predominantly Rural Usage and whether or not they derived their livelihood from the property.

Based on the response to the questions on the Land Use Declaration Forms and officer assessment of the property, a second letter was sent to all property owners informing them whether or not a recommendation was being made to change their valuation method to GRV. Property owners were given at least 21 days to object to this recommendation. Letters were sent on 8th May 2019, with submissions closing 31 May 2019.

Ratepayers were also provided with an indication of the overall likely financial impact of the changes.

City Officer also liaised with the Valuer General to obtain an indication of the notational GRV's, which in turn assisted in modelling the effects of the changes for the City and ratepayers alike.

Risk Management Implications

No risk implications have been identified as a result of this report or recommendation.

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 13 June 2019 Ordinary Council Meeting.

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

Nil

Attachment 1 - Changes to Method of Valuation

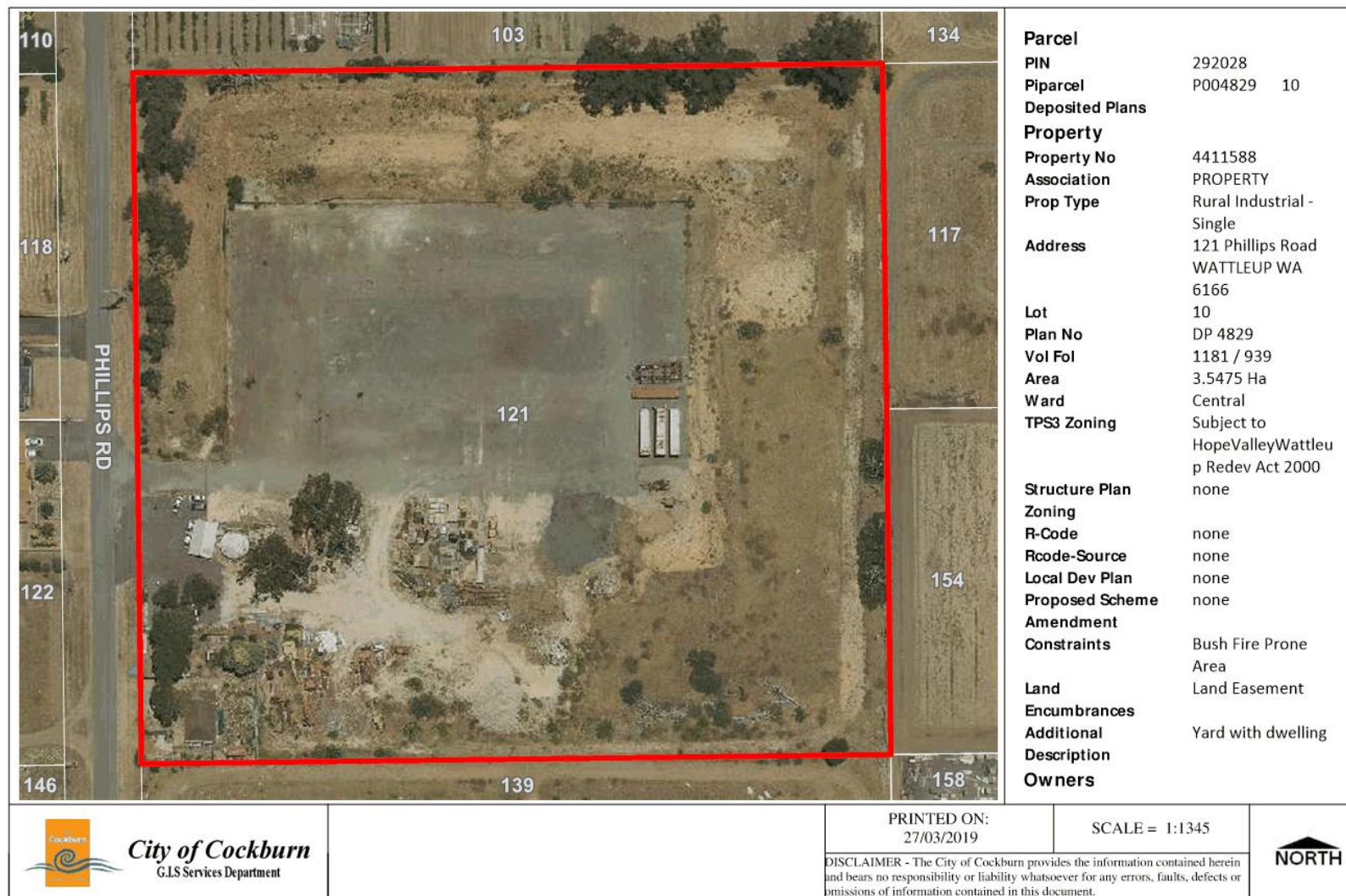
Plan Type	Plan / Diagram#	Lot #	Street Address
Deposited Plan	60443	201	870 Rockingham Road WATTLEUP WA 6166
Diagram	18812	6	7 Caratti Road WATTLEUP WA 6166
Deposited Plan	7113	15	160 Henderson Road MUNSTER WA 6166
Deposited Plan	4829	15	35 Phillips Road WATTLEUP WA 6166
Diagram	26238	5	5L Moylan Road WATTLEUP WA 6166
Diagram	61957	2	2L Wattleup Road WATTLEUP WA 6166
Deposited Plan	7712	46	11 Postans Road WATTLEUP WA 6166
Deposited Plan	6520	23	77 Mortimer Street WATTLEUP WA 6166
Diagram	55037	43	78 Power Avenue WATTLEUP WA 6166
Diagram	9791	26	26L Wattleup Road WATTLEUP WA 6166
Diagram	30921	6	84 Phillips Road WATTLEUP WA 6166
Diagram	9791	19	117 Dalison Avenue WATTLEUP WA 6166
Deposited Plan	7712	39	39L Dalison Avenue WATTLEUP WA 6166
Deposited Plan	4829	10	121 Phillips Road WATTLEUP WA 6166
Diagram	9791	17	261 Moylan Road WATTLEUP WA 6166
Diagram	54909	41	159 Moylan Road WATTLEUP WA 6166
Deposited Plan	4829	14	55 Phillips Road WATTLEUP WA 6166
Plan	15362	115	23 Pavlovich Court WATTLEUP WA 6166
Diagram	71988	9	220 Wattleup Road WATTLEUP WA 6166
Diagram	74118	700	82 Power Avenue WATTLEUP WA 6166
Deposited Plan	4829	4	86 Power Avenue WATTLEUP WA 6166
Diagram	79292	304	113 Dalison Avenue WATTLEUP WA 6166
Diagram	79432	5	114 Dalison Avenue WATTLEUP WA 6166
Deposited Plan	400205	55	30 Marquis Street HAMMOND PARK WA 6164
Deposited Plan	413434	150	408 Wattleup Road HAMMOND PARK WA 6164

Attachment 2 - Schedule of Submission - Changes to Valuation Used for Rating Purposes


Property #	Land Use Form Received	Usage of land declared by owner	Submission Summary	Improvements	Investigation and Findings	Recommendation
4411280	Yes	Non-rural	<p>"We invested \$240,000 to improve the property for hardstand rental... the property is not suitable due to flooding from Postans Road and the dust from the limestone quarry."</p> <p>"My mother had to move from the property due to dust and early morning truck noise along Postans Road and likewise we are having nothing but high turnover of tenants for the same reasons."</p> <p>"We therefore expect a rate decrease on the current rates..."</p> <p><i>*City Officer contacted Landgate for reassessment of GRV the effective 1/7/2019.</i></p>	Large mounted dome, significant hardstand, two dwellings and several sheds	Desktop review showed no significant rural activities, property appears to be used for industrial purposes.	Change to GRV
4411280	Yes	Non-rural	<p>"We totally disagree with the property transitioning from UV to GRV as we were led to believe by the council that there would not be any rate increases as such. After reviewing the state of Postans Road and the lack of services to the property we cannot justify any rate increase to 11 Postans Rd Wattleup.</p> <p>Our reasoning for this is we had the bore water licence cancelled without our consultation and were forced into developing hardstand in an effort to manage the outgoing property costs.</p> <p>Please note that we also use the property for own purposes growing figs and olive trees.</p> <p>You have clearly disregarded our letter dated the 19th March 2019 and our situation and therefore we do not accept any phased rate increases."</p>	Large mounted dome, significant hardstand, two dwellings and several sheds	Desktop review showed no significant rural activities, property appears to be used for industrial purposes.	Change to GRV
4411897	No	Hardstand rental	<p>"The COC 's proposal recommending our property rates to be re-valued according to some assumption that these property owners somehow have more disposable income than say the owner of a residential rental property or indeed income earned through market gardening (as was the case with my parents) is as mindboggling as the Reserve Banks policy of increasing interest rates so the people spend less. I am sure ratepayers' personal financial struggles are not a concern to you, but it should be."</p> <p>"I would appreciate consideration of, and a response to the questions I have put to you. The council may indeed feel justified to propose these changes, however if there is no proof of current extra operating costs, no proposed increase or improvement to services and no proposal of allowing the property owners to sub-divide their properties then the councils actions are not justified."</p>	Hardstand / storage facility /office	Desktop review showed no significant rural activities, property appears to be used for industrial purposes. Property currently advertised as hardstand lease.	Change to GRV
4411365	No	Property is leased	<p>"...we object to the recommendation, and the estimated GRV value. We find it very unfair that because we have taken the initiative to do something with our property for our future the council some how feels the need to increase my rates on this property now. Please explain to me what I'm going to get out of the council more from them sky rocketing my rates, considering that the government has bulldozed the whole town of Wattleup down and are still indecisive of what they're going to do with the area for nearly 15 years. "</p> <p>"...we find this valuation unfair at the current time, we feel until Wattleup is rezoned correctly to commercial/industrial things should still stay the same, it's unfair to increase only some properties and not keep everyone on an even playing field with rates. As for the GRV we collect no where near \$208,520.00 per year in rent!! , we have had to decrease are rent to keep the tenant, we are only collecting \$174,545.00 per year in rent from my tenant"</p> <p>"If the council and the minister for local government does past the valuation from UV to GRV at an increase of more then what I receive in rent per year I will fight it in the courts and get it overturn as I have already seek legal advice on the matter. "</p>	Large mounted dome, significant hardstand and several sheds	Desktop review showed no significant rural activities. Activities on land appear to be industrial in nature. Hardstand and transport depot.	Change to GRV




		Parcel PIN 287440 Piparcel D009791 17 Deposited Plans Property Property No 4411607 Association PROPERTY Prop Type Rural Industrial - Single Address 261 Moylan Road WATTLEUP WA 6166 Lot 17 Plan No D 9791 Vol Fol 1059 / 540 Area 4.0165 Ha Ward Central TPS3 Zoning Subject to HopeValleyWattleup p Redev Act 2000 Structure Plan none Zoning R-Code none Rcode-Source none Local Dev Plan none Proposed Scheme none Amendment Constraints none Land none Encumbrances Additional Description Owners Name Vestigio	
		<div>  City of Cockburn GLS Services Department </div> <div> PRINTED ON: 27/03/2019 </div> <div> SCALE = 1:3000 </div> <div>  NORTH </div>	
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Parcel	
PIN	287179
Piparcel	P004829 14
Deposited Plans	
Property	
Property No	4411897
Association	PROPERTY
Prop Type	Rural Industrial - Single
Address	55 Phillips Road WATTLEUP WA 6166
Lot	14
Plan No	DP 4829
Vol Fol	1327 / 39
Area	1.8287 Ha
Ward	Central
TPS3 Zoning	Subject to HopeValleyWattleup p Redev Act 2000
Structure Plan	
Zoning	none
R-Code	none
Rcode-Source	none
Local Dev Plan	none
Proposed Scheme	none
Amendment	
Constraints	Bush Fire Prone Area
Land	Land Easement
Encumbrances	
Additional Description	Yard with dwelling
Owners	



City of Cockburn
GLS Services Department

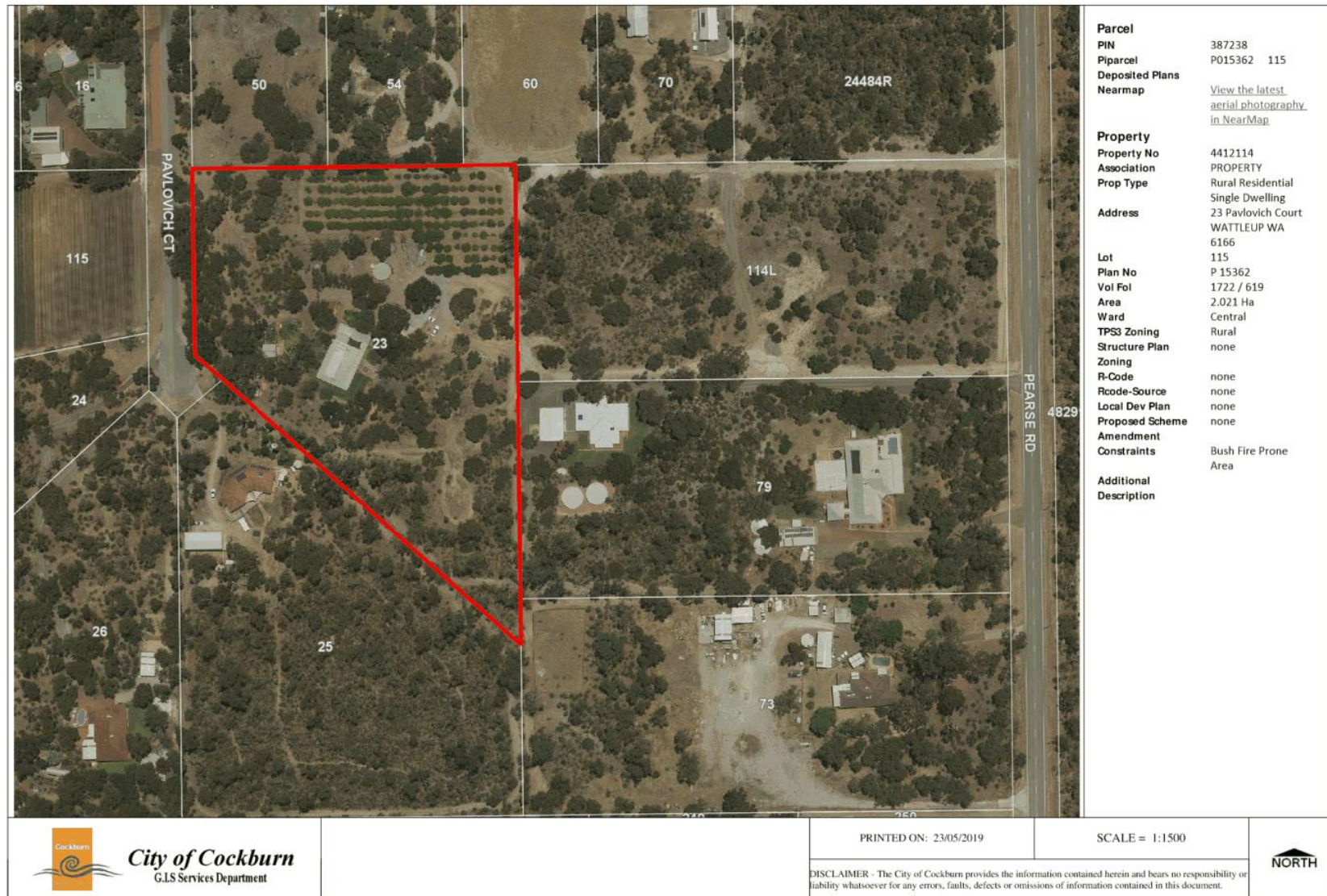
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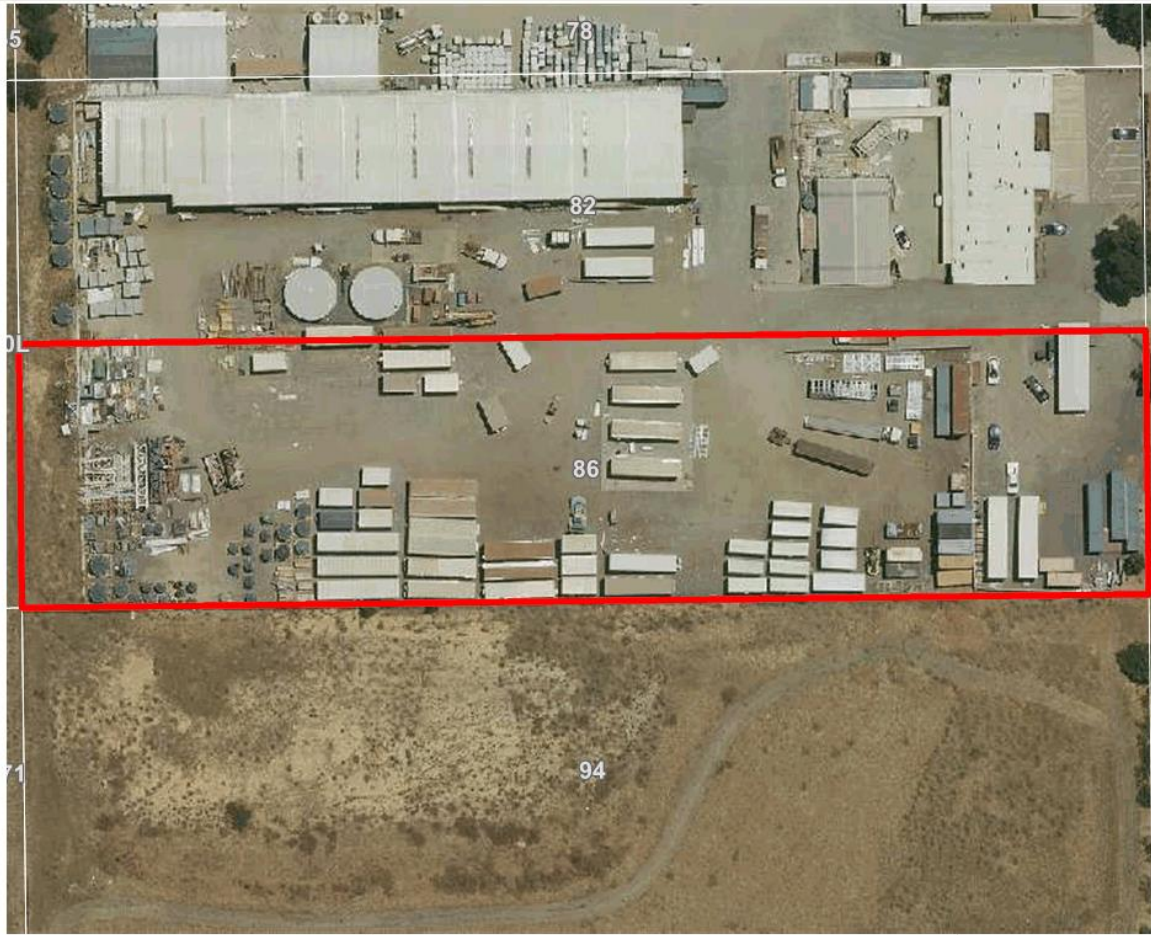








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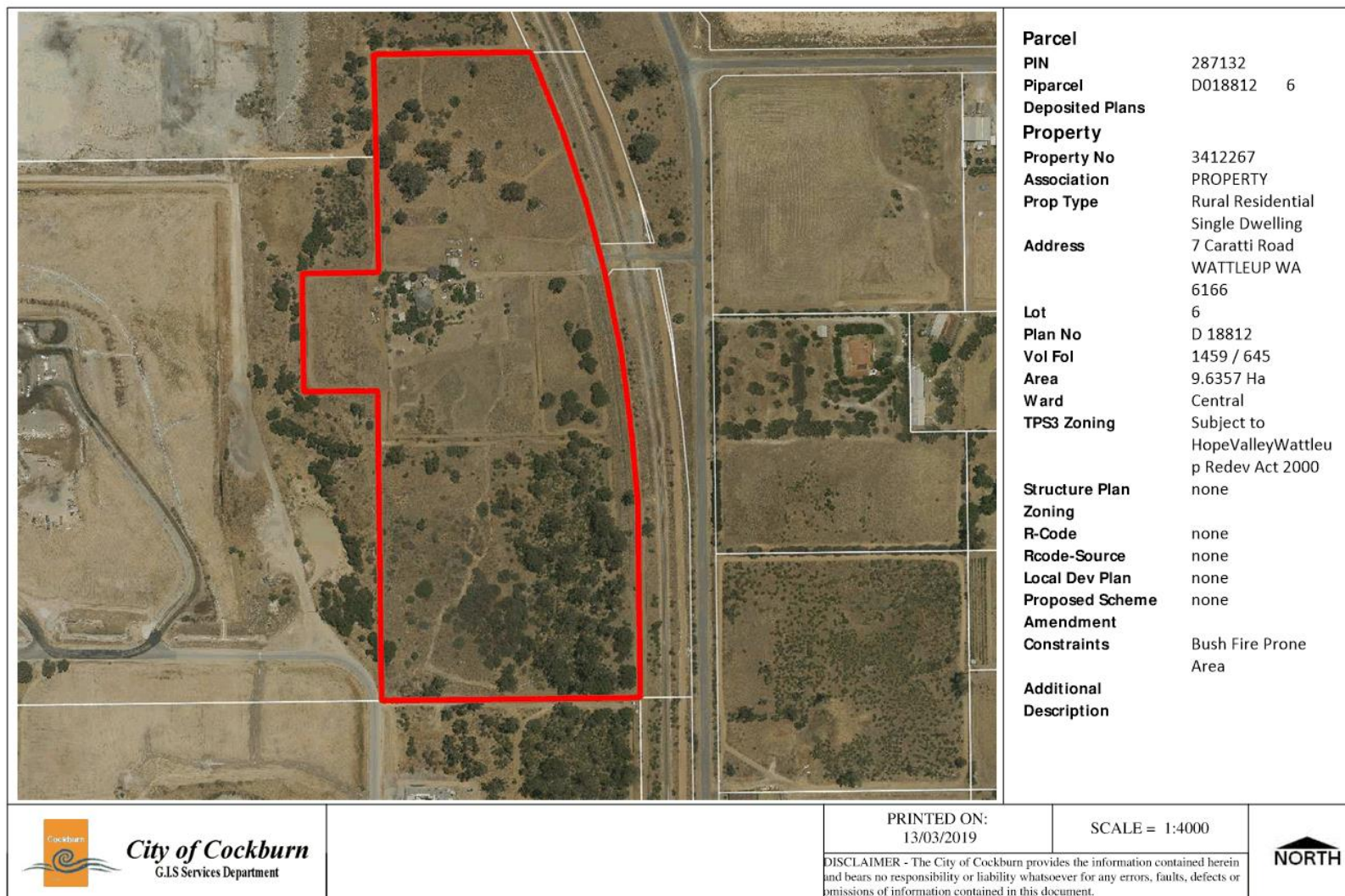
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	<p>Parcel</p> <p>PIN 287189</p> <p>Piparcel P004829 4</p> <p>Deposited Plans</p> <p>Property</p> <p>Property No 4412795</p> <p>Association PROPERTY</p> <p>Prop Type Rural Industrial - Single</p> <p>Address 86 Power Avenue WATTLEUP WA 6166</p> <p>Lot 4</p> <p>Plan No DP 4829</p> <p>Vol Fol 1828 / 806</p> <p>Area 8894 m2</p> <p>Ward Central</p> <p>TPS3 Zoning Subject to HopeValleyWattleup Redev Act 2000</p> <p>Structure Plan none</p> <p>Zoning</p> <p>R-Code none</p> <p>Rcode-Source none</p> <p>Local Dev Plan none</p> <p>Proposed Scheme none</p> <p>Amendment</p> <p>Constraints none</p> <p>Land Land Easement</p> <p>Encumbrances</p> <p>Additional Description</p> <p>Owners</p> <p>Name Emanuel Richard</p>									
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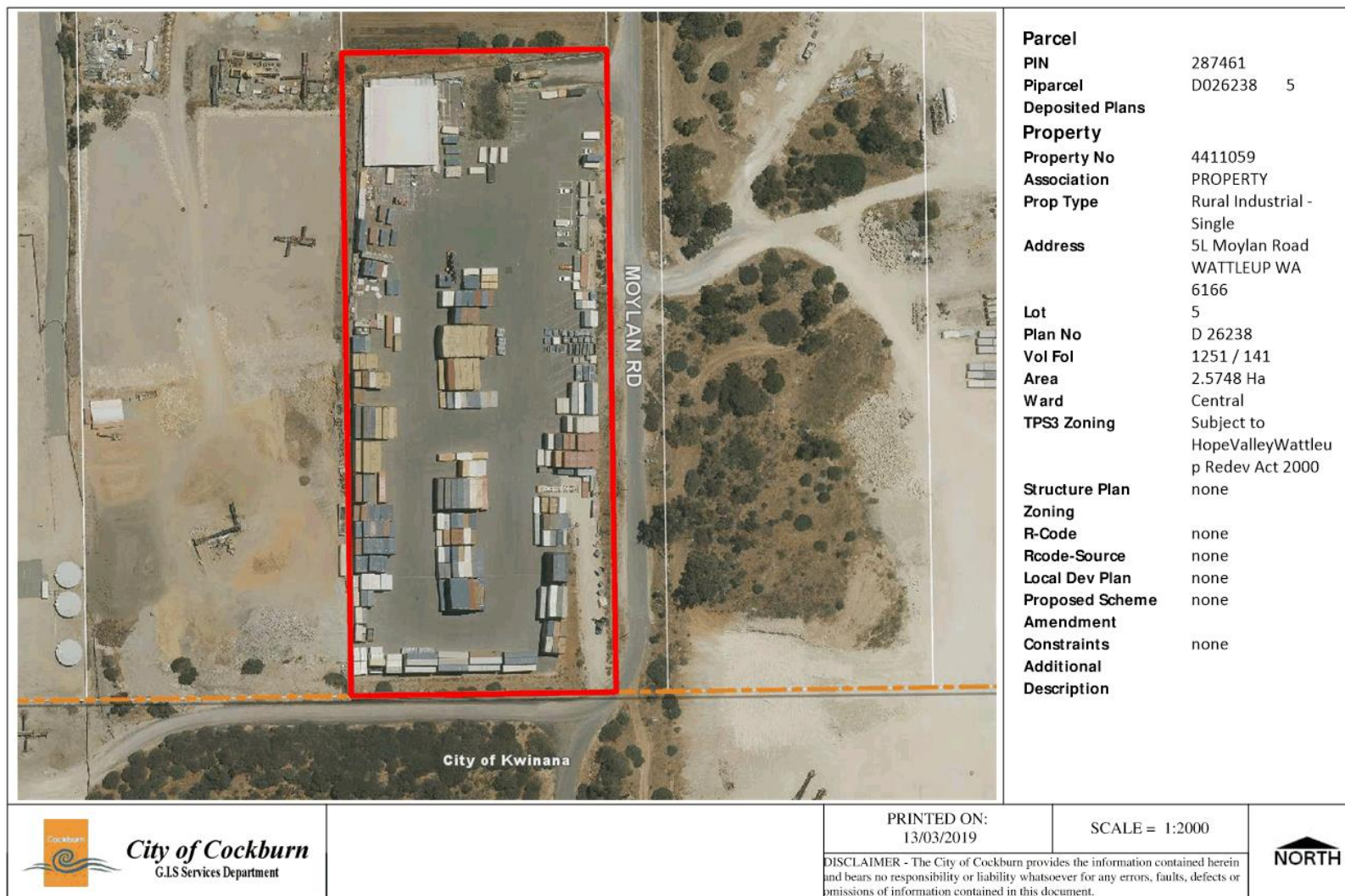


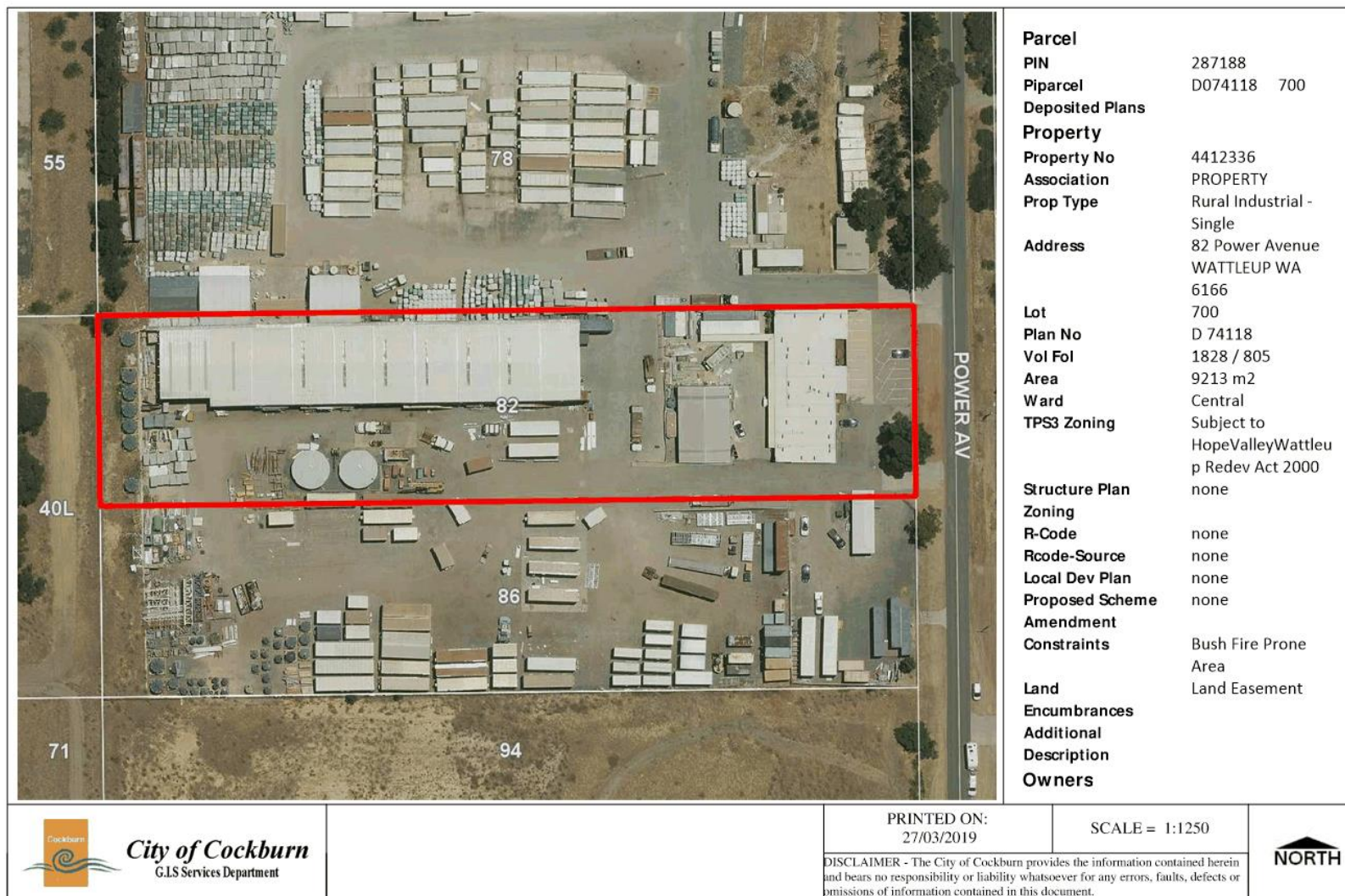












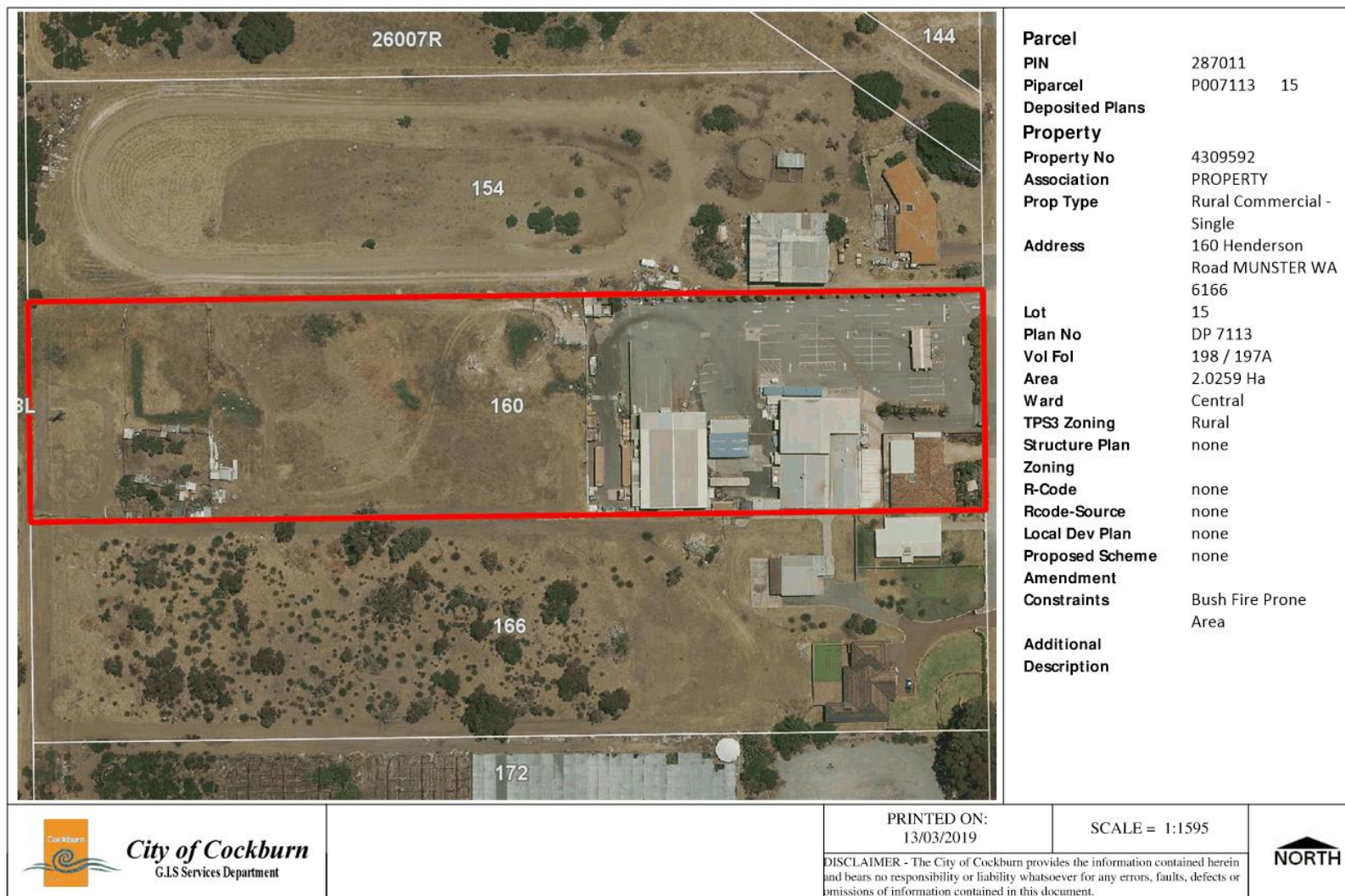


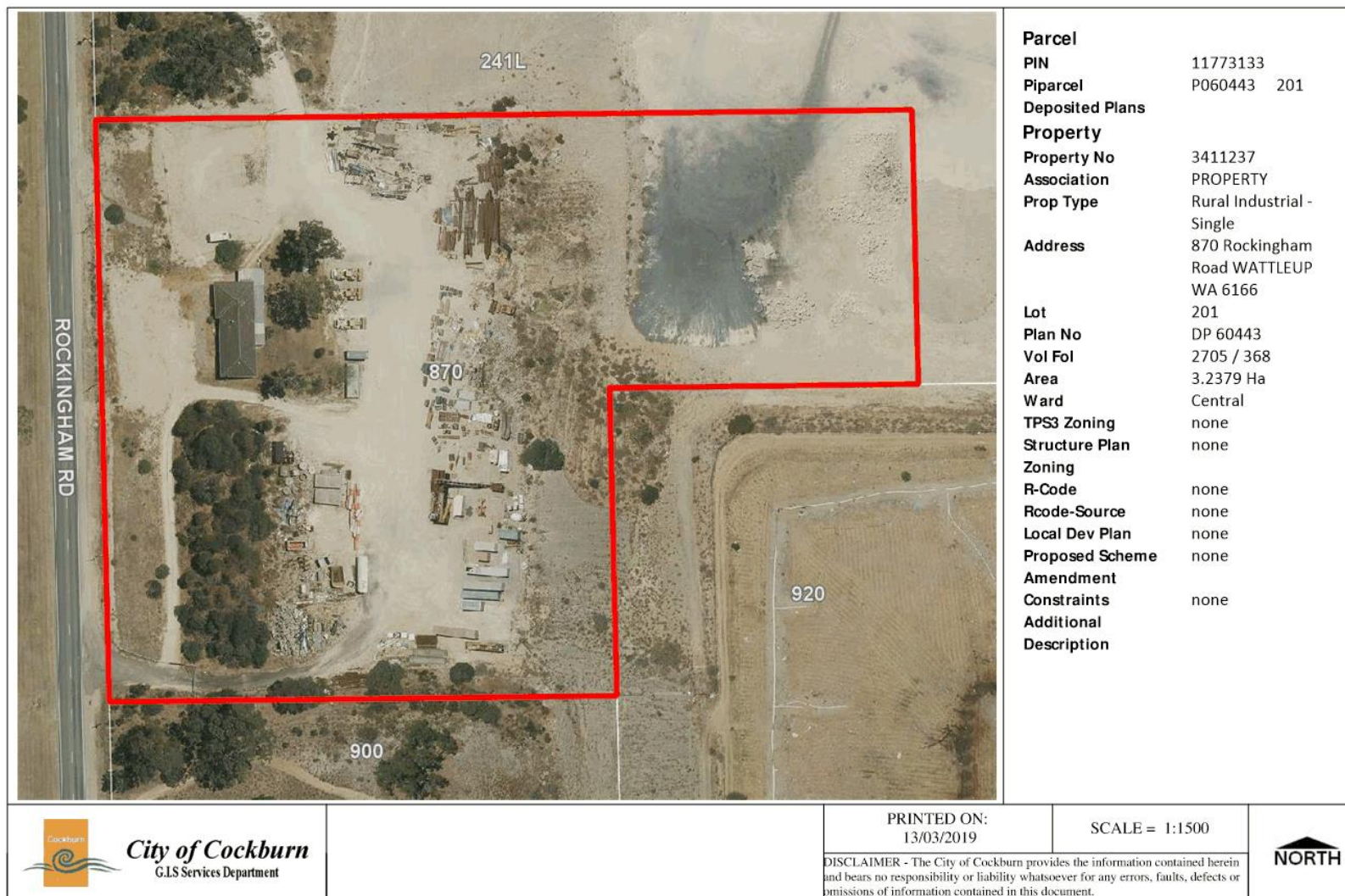





	<p>Parcel</p> <p>PIN 287187</p> <p>Piparcel D055037 43</p> <p>Deposited Plans</p> <p>Property</p> <p>Property No 4411319</p> <p>Association PROPERTY</p> <p>Prop Type Rural Industrial - Single</p> <p>Address 78 Power Avenue WATTLEUP WA 6166</p> <p>Lot 43</p> <p>Plan No D 55037</p> <p>Vol Fol 1511 / 831</p> <p>Area 1.8463 Ha</p> <p>Ward Central</p> <p>TPS3 Zoning Subject to HopeValleyWattleup p Redev Act 2000</p> <p>Structure Plan none</p> <p>Zoning</p> <p>R-Code none</p> <p>Rcode-Source none</p> <p>Local Dev Plan none</p> <p>Proposed Scheme none</p> <p>Amendment</p> <p>Constraints Bush Fire Prone Area</p> <p>Additional Description Yard</p>									
	<table border="1"> <tr> <td data-bbox="327 1173 705 1286">  <p>City of Cockburn GLS Services Department</p> </td> <td data-bbox="705 1173 1288 1286"></td> <td data-bbox="1288 1173 1556 1286"> <p>PRINTED ON: 26/03/2019</p> </td> <td data-bbox="1556 1173 1780 1286"> <p>SCALE = 1:1071</p> </td> <td data-bbox="1780 1173 1910 1286">  <p>NORTH</p> </td> </tr> <tr> <td colspan="5" data-bbox="1288 1228 1780 1286"> <p><small>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.</small></p> </td> </tr> </table>	 <p>City of Cockburn GLS Services Department</p>		<p>PRINTED ON: 26/03/2019</p>	<p>SCALE = 1:1071</p>	 <p>NORTH</p>	<p><small>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.</small></p>			
 <p>City of Cockburn GLS Services Department</p>		<p>PRINTED ON: 26/03/2019</p>	<p>SCALE = 1:1071</p>	 <p>NORTH</p>						
<p><small>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.</small></p>										







	<p>Parcel</p> <p>PIN 292018</p> <p>Piparcel D030921 6</p> <p>Deposited Plans</p> <p>Property</p> <p>Property No 4411357</p> <p>Association PROPERTY</p> <p>Prop Type Rural Industrial - Single</p> <p>Address 84 Phillips Road WATTLEUP WA 6166</p> <p>Lot 6</p> <p>Plan No D 30921</p> <p>Vol Fol 1297 / 776</p> <p>Area 1.7756 Ha</p> <p>Ward Central</p> <p>TPS3 Zoning Subject to HopeValleyWattleup Redevel Act 2000</p> <p>Structure Plan none</p> <p>Zoning</p> <p>R-Code none</p> <p>Rcode-Source none</p> <p>Local Dev Plan none</p> <p>Proposed Scheme none</p> <p>Amendment</p> <p>Constraints none</p> <p>Land none</p> <p>Encumbrances</p> <p>Additional Yard</p> <p>Description</p> <p>Owners</p> <p>Name WA Land Authority</p>									
	<table border="1"> <tr> <td data-bbox="338 1193 705 1279">  </td> <td data-bbox="705 1193 1288 1279"></td> <td data-bbox="1288 1193 1556 1279"> <p>PRINTED ON: 27/03/2019</p> </td> <td data-bbox="1556 1193 1780 1279"> <p>SCALE = 1:1058</p> </td> <td data-bbox="1780 1193 1908 1279">  </td> </tr> <tr> <td colspan="5" data-bbox="1288 1236 1780 1279"> <p>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.</p> </td> </tr> </table>			<p>PRINTED ON: 27/03/2019</p>	<p>SCALE = 1:1058</p>		<p>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.</p>			
		<p>PRINTED ON: 27/03/2019</p>	<p>SCALE = 1:1058</p>							
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Parcel	
PIN	287177
Piparcel	P004829 15
Deposited Plans	
Property	
Property No	4411055
Association	PROPERTY
Prop Type	Rural Residential Single Dwelling
Address	35 Phillips Road WATTLEUP WA 6166
Lot	15
Plan No	DP 4829
Vol Fol	1529 / 492
Area	2.1006 Ha
Ward	Central
TPS3 Zoning	Subject to HopeValleyWattleu p Redev Act 2000
Structure Plan	
Zoning	none
R-Code	none
Rcode-Source	none
Local Dev Plan	none
Proposed Scheme	none
Amendment	
Constraints	none
Additional Description	


City of Cockburn
 G.LS Services Department

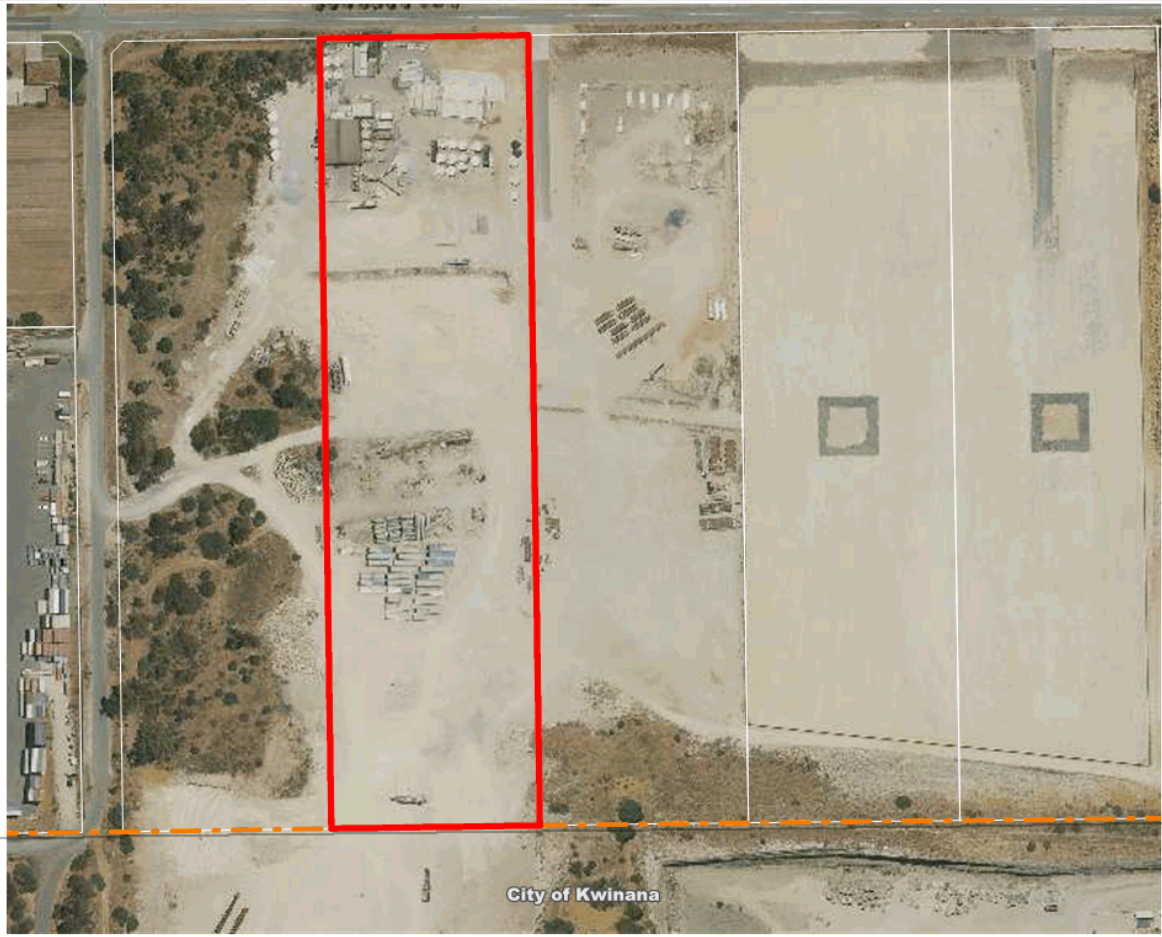
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 NORTH

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Parcel

PIN 287464

Piparcel D009791 26

Deposited Plans

Property

Property No 4411331

Association PROPERTY

Prop Type Rural Industrial - Single

Address 26L Wattleup Road
WATTLEUP WA 6166

Lot 26

Plan No D 9791

Vol Fol 1605 / 929

Area 4.0367 Ha

Ward Central

TPS3 Zoning Subject to HopeValleyWattleup Redevel Act 2000

Structure Plan none

Zoning

R-Code none

Rcode-Source none

Local Dev Plan none

Proposed Scheme none

Amendment

Constraints none

Land none

Encumbrances

Additional Description

Owners

Name Italia Holdings Pty

City of Kwinana

City of Cockburn
GLS Services Department

PRINTED ON:
27/03/2019

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NORTH





15.4 LONG TERM FINANCIAL PLAN 2019-2020 TO 2032-2033

Author(s) S Downing

Attachments 1. Long Term Financial Plan 2019-2020 to 2032-2033 [↓](#)

RECOMMENDATION

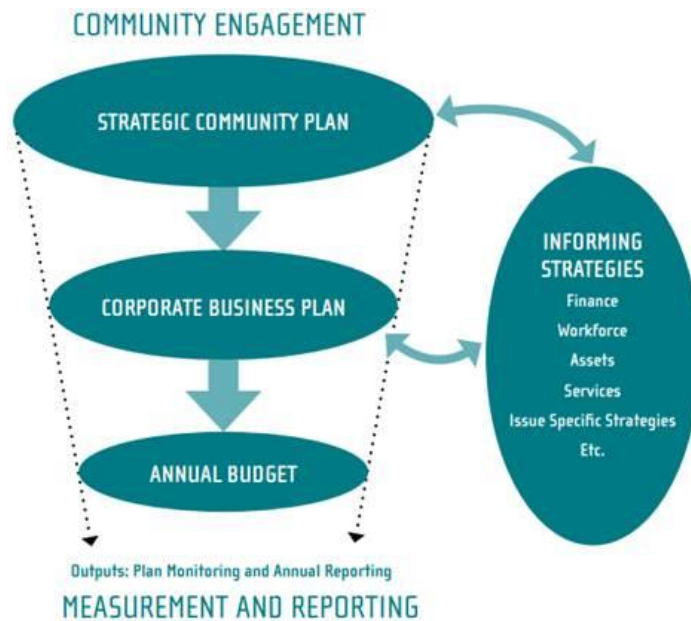
That Council adopt the proposed Long Term Financial Plan 2019-2020 to 2032-2033 as attached to the Agenda.

Background

As required by the Integrated Planning Framework, the Council is to prepare a Long Term Financial Plan (LTFP). It is considered an informing strategy to the Strategic Community Plan (SCP) and the Corporate Business Plan (CBP).

The LTFP is a fourteen year view of the financial position of the Council. The first year of the LTFP reflects the proposed budget to be adopted for 2019-2020 although not the same until Council has adopted the draft budget. The LTFP is based on a series of assumptions for revenue and expenditure (both operating and capital). Year's two to four have a higher level of accuracy whereas years five to fourteen are estimates.

The LTFP details how the City will achieve its vision, aspirations and strategic priorities for the community through its long term financial planning in a sustainable manner. It is based on an analysis of the internal and external environment, identifying economic, market and labour issues which impact on the City's ability to deliver services and provide support to the community and civic infrastructure.



The LTFP is a plan that is continually evolving in response to internal and external changes. The LTFP will be reviewed bi-annually along with all Informing Strategies.

Submission

N/A

Report

The LTFP covers the years 2019-2020 to 2032-2033 and includes the following:

- Forecast income statement;
- Forecast statement of cashflows;
- Forecast rate setting statement;
- Forecast statement of financial position;
- Forecast capital income and expenditure plan;
- Key performance indicators.

The strategic objective of the LTFP is financial sustainability so as to ensure community assets and services can be maintained and provided by Council at a reasonable cost over the life of the LTFP and without significant increases in rates, fees or charges. The Council remains financially sustainable during the life of the LTFP.

There are ten objectives which form part of the strategy, these include:

1. Maintain the existing range and level of service provision whilst developing the capacity to grow and add new services;
2. Maintain a strong cash position, ensuring Council remains financially sustainable in the short, medium and long term;

3. Achieve operating surpluses and a balanced budget;
4. Maintain debt/borrowing levels within prudent guidelines;
5. Continue to pursue grant funding and land for strategic capital projects from the State, Commonwealth Governments and developers;
6. Provide for rate increases that enable appropriate capital works (asset renewal, growth/expansion and upgrade) and asset maintenance;
7. Ensure value for money is a key objective in all council expenditure;
8. Use of cash reserves to achieve inter-generational equity, smooth out year on year rate increase and reduce reliance on debt;
9. Improving trends in the key financial ratios; and
10. Maximise revenue from fees and charges through full cost recovery or market pricing where appropriate.

A number of financial risks have been identified including a reliance on external funds and land for the completion of the capital program including grants, developer contributions and loans. Approval times for capital projects appear to be a risk causing lengthy delays and potential cost increases. A further financial risk has also been identified in cost shifting from the state government and substantial increases in fees and charges.

There are eleven assumptions forming the basis of the LTFP, which are noted below:

1. Rates in 2019-2020, being the first year of this LTFP are based on a an increase of 1.90% over 2018-19 (subject to council approval) whilst for the remaining years of the LTFP base rate revenue has been estimated to increase by also by 2.0% per annum and growth of properties is estimated at 1.5% to 2.0% per annum over the life of the LTFP;
2. Non-statutory fee revenue has been estimated to increase by 2% (or to recover costs occurred in the provision of the service). The City looks to recover the full cost of providing a range of services including Waste Collection and Co-Safe services. Fees for the receipt of commercial waste vary as a result of competition and the movement in the value of the Landfill Levy (the State Government tax on the disposal of waste);
3. Statutory fees are set by legislation and are frequently not indexed on an annual basis. An estimated increase of 1.5% to 2.0% per annum has been allowed in the model;
4. Grants and subsidies have been budgeted with a conservative economic outlook at 1.5% to 2% per annum;
5. Based on projected average cash balances held during the year and using current Term Deposit interest rates. Interest rates of 2.5% have been factored into the LTFP;

6. Salary costs are forecast to increase by 2.0% as a result of low per annum;
7. General utility costs - an estimate of 2.5% has been allowed for in 2019-2020 and based on estimates sourced from State Government;
8. Materials and Contracts have been forecast to increase by 2.0% to 2.5% over the life of the LTFP;
9. Insurance costs have been increased by 2.5% per annum in the LTFP as a result of more built and contributed assets, higher payroll costs and higher public liability claims impacting on premiums paid by the City;
10. Other expenditure which is primarily costs associated with the State Government's Landfill Levy has been forecast to rise by 3% in 2020-2021. Cost increases beyond that date have been contained to 2% per annum. Fuel for the fleet has been kept to 3% pa. This cost is mitigated by the plan to transition the fleet to EV cars and trucks (general and waste) over the next 5 to 7 years; and
11. Depreciation has been estimated to increase by 3% per annum due to the City's strong asset building program in addition to the contributed assets received by the City from land developers. These assets include roads, paths, drains, parks and buildings.

Population statistics demonstrate the Council continues to grow at 2.0% to 2.5% per annum and remains a "growth" council. This is a positive impact on the City but requires additional funds to finance this growth. Cockburn's Population is set to increase from 117,513 in 2019 to 152,733 in 2033.

The economic outlook for Australia remains positive but subdued for WA as a result of the resources downturn, although the GST "fix" provided by the Federal Government will ensure a minimum of 75% of GST will be returned to the State, resurgence in iron ore royalties (with the bulk of this money being retained in WA as part of the GST "fix") and tight fiscal discipline by the State Government over its recurrent expenditure.

The LTFP has operating income of \$2.712B and will spend \$2.644B in operating expenditure. The Council will outlay \$875m on capital projects for new and to maintain current infrastructure. There is a stronger alignment with council adopted Strategies, Asset Management and Revitalisation Plans within the LTFP

Cockburn currently employs 508 full time equivalent staff. Over the life of the Workforce Plan the Council plans to employ an additional 43 staff to ensure it meets its service delivery targets. This will be reviewed in three years.

A series of performance measures have been developed to accompany the LTFP to ensure that the plan is meeting the targets. This is both for the statutory key performance indicators as well as financial objectives. In compiling the LTFP, the Plan has taken into account the funding requirements of Council adopted strategies, asset management and revitalisation plans as detailed below:

- Reconciliation Action Plan;
- Disability Access and Inclusion Plan;
- Age Friendly Strategy;
- Youth Services Strategy;
- Children and Families Strategy;
- Cultural Diversity Strategy;
- Cultural Strategy (Art, Culture, Heritage & Events);
- Community Development Strategy;
- Cockburn Libraries Strategic Plan;
- Public Health Plan;
- Community Safety & CCTV Strategy;
- Communication Strategy;
- Land Management Strategy;
- Housing Affordability and Diversity Strategy;
- Public Open Space Strategy;
- Playground Shade Sail Strategy;
- Natural Area Management Strategy;
- Greenhouse Gas Emission Reduction Strategy;
- Sustainability Strategy;
- Bushfire Risk Management Plan;
- Urban Forest Plan;
- Economic Development Directions Strategy;
- Revitalisation Plans;
- Integrated Transport Strategy (Including the District Traffic Study);
- Drainage Management Strategy;
- Waste Management and Education Strategy;
- Asset Management Plans for Roads, Footpaths, Parks, Buildings, Drains, Cockburn ARC;
- Development Contribution Plans (notably the DCA 13/14 Community Infrastructure); and
- Community, Sport and Recreation Facilities Plan (including the Western Suburbs Sports Precinct Plan).

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Maintain service levels across all programs and areas.

Community, Lifestyle & Security

Foster a greater sense of community identity by developing Cockburn Central as our regional centre whilst ensuring that there are sufficient local facilities throughout our community.

Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Leading & Listening

Ensure sound long term financial management and deliver value for money.

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

Budget/Financial Implications

N/A

Legal Implications

The City is required to adopt a Long Term Financial Plan as part of the Integrated Planning Framework. The LTFP is required to be reviewed each two years in line with other informing documents that assist in the compilation of the Strategic Community Plan and the Corporate Business Plan

Community Consultation

N/A

Risk Management Implications

The LTFP is an informing document to the SCP and CBP. The LTFP identifies a number of assumptions that can in of themselves change which means financial outcomes contained in the LTFP will change. These assumptions form risks which the City will manage by reviewing the LTFP on a regular basis. The other substantial risk as noted by the LTFP is the impact of State Government fees and charges plus cost shifting (with the benefit of income to meet the impact of the services devolved from the state government to local government). Again these changes are monitored regularly and report to Council.

Advice to Proponent(s)/Submitters

N/A

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

Nil



LONG TERM FINANCIAL PLAN

2019-2020 to 2032-2033

Contents

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4.	Financial risk assessments in the LTFP	5
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6.	Demographic analysis of the Local Government municipality	7
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1. Executive Summary

- The LTFP covers 2019-20 to 2032-33 with a high level of accuracy for the first four years and estimates for the following ten years. The LTFP will be reviewed every two years.
- The LTFP is considered an informing document to the Strategic Community Plan and Corporate Business Plan.
- The underlying strategy of the LTFP is financial sustainability so as to ensure community assets and services can be maintained and provided by the council at a reasonable cost over the life of the LTFP. The Council remains financially sustainable during the life of the LTFP.
- There are ten objectives which form part of the strategy.
- A number of financial risks have been identified including a reliance on external funds for the completion of the capital program including grants (cash and land), developer contributions and loans. Approval times for capital projects appear to be a risk causing lengthy delays and possible cost increases.
- There are eleven assumptions forming the basis of the LTFP including maintaining rate increases at 2% whilst costs are to be kept at 1.5% to 2%.
- Population statistics demonstrate the City continues to grow at 2.5% to 3.5% per annum and remains a “growth” council. This is a positive impact on the City but requires additional funds to finance this growth. Cockburn’s Population is set to increase from 117,513 in 2019 to 152,733 in 2033
- The economic outlook for Australia and WA remains positive as resources investment picks up, GST issues have been favourably resolved and the Government maintains tight fiscal discipline.
- The LTFP has operating income of \$2.713B and will spend \$2.645B in operating expenditure. The City will outlay \$875m on new capital projects and loan repayments. There is an alignment with Strategies, Asset Management and Revitalisation Plans within the LTFP.
- Cockburn currently employs 508 full time equivalent staff. Over the life of the Workforce Plan the City plans to employ an additional 43 staff to ensure it meets its service delivery targets.

2. Introduction

The City of Cockburn's Long Term Financial Plan (LTFP) details what is proposed over the next fourteen years as a means of ensuring the City's financial sustainability. The LTFP is aligned to other core planning documents including the Strategic Community Plan (SCP) and the Corporate Business Plan (CBP). Information contained in other strategic plans including the Asset Management Plan (AMP) and Workforce Plan (WP) have informed the LTFP which in turn will be the basis for preparation of the City's Annual Budgets. In addition the City has 38 strategies which have been adopted by Council and include funding requirements which have been (where known) included in the LTFP.

The LTFP covers the period 2019-20 to 2032-33. There is a high level of accuracy and detail in the first four years of the LTFP but this is underpinned by a number of assumptions. The remaining ten years of the LTFP are shown as an overview with reasonable estimates only. The City undertakes a broad review of its SCP and CBP every two years and a full review is planned every four years. This LTFP will be reviewed in conjunction with SCP and CBP review. As Annual Budgets are developed from the LTFP there may be some annual variations between both which will be explained in the Annual Budget.

Table 1 - snapshot of the City of Cockburn at 2019/20

Key Statistics	
Area (sq km)	148
Population (est)	117,513
Number of Electors*	69,472
Number of properties	49,675
Total Rates Levied	\$107.68M
Total Revenue	\$157.07M
Number of Employees (FTE)	508

*As at last LG election 2017

The LTFP is a 14-year rolling plan that informs the CBP in the activation of SCP priorities. From these planning processes, annual budgets that are aligned with strategic objectives can be developed. Fourteen rather than ten years has been chosen so as to plan for the rollout of Council adopted Community, Sport and Recreational Facilities Plan and the District Traffic Study Plan.

3. Strategy underpinning the LTFP

The strategy underpinning the LTFP is financial sustainability that is there are no large increases in rates and charges in the maintenance of the assets and delivery of services under the control of the City. Local Governments manage a large range and inventory of assets. The infrastructure assets are the essential foundation for community service delivery, so it's critically important that assets and cash are allocated using long term financial planning. Managing \$1.5B of long-lived assets, such as road, parks and buildings, as local governments do, demands long term financial planning. Numerous reports into local government

sustainability have demonstrated that short term financial planning will not be sufficient to meet the aspirations of the community.

The City of Cockburn's financial objectives are:

1. Maintain the existing range and level of service provision whilst developing the capacity to grow and add new services;
2. Maintain a strong cash position, ensuring Council remains financially sustainable in the short, medium and long term;
3. Achieve operating surpluses and balanced budgets;
4. Maintain debt/borrowing levels within prudent guidelines;
5. Continue to pursue grant funding for strategic capital projects from the State and Commonwealth Governments;
6. Provide for rate increases that enable appropriate capital works (asset renewal, growth/expansion & upgrade) and asset maintenance;
7. Ensure value for money is a key objective in all council expenditure;
8. Use of cash reserves to achieve inter-generational equity, smooth out year on year rate increase and reduce reliance on debt;
9. Improving trends in the key financial ratios; and
10. Maximise revenue from fees and charges through full cost recovery or market pricing where appropriate.

4 Financial risk assessments in the LTFP

The Asset Management Plans identify assets that are critical to the City's operations and outline risk management strategies for these. The major risks associated with long term financial planning relate to:

- delays in approvals for major projects;
- the viability of a project if it relies on land acquisition which may be affected by land price movements; and
- funding of projects.

A number of new building projects are included in the LTFP. The projects will require external approvals and are being funded through a mix of municipal funds, developer contributions, grants from either the State or Commonwealth government or debt funding. The risk associated with these is therefore low.

The City has an extensive road (new and renewal) program which includes substantial external funding. If that funding is reduced or is not made available to the City, then the timing of the works will be reviewed. There will be native vegetation clearing required for a number of road projects planned. Given the lead time required, the risk of delays in obtaining clearing permits from the Department of Environment (Federal level) is a medium risk. This relates to the risk of obtaining the clearing permits but also the conditions attached to the permit in the form of clearing offsets.

Interest rates on borrowings and on investments are predicted to be relatively constant over the life of the LTFP. If adverse changes in rates occur this may impact on the City's revenues and future project costs. The risk is considered low.

The City's risk framework is explained in more detail in Council policy Risk Management. Financial risks are dealt with in detail through this policy, with risk management strategy articulated in the City's Risk Register.

5. Assumptions underpinning the LTFP

This section highlights the broader parameters used in modelling the LTFP. The assumptions are as follows:

1. Rates in 2019-20, being the first year of this LTFP are based on a an increase of 1.90% over 2018-19 whilst for the remaining years of the LTFP base rate revenue has been estimated to increase by also by 2.0% per annum and growth of properties is estimated at 1.5% to 2.0% per annum over the life of the LTFP.
2. Non-statutory fee revenue has been estimated to increase by 2% (or to recover costs occurred in the provision of the service). The City looks to recover the full cost of providing a range of services including Waste Collection and Co-Safe services. Fees for the receipt of commercial waste vary as a result of competition and the movement in the value of the Landfill Levy (the State Government tax on the disposal of waste into the HWRP).
3. Statutory fees are set by legislation and are frequently not indexed on an annual basis. An estimated increase of 1.5% to 2.0% per annum has been allowed in the model.
4. Grants and subsidies have been budgeted with a conservative economic outlook at 1.5% to 2% per annum.
5. Based on projected average cash balances held during the year and using current Term Deposit interest rates. Interest rates of 2.7% have been factored into the LTFP.
6. Salary costs are forecast to increase by 2.0% as a result of low inflation data. The provision of new staff is also in the forecast of 0.5% per annum.
7. General utility costs - an estimate of 2.5% has been allowed for in 2019-20 and based on estimates sourced from State Government.
8. Materials and Contracts have been forecast to increase by 2.0% to 2.5% over the life of the LTFP.
9. Insurance costs have been increased by 2.5% per annum in the LTFP as a result of more built and contributed assets, higher payroll costs and higher public liability claims impacting on premiums paid by the City.
10. Other expenditure which is primarily costs associated with the State Government's Landfill Levy has been forecast to rise by 3% in 2020-21. Cost increases beyond that date have been contained to 2% per annum.

- Fuel for the fleet has been kept to 3% pa. This cost is mitigated by the plan to transition the fleet to EV cars and trucks over the next 5 to 7 years.
11. Depreciation has been estimated to increase by 3% per annum due to the City's strong asset building program in addition to the contributed assets received by the City from land developers. These assets include roads, paths, drains, parks and buildings.

A sensitivity analysis has been prepared to coincide with the above assumptions to indicate the impact in the movement of the above assumptions on the bottom line of the LTFP and the provision of services and capital programs.

6. Demographic analysis of the Local Government municipality

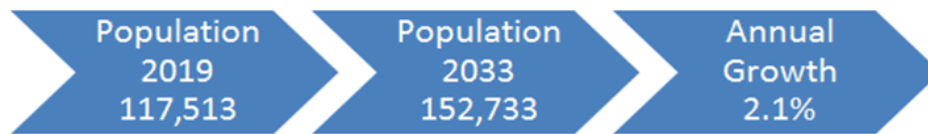
Over the past 10 years the City of Cockburn has sustained a significant growth rate of more than 3% per annum (ABS 3218.0). As an interesting comparison of official ABS data, the 2006 estimated resident population of 78,768 has grown to 117,513 as of 2019, which is the most current ABS data for population growth in Australia. The City of Cockburn's own forecasts at the time of writing this document has the 2018 estimated residential population exceeding more than 112,000. It is interesting to compare growth rates using the official ABS data for the period 2006 to 2018 as follows:

Table 2 – Population growth, SWG & Growth Councils (GC)

	2006	2018	2006-2018	
	# persons	# persons	% increase	# persons
Wanneroo (GC)	115,136	203,679	76.90%	88,543
Rockingham (GC & SWG)	89,629	133,389	48.82%	43,760
Cockburn (GC&SWG)	78,768	112,165	42.40%	33,397
Swan (CG)	96,212	143,374	49.02%	47,162
Gosnells (GC)	94,685	123,325	30.25%	28,640
Stirling (C)	183,897	220,249	19.77%	36,352
Melville (SWG)	97,597	101,940	4.45%	4,343
Joondalup (C)	157,793	160,031	1.42%	2,238
Perth Metropolitan Area	1,507,949	2,020,138	33.97%	512,189
Western Australia	2,050,884	2,573,389	25.48%	522,505

Cockburn, with Wanneroo, Swan and Rockingham, are in a league of their own with growth exceeding 40% in this period.

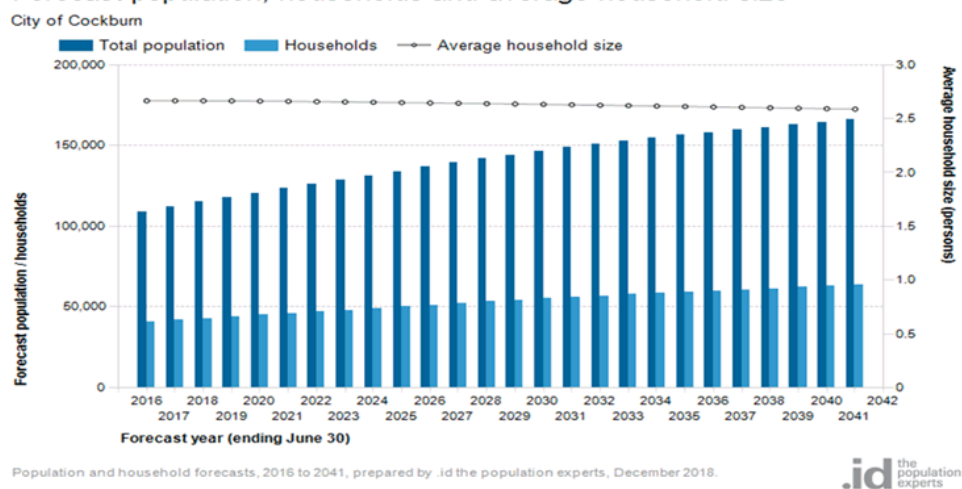
The coming fourteen year period will continue strong rates of growth, with the City's population forecast to grow as follows:



This will again be accounted for by new urban development in greenfield areas and revitalisation precincts. What it is interesting to note however is the likelihood of this coming decade to be the final decade that sees high rates of population growth resulting from greenfield residential development.

The message is for strong growth over the coming ten years, however it is apparent that after the next ten years the City will see the growth rate of new residents and new dwellings reduce. It is also interesting to note the similar reduction in household sizes, representative of increases in single and couple only households as the City enters its consolidation phase and traditional family suburbs continue to mature. We can see this in the following graph:

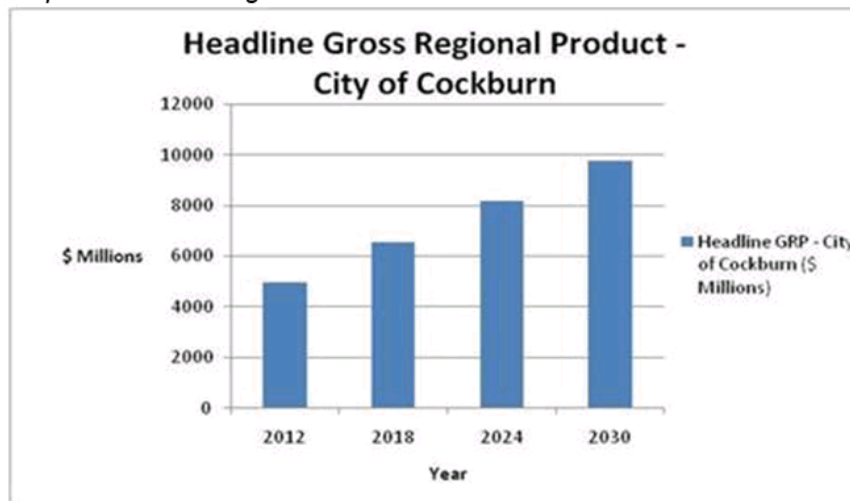
Graph 1 – Forecast population and households
Forecast population, households and average household size



7. Economic Growth and Development Issues

The last ten years has seen rapid growth take place. The coming decade will be no different, with the significant population growth supported by significant development across residential, commercial and industrial sectors. This will place continued pressure on the City to maintain its infrastructure provision in order to support the extensive growth taking place. The following forecast of gross regional product highlights the economic growth in Cockburn over the twenty or so years which supports the LTFP:

Graph 2 – Gross Regional Product 2012 to 2030



Analysis of any City plans that affect future economic growth analysis of the impacts of population and demographic changes on economic growth

Analysis of strategic employment and competitive advantage in the City shows that it is an important sub-region of Perth for five key strategic industries. These are:

- Other transport equipment manufacturing;
- Airport and associated industries using airport land;
- Tertiary education and training;
- Basic ferrous metal manufacturing; and
- Ship Building & defence support industries, engineering and Oil & gas industries.

These industries have a significant orientation to the domestic and international export market, whereby efficiencies in cost of production become a crucial measure of competitiveness. This is particularly evident in the local supply chain links which depend on movement between industrial clusters within the Kwinana Industrial Area, Australian Marine Complex, Cockburn Central, Bibra Lake and Jandakot Airport. This demands important consideration on how infrastructure (particularly road) can be improved to lift the efficiency of business. The LTFP recognises this and provides significant funding to advance such infrastructure priorities.

Identifying new industrial or business subdivisions or developments that will affect economic growth in the City of Cockburn

The City is a growth area, in that it has substantial growth over the next twenty years in land development including rates revenue (both residential and industrial/commercial) to sustain and drive the delivery of the City's adopted strategies. It is estimated that the City will increase its residential property base by 13,000 new dwellings, increasing from the current 49,675 properties to more

than 65,000 properties by 2033. Industrial and commercial development will depend on the State of the economy with the primary industrial precincts infilling rapidly with more land being already required for the Australian Marine Complex. This will be facilitated through development of Latitude 32. Jandakot City is moving ahead with two to three new industrial sites annually, and stands as a strategic industrial location for the whole of Western Australia.

State economic factors

- The next four years will see stability return to State Government finances reflecting:
- Reform to the distribution model of GST, providing a base 75% of GST funds returned to each state;
- Resurgence in iron prices and resultant royalties enabling WA to retain much of the royalty income of which 85% was previously lost to the distributive GST equalisation formula; and
- Tight fiscal management by the WA Government.

All of which means running an operating surplus in 2018/19 and over the four years of the State Budget outlook and an overall cash surplus in 2023/24.

State or Federal government policies that will impact the future

For Cockburn, the biggest impact from the State Government is the continuing cost shifting and substantial increases in fees and charges.

8. Service delivery and service levels

It is proposed that existing service levels will be maintained for all operational areas. However, a key objective in the Corporate Business Plan that directly impacts future service delivery is to try to improve existing service levels whilst continuing to achieve annual operating surpluses each year to fund the provision of infrastructure. Service levels will be reviewed from time to time, to ensure impact of rapid growth across the municipality is monitored and assessed.

9. Major planned initiatives

The City has recently adopted a new Community, Sport and Recreation Facilities Plan. (see page 15 for website address). This plan running from 2018-19 to 2032-33 lists a range of community, sporting and recreational facilities to be constructed currently costed at approximately \$212m.

The City is also planning a number of other initiatives:

- Port Coogee Marina expansion;
- New Council and Administration Centre;
- Change of Streetlights to energy saving LED's and smart lighting technology;
- Capping of waste cells at Henderson Waste and Recovery Park;
- Transition of City motor vehicle and truck fleet to and EV fleet;

- Transition of HWRP to Materials Recovery Facility; and
- Leasing and re-development of Coogee Beach Caravan Park.

10. Revenue projections

Rates and service charges

The 2019-20 Municipal budget has been based on a 1.90% rate increase. For the remaining years of the LTFP, base rate increases have been aligned at 2.0% per annum rather than the Consumer Price Index (CPI). The CPI index is based upon a range of goods and services that bear little relationship to the cost components that comprise the delivery of the City services. This will be reviewed each year.

There remains significant growth forecast within City of Cockburn in relation to the industrial and residential components across the municipality. A summary of commercial/industrial property growth would include Cockburn Coast, Cockburn Central (West and North), Jandakot City and Latitude 32. Residential growth is arising from two sources, new lots such as Calleya (as it expands east to Warton Road), Cockburn Coast and Port Coogee. The second source is the revitalisation suburbs of Hamilton Hill, Spearwood, Coolbellup and Coogee. As such, the forecast model has allowed for an increase of a further 1.5% to 2.0% per annum from growth of property values and numbers.

The LTFP assumes the continuation of the Port Coogee Specified Area Rate for Public Open Space maintenance. A further Specified Area Rate will also be introduced in 2016/17 to provide for the maintenance of the Port Coogee Water Ways. A third SAR has also been implemented for the Cockburn Coast precinct. All funds derived from these specified area rates are quarantined to a reserve and do not form part of the City's municipal fund. Funds are only expended to meet the aims of the SAR.

User charges and fees

Fees and charges include services where the City has the discretion to levy its fee amount or where fees are statutory in nature and prescribed by the State Government and in a few cases, the Commonwealth Government.

The LTFP is based on fees increasing by 1.5% to 2% per annum. Fees from the Cockburn ARC have been designed to ensure the facility breaks even after depreciation.

Grants (Commonwealth and State Governments)

The City currently receives approximately \$13.0M in operating grants, including the untied grant from the Grants Commission. The LTFP has allowed a cautious increase of 1.5% per annum for these grants which seldom increase at an equivalent rate to the cost of providing the subsidised services.

The City relies on grant income for delivering a range of services to the diverse community of the City. Cockburn has a large senior's population, from a wide socio-economic spectrum which places significant demands on the City in the delivery of services.

Interest revenue

Interest on investments will average around \$5.0M per annum and comprises of interest earned from cash invested with financial institutions and interest charged to ratepayers for rates in arrears. Interest received is allocated between the municipal fund (available for general expenditure) and interest allocated to reserve funds and not available for general expenditure.

Net gain on disposal of assets

Each year the City will dispose of plant including motor vehicles and trucks as part of its renewal program. The surplus made on these trade-ins is reflected in this category of income. The end outcome will see the funds quarantined into the Plant Replacement Reserve to ensure the City always has sufficient monies to fund its plant requirements and to fund the transition to an EV fleet.

11. Expenditure projectionsWorkforce costs

Salaries are the largest component of the City's operating budget, representing 37.6% of operating expenses or 36.2% of total operating revenue. The City enters into an Enterprise Agreement (EA) every three years which determines the level of salary increase to be given to staff. Enterprise Agreement 2016-19 will expire in August 2019. Future increases in the LTFP should be around 2% per annum.

In addition to the base wage increase assumptions, the City has to provide funding for annual increments in employee banding and the provision for increased staffing levels to cover expanded service requirements as provided for in the Workforce Plan. The Workforce Plan indicates forty three new staff is being proposed to be recruited over the first four years of the LTFP.

One of the service commitments listed for Leading and Listening Outcome is "to maintain a professional, well-trained and healthy workforce that is responsive to the community's needs." To do this we need to find, retain, engage and develop the people we need to achieve our corporate mission and strategic goals. The purpose of the Workforce Plan is to outline ways to meet this commitment.

The City has overarching strategies to support the achievement of its objectives under the Strategic Community Plan. The strategies drive the volume and diversity of services offered by the City and these combined with growth determine the Staffing Forecast.

As for superannuation, staff are entitled to 10.5% of their ordinary times earnings with a matching contribution of up to 4%.

Materials and contracts

The broad assumption in materials and contracts is for an increase of 2%. The City has significant ongoing contracts for delivery of services such as waste management, Co-Safe and a range of maintenance contracts for parks, gardens, toilets and road materials. The City also engages contractors for

building maintenance and general services. All these contracts are priced in the tender at or near CPI levels as far as possible.

Material costs include items for maintenance of roads such as asphalt which are more governed by market forces based on availability. Also included are materials for consumable items for a range of services across the City. The City aims to drive these costs down at every opportunity.

Utilities

The City purchases power, gas and water from State Government utilities and telecom services from private sector providers totalling \$5.7m. Power is the single largest cost at \$4.62m of which comprises the provision of Western Power owned street lighting infrastructure which costs \$2.7m per annum.

Power costs are expected to rise by at least 2% to 3% annually. The City has an active solar photo voltaic program on all City-owned buildings to mitigate the cost of power. Gas is acquired from Alinta for Cockburn ARC and cooking purposes (seniors centre). Cockburn ARC uses geothermal power for the heating of the water in the pools at Cockburn ARC removing the need for gas for this activity. Gas will still be used during maintenance of the geothermal facility and when geothermal (supplied water) temperatures are not hot enough. The City is pursuing a solar PV solution for electricity consumption which will significantly reduce consumption of electricity from the grid and lower cash operating costs.

Insurance

Insurance expense of \$1.56m per annum and rising annually by 2% to 4% is acquired from a co-operative arrangement called Local Government Insurance Services. The City purchases a range of insurance including public liability, workers compensation, property, fleet, fidelity and professional indemnity. Increases are due to growth of assets, staff and general risks.

Depreciation

Depreciation estimates have been based on the projected capital spending contained within this LTFP document. Depreciation has been further increased by the indexing of the replacement cost of the City's fixed assets in order to recognise the impact of rising replacement costs in accordance with Accounting Standard requirements. Depreciation estimates may be influenced by future recognition and disposal of assets and how the City expends its capital works program.

Interest expense

The most significant borrowing has been for Cockburn ARC at Cockburn Central West. The City borrowed \$25m in 2016/17 and this will be repaid over ten years using the revenue derived from the developer contribution scheme. Interest will be incurred for other loans to complete the capital expenditure program associated with the DCA 13 – Community Infrastructure and for the New Council and Administration Centre. Both projects will not impact on rates.

Other and extraordinary expenses

As noted above, Other Expenses encompasses a range of sundry expenditure items. For Cockburn, the largest three items is the State Government Landfill Levy, currently at \$70 per tonne of waste deposited at Henderson Waste and Recovery Park. The next significant item is fuel for the City's fleet at \$1.0m. This expenditure category also includes the grants and donations budget of \$1.45m.

12. Asset management

The City of Cockburn currently manages over \$1.5 billion of infrastructure assets delivering services to the City's residential and business communities. The continuous improvement of the City's asset management framework and planning process reflects Cockburn's growing maturity and emphasises the City's drive to deliver a sustainable future by managing assets and providing services in the most cost effect manner.

The Asset Management Plans (AMPs) act as informing strategies that assist the City in its yearly budgeting process and further strengthens the City's management of long term asset renewal planning and funding requirements.

Asset Renewal – Capital expenditure (Non-Discretionary)

The City via the asset management planning process has revised the existing six Asset Management Plans (AMPs) for roads, footpaths, buildings, parks & environment, drainage and Plant and Fleet.

Table 3 – Asset Management Plan Statistics

Asset Management Plan	Value of assets (replacement cost)
Footpath Infrastructure Asset Management Plan - 627.08 Km of footpath	\$67.7m
Drainage Asset Management Plan - 18,449 drainage pits, 455Km of pipes and 15.5Km of fences	\$263.1m
Building Asset Management Plan - 132, civic, community and recreation building	\$313.1m
Parks & Environment Asset Management Plan - playgrounds, irrigation, fencing plus other park assets. 1,570.8Ha of parks (including active and passive), bushland and streetscapes. The parks have no valued attached to them which is in accordance with Council.	\$94.9m
Fleet and Plant Asset Management Plant - 463 pieces of light fleet, major fleet and minor plant	\$18.9m
Roads Asset Management Plan – 6.5m square meters of roads, 0.12m square meters of car parks and 1,448Km of kerbs	\$624.5m
Landfill assets at HWRP	\$37.0m
Marina and Coastal engineering assets	\$53.2m

All asset management plans can be located at www.cockburn.wa.gov.au/AMP

Capital expenditure (Discretionary)

The City, as a growth municipality has an extensive program of new assets and asset upgrades across all classes of assets being community, civic and road infrastructure assets. The table below demonstrates major community infrastructure projects to be constructed.

Table 4 – Key Projects 2019-20 – 2032-33 (all figure are \$M)

Project	Year	Cost	Project	Year	Cost
Frankland Reserve Hammond Park	19/20	\$8.9m	Muster Sports Reserves and Facilities	29/30	\$3.0m
Beale Park Spearwood	19/20	\$9.4m	Lucius Park Spearwood	31/32	\$2.9m
Cockburn Coast Oval	20/21	\$1.5m	Aboriginal Cultural Centre	20/22	\$6.0m
Wally Hagan Recreation Centre Stage 1	21/21	\$15m	Treeby Community Centre	20/21	\$4.3m
Beeliar Club Room Facilities Beeliar	22/23	\$1.2m	Cockburn Coast Community Facilities	24/25	\$6.6m
Wally Hagan Recreation Centre Stage 2	22/23	\$15m	Hamilton Hill Community Centre	25/26	\$3.2m
Anning Park Tennis Jandakot	22/23	\$3.3m	Life Long Learning Centre	26/27	\$21m
Davilak Reserve Hamilton Hill	23/24	\$7.0m	Southwell community Centre	27/28	\$1.4m
Dixon Park Redevelopment	23/24	\$5.8m	Cockburn Youth Centre Upgrades	28/29	\$1.0m
Small Ball Sports – Location TBD	23/24	\$1.0m	Performing Arts Centre	30/32	\$22m
Cockburn Coast Oval Clubrooms & Land	25/26	\$11.9m	Harvest lakes Community Centre	32/33	\$1.0m
CCW Playing Fields	25/26	\$4.0m	New Council and Admin Centre	22/23	\$40m
Santich Park Upgrade	25/26	\$1.6m	Aubin Grove Community Centre Upgrade	31/32	\$0.75m
Coogee Golf Complex	27/29	\$8.2m	DTS Road Projects	19/33	\$158m
Treeby east Reserve and Clubrooms	27/28	\$3.5m			

Full Community, Sport and Recreation Plan, click [here](#).

Summarised Community, Sport and Recreation Plan, click [here](#).

Funding for the above assets will be derived from the municipal fund (including reserves), grants (state and commonwealth including gifts of land), developer contributions and loan funds. As part of the DCA 13 Scheme the City is required to construct a number of community assets within a ten year time frame, even though the contributions collected may take up to twenty years to recover from land development. The shortfall will need to be borrowed from WA Treasury Corporation (WATC). The interest on these borrowings has been included in the developer contribution scheme.

13. Workforce planning

The Workforce Plan staffing forecast costs are included in the Long Term Financial Plan (LTFP) with the proposed increases reviewed each financial year as part of the annual budget process taking into account an overall cap of \$0.5m. The financial impact of the workforce changes are detailed in Appendix 1.

The City requires a business case for new infrastructure but these do not always identify a human resources component. New infrastructure often demands an increased level of staffing due to its size or complexity. The new Cockburn ARC recreation centre was an example of this.

Each year a forecast of future staffing needs is considered. This lists proposed employee positions for the next ten years with information from this costed within the Long Term Financial Plan. Proposed positions for the first two years are formally agreed by the Senior Management Team (SMT) and endorsed by the Executive. These positions are then included in the following years budget preparation and before each one is advertised, a vacancy form is completed for final approval by line management. This allows the City some flexibility in case of changes to need or economic circumstances, both internal and external.

14. Performance measures

A number of statutory KPIs focusing on financial and asset management performance will be regulated and have been mandated by the Local Government (Financial Management) Regulations. Appendix 9 outlines the statutory KPIs which specify the performance targets that local governments are required to report on.

As noted from the table below the City meets the majority of the KPI apart from Asset Sustainability.

Table 5 – City of Cockburn Statutory KPI's 2014-15 to 2017-18

Ratio	Target	14/15	15/16	16/17	17/18
Current	>1.0	1.87	1.211	1.432	1.479
Operating	>0.0	-0.002	0.049	0.078	0.008

Ratio	Target	14/15	15/16	16/17	17/18
Surplus					
Own Source Rev	>0.4	0.89	1.003	0.971	0.957
Debt Service	>2.0	16.62	20.63	9.533	10.37
Asset Sustainability	>0.9	0.38	1.399	1.442	0.737
Asset Consumption	>0.5	0.71	0.714	0.689	0.691
Asset Renewal	>0.75	0.77	0.741	0.729	0.707
Financial Health Indicator	>70	68*	89	93	81

**This includes the write off of landscaping infrastructure assets required by accounting standards. Without this non-cash write-off the FHI would have been 88*

When compared with our neighbours in the South West Group of Councils and the Outer Metro Growth Councils, the City is on par or exceeds our reference group. Again the biggest weakness is the asset sustainability ratio. This will be addressed as the City focuses on meeting the Asset Management Plans. The Asset sustainability is low when compared with the DLGC target as Council has committed significant resources to building new assets. This ratio will improve in the near future as Council focuses on AMP's/revitalisation strategies and asset replacement programs. The ratios are designed for developed councils and do not factor in growth councils which are still constructing new assets.

Table - Comparison of Financial Health Indicators 2015-16 to 2017-18

	2017/18	2016/17	2015/16
Cockburn SWG Growth	81	93	89
Kwinana SWG Growth	61	62	60
Rockingham SWG Growth	67	67	67
Fremantle SWG	44	87	42
Melville SWG	98	98	98
Swan Growth	91	99	96
Armadale Growth	70	85	71
Wanneroo Growth	71	69	70
Canning	79	62	54

The above measure of the Financial Health Indicator (as published on the www.mycouncil.wa.gov.au website demonstrates the financial sustainability of the City when compared with other councils in Perth.

15. Targets and Reporting

The LTFP is the basis of all future annual budgets, although minor changes will occur each financial year depending on a range of issues facing the Council. For instance, the state of the economy, the growth impact on housing and commercial development, the availability of grant funds, the approval process for capital expenditure projects. Each issue will be explained as part of the report to the annual budget submitted to Council each June.

The Annual Budget and accompanying Annual Business Plan layout the City's service delivery objectives, program of works and performance measures. As noted above, the LTFP is the basis of the budget and the annual business plan. Each subsequent annual budget and business plan is then amended to reflect the current economic environment. Whereas the LTFP is the macro view, the annual budget and business plan is the micro view of Council's operations.

The City's Annual Report contains a comprehensive summary of the financial outcomes and organisation's performance in addition to review of the annual business plan.

All reports on financial matters are taken to the Council for their review and consideration. This is especially the case of comprehensive monthly financial reports whereas the Annual Financial Statements and the report on cash and non-cash investments is presented to the October Audit and Strategic Finance Committee.

16. Appendices

1. Forecast income and expenditure Nature and Type statement
2. Statement of cashflows
3. Rate setting statement
4. Statement of financial position
5. Equity statement
6. Definition for Statutory KP's

1. Forecast income and expenditure Nature and Type statement

Forecast Income & Expenditure Statement by Nature & Type	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
OPERATING REVENUE														
Rates	107.5	111.5	115.6	119.9	124.4	129.0	133.7	138.7	143.8	149.1	154.6	160.4	166.3	172.5
Specified Area Rates	0.5	0.5	0.5	0.5	0.5	0.6	0.6	0.6	0.6	0.7	0.7	0.7	0.7	0.8
Fees and Charges	29.6	30.2	30.8	33.6	34.3	35.0	35.7	36.4	37.1	37.9	38.6	39.4	40.2	41.0
Service Charges	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating Grants and Subsidies	12.4	12.5	12.6	12.7	12.9	13.0	13.1	13.2	13.4	13.5	13.6	13.8	13.9	14.1
Contributions, Donations and Reimbursements	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2
Interest Earnings	5.0	5.1	5.1	5.2	5.2	5.3	5.4	5.4	5.5	5.5	5.6	5.6	5.7	5.7
Total Operating Revenue	156.2	161.0	165.9	173.2	178.6	184.0	189.7	195.6	201.7	207.9	214.4	221.1	228.1	235.3
OPERATING EXPENDITURE														
Employee Cost	58.9	61.2	63.6	66.2	68.8	71.5	74.3	77.2	80.2	83.4	86.7	90.1	93.7	97.4
Materials and Contracts	43.1	41.9	43.1	44.4	45.8	47.1	48.6	50.0	51.5	53.1	54.7	56.3	58.0	59.7
Utilities	5.6	5.7	5.9	6.0	6.2	6.3	6.5	6.7	6.8	7.0	7.2	7.3	7.5	7.7
Interest Expenses	1.5	1.6	1.7	1.7	1.8	1.9	2.0	2.0	2.1	2.2	2.3	2.4	2.5	2.6
Insurances	0.6	0.5	1.5	1.4	1.9	1.7	1.5	1.4	1.3	1.2	1.1	1.0	0.9	0.8
Other Expenses	9.4	9.7	10.0	8.6	8.9	9.1	9.4	9.7	10.0	10.3	10.6	10.9	11.2	11.6
Depreciation on Non-Current Assets	32.2	33.3	34.5	35.7	36.9	38.2	39.6	41.0	42.4	43.9	45.4	47.0	48.6	50.3
Amortisation on Landfill Infrastructure	1.2	1.2	1.3	1.3	1.4	1.4	1.5	1.5	1.6	1.6	1.7	1.8	1.8	1.9
Total Operating	152.6	155.2	161.6	165.4	171.6	177.3	183.3	189.4	195.9	202.6	209.6	216.8	224.2	232.0

Forecast Income & Expenditure Statement by Nature & Type	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
Expenditure														
Operating Surplus/(Deficit)	3.7	5.7	4.3	7.9	7.0	6.7	6.5	6.2	5.8	5.3	4.9	4.4	3.9	3.3
Total Non-Operating Activities	20.6	30.9	34.4	28.1	16.6	15.1	15.1	15.6	16.1	16.1	15.1	15.1	15.1	15.7
NET RESULT	24.2	36.6	38.7	36.0	23.5	21.8	21.6	21.8	21.9	21.4	20.0	19.5	19.0	19.0
Changes on revaluation of non-current assets		5.0		5.0		5.0		5.0		5.0		5.0		5.0
Total Other Comprehensive Income	0.0	5.0	0.0	5.0	0.0	5.0	0.0	5.0	0.0	5.0	0.0	5.0	0.0	5.0
TOTAL COMPREHENSIVE INCOME	24.2	41.6	38.7	41.0	23.5	26.8	21.6	26.8	21.9	26.4	20.0	24.5	19.0	24.0

2. Statement of cashflows

Statement of Cash Flows	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
CASH FLOWS FROM OPERATING ACTIVITIES														
Total Payments	119.2	120.7	125.8	128.3	133.3	137.7	142.2	147.0	151.9	157.1	162.5	168.0	173.8	179.7
Total Receipts	156.2	161.0	165.9	173.2	178.6	184.0	189.7	195.6	201.7	207.9	214.4	221.1	228.1	235.3
NET CASH FLOWS PROVIDED BY/(USED IN) OPERATING ACTIVITIES	37.0	40.3	40.1	44.9	45.3	46.4	47.5	48.6	49.7	50.8	52.0	53.1	54.3	55.5
CASH FLOWS FROM INVESTING ACTIVITIES														
NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES	-37.1	-47.2	-50.8	-37.8	-71.5	-46.7	-88.0	-31.3	-57.0	-33.6	-33.1	-40.9	-42.4	-30.4
CASH FLOWS FROM FINANCING ACTIVITIES														
Net receipts/(refund) of bonds	0.0	25.0	0.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Loan Principal Repayment	-2.5	-2.5	-3.8	-3.8	-4.8	-4.8	-4.8	-2.3	-2.3	-2.3	-2.3	-2.3	-19.5	0.0
NET CASH PROVIDED BY/(USED IN) FINANCING ACTIVITIES	-2.5	22.5	-3.8	11.3	-4.8	-4.8	-4.8	-2.3	-2.3	-2.3	-2.3	-2.3	-19.5	0.0
Net Increase/(Decrease) In Cash during year	-2.5	15.6	-14.4	18.4	-31.0	-5.1	-45.3	15.0	-9.5	15.0	16.6	9.9	-7.6	25.2
Cash & Cash Equivalents at Beginning of Reporting Period	149.8	147.3	162.9	148.5	166.8	135.9	130.8	85.5	100.5	91.0	106.0	122.6	132.5	125.0
CASH & CASH EQUIVALENTS AT END OF REPORTING PERIOD	147.3	162.9	148.5	166.8	135.9	130.8	85.5	100.5	91.0	106.0	122.6	132.5	125.0	150.1

3. Rate Setting Statement

Rate Setting Statement	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
Operating Revenue														
Specified Area Rates	0.5	0.5	0.5	0.5	0.5	0.6	0.6	0.6	0.6	0.7	0.7	0.7	0.7	0.8
Fees & Charges	29.6	30.2	30.8	33.6	34.3	35.0	35.7	36.4	37.1	37.9	38.6	39.4	40.2	41.0
Service Charges	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating Grants & Subsidies	12.4	12.5	12.6	12.7	12.9	13.0	13.1	13.2	13.4	13.5	13.6	13.8	13.9	14.1
Contributions, Donations, Reimbursements	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2
Interest Earnings	5.0	5.1	5.1	5.2	5.2	5.3	5.4	5.4	5.5	5.5	5.6	5.6	5.7	5.7
Total Operating Revenue	48.7	49.5	50.3	53.3	54.2	55.1	56.0	56.9	57.9	58.8	59.8	60.8	61.8	62.8
Operating Expenditure														
Employee Costs	58.9	61.2	63.6	66.2	68.8	71.5	74.3	77.2	80.2	83.4	86.7	90.1	93.7	97.4
Materials and Contracts	43.1	41.9	43.1	44.4	45.8	47.1	48.6	50.0	51.5	53.1	54.7	56.3	58.0	59.7
Utilities	5.6	5.7	5.9	6.0	6.2	6.3	6.5	6.7	6.8	7.0	7.2	7.3	7.5	7.7
Interest Expenses	0.6	0.5	1.5	1.4	1.9	1.7	1.5	1.4	1.3	1.2	1.1	1.0	0.9	0.8
Insurances	1.5	1.6	1.7	1.7	1.8	1.9	2.0	2.0	2.1	2.2	2.3	2.4	2.5	2.6
Other Expenses	9.4	9.7	10.0	8.6	8.9	9.1	9.4	9.7	10.0	10.3	10.6	10.9	11.2	11.6
Depreciation on Non-Current Assets	32.2	33.3	34.5	35.7	36.9	38.2	39.6	41.0	42.4	43.9	45.4	47.0	48.6	50.3
Amortisation on Non-Current Assets	1.2	1.2	1.3	1.3	1.4	1.4	1.5	1.5	1.6	1.6	1.7	1.8	1.8	1.9

Rate Setting Statement	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
Total Operating Expenditure	152.6	155.2	161.6	165.4	171.6	177.3	183.3	189.4	195.9	202.6	209.6	216.8	224.2	232.0
Change in Net Assets Resulting from Operations before Rates	-103.9	-105.8	-111.3	-112.0	-117.4	-122.2	-127.3	-132.5	-138.1	-143.8	-149.8	-156.0	-162.4	-169.1
Adjustments for Cash Budget Requirements:														
Depreciation on Non-Current Assets	32.2	33.3	34.5	35.7	36.9	38.2	39.6	41.0	42.4	43.9	45.4	47.0	48.6	50.3
Amortisation on Non-Current Assets	1.2	1.2	1.3	1.3	1.4	1.4	1.5	1.5	1.6	1.6	1.7	1.8	1.8	1.9
	33.4	34.6	35.8	37.0	38.3	39.7	41.0	42.5	44.0	45.5	47.1	48.7	50.5	52.2
Capital Expenditure and Revenue														
Purchase of Land	1.5	0.0	0.0	0.0	27.6	0.0	27.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Purchase of Buildings	11.5	40.4	46.1	16.9	7.6	23.6	23.2	11.9	13.8	8.2	6.7	14.5	16.0	4.5
Purchase of Plant and Machinery	5.8	5.6	4.8	3.9	5.2	5.2	5.2	5.2	5.2	5.2	5.2	5.2	5.2	5.2
Purchase of Furniture and Equipment	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3
Purchase of Computer Equipment	0.4	0.4	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Construction of Roads Infrastructure	37.4	25.5	33.8	36.7	38.4	23.8	38.2	20.5	44.8	27.0	27.0	27.0	27.0	27.0
Proceeds on Sale of Assets	-9.3	-4.2	-10.3	-2.4	-1.4	-1.5	-1.5	-1.5	-1.5	-1.5	-1.5	-1.5	-1.5	-1.5
Contributions/Grants for the development of Assets	-5.6	-15.4	-19.4	-13.1	-1.6	-0.1	-0.1	-0.6	-1.1	-1.1	-0.1	-0.1	-0.1	-0.7
Net Movement in Gifted Assets	0.0	0.0	0.0	0.0	-12.4	0.0	-27.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Developer Contribution Plans - Cash	-5.0	-5.5	-5.0	-5.0	-5.0	-5.0	-5.0	-5.0	-5.0	-5.0	-5.0	-5.0	-5.0	-5.0

Rate Setting Statement	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
New Loans	0.0	-25.0	0.0	-15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Repayment of Loans	2.5	2.5	3.8	3.8	4.8	4.8	4.8	2.3	2.3	2.3	2.3	2.3	19.5	0.0
Transfers from Reserves (Restricted Assets)	-18.4	-24.4	-21.3	-18.8	-11.3	-14.3	-6.3	-11.3	-6.3	-6.3	-17.8	-17.8	-17.8	-17.8
Transfers to Reserves (Restricted Assets)	24.6	24.5	19.0	16.6	16.6	16.7	16.7	16.9	16.9	17.1	17.3	17.3	17.3	17.3
	45.8	24.8	52.2	24.4	69.2	53.9	75.9	39.2	69.9	46.7	34.9	42.7	61.4	29.9
NET	-116.2	-96.0	-127.8	-99.4	-148.3	-136.5	-162.2	-129.2	-164.0	-145.0	-137.6	-149.9	-173.4	-146.8
Amount required from Rates	-107.5	-111.5	-115.7	-119.9	-124.4	-129.0	-133.8	-138.6	-143.8	-149.1	-154.7	-160.3	-166.3	-172.4

4. Statement of financial position

Statement of Financial Position	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
CURRENT ASSETS														
Cash and Cash Equivalents	147.3	162.9	148.5	166.8	135.9	130.8	85.5	100.5	91.0	106.0	122.6	132.5	125.0	150.1
Total Current Assets	155.6	171.4	157.1	175.7	144.9	140.0	94.8	110.1	100.7	115.9	132.7	142.8	135.4	160.8
Property, Plant and Equipment	357.2	392.6	432.5	441.9	470.5	487.0	530.0	534.0	539.3	538.6	535.8	540.3	545.8	539.2
Infrastructure	789.7	798.9	812.0	834.9	852.2	856.8	867.0	863.4	878.1	873.8	879.9	884.9	908.4	891.7
Rehabilitation Assets	13.5	17.3	16.0	19.7	18.3	21.9	20.4	23.9	22.3	25.6	23.9	27.2	25.4	28.5
Total Non-Current Assets	1,162.7	1,211.0	1,262.8	1,298.8	1,343.3	1,368.1	1,419.8	1,423.7	1,442.2	1,440.6	1,442.3	1,455.1	1,482.2	1,462.1
TOTAL ASSETS	1,318.3	1,382.4	1,419.9	1,474.5	1,488.2	1,508.0	1,514.6	1,533.8	1,542.9	1,556.5	1,575.0	1,597.9	1,617.7	1,622.9
CURRENT LIABILITIES														
Borrowings	2.5	2.5	3.8	3.8	4.8	4.8	4.8	2.3	2.3	2.3	2.3	2.3	19.5	0.0
Provisions	6.7	6.9	7.1	7.3	7.5	7.7	8.0	8.2	8.5	8.7	9.0	9.2	9.5	9.8
Total Current Liabilities	19.9	20.1	21.6	21.8	23.0	23.2	23.5	21.2	21.4	21.7	22.0	22.2	39.8	20.5
Borrowings	12.5	35.0	30.0	41.3	35.5	30.8	26.0	26.3	24.0	21.8	19.5	17.3	0.0	0.0
Provisions	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5
Total Non-Current Liabilities	33.0	55.5	50.5	61.8	56.0	51.3	46.5	46.8	44.5	42.3	40.0	37.8	20.5	20.5
TOTAL LIABILITIES	52.9	75.6	72.1	83.5	79.0	74.5	70.0	68.0	66.0	64.0	62.0	60.0	60.3	41.1
NET ASSETS	1,265.3	1,306.8	1,347.8	1,390.9	1,409.1	1,433.5	1,444.7	1,465.8	1,477.0	1,492.5	1,513.0	1,537.9	1,557.4	1,581.9
TOTAL EQUITY	1,265.3	1,306.8	1,347.8	1,390.9	1,409.1	1,433.5	1,444.7	1,465.8	1,477.0	1,492.5	1,513.0	1,537.9	1,557.4	1,581.9

5. Equity Statement

Equity Statement	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
Retained Surplus	616.2	652.8	691.5	727.5	751.0	772.9	794.4	816.2	838.0	859.4	879.4	898.9	917.8	936.9
Reserves	125.8	125.7	128.0	130.1	124.8	122.3	111.9	106.3	95.6	84.7	85.2	85.7	86.2	86.7
Revaluation Surplus	523.3	528.3	528.3	533.3	533.3	538.3	538.3	543.3	543.3	548.3	548.3	553.3	553.3	558.3
Total Equity	1,265. 3	1,306 .8	1,347. 8	1,390. 9	1,409 .1	1,433. 5	1,444. 7	1,465 .8	1,477. 0	1,492. 5	1,513 .0	1,537. 9	1,557. 4	1,581 .9

6. Definition for Statutory KP's

	Ratio	What it measures	Target standards basic level
1	Current Ratio	A measure of a local government's liquidity and its ability to meet its short term financial obligations from unrestricted current assets	Ratio is equal to an expression of 1:1 or greater (e.g. 100% or 1.0).
2	Operating Surplus Ratio	An indicator of the extent to which revenue raised not only covers operational expenses, but also provides for capital funding	Ratio is between 0% and 15%.
3	Own Source Revenue Coverage Ratio	An indicator of a local government's ability to cover its costs through its own revenue efforts.	Ratio is between 40% and 60% (or 0.4 and 0.6).
4	Debt Service Cover Ratio	An indicator of a local government's ability to generate sufficient cash to cover its debt payments.	Ratio is greater than or equal to 2.
5	Asset Sustainability Ratio	An indicator of the extent to which assets managed by a local government are being renewed or replaced as they reach the end of their useful lives	Ratio data can be calculated and ratio is 90% or greater.
6	Asset Consumption Ratio	This ratio highlights the aged condition of a local government's physical assets	Ratio data can be identified and ratio is 50% or greater
7	Asset Renewal Funding Ratio	Indicates whether the local government has the financial capacity to fund asset renewal at existing revenue and service levels	Ratio data can be identified and the ratio is between 75% and 95%.

Definitions of terms

Term	Definition
Annual Budget	A statutory requirement outlining the financial estimates to deliver the Corporate Business Plan.
Asset Management Plans	Plans that guide the acquisition, use and disposal of assets to maximise service delivery while managing risks and costs over the life of the asset.
Corporate Business Plan	A local government's internal business planning tool that translates council priorities into operations within the resources available. The Corporate Business Plan details the services, operations and projects a local government will deliver over a defined period.
Equity statement	Equity is the net worth of a local government measured as the difference between the total assets and total liabilities as reported in the statement of financial position. The equity statement details equity by its various classes (retained surpluses, cash-backed reserves and revaluation reserves) and reconciles the opening and closing balances of each class of the local government's equity over the reporting period. It also provides a summary of changes in composition of the local government's equity and the causes of those changes.
Financial capital	Refers to the funding capacity of the local government as disclosed in the statement of financial position. This is usually the net difference between current assets and current liabilities.
Forecast income statement	A statement that includes revenue and expenditure projections over the 10 year life of the plan.
Infrastructure	Infrastructure assets are physical assets intended to serve the community over a long time frame and maintained indefinitely by the continuing replacement and refurbishment of its components so that service level standards are met. This includes the major asset classes such as roads, drains, bridges, footpaths, sewerage assets and public buildings.
Inter-generational equity	Achieving a fair and ethical balance of costs and benefits between present and future generations. In the local government context this refers to the expenditure on long-lived assets and infrastructure and the revenue strategies required to pay for them.
Integrated Planning and Reporting	A framework for establishing community priorities and linking these to different areas of a local government's functions.

Rate setting statement	A statement that details budgeted expenditure and revenue and shows how much rate revenue is required to cover the budget deficit. It can be in a format that includes rates as an income type based on assumptions used in developing the Long Term Financial Plan to show the extent to which planned services and assets can be funded.
Scenario modelling	Preparation of forecasts or estimates in the Long Term Financial Plan on optimistic, conservative and worst-case scenarios to understand the impact of variations in factors or assumptions.
Sensitivity analysis	Determines those factors or assumptions that if varied have greater impacts on the Long Term Financial Plan.
Statement of cash flows	A statement that shows how changes in a local government's expenses and income affect cash and cash equivalents; and breaks the analysis down to operating, investing and financing activities.
Statement of financial position	A statement that reports the value of a local government's current and non-current assets, current and non-current liabilities and equity as at a particular date, usually the end of a financial reporting period.
Strategic Community Plan	The strategy and planning document that reflects the longer term (10+ years) community vision, aspirations and objectives.
Workforce Planning	A continuous process (not a one-off activity) of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future.

Objective	Measure	Target
1. Maintain the existing range and level of service provision whilst developing the capacity to grow and add new services	1. Meets the targets set by the Annual Business Plan 2. Customer Satisfaction surveys of customers of multiple service units 3. Community Perceptions survey asks more 'generally' .. about	

Objective	Measure	Target
	maintenance of parks, roads, satisfaction with events, youth services, family services, libraries, waste	
2. Maintain a strong cash position, ensuring Council remains financially sustainable in the short, medium and long term	<ol style="list-style-type: none"> 1. Meet the Current Ratio as provided by the DLGC – a measure of the Councils liquidity to meet its short term financial obligations. 2. Meet targets contained in Reserves Forecasts 	<ol style="list-style-type: none"> 1. Current Ratio is equal to 1.0 or greater 2. Forecasts in the LTFP are satisfied annually
3. Achieve operating surpluses	<ol style="list-style-type: none"> 1. Having a surplus of funds after deducting all operating expenditure from operating revenue 2. An indicator to which revenue raised covers operating and capital expenditures 	<ol style="list-style-type: none"> 1. Funding all income based reserve transfers. 2. Ratio is between 0% and 15% 3. Meets the revenue and expenditure targets outlined in the Annual Business Plan
4. Maintain debt/borrowing levels within prudent guidelines	<ol style="list-style-type: none"> 1. An indicator of Council's ability to generate sufficient cash to cover its debt payments. 	<ol style="list-style-type: none"> 1. Ratio is greater than or equal to 2. 2. In line or better than the average of other metro growth councils
5. Continue to pursue grant funding for strategic capital projects from the State and Commonwealth	<ol style="list-style-type: none"> 1. Source and apply for capital grants to fund Council's Capital program as outlined in LTFP. 	

Objective	Measure	Target
Governments		
6. Provide for rate increases that enable appropriate capital works (asset renewal, growth/expansion & upgrade) and asset maintenance	1. Indicates Council has the financial capacity to fund asset renewal at existing revenue and service levels.	1. Rate increases within the LTFP's forecast 2. Asset renewal ratio should be between 0.75 to 0.95
7. Ensure value for money is a key objective in all council expenditure	1. All cash expenditure for operating and capital expenditure (apart from payroll and statutory charges) is subject to competitive market testing.	1. What is the target
8. Provide a remuneration structure that will ensure Council attracts and retains high quality staff to provide services	1. Feedback from exit interview data and annual salary comparisons (with other Councils)	1. Exit interview data. Prevalence of salary and wage levels being an issue in the employee survey 2. Number of job offer rejections due to salary 3. Council is at the desired quartile when compared with basket of (sampled) councils
9. Use of cash reserves to achieve inter-generational equity, smooth out year on year rate increase and reduce reliance	1. What is the measure for this objective	1. What is the target for this measure

Objective	Measure	Target
on debt		
10.Planning for the optimal funding of asset renewals and maintenance as determined within asset management plans	1. A measure to the extent to which assets managed by Council are being renewed or replaced as they reach the end of the useful life.	1. Ratio to be 0.9 or greater.
11.Improving trends in the key financial ratios	1. The seven statutory KPI's plus the Financial Health Indicator	1All measures remain or improve year on year 2. Comparison with other metro growth Councils.
12.Maximise revenue from fees and charges through full cost recovery or market pricing where appropriate	1. Own source revenue coverage ratio – ability to cover its costs through its own revenue efforts.	1. Ratio is between 40% and 60%

16. ENGINEERING & WORKS DIVISION ISSUES

16.1 PETITION REQUESTING THE REMOVAL OF SEVEN MUGGA IRONBARKS IN ROYALE WAY BIBRA LAKE

Author(s)	A Lees
Attachments	<ol style="list-style-type: none">1. Arboricultural Report 13 Royale Way Bibra Lake ↓2. Petition Requesting Removal of 7 Mugga Ironbarks in Royal Way Bibra Lake ↓3. Addition Signatures to Petition Requesting Removal of 7 Mugga Ironbarks in Royale Way ↓

RECOMMENDATION

That Council:

- (1) decline the petitioners request for the removal of the Eucalyptus sideroxylon (Red Ironbark) street trees in Royale Way, Bibra Lake.
- (2) advise the principal petitioner of Council's decision and request they inform all other signatories to the petition.

Background

A petition requesting the removal of seven Eucalyptus sideroxylon (Red Ironbark) in Royale Way, Bibra Lake was received on 12 March 2019. The petition was submitted by Mr Wasele Hosja, 13 Ironbark Way, Bibra Lake along with 52 signatures. The CEO has requested a report be prepared and presented to Council for consideration.

Submission

Refer attached petition as noted above.

Report

The City received correspondence in the form of a petition from Mr Wasele Hosja on the 12 March 2019. The petition requests the removal of seven Eucalyptus sideroxylon (Red Ironbark) in Royale Way, Bibra lake. The petition seeks the trees to be removed based on a series of claims and replaced with a street tree which conforms to the City's Street Tree Master Plan 2016. Mr Wasele Hosja is one of the property owners with a Eucalyptus sideroxylon (Red Ironbark) tree in the road reservation adjacent to his property.

The petition lists 52 signatures from property owners located in Royale Way and surrounding streets in Bibra Lake, as shown below.

- Royale Way: 21
- Forillion Ave: 19
- Deller Dr: 1
- Braemar Rise: 1
- Arches Way: 2
- Orlando Ave: 7
- Briere Green: 1

In assessing the signatures of the property owners who signed the petition, all six property owners in Royale Way with a Eucalyptus sideroxylon (Red Ironbark) have signed as noted below.

- 4 Royale Way
- 11 Royale Way
- 12 Royale Way
- 13 Royale Way
- 14 Royale Way
- 57 Forillion Av (Tree on side boundary facing Royale Way)

Petition Analysis

An assessment of the five claims raised in the petition is provided in the table below.

Claim (abridged version)		Comment	Claim Accepted or Denied
1	Leaf litter requiring residents to clean up the mess.	All trees (evergreen or deciduous) drop leaves at times during the year. The City can assist people with excessive litter if required however this is not discussed as a mechanism to address the issues or request to find a resolution. Leaf litter is not considered a viable justification for removal as per Policy 'Street & Reserve Tree	Denied

Claim (abridged version)		Comment	Claim Accepted or Denied
		Management'.	
2	Eucalyptus sideroxylon (Red Ironbark) canopy will exceed the confines of a narrow verge and encroaching on to residential properties	Royale Way has a road reservation of 14m with a pavement width of 5.50m. This allows for verge width on either side of the road pavement ranging from 3.6m to 4.5m. Although this does align with the narrow verges commentary it doesn't have 1m or 2m setback for properties. This estate has property setbacks of around 4m enabling the City to plant a range of tree stock consist with this criteria and verge width.	Denied
3	Current height of trees already impacting PV solar panels on north facing roof space. Trees to reach 30m	<p>The Eucalyptus sideroxylon (Red Ironbark) planted adjacent to 13 Royale Way has a clinometer height reading of 11.9m with a canopy spread of 9m (as per Arboricultural report). The remaining Eucalyptus sideroxylon (Red Ironbark) within the street are similar in size and shape.</p> <p>The Eucalyptus sideroxylon (Red Ironbark) as outlined in the City Street Tree Master Plan 2016 and can grow to a height of 15m and width of 7m. This confirms the tree(s) are reaching full maturity and subject to environmental conditions will sustain this form and structure.</p>	Denied
4	Root system has infiltrated front yards and outcompeting grass and garden beds: Council obliged Coogee	The Arboricultural report identified a sound buttress root system with no sign of root movement, soil heave or displacement and was structurally root firm at the time of inspection. Surface roots were evident within the road pavement with minor associated damage. No roots were evident in the grass or garden bed	Denied

Claim (abridged version)		Comment	Claim Accepted or Denied
	residents by removing 95 casuarina shade trees in 2018.	environments.	
5	Potential fire hazard and stormwater drain blockages due to leaf litter. This collecting of leaves causes stress for residents and requires raking up to prevent a disaster. The City does not treat all Cockburn residents equally by its own Street Tree Master Plan 2016.	<p>The Eucalyptus sideroxylon (Red Ironbark) is an evergreen tree which drops leaves throughout the year. The collection of leaf litter would be very small and predominately collected off the grass during a mowing service. In addition the City's Roads Services team performing four street sweeping services to every street in the City thereby further mitigating leaf build up. Also additional street sweeping can be requested which is facilitated for deciduous trees. Furthermore gully educting is completed on a regular basis.</p> <p>The City's program for street tree planting is delivered on an equitable framework with tree management implemented through policies, position statements and Arboricultural assessment as required.</p>	Denied

Customer Request Analysis

In order to inform the decision making process an assessment of the City's customer request system has been undertaken on the properties with a Eucalyptus sideroxylon (Red Ironbark) on the adjacent verge.

Address	Customer Request
4 Royale Way	No requests received for tree removal
11 Royale Way	No requests received for tree removal
12 Royale Way	3 request received

Address	Customer Request
	<ul style="list-style-type: none"> • 1 for pruning of the tree, • 1 for repair of damage by tree roots, • 1 for the removal of an ants nest at base of tree
13 Royale Way	<p>3 requests for pruning were received by the previous owner</p> <p>1 request received by Mr Hosja for the street tree to be removed due to future solar panel installation being impacted by the shade. Request denied</p> <p>Follow up request by Mr Hosja for a review of the decision.</p> <p>Further request for revision of the rejection of the request for removal.</p>
14 Royale Way	<p>5 requests received</p> <ul style="list-style-type: none"> • 2 for pruning of the tree • 3 for repair of damage by tree roots
57 Forillion Av	4 requests – 1 tree planting & 3 x pruning

In assessing the history of the requests raised by the property owners with a *Eucalyptus sideroxylon* (Red Ironbark) adjacent to their property, there is no trend indicating a sustained and substantiated claim for the removal of these trees.

Eucalyptus sideroxylon (Red Ironbark)

The *Eucalyptus sideroxylon* (Red Ironbark) is listed in the City's Street Tree Master Plan 2016 as one of the preferred native street trees. This tree species reaches a height of 15metres and width of 7metres at full maturity, subject to favourable environmental conditions.

The *Eucalyptus sideroxylon* (Red Ironbark) typically has a slow growth rate, an open form canopy, produces flowers and can establish in a variety of soil types.

Arboricultural Assessment - Street Tree Adjacent to 13 Royale Way

An arboricultural assessment, see attached, was conducted on the verge tree adjacent to 13 Royale Way, Bibra Lake, on 14 August 2018. The purpose of the assessment was to ascertain the current health and structural condition identify any hazards and outline recommendations accordingly. The consultant found the tree to be in good health and structurally sound.

Major limbs appeared to be well attached and although limbs extended over the adjacent property they represented a low risk to persons or property. Surface roots were evidenced and it was unlikely further roots would develop beneath the residence. The street tree provides significant aesthetic and amenity value to the streetscape with no justification for removal.

Removal & Pruning of Tree Policy 'Street & Reserve Tree Management'

The removal & pruning of trees policy provides clear direction to officers when a request for a tree removal is received. The policy is expressly clear on when a tree will not be removed unless any of the following can be demonstrated regarding the tree:

1. Dead;
2. In a state of decline to the point that survival is unlikely;
3. Structurally unsound, to the point of constituting imminent danger to persons or property;
4. Damaging or likely to damage property, where alternatives to prevent damage are not possible;
5. Part of a tree replacement program or;
6. Obstructing a Council approved works program, such as road and drainage works; and
7. Adversely impacting on home owners by way of tree root invasion that is damaging their homes, driveways, letter boxes, fences or other assets on their property.

Furthermore the policy provides guidance to officers when a resident's amenity is being unduly impacted by a tree with the following conditions applying:

1. A request in writing for removal of the tree has been received from the adjacent property owner by the City's Officers, clearly stating the reasons for requesting removal;
2. An Officer's report detailing the request and associated issues has been presented to the Council for its consideration, including any consultation undertaken; and
3. The Council has formally resolved to authorise removal of the tree.

Where the Council has resolved to authorise removal of a tree at the request of an adjacent property owner:

1. Removal shall be at full cost to the property owner who made the request for removal;
2. The tree shall be dismantled to the ground, removed from the site and the stump shall be ground out;
3. The tree shall be removed by a suitable contractor engaged by the City for the purpose;
4. The tree shall not be removed until the City has received payment for the full cost of removal; and
5. The City at the Council's cost shall plant a replacement tree suitable for the location, within six months of removing the original tree.

Recommendation

Taking in consideration the assessment of the petition claims, history of customer requests, arboricultural assessment of the tree adjacent to 13 Royale Way, Policy 'Street & Reserve Tree Management' and with the Eucalyptus sideroxylon (Red Ironbark) being a preferred tree species, there is no justification for the removal of the trees outlined in the petition.

Strategic Plans/Policy Implications

Economic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

Improve the appearance of streetscapes, especially with trees suitable for shade.

Budget/Financial Implications

NA

Legal Implications

NA

Community Consultation

Customer requests in the past are summarised above for the various properties concerned.

Risk Management Implications

Failure to accept the recommendation could set a precedent for future claims by a group of property owners seeking to remove trees with

claims that are outside the removal and pruning of trees policy and arboricultural assessments. In addition the City's brand could be at significant risk should it breach its environmental responsibility as outlined in the Community Strategic Plan.

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 13 June 2019 Ordinary Council Meeting.

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

Nil.

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Mob: 0401 817 551

Arboricultural Inspection Report for City of Cockburn

Date inspected: 14th August 2018
Location: 13 Royale Way, Bibra Lake
Tree species: *Eucalyptus sideroxylon* (Mugga Ironbark)

1. Reason for Assessment

- 1.1. In accordance with your instructions, I confirm that you have employed this consultant to carry out an inspection of the *Eucalyptus sideroxylon* (Mugga Ironbark) situated within the Local Authority verge adjacent no. 13 Royale Way, Bibra Lake due to resident concerns regarding the size of the tree and potential root encroachment within their property.
- 1.2. The purpose of this report is to assess the trees' current health and mechanical structural condition, to identify potential hazards in relation to the targets beneath the tree and provide recommendations accordingly.
- 1.1. This consultant confirms that a site visit to inspect the tree situated at the above location was carried out on the 14th of August 2018.

2. Tree Observations

- 2.1. This tree is identified as a semi-mature specimen of *Eucalyptus sideroxylon* (Mugga Ironbark) and is located within the Local Authority verge adjacent the property known as no. 13 Royale Way, Bibra Lake (Figure 1).
- 2.2. The tree has a clinometer height reading of 11.9m, with a canopy spread of 9.0m north/south & 9.0m east/west and a trunk diameter of 51cm measured at 1.4 metres above ground level.
- 2.3. The trunk is located 1.5m from the roadway, 2.0m from the paved crossover and approximately 1.3m from the northern boundary of the adjacent property.

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3. Ground Level Inspection

- 3.1. An inspection at ground level found the tree has developed a sound buttress root system, with no visual signs of harmful root pathogens, root movement, soil heave or displacement, confirming the tree to be structurally root firm at this time (Figure 2).
- 3.2. Surface roots of less than 50mm diameter were visible within the asphalt road surface approximately 1.7m from the base of the tree on the northern side and associated damage to the road surface was evident (Figure 3).
- 3.3. There was no evidence of recent works within proximity of the tree.

4. Trunk Inspection

- 4.1. The trunk extends to a height of approximately 2.5m where three closely spaced lateral limbs develop and extend to form the crown structure (Figures 4 & 5).
- 4.2. Major limbs appear soundly attached with well-formed forks without visible inclusion and no cracking, splitting or separation was visible from ground level.
- 4.3. Visual assessment found the trunk of the tree to be in a structurally sound condition with no indication of decay or cavity development.

5. Crown Inspection

- 5.1. This tree displays a symmetrical crown and natural structural form with previous pruning appearing limited to lifting of the canopy over the verge and adjacent roadway (Figures 1 & 6 – 8).
- 5.2. Second and third order lateral limbs appear soundly attached with well-formed forks and no cracking, splitting or separation of unions visible from ground level.
- 5.3. Previous failure of a lower lateral limb from the northern side appeared due to vehicle impact while recent failure appeared limited to the shedding of light growth and some minor deadwood.
- 5.4. There was no visible indication of excessive limb loading.
- 5.5. A small amount of deadwood is held sporadically and is not of a size and weight to represent a hazard.
- 5.6. This tree displays a healthy vitality with a suitable cover of healthy foliage and suitable extension and secondary growth indicative of a healthy root system.

6. Conclusions

- 6.1. This consultant's inspection of this *Eucalyptus sideroxylon* found the tree to be in good health and sound structural condition at this time.

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- 6.2. There was no evidence of recent significant limb failure while previous lower limb failure appeared consistent with vehicle impact.
- 6.3. Major limbs appear well attached and growth extending over the adjacent property is considered to represent a low risk to persons or property at this time.
- 6.4. Surface roots within the verge and adjacent property were not visible and there was no visible damage to the paved crossover or driveway at this time.
- 6.5. This consultant further advises that it is extremely unlikely roots will develop beneath the residence due to unsuitable ground conditions associated with soil compaction and surface sealing.
- 6.6. This tree provides significant aesthetic and amenity value to the surrounding streetscape and there is no arboricultural justification for remedial pruning or tree removal at this time.

7. Recommendations

- 7.1. No works are recommended at this time.

8. Method of Assessment

This consultant has made recommendations based upon the following criteria

- The characteristics of the species.
- The existing health and condition of the tree.
- The structural integrity of major limbs.
- The level of risk that the tree represents to property and to persons.
- The aesthetic quality and amenity value that the tree provides to the surrounding streetscape.



Andrew Morrissey
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ISA Certified AU-0341A
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Limitation of liability

Trees can be managed, but they cannot be controlled. To live or work near a tree involves a degree of risk. This report only covers identifiable defects present at the time of inspection. Paperbark Technologies accepts no responsibility and cannot be held liable for any structural defect or unforeseen event/situation or adverse weather conditions that may occur after the time of inspection. Paperbark Technologies cannot guarantee that the tree/s contained within this report will be structurally sound under all circumstances, and is not able to detect every condition that may possibly lead to the structural failure of a tree. Paperbark Technologies cannot guarantee that the recommendations made will categorically result in the tree being made safe. Unless specifically mentioned this report will only be concerned with above ground inspections, as such all observations have been visually assessed from ground level. Trees are living organisms and as such cannot be classified as safe under any circumstances. Trees fail in ways that the arboriculture industry does not fully understand. The recommendations are made on the basis of what can be reasonably identified at the time of inspection therefore Paperbark Technologies accepts no liability for any recommendations made. All care has been taken to obtain information from reliable sources, however

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Paperbark Technologies can neither guarantee nor be responsible for the accuracy of information provided by others. In the event that reinspection of the tree/s is recommended it is the client's responsibility to make arrangements with Paperbark Technologies.

9. Photos



Figure 1 – The *Eucalyptus sideroxylon* located within the Local Authority verge adjacent no. 13 Royale Way, Bibra Lake.

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Figure 2 Displaying the base and lower trunk of the tree viewed from the western side.



Figure 3 Displaying surface roots emerging from the asphalt roadway and associated damage.

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Figures 4 & 5 Displaying the main limb cluster viewed from the western (above) and eastern sides (below).

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Figures 6 & 7 Displaying the extension of major limbs to form the canopy structure viewed from the northern (above) and southern sides (below) and indicating the location of previous limb failure.

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Figure 8 Displaying the symmetrical form of the crown and indicating approximate canopy extension over the adjacent property at this time.

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10. Glossary

Branch attachment	The structural union of a lateral limb to the trunk or another branch.
Branch bark ridge	Enlarged area of bark tissue on the upper side of a branch junction; a normal pattern of development.
Branch collar	Wood which forms around a branch attachment, frequently more pronounced below the branch.
Canker	A localised area of dead tissue on a stem or branch, caused by fungal or bacterial organisms.
Cavity	An open wound, characterized by the presence of decay and resulting in a hollow.
Central leader	The main stem of the tree.
Chlorotic	Lacking chlorophyll, typically yellow in colour.
Codominant	Equal in size and relative importance, usually associated with either the trunks/stems or scaffold limbs/branches in the crown.
Crack	Longitudinal split in the stem, involving bark, cambium and xylem; may be vertical and horizontally oriented.
Crotch	The point at which two branches (or branch and leader) meets.
DBH	Diameter breast height. Diameter of the trunk, measured at breast height - 1.4 m above ground level.
Decay	Process of degradation of woody tissues by fungi and bacteria through the decomposition of cellulose and lignin.
Decurrent	Referring to the growth habit of the tree being rounded or spreading.
Defect	Any structural weakness or deformity.
Dieback	Progressive death of twigs and small branches, generally from tips.
Dripline	The width of the crown, as measured by the lateral extent of foliage.
End Weight	The concentration of the foliage at the distal ends of branches.
Epicormic shoot	Shoot that arises from latent or adventitious buds that occur on stems and from poorly pruned branches.
Excurrent	Tree growth habit with pyramidal crown and a central leader.

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Flush cut	Pruning technique where both branch and stem tissue are removed; Flush cutting usually is a poor practice.
Fork	Bifurcation of branches, usually equal in size and occurring at a narrow angle.
Girdling roots	Roots that grow around the trunk in a circular manner, constricting other roots or restricting trunk growth.
Growth crack	Longitudinal split in the bark due to normal expansion of cambium and xylem; not considered a defect.
Hanger	Both partially attached (but clearly broken) and unattached, lodged branches in the crown.
Heart rot	Decay in the centre (heartwood) of a branch, trunk, or large root.
Included bark	Pattern of development at branch junctions where bark is turned inward and embedded in a crotch between branches or stems causing a weakened structure.
Lion tailing	The removal of excessive number of inner laterals and foliage. This practice displaces foliar weight to the ends of the branches and may result in sunburned bark tissue, water sprouts, reduced branch taper, weakened branch structure and breakage from wind exposure.
Necrotic	Localised death of tissue in a living organism.
pH	A measure of the acidity or alkalinity of a soil. pH of 7.0 is neutral, acidic soil has a pH less than 7.0, and alkaline soil is greater the 7.0.
Pollard	Pruning technique where young trees or branches are initially lopped, then re-lopped on an annual basis without disturbing the callus.
Scaffold limb	Primary structural branch of the crown.
Structural Root Zone (SRZ)	The area required for tree stability. The SRZ radius is calculated by the diameter at root flare using the following formula $(D \times 50)^{0.42} \times 0.64$.
Stub	Short length of branch remaining following pruning or limb failure.
Suppressed	Trees which have been overtopped by adjacent trees and whose crown development is restricted from above.
Topping	Pruning technique to reduce a trees height, heading of large branches. Generally considered poor practice.
Tree Protection Zone (TPZ)	The tree protection zone is the principal means of protecting trees on development sites. It is an area isolated from construction disturbance, so that the tree remains viable. The radius of the TPZ is calculated for each tree by multiplying its DBH x 12.

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From: Lisa Turner
Sent: 13 Mar 2019 08:36:35 +0800
To: Records Requests
Subject: FW: Petition requesting the removal of 7 last remaining Mugga Ironbarks in Royale Way Bibra Lake
Attachments: Petition Scan 1 Royale .pdf, Petition Scan 2 Royale .pdf, Petition Scan 3 Royale.pdf, Petition Scan 4 .pdf, Petition Scan 5 Royale .pdf

Lisa Turner
Acting Team Leader | Customer Services
P 08 9411 3444
E lturner@cockburn.wa.gov.au



From: waphytos@iinet.net.au [mailto:waphytos@iinet.net.au]
Sent: Tuesday, 12 March 2019 5:01 PM
To: 12 Customer Service Team DL
Cc: HOSJA Wasele
Subject: Petition requesting the removal of 7 last remaining Mugga Ironbarks in Royale Way Bibra Lake
The CEO
Please accept for consideration the attached 5 signed Petitions requesting the removal of the seven remaining *Eucalyptus sideroxylon* 'Mugga' Ironbarks in Royale Way, Bibra Lake.

Petition Initiator

Wasele Hosja

13 Royale Way

Bibra Lake

WA., 6163

0893323326

0497 862 644

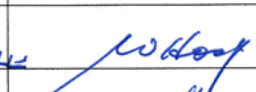
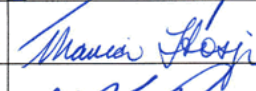


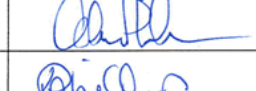



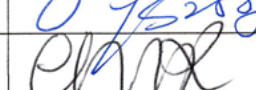
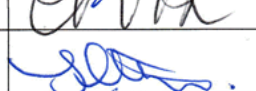

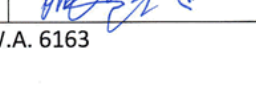
waphytos@iinet.net.au

Document Set ID: 8208449
Version: 1 Version Date: 13/03/2019

Petition to the Chief Executive Officer for Cockburn.

We, the undersigned electors of Bibra Lake, beseech the City of Cockburn to remove the unsuitable, and un-compatible non-native, *Eucalyptus sideroxylon* 'mugga' Ironbark trees it planted on residential verges in and around Royale Way be removed and replaced with trees that conform with the Functional Requirement criteria of Cockburn City's own **Street Tree Master Plan 2016** for narrow Zone 6 verges.

- 1) Council-planted 'mugga' Iron barks, are constantly dropping tree litter, (nuts, twigs, leaves) compelling residents' into properties mean residents are faced with constant daily maintenance of raking and picking up tree litter. This clearly fails to promote "a sense of peacefulness, restfulness, serenity and tranquillity and especially equality and fairness of community treatment by Cockburn Council. The residents with these trees feel they are discriminated against when other residents in the area have no verge trees, or small shrubs or ornamental that do not produce tree litter.
- 2) These young tree's wide-spreading canopies far-exceed the confines of the narrow verges and are encroaching over residents' front yards and who are at risk of sudden heavy branch drops.
- 3) The current heights of the 'mugga' iron barks trees' at 12 metres, already affect PV solar panels on north-facing roof space and prevent winter sun reaching houses windows. These trees will reach over 30 metres in height when mature, which is why it is not listed as suitable for narrow Zone 6 verges.
- 4) The mugga' Ironbark's root system has infiltrated front yards, out-competing for lawns and gardens for irrigated water'. It has severely damaged Council street infrastructure and created dangerous trip hazards that Council has ignored. Note: Council obliged complaining Coogee residents, by removing 95 much smaller native *Casuarinas* shade trees in 2018 because of infrastructure damage and the trees were deemed "ugly" by the residents.
- 5) The potential fire hazard and stormwater drain blockage created by accumulated piled up leaf litter is a constant concern. It adds to the stress placed on residents, compelling them to keep leaves raked up to prevent a disaster because Council disregards their justified concerns. The Council would seem to not treat all Cockburn residents' concerns equally by its own **Street Tree Master Plan 2016**.

NAME	Address	Signature	Date
WASELE HOSJA	13 ROYALE WY BIBRA LAKE		27-1-2019
MARIA HOSJA	13 ROYALE WY BIBRA LAKE		27.1.19
Michael Lazzara	16 Royale Way Bibra Lake		27/1/19
Liz Lazzara	16 Royale Way Bibra Lake		27-1-19
ADAM PHILLIPS	3 ROYALE WAY BIBRA LAKE		27/1/19
KYLE PHILLIPS	3 ROYALE WAY BIBRA LAKE		27/1/19
MICK DECEGLIE	9 ROYALE WAY		27/1/19
A WRIGHTSON	58 KENNEDY DR		27/1/19
F. CAO	57 FERRION AVE		27/01/19
C. Reyniers	10 Royale way		27/1/19
LYNDA GUTWISS	8 ROYALE WAY		28/1/19
Peter Clithero	8 ROYALE WAY		28/1/19

Petition Initiator: Wasele Hosja 13 Royale Way, Bibra Lake, W.A. 6163

Document Set ID: 8208449

Version: 1, Version Date: 13/03/2019

①

Petition to the Chief Executive Officer for Cockburn.

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NAME	Address	Signature	Date
EILEEN DAVES	5 ROYALE WAY }	Eileen	27-1-19
JEFFREY DAVES	BIBRA LAKE }	Jeffrey	27/1/19
MARIA GOMES	12 " "	Maria	28/1/19
JOSE GOMES	12 " "	Jose	28/1/19
ALF REDOLA	14 ROYALE WAY	Alf	28/1/19
Ken ISMAIL	74 FORILLION AVE	Ken	1/2/2019
DAVID ALLEN	7 ROYALE WAY BIBRA LAKE	David	1/2/2019
Belinda Allen	7 Royale Way Bibra Lake	Belinda	1/2/19
Jenna Walker	61 Peller Drive B Lake	Jenna	2/2/19
Andrew Brady	5 Braemar Rise, Bibra Lake	Andrew	3/2/19
R. Mokenno	7 Archer Way	R. Mokenno	3/2/19
PAC WINKEL	56 FORILLION AVE	PAC	3/2/19

Petition Initiator: Wasele Hosja 13 Royale Way, Bibra Lake, W.A. 6163

Document Set ID: 8208449
Version: 1, Version Date: 13/03/2019

(2)

Petition to the Chief Executive Officer for Cockburn.

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NAME	Address	Signature	Date
Craig Martin	11 Royale Way		31/1/2019
ROBERT SCATA	72 FORILLION AVENUE		03/02/2019
Wendy Taylor	82 Forillion Ave		3/2/2019
Mike Taylor	✓ - -		3/2/2019
M. BONAVITA	5 ORLANDO AVE		5/2/19
Jess Lindsay	7 Orlando Ave		5/2/19
James Jar	9 Orlando Ave		5/2/19
JOHN SO	10 Orlando Ave		5/2/19
ALBERTO	11 AVIZZA		Formizza
A. Mirco	13 Orlando Ave		5/2/19
P. MIRCO	" " "		5/2/19
C Omacini	90 Forillion Ave		5/2/19


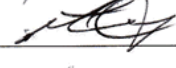





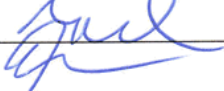
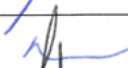



Petition Initiator: Wasele Hosja 13 Royale Way, Bibra Lake, W.A. 6163

③

Petition to the Chief Executive Officer for Cockburn.

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- 2) These young tree's wide-spreading canopies far-exceed the confines of the narrow verges and are encroaching over residents' front yards and who are at risk of sudden heavy branch drops.
- 3) The current heights of the 'mugga' iron barks trees' at 12 metres, already affect PV solar panels on north-facing roof space and prevent winter sun reaching houses windows. These trees will reach over 30 metres in height when mature, which is why it is not listed as suitable for narrow Zone 6 verges.
- 4) The mugga' Ironbark's root system has infiltrated front yards, out-competing for lawns and gardens for irrigated water'. It has severely damaged Council street infrastructure and created dangerous trip hazards that Council has ignored. Note: Council obliged complaining Coogee residents, by removing 95 much smaller native *Casuarinas* shade trees in 2018 because of infrastructure damage and the trees were deemed "ugly" by the residents.
- 5) The potential fire hazard and stormwater drain blockage created by accumulated piled up leaf litter is a constant concern. It adds to the stress placed on residents, compelling them to keep leaves raked up to prevent a disaster because Council disregards their justified concerns. The Council would seem to not treat all Cockburn residents' concerns equally by its own **Street Tree Master Plan 2016**.

NAME	Address	Signature	Date
ANTHONY YEARWOOD	6 ROYALE WAY BIBRA LAKE		9.2.2019
Max Coen	42 Forillion Ave		10.2.19
JEFFA MOTIKA	1 BRIERE GREEN		10.2.19
Ric Librizzi	59 Forillion Ave.		24/2/19.
Mang Tesovic	78 Forillion Ave		24/2/19
AMANDA ARNOLD	82 FORILLION AVE		24/2/19
Leona Harding	66 Forillion Ave		24/2/19
Stephen Fossilo	58 Forillion Ave		24/2/19
Greg Booth	64 Forillion Ave		24/2/19.
MICHAEL RUSSELL	54 FORILLION AVE		24/2/19.
Tom Duvall	48 Forillion Ave		25/2/19
Michael Day	9 Arden Way Biralda		

Petition Initiator: Wasele Hosja 13 Royale Way, Bibra Lake, W.A. 6163

Document Set ID: 8208449
Version: 1, Version Date: 13/03/2019

Petition to the Chief Executive Officer for Cockburn.

We, the undersigned electors of Bibra Lake, beseech the City of Cockburn to remove the unsuitable, and un-compatible non-native, *Eucalyptus sideroxylon* 'mugga' Ironbark trees it planted on residential verges in and around Royale Way be removed and replaced with trees that conform with the Functional Requirement criteria of Cockburn City's own **Street Tree Master Plan 2016** for narrow Zone 6 verges.

- 1) Council-planted 'mugga' Iron barks, are constantly dropping tree litter, (nuts, twigs, leaves) compelling residents' into properties mean residents are faced with constant daily maintenance of raking and picking up tree litter. This clearly fails to promote "a sense of peacefulness, restfulness, serenity and tranquillity and especially equality and fairness of community treatment by Cockburn Council. The residents with these trees feel they are discriminated against when other residents in the area have no verge trees, or small shrubs or ornamental that do not produce tree litter.
- 2) These young tree's wide-spreading canopies far-exceed the confines of the narrow verges and are encroaching over residents' front yards and who are at risk of sudden heavy branch drops.
- 3) The current heights of the 'mugga' iron barks trees' at 12 metres, already affect PV solar panels on north-facing roof space and prevent winter sun reaching houses windows. These trees will reach over 30 metres in height when mature, which is why it is not listed as suitable for narrow Zone 6 verges.
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- 5) The potential fire hazard and stormwater drain blockage created by accumulated piled up leaf litter is a constant concern. It adds to the stress placed on residents, compelling them to keep leaves raked up to prevent a disaster because Council disregards their justified concerns. The Council would seem to not treat all Cockburn residents' concerns equally by its own **Street Tree Master Plan 2016**.

NAME	Address	Signature	Date
JOHN MBOCHEIA	FORILLION WAY 53 ROYAL	J. Mbocheia	26/2/2019
JAMES ANNETIS	68 FORILLION AVE, Bibra Lake	J. R. C. A	26/2/2019

Petition Initiator: Wasele Hosja 13 Royale Way, Bibra Lake, W.A. 6163

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- 4) The mugga' Ironbark's root system has infiltrated front yards, out-competing for lawns and gardens for irrigated water'. It has severely damaged Council street infrastructure and created dangerous trip hazards that Council has ignored. Note: Council obliged complaining Coogee residents, by removing 95 much smaller native *Casuarinas* shade trees in 2018 because of infrastructure damage and the trees were deemed "ugly" by the residents.
- 5) The potential fire hazard and stormwater drain blockage created by accumulated piled up leaf litter is a constant concern. It adds to the stress placed on residents, compelling them to keep leaves raked up to prevent a disaster because Council disregards their justified concerns. The Council would seem to not treat all Cockburn residents' concerns equally by its own **Street Tree Master Plan 2016**.

NAME	Address	Signature	Date
John Mbocheia	53 Forillion Way, Bibra Lake	J. Mbocheia	26/2/2019
JAMES ANNETTS	68 Forillion Ave, Bibra Lake	J. R. C. A.	26/2/2019
YOUNG Sock Yoo	4 ROYALE WAY, BIBRA LAKE	Y. Sock Yoo	26/4/2019
DEB MARTIN	11 ROYALE WAY, BIBRA LAKE	Deb Martin	16/04/2019

Petition Initiator: Wasele Hosja 13 Royale Way, Bibra Lake, W.A. 6163

17. COMMUNITY SERVICES DIVISION ISSUES

17.1 TREEBY RESERVE - SPORTING CLUB EXPRESSION OF INTEREST

Author(s) D Burton

Attachments 1. Location Plan Treeby Reserve [↓](#)

RECOMMENDATION

That Council

- (1) awards winter tenancy to the Fremantle Roosters Rugby League Club under the City's Seasonal License arrangement;
- (2) notes the Fremantle Roosters Rugby League Club will consider a name change to reflect their new home location by the end of 2020; and
- (3) endorses changes to the project listing in the Community Sport and Recreation Facilities Plan 2018-2033 by:
 1. Providing funding in the 2019-2020 annual budget for the design and upgrade of sports floodlighting at Goodchild Reserve subject to the outcome of the tender;
 2. Bringing forward \$550,000 to be listed in 2020-2021 for upgrades of facilities at Goodchild Reserve; and
 3. Deferring the \$1M allocated to Upgrades of Coogee Community Hall to 2027-2028.

Background

The new sporting reserve in Treeby is located on the corner of Clementine Boulevard and Torwood Avenue. (Attachment 1 refers).

In late 2018, the reserve was constructed by the developer, Stockland WA Pty Ltd, in collaboration with the City of Cockburn. The reserve is approximately 2.4 ha in size and is suitable for a range of sports, including but not limited to AFL, Rugby, Soccer, Tee Ball and Softball.

The City recently undertook an Expression of Interest (EOI) process for organised sporting groups to be located at the new reserve from 30 November 2018 to 29 March 2019.

The outcomes of the EOI process are now presented to Council for consideration.

Following the decision of the EOI, the chosen group will be consulted on the design of the future Treeby Community and Sports Facility. It should be noted initial consultation has been recently undertaken that sought the wider community's views of themes and types activities to be based at the facility.

Submission

N/A

Report

The City received a total of two EOI's from organised sporting groups seeking to be located at the new sporting reserve. These groups were:

- Fremantle Roosters Rugby League Club
- Phoenix Lacrosse Club

Each group's activities primarily operate in the winter months (April to September). No summer sporting groups (October to March) expressed an interest in being located at the new facility.

An overview of the two clubs has been provided below:

Fremantle Roosters Rugby League Club

The Fremantle Roosters Rugby League Club has been operating since 1948 and is currently located at Ken Allen Field, Beaconsfield. The club offers competitive junior and senior Rugby League for men and women, and currently participates in the National Rugby League (NRL) WA Premiership Grade. It has also fielded a women's tag competition since 2006. It is understood the club has existing partnerships with schools in the City of Cockburn, including Lakeland Senior High School and Atwell College and in 2018 had a total of 369 active playing members, of which 52.5% reside within the City of Cockburn.

Phoenix Lacrosse Club

The Phoenix Lacrosse Club has been operating since 1896 and currently located at Goodchild Reserve, Hamilton Hill. The club offers competitive junior and senior lacrosse. Historically the club has offered both men's and women's lacrosse, however, in 2018 due to facility challenges and limitations, its women's senior cohort have been loaned to other clubs. The senior men's team currently participates in second division of the state league competition and in 2018 the club had a total of 120 active playing members, 45% of which live in the City of Cockburn.

The City's EOI process requested clubs to submit an application form that identified background information on the club, what opportunities they would provide for the local and wider community, their infrastructure requirements and usage patterns. Furthermore, clubs were encouraged to attach their club strategic/business plan, financial statements, letters of support and any further information to support their EOI.

Applications were assessed by an internal panel on range of criteria focussed toward:

- Community need
- Current membership
- Opportunities for the local community
- Membership and promotional strategies
- Organisational planning and structure
- Financial sustainability
- Readiness to operate at Treeby (requiring full club support)
- Infrastructure requirements

Each club submitted a strong application. The assessment identified that across the criteria of opportunities for the local community, membership and promotional strategies and readiness to operate at Treeby, each club ranked similar. The Phoenix Lacrosse Club were deemed to have a higher level of detail within organisational planning, however, the Fremantle Rugby League Club ranked higher based on community need and current membership. Specifically, Rugby League as a sport is not currently available to residents within the City of Cockburn and the club's active membership is significantly higher in comparison to the Phoenix Lacrosse Club.

Infrastructure requirements of both clubs could be met at the new Treeby Reserve through the infrastructure planned under the current adopted Plans. Notwithstanding, Phoenix Lacrosse, as a small ball sport, requires a higher level of lighting in comparison to Rugby League and other large ball sports. The cost implication for lighting suitable for Lacrosse (200 lux) is estimated to cost \$445,000, presenting a budget shortfall of \$145,000, based on the proposed lighting standards for the Treeby Reserve.

Following assessment of both applications, it has been recommended by the internal panel that the Fremantle Rugby League Club be located at the new Treeby Reserve.

Considering the club is re-locating to the City of Cockburn boundaries and they will have access to a \$7.65M facility, the City has consulted with the club to consider a change of name to reflect their locality in Cockburn and this has been received positively. Furthermore, as the delivery of the new Treeby Community and Sports Facility is scheduled for 2020-2021, the club has acknowledged it would like to work closely with City officers in the lead-up to ensure the best chance of success.

As previously mentioned, the Phoenix Lacrosse Club submitted a strong application. In their submission, it was identified in further detail that the existing facilities at Goodchild Reserve are not fit-for-purpose which has resulted in a decrease in membership from 193 members in 2015 to the current 120 in 2018. Further, this has been reflected in a recent sports floodlighting audit and three of the existing four light poles at Goodchild Reserve require urgent removal.

Currently within the *Community Sport and Recreation Facilities Plan* (CSRFP), \$1M in upgrades to Goodchild Reserve has been identified to occur across two financial years 2026-2027 and 2027-2028. It is recommended that this project be brought forward in place of the Coogee Community Hall Upgrade for which \$1M expenditure is also currently scheduled for 2021-2022.

Given the issues with existing floodlighting requiring urgent removal, funds are recommended to be brought forward to 2019-2020 to ensure the Phoenix Lacrosse Club has adequate floodlighting for the commencement of the 2020 winter season.

The Coogee Community Hall was constructed in 1987, although ageing the facility is considered fit-for-purpose and is in a 'good' condition following recent asset inspections. Deferment of this project is not expected to impact its utilisation or medium-term functionality. Notably, the City, has listed \$20,000 in 2019-2020 for the replacement of external security screens for the Hall. Any further maintenance items required to extend the life expectancy of the Hall will be included in annual budgets until the complete upgrade takes place in 2027-2028.

Strategic Plans/Policy Implications

Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Provide safe places and activities for residents and visitors to relax and socialise.

Leading & Listening

Ensure sound long term financial management and deliver value for money.

Budget/Financial Implications

The CSRFP has \$7.65M listed for Treeby Reserve to deliver the sporting fields and associated community/sporting facilities. Should the recommendations be accepted, there will be no further financial implications on this project budget.

The CSRFP currently lists \$1M for the Coogee Community Hall Upgrades in 2021-2022 and \$1M upgrades to Goodchild Reserve in 2026-2027 and 2027-2028.

Should the recommendations of this report be accepted, the CSRFP, Long-Term Financial Plan and adopted budget for each respective project would be amended to reflect as follows:

- Funding will be allocated for design and construction – LED Sports Floodlighting at Goodchild Reserve in 2019-2020 subject to the outcomes of the request for tender (RFT) process to be undertaken by Recreation Services. At this stage, an estimate of \$450,000 has been provided by a lighting design company. The final cost will be subject to the RFT process. Funds will be sourced from the Community Infrastructure Reserve at the mid-year budget review or earlier, subject to completion of design and RFT.
- \$550,000 – Upgrades Goodchild Reserve in 2021-2022
- \$1M – Coogee Community Hall Upgrades in 2027-2028.

Legal Implications

N/A

Community Consultation

The expression of interest process was advertised through the following channels:

- Comment on Cockburn
- The City's Champion Clubs Newsletter (reaching all Clubs subscribed)
- All State Sporting Associations in Western Australia

The City received applications from two clubs who expressed their interest for a winter based allocation and no summer clubs expressed an interest.

During the consultation and finalisation of the CSRFP and the initial consultation of the Treeby Sports and Community Centre, the City received 15 specific requests respectively for cricket and/or cricket infrastructure across both consultation processes. However, cricket infrastructure will not be provided at Treeby as:

- cricket infrastructure is already provided at Atwell Reserve, Atwell; Anning Park, Cockburn Central; and Lakelands Reserve and Hopbush Reserve, South Lake all of which are within a 2 – 4 km radius of the new reserve in Treeby; and
- it is not compatible with the layout of the site for Rugby League at the new Treeby Reserve due to the only possible alignment of a cricket pitch being east/west which would not conform with Australian Standards

The Treeby Sports and Community Centre consultation also made note of a variety of other sports (e.g. Table Tennis, Basketball and Soccer) and/or activities to be located at Treeby. Should further requests from organised groups be put forward, access will be assessed appropriately with compatibility and usage by the Fremantle Roosters Rugby League Club and/or other groups who may be hiring the centre.

Risk Management Implications

Should Council not accept the recommendations presented, there is a reputational risk that the City has sought expressions of interest for sporting clubs to be based at the reserve and not followed through on the process.

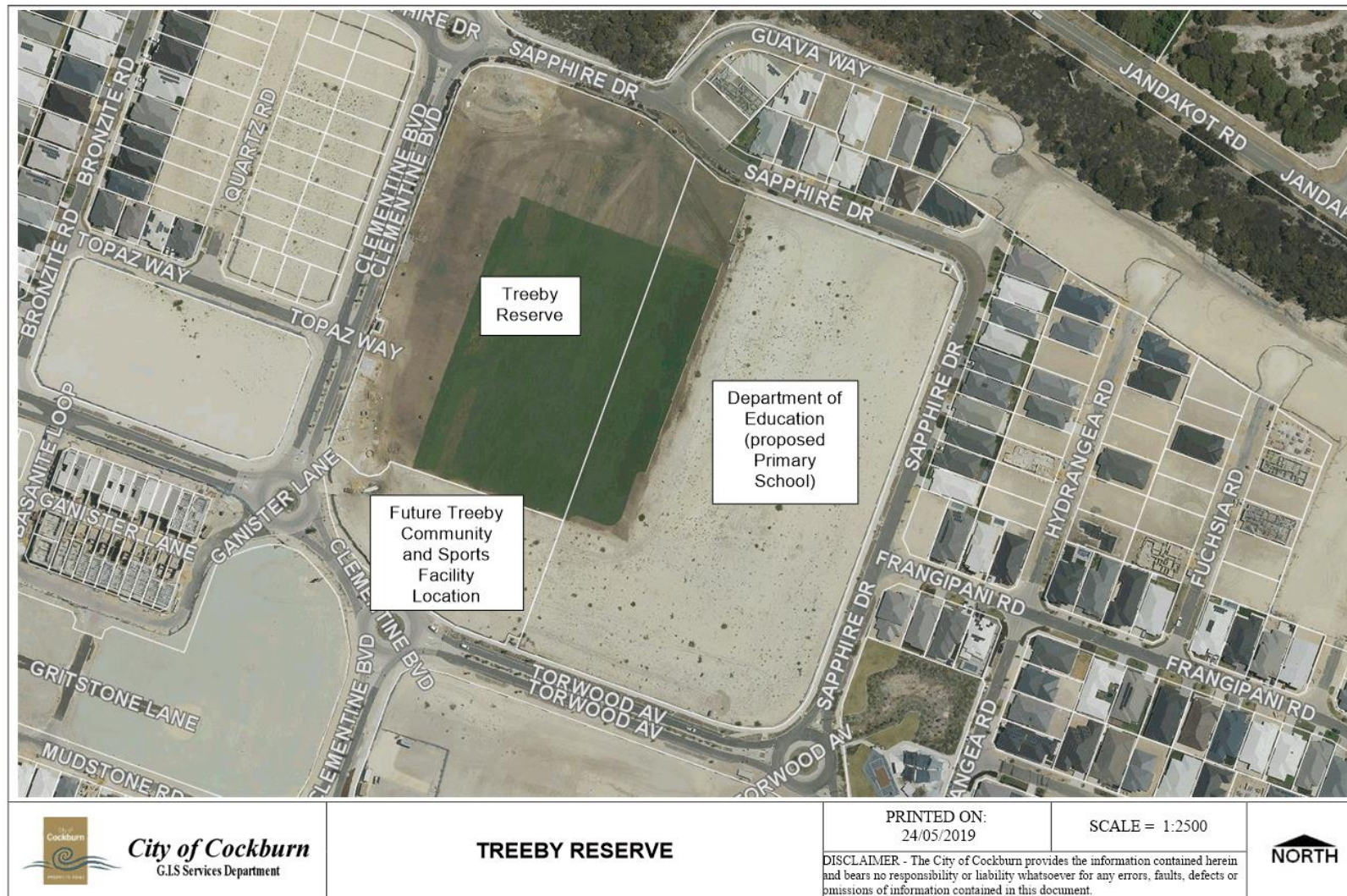
In addition, not determining which sporting code is to be based at the reserve will limit opportunities for involvement in the design process.

Advice to Proponent(s)/Submitters

The clubs who lodged an EOI have been advised that this matter will be considered at the 13 June 2019 Ordinary Council Meeting.

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

Nil



17.2 DIGITAL STRATEGY

Author(s) S Seymour-Eyles

Attachments 1. Digital Strategy 2019-2023 [↓](#)

RECOMMENDATION

That Council adopt the Digital Strategy 2019-2023, as shown in the attachment to the Agenda.

Background

In the City of Cockburn's Strategic Community Plan, "*the pace of innovation and cost of new technology*" has been identified as a key challenge.

While the City has been implementing digital solutions for many years it is recognised that a Digital Strategy is required to provide a more strategic approach. This will help the City manage risks and leverage opportunities being presented by technology disruption and innovation.

The Strategy is supported by a digital project action plan, which details and prioritises specific digital projects that have been signed off in corporate and team based strategies, plans and budgets across the organisation.

Submission

N/A

Report

Research was undertaken by staff as well as by an appointed consultant Catalyse. Five workshops were conducted with 40 staff and one workshop with Elected Members. This research and these workshops were used to refine the vision for this strategy, the City's objectives and strategic priorities.

The long term vision for the Digital Strategy is as follows: "The City of Cockburn is recognised as a digital transformation leader"

The Digital Strategy has the following objectives:

1. Improve the customer experience for internal and external customers
2. Increase business efficiencies, doing things better, faster and more effectively
3. Improve asset and resource management, using available resources

more effectively, securely and sustainably

4. Improve communication between people and systems
5. Improve decision making, providing data to support timely, evidence-based decisions.

The Strategy has nine principles that will guide the City in its ongoing digital journey. Two principles which are critical are;

1. that digital solutions must be implemented to solve a problem, and
2. not be only for the sake of implementing a digital solution

City staff have identified five strategic priorities and allocated 31 specific actions against them. Some are significant projects that will require detailed business cases and project plans and will take significant time and budget to achieve.

Strategic Priorities

3. Smart City – continue to embrace digital and smart city innovations to improve business efficiencies
4. Improve customer experience – to put the customer at the centre, ensuring all innovations enrich the customer experience
5. To increase digital capacity which includes improving the digital aptitude of employees, residents, contractors, volunteers, businesses and community groups
6. Ensure the City has appropriate digital infrastructure
7. Strengthen Digital Security – includes risk assessments around privacy and digital security

Major projects within the action plan include preparing a business case for providing a single, consolidated, real-time view of the customer. Managing customer data efficiently, provides the opportunity for more accuracy, better customer service, personalised communication and better management around privacy. While this is not yet scoped, it could cost the City approximately \$2 million to implement. This will be thoroughly researched in 2019-20 and a business case will be developed to articulate whether or not the return on investment warrants the level of expenditure required.

The City currently pays for an ageing streetlight network based on 1970s lighting technology. The City would like to move into the 21st century by upgrading the lights to LED technology. Whilst not smart in itself, this change would lower the City's energy and carbon footprint significantly.

The City is also investigating the option of combining smart light technology within the new LED lights that would create the ability to record data across a range of areas the City manages. These could be traffic measurement and management, environmental monitoring, such as noise and particulate measurement and the ability to dim lights as well as measure the actual consumption of power consumed. The overall aim is for this to lead to cost savings for this service and the ability to better understand what is happening in our City with real time data and analytics.

A further significant project is the implementation of 3D Geographic Information System (GIS) planning models to improve planning processes and consultation and to make better use of data. This will cost \$217k to license, support and implement with an ongoing fee of \$107k per annum thereafter for a three year license.

The success of this Plan will be the measurement of performance against the actions contained in this Strategy.

Strategic Plans/Policy Implications

Community, Lifestyle & Security

Advocate for improvements to information technology infrastructure such as the NBN rollout.

Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Leading & Listening

Listen to and engage with our residents, business community and ratepayers with greater use of social media.

Budget/Financial Implications

The costs to deliver actions in this strategy that are not resourced from existing budgets are estimated at \$1.4 million. An additional \$2 million is estimated for the implementation of developing a single, consolidated, one view of the customer, as well as at least a further \$1 million to work with industry (including Western Power) and innovators,

leveraging existing infrastructure, such as streetlights, to create a Smart City connectivity platform. These items will be subject to detailed scoping and rigorous business cases. The budgets are broad estimates as until they are fully scoped, the true costs are not known. The budgets for each activity will be subject to the annual budgeting process.

Legal Implications

N/A

Community Consultation

The Strategy was advertised for public consultation from 3 April 2019 – 2 May 2019 and was promoted via social media posts and in the City's Corporate e-newsletters. There were 78 visits to the site, 19 downloads and two responses. One response was regarding open data which was already captured in the Strategy and the other was a general comment from a staff member.

In addition to the community consultation, extensive desktop research has been undertaken by staff as well as by the consultant Catalyse. Five workshops were conducted with 40 staff and one workshop and a further briefing was undertaken with Elected Members.

Risk Management Implications

If the Strategy is not adopted items may still be put forward during the budgeting process and incorporated in the existing live digital action plan which is a flexible, operational document. Having the Strategy simply provides a more structured approach to the City's objective of managing its digital priorities in the future.

Advice to Proponent(s)/Submitters

N/A

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

Nil



Digital Strategy 2019-2023

Digital Cockburn – A Smart City



cockburn.wa.gov.au

CATALYSE

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Executive Summary

In the City of Cockburn's Strategic Community Plan, *"the pace of innovation and cost of new technology"* has been identified as a key challenge.

While the City has been implementing digital solutions for many years it is recognised that a Digital Strategy is required to provide a more strategic approach. This will help the City manage risks and leverage opportunities being presented by technology disruption and innovation.

The Strategy is supported by a live digital project action plan which details and prioritises specific digital projects that have been signed off in corporate and team based strategies, plans and budgets across the organisation.

The Digital Strategy has the following objectives:

1. **Improve the customer experience**; for internal and external customers
2. **Increase business efficiencies**; doing things better, faster and more effectively
3. **Improve asset and resource management**; using available resources more effectively, securely and sustainably
4. **Improve communication** between people, systems and people and systems
5. **Improve decision making**; providing data to support timely, evidence-based decisions.

Below we outline nine [guiding principles](#) that will guide the City in its ongoing digital journey. One key principle must be that digital solutions must be implemented to solve a problem and not for the sake of implementing a digital solution.

We have identified five strategic priorities and allocated actions against each of them.

1. **Smart City** – continue to embrace digital and smart city innovations to improve business efficiencies – relates to objectives 1, 2, 3, 4, 5
2. **Improve customer experience** – to put the customer at the centre, ensuring all innovations enrich the customer experience - relates to objectives 1, 2, 3, 4, 5
3. **To increase digital capacity** which includes improving the digital aptitude of employees, residents, contractors, volunteers, businesses and community groups - relates to objectives 2, 4

4. Ensure the City has appropriate **digital infrastructure** - relates to objectives 1, 2, 3, 4, 5
5. **Strengthen Digital Security** – includes risk assessments around privacy and digital security - relates to objectives 1, 2, 3

The concept of a Smart City is not new. The expression Smart City has many definitions but this simple explanation captures the definition that Cockburn wants to embrace.

“A smart city is a municipality that uses information and communication technologies to increase operational efficiency, share information with the public and improve both the quality of government services and citizen welfare.” (Rouse)

All of this technology brings risks with it. One of the largest risks in the digital space is ensuring that you have the policies, processes and systems in place to manage privacy and digital security, hence ‘Strengthen Digital Security’ is one of the five strategic priorities and it must be adequately resourced.

Major projects within the action plan include preparing a business case for providing a single, consolidated, real-time view of the customer. Managing customer data efficiently, provides the opportunity for more accuracy, better customer service, personalised communication and better management around privacy. While this is not yet scoped, it could cost the City approximately \$2 million. This will be thoroughly scoped in 2019-20 and a business case will be developed to articulate whether or not the return on investment warrants the level of investment required.

The City currently pays for an ageing streetlight network based on 1970s lighting technology. The City would like to move into the 21st century by upgrading the lights to LED technology. Whilst not smart in itself, this change would lower the City’s energy and carbon footprint significantly.

The City is also investigating the option of combining smart light technology within the new LED lights that would create the ability to record data across a range of areas the City manages. These could be traffic measurement and management, environmental monitoring such as noise and particulate measurement and the ability to dim lights as well as measure the actual consumption of power consumed. The overall aim is for this to lead to cost savings for this service and the ability to better understand what is happening in our City with real time data and analytics.

A further significant project is the implementation of 3D GIS planning models to improve planning processes and consultation and to make better use of data. This will cost \$217k to license, support and implement with an ongoing fee of \$107k per annum thereafter (three year license).

The success of this plan will be the progress against the actions in this strategy.

Review of Achievements to Date

While this document is a new strategy, created to provide strategic direction for the City in the digital space, the City has been working on digital projects for many years. The City of Cockburn has consistently been investing relatively more in the digital space in the last ten years when benchmarked against other comparable Local Governments.

Below are some examples:

- Created a WCAG 2.0 AA accredited accessible website, community portal, and history website; rolled out the LG Hub intranet for Elected Members
- Launched infocouncil – for agenda and minutes – far greater efficiency and improved governance
- Introduced the Emplive App at Cockburn ARC - paperless management of rostering and timesheets
- Rolled out digital job management - 4,000 jobs are now allocated, managed and reported on digitally across the rangers, CoSafe parks & roads service units
- Finance adopted paperless processes aimed at improving efficiency, being more sustainable, reducing red tape and the cost of business transactions
- Internal automation has been enabled in accounts payable, procurement (evaluation and procure to pay), online credit card management, digital workflows and approval processes, automated job costing
- External automation has been enabled in Finance for Procurement (tendering and sourcing), eProperty self-service portal, paperless rates notices (eRates), efficient payment channel options (BPay, direct debit SmartRates, integrated payment gateway, elimination of AP cheque payments)
- Rates and Revenue - automated zoning statements
- Grant application software
- Planning applications – digital lodgement
- Building applications – digital lodgement, digital recording of past plans; Online animal registration renewals (first time animal registration in development)
- RFID – libraries
- CCTV – ongoing rollout across the City
- SmartRates - paperless, automated payments of rates
- Online forms
- Library – robotic book sorter
- Cyber security plan implementation underway
- Launched on-line community engagement platform – Comment on Cockburn.

Strategic Alignment

This strategy aligns with the City's corporate mission to make Cockburn the most attractive place to live, work visit and invest in.

This strategy aligns with the City's values of customer service, safety, sustainability, excellence and accountability.

Vision

The long term vision for the Digital Strategy is as follows:

“The City of Cockburn is recognised as a digital transformation leader”

And below is how the City looks to achieve this vision:

Working collaboratively, the City will embrace the possibilities of the new digital world and making a real difference in peoples' lives.

The City has embraced leading edge practices in project and change management to effortlessly adopt new and emerging technologies such as artificial intelligence (AI), virtual reality (VR), augmented reality (AR), the Internet of Things (IoT), LoRaWAN¹ and blockchain.

Thanks to the City's learning programs, digital literacy levels are high across the City, both across the organisation and community, enabling everyone to access and enjoy digital services and to adapt and move forward in a changing world.

Internal and external customers are enjoying improved quality of life with 24/7 access to services, facilities and resources, and information that is authentic, reliable and up-to-date. Employees have the flexibility to work anywhere, anytime, when and if required.

The City of Cockburn as a Smart City will be planned, designed and built to enhance liveability, safety, social inclusion, vibrancy and sustainability. The City will be an example of sustainable progress, applying smart technology and innovation to its community and environment.

¹ **LoRaWAN** is a media access control (MAC) protocol for wide area networks. It is designed to allow low-powered devices to communicate with Internet-connected applications over long range wireless connections. Accessed 5 March 2019
https://www.google.com.au/search?source=hp&ei=hux9XPfVDYGb9QOqkqOoDQ&q=lorawan+australia&oq=LoRaWAN&gs_l=psy-ab.1.2.0l10.4570.4570..5829..0.0..0.233.233.2-1.....0....2j1..gws-wiz.....0.wRh4J6DLf9Y

Communications can be fully customised and personalised to meet individual preferences. Choose what, when and how you wish to receive or provide information.

Look behind the scenes and you see the City's systems and procedures are futuristic, paperless, agile, streamlined, integrated and responsive. Dashboard reporting helps everyone to stay informed and on track with clear, visual displays of critical information. With access to live data, customers, employees and systems are empowered to make timely, effective and sustainable choices.

The City regards information as one of its most important assets; meeting all legislative, ethical and moral requirements.

The innovation credentials of the City can be used to promote it as a Smart City – a great place to live and invest.

Links to the Strategic Community Plan 2016–2026

The following table provides practical examples of digital innovations that would support achievement of strategic objectives in the Strategic Community Plan.

	City Growth	Moving Around	Community, Lifestyle & Security	Economic, Social & Environmental Responsibility	Leading & Listening
Strategic Objectives	Planning for the population growth of our City and maintaining our strong financial position	Facilitating safe, efficient, connected and sustainable movement around the City	Providing safe, attractive, healthy programs and infrastructure for a diverse range of activity and people	Enabling a sustainable future economically, socially and environmentally; including business activity, job opportunities and sustainable use of resources	Being accountable to our community and engaging through multiple effective communication channels
Digital Innovations	<p>Robotic Process Automation for rule based, high volume, repetitive tasks to improve efficiencies and reduce costs</p> <p>Paperless office</p>	<p>Share economy (bike, cars, etc.)</p> <p>Self-driven, electric vehicles</p> <p>Google Maps; live traffic data to improve flow</p>	<p>Health and wellbeing apps</p> <p>CCTV for integrated and live reporting of safety issues</p>	<p>Use of virtual and augmented reality to support training, economic development, community engagement, and more</p> <p>Real time monitoring of key environmental factors</p>	<p>Power of One; a single, consolidated, real-time view of a customer</p> <p>Predictive analytics to customise content</p>

Guiding Principles

Nine guiding principles will help the City's stakeholders, including Elected Members, employees and contractors work together to achieve the City's Digital Vision.

Guiding Principles	Alignment with City Values
1. Put internal and external customers at the centre of everything we do. Co-design, where applicable, to create services with and for our customers. Harness the knowledge and creativity of community members and employees to design customer centric solutions.	Customer Service
2. Clearly define the problem. Why do so many attempts at innovative problem-solving fall flat? They target the wrong problem. Invest in understanding the problem and root causes before considering solutions.	Accountability
3. Think digital first when searching for ways to meet customers' needs or to solve a problem. Find out how technology is being used by others to meet similar needs or how it could be adapted to meet your needs.	Customer Service Excellence
4. Seek sustainable solutions. Consider economic, social and environmental costs, benefits and value, both short and long-term, when evaluating digital options. <u>Don't choose a digital solution just because it is digital.</u> Choose the best solution, whether it is digital or non-digital, to address overall needs.	Sustainability Accountability
5. Consult the Information Services (IS) Team early. Don't wait until installation to ask for their help; it may be too late. The IS Team can help with information, support and advice when evaluating, adopting and integrating digital solutions. It's important that the City has the right hardware, systems and underlying infrastructure to support and integrate your solution.	Customer Service
6. Be open to innovation. Employees may need to change the way they work, or ask others to change, to support a transformation that will provide overall benefits for the organisation and the community. Be open, flexible and supportive to make the transition smoother and easier.	Customer Service
7. Collaborate. The City will bring the best people, technologies and ideas together. Employees will be open to working with colleagues, community, industry, academia, government and innovators locally and globally to create a Smart City.	Excellence

8. Manage risk by scanning the market for digital trends and <u>be quick to follow innovators</u> only once new ideas have been tested and proven to work. Be the first-to-market innovator where there is a clear, low risk business case.	Excellence Accountability
9. Consider legislative, ethical and moral requirements around data, security and customer privacy. Think about how you're handling metadata, volunteered data and data collected in a public Wi-Fi environment.	Accountability Safety

Objectives

The aim of the Digital Strategy is to achieve the following objectives

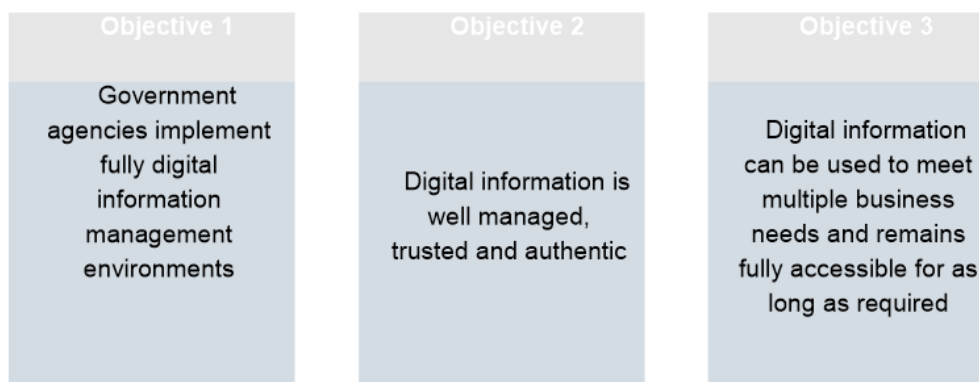
1. **Improve the customer experience**; for internal and external customers
2. **Increase business efficiencies**; doing things better, faster and more effectively
3. **Improve asset and resource management**; using available resources more sustainably
4. **Improve communication** between people, systems and people and systems
5. **Improve decision making**; providing live data to support timely, evidence-based decisions.

Shared Government Objectives

The City of Cockburn's Digital Strategy aligns with objectives in "Born Digital: Managing Government Information and Data". This is a document that has been produced by the State Records Office of Western Australia to provide direction for all government agencies to work towards establishing fully digital information management environments.

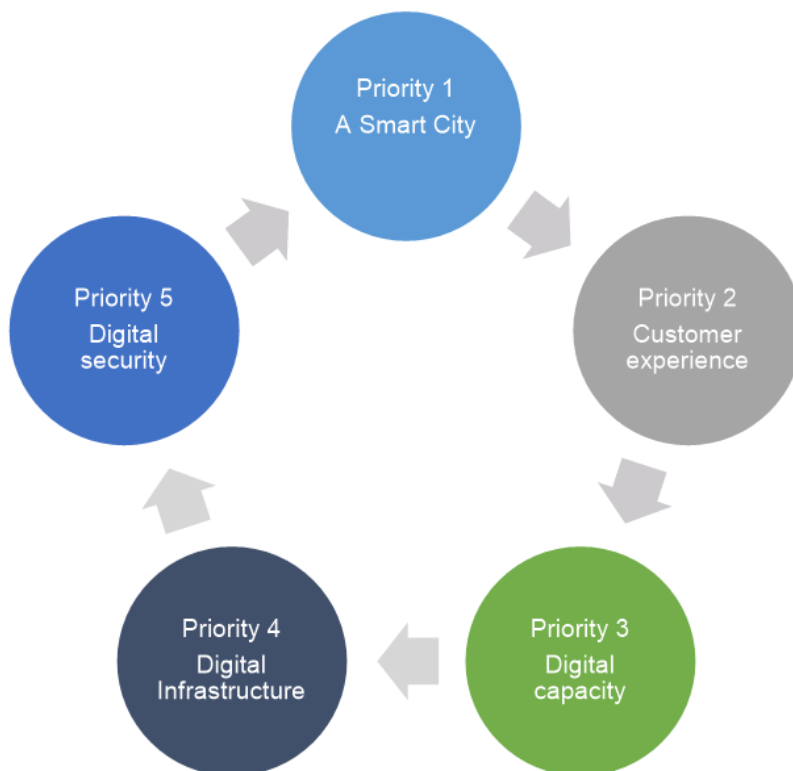
Born Digital can be viewed in full on the State Records Office website:

www.sro.wa.gov.au



Strategic Priorities / Plan

Five strategic priorities have been identified to support achievement of the Digital Vision:



Outlined in the action plan below are the major initiatives that have been identified to achieve this plan. Each has an action, timeframe, cost and performance measure identified. While some of the initiatives use existing resources and budgets, several require additional funding. Two of the initiatives (2.2 and 4.3) will require significant resources to implement and will be the subject of rigorous scoping and business cases to determine if they are to be progressed and the estimated costs are loose estimates, as rigorous scoping has not been undertaken.

Objective 1 – Embrace digital and Smart City innovations to improve business efficiencies

	Action	Leader/ Main Contributor	Budget (\$)	Timeframe	Measure of Success
1.1	Develop an Innovation Framework for both digital and non-digital to enhance innovation, culture, change management and capability. Include rules for prioritising digital projects and agree on an approach for reviewing policies and practices to overcome blocks for embracing digital innovations	CEO and Executive	\$30k	2019-2020	Highly valued Innovation Framework
1.2	<p>a) Stay abreast of digital trends and innovations by benchmarking industry leaders, reading, attending conferences, training, talking to colleagues and through personal experiences and observations</p> <p>b) Learn about digital innovations related to cloud computing, Internet of Things (IoT), virtual reality (VR), augmented reality (AR), artificial intelligence (AI), blockchain, open data, big data, LoRaWAN and more</p>	Executive, Manager Information Services and IS Team, Senior Managers	Existing conference training budgets	Ongoing	Growth in digital literacy

	Action	Leader/ Main Contributor	Budget (\$)	Timeframe	Measure of Success
1.3	Continuously <u>reflect and evaluate</u> how the City can embrace digital innovations to improve business efficiencies, asset and resource management, communication and decision making Contribute new ideas and suggestions through your manager, at team / tool box meetings and via internal feedback channels (suggestion box initiative)	All	Existing	Ongoing	Improve business efficiencies, asset/resource management and decision making
1.4	Promote increased awareness of the Digital Project Action Plan and understanding about how to submit a new project for consideration as part of business planning process	Internal Communications Officer	Existing	2019-20	Employees are aware of the Digital Project Database
1.5	<u>Showcase</u> digital innovations, successful transformations and lessons learned in the City of Cockburn	Manager Corporate Communications	Existing	Ongoing	Growth in digital literacy
1.6	We will create an open data framework and leverage IoT and Big Data to build a more efficient, innovative and Smart City	Director Finance and Corporate Services	\$300k	2020-2021 Framework 2022-2023 And onwards	Improve business efficiencies, asset/resource management and decision making

	Action	Leader/ Main Contributor	Budget (\$)	Timeframe	Measure of Success
1.7	Smart City Resource management - We will work with business and the community to expand the use of smart technology to improve resource efficiency and affordability	Business Engagement Officer	Existing	2020-2023	Improve business efficiencies, asset/resource management

Objective 2 – Embrace digital and Smart City innovations to improve the customer experience

	Action	Leader/ Main Contributor	Budget (\$)	Timeframe	Measure of Success
2.1	Continuously reflect and evaluate how the City can embrace digital innovations (such as LoRaWAN, IoT, AR, VR, AI, etc.) to improve the customer experience for internal and external customers. Contribute new ideas and suggestions through your manager, at team / tool box meetings and via internal feedback channels	ICT Manager	Existing \$25k	2019-2020 investigation/planning 2020-2021 implementation	Large funnel of new ideas and suggestions
2.2	Prepare a business case/scoping document for embracing the 'power of one'; providing a single, consolidated, real-time view of internal and external customers through shared, integrated databases and systems, enabling customers to customise and	Managers Information Services/ Corporate Communications	Existing for business	Business case 2019-2020	Power of One Business Case reviewed by

	Action	Leader/ Main Contributor	Budget (\$)	Timeframe	Measure of Success
	manage their preferences, and using analytics to unleash the potential of customer data		case \$2million estimated project cost		Executive
2.3	Support Business Units/vendors to expand the range, accessibility (including mobile compatibility) and usability of online services	Manager Information Services	With project budget	Ongoing	Improved customer experience
2.4	Review the City's community engagement platform to look for further digital technology enhancements	Manager Corporate Communications/ Community Engagement Officer	Existing	2022-23	Improved community engagement
2.5	Seek legislative change to allow trial electronic voting at elections	Director Governance and Community Development	Existing	2021-2023	Improved community engagement
2.6	Review business processes to improve the customer experience	Business Systems	Existing	2018-2021	Improved customer experience

	Action	Leader/ Main Contributor	Budget (\$)	Timeframe	Measure of Success
2.7	Leverage digital technology such as 3D planning models (GIS) to improve planning processes, consultation and outcomes	Manager Information Services	\$217k + \$107k per year 3 year license	2019-2021	Improved customer experience Better business decisions
2.8	Work with industry to produce guidelines for integrating smart technology into new developments and promote the outcomes	Director Planning and Development	Existing	Ongoing	Improved customer experience

Objective 3 – Increase Digital Capacity

	Action	Leader/ Main Contributor	Budget (\$)	Timeframe	Measure of Success
3.1	Work with the community, innovators and industry to explore development of innovation and co-working hubs across the City of Cockburn	CEO	\$25k	2022 onwards	Network of innovation and co-working hubs across the City of

	Action	Leader/ Main Contributor	Budget (\$)	Timeframe	Measure of Success
					Cockburn
3.2	Promote the IS Team's role, function and personnel to increase awareness, understanding and usage by internal customers	Internal Communications Officer	Existing	2019	Improved business efficiencies
3.3	Increase participation in digital literacy programs among all stakeholders, including <ul style="list-style-type: none"> a) Elected Members b) Volunteers, community groups and residents to build digital innovation skills and pathways to accelerate innovation activity c) Local businesses 	<ul style="list-style-type: none"> a) CEO b) Manager Libraries with Community Development, Youth Services c) Business Engagement Officer 	Existing and external funding	2019-2023	Increasing digital competency leading to increased accessibility of digital services
3.4	Identify and address specific gaps in digital competencies across the workforce. Proactively plan and prepare the workforce for the future. Be open and transparent about possible changes, and assist employees to develop the skills they will need to adapt to future tasks and roles using change management approach	Manager Human Resources	Existing	2019-2023	Increasing digital competency across the City
3.5	a) Promote programs to build innovation skills and pathways to accelerate innovation activity	Business Engagement Officer	Existing	Ongoing	Increasing digital competency

	Action	Leader/ Main Contributor	Budget (\$)	Timeframe	Measure of Success
	b) Promote grant/sponsorship opportunities relevant to a)				across the City
3.6	Increase the emphasis on having digital competencies with staff recruitment	Manager Human Resources	Existing	Ongoing	Increasing digital competency across the City
3.7	Continue to evaluate and adopt digital innovations that enable staff to work more efficiently and effectively in the field, in the office or remotely	Manager Human Resources	Existing	Ongoing	Improved business efficiencies
3.8	Recognise and reward digital innovation and excellence through existing employee awards	Manager Human Resources	Existing	Ongoing	Employee recognition

Objective 4 – Ensure the City has appropriate digital infrastructure

	Action	Leader/ Main Contributor	Budget (\$)	Timeframe	Measure of Success
4.1	Provide secure, high capacity communications networks for the City by embracing emerging technologies (e.g. 5G, LoRaWAN) that facilitate a foundation for the City to become a	Manager Information Services	Existing	2019-2020 investigation/planning	Increased connectivity

	Action	Leader/ Main Contributor	Budget (\$)	Timeframe	Measure of Success
	connected Smart City		\$50k	2020-2021 implementation	
4.2	Engage a consultant to advise the City on the choice of a future IoT network solution	Manager Information Services	Existing	2019-2020	Increased connectivity
4.3	Work with industry (including Western Power) and innovators, leveraging existing infrastructure, such as streetlights, to create a Smart City connectivity platform	Director Finance and Corporate Services	\$1 - \$5 million	Ongoing	Increased connectivity Reduced energy consumption Enhanced data collection / more informed decision making
4.4	Expand the free public Wi-Fi network for the City with priority coverage zones to be discussed with the community	Manager Information Services	\$30k	Ongoing	Increased connectivity
4.5	Increase community connectivity by promoting awareness, access and adoption of digital infrastructure initiatives (free public Wi-Fi, NBN, public cloud, mobile 5G networks,	Manager Information Services	Existing	Ongoing	Increased connectivity

	Action	Leader/ Main Contributor	Budget (\$)	Timeframe	Measure of Success
	LoRaWAN, etc.)	Manager Corporate Communications			
4.6	Ensure the City has appropriate underlying technology, hardware and systems to enable digital, including social media, to work effectively	Manager Information Services	Existing	Ongoing	Improved business efficiencies
4.7	Audit and map existing employee systems, review options to offer one login for multiple systems and create dashboards for staff to monitor activity across multiple systems in one place	Manager Information Services	\$30k to scope \$100k estimated	2020-2022	Improved business efficiencies
4.8	Work towards providing a seamless experience for both internal and external customers	Manager Information Services Manager Corporate Communications	Existing	Ongoing	Improved customer experience

Objective 5 – Strengthen Digital Security

	Action	Leader/ Main Contributor	Budget (\$)	Timeframe	Measure of Success
5.1	Stay up to date with current and proposed legislation related to privacy and digital security (i.e. Notifiable Breaches amendment coming into the Privacy Act in 2019) and conduct risk assessments to identify and mitigate risks to the City	Manager Information Services/ Governance Coordinator/ Manager Corporate Communications	Existing	Ongoing	Strong risk management
5.2	<p>Ensure the City has current and appropriate policies, processes and systems in place to securely store, protect, verify and share data.</p> <p>a) Implement the Cyber Security Plan and regularly review and update verification technologies to improve digital security</p> <p>b) Work towards ISO 27001 certification</p> <p>c) Recruit a Cyber Security Officer</p>	<p>a) Manager Information Services</p> <p>b) Manager Information Services</p>	<p>Three year contract funded</p> <p>\$432k</p>	2019-2021	Strong risk management

Summary of Research and Consultation

Extensive desktop research has been undertaken by staff - see Annex 1, as well as by the consultant Catalyse. Five workshops were conducted with 40 staff and one workshop was undertaken with Elected Members. The draft strategy was placed on the City's engagement platform, Comment on Cockburn from 3 April 2019 to 2 May 2020 and promoted via relevant City e-newsletters and the City's Facebook page, inviting feedback from the community. This resulted in 78 visits to the site, 19 downloads. Two people provided comment. One was simply supportive of the strategy and one recommendation about open data was already captured in the strategy.

Resourcing the Plan

The costs to deliver actions in this strategy that are not resourced from existing budgets are estimated at \$1.4 million. An additional \$2 million is estimated for item 2.2, the implementation of developing a single, consolidated, one view of the customer, as well as a further \$1-\$5 million is estimated for item 4.3 'Work with industry (including Western Power) and innovators, leveraging existing infrastructure, such as streetlights, to create a Smart City connectivity platform.' Items 2.2 and 4.3 will be subject to detailed scoping and rigorous business cases. The budgets are broad estimates as until they are fully scoped, the true costs are not known. The budgets for each activity will be subject to the annual budgeting process.

Measuring Achievement & Reporting on this plan

The requirement to implement this strategy will be included in the 2021 Corporate Business Plan. Specific actions will be identified and progress will be reported on in each Annual Business Plan. The achievements of the strategy as a whole will be reported on when the strategy is reviewed.

Bibliography

Significant desktop research was undertaken to develop this plan. The main documents are listed in Annexe 1.

Annexes

12.1 Annex 1 – Bibliography

Western Australian Government ICT Strategy 2016-20

Newcastle City Council Smart City Strategy 2017-21

Sunshine Coast Smart City Implementation Plan 2016-19

City of Armadale Digital Strategy 2017-2022

ACT Government Digital Strategy 2016-19

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Steven Bond-Smith, Alan Duncan, Daniel Kiely, Silvia Salazar, "Falling through the net: The digital divide in Western Australia", Bankwest Curtin Economics Centre, August, 2018.

"Born Digital: Managing Government Information and Data" produced by the State Records Office of WA

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QPRC – Queanbeyan – Pelarang Regional Council, Digital economy and Smart Community Strategy 2016

City of Logan – Home of Civic Innovation, City Futures Strategy 2018

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18. EXECUTIVE DIVISION ISSUES

Nil

19. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

19.1 HAMMOND PARK SCHOOL LOCAL INTAKE AREA

Author(s) S Cain

Attachments N/A

RECOMMENDATION

That Council writes to the Minister for Education and Training requesting the inclusion of the suburb of Success in the Hammond Park Senior High School Local Intake Area catchment.

Background

Cr Lee-Anne Smith lodged a Notice of Motion on 26 May 2019 seeking this matter to be addressed by Council with the following Reason:

The current draft Local Intake Area (LIA) for the new Hammond Park Secondary School does not include the suburb of Success. The residents of Success, including the almost 1000 recently signing a petition, have been waiting two decades for new Secondary High School. During this time they were sold the town planning message they would be included.

It is with much dismay that Success has been excluded from the LIA especially given this new High School is being constructed less than 5kms from the furthest boundary of Success (as per the Metro South West Joint Development Assessment Panel Agenda commentary). The close proximity means children can easily catch public transport, ride bikes or even walk to school encouraging safe travel from home to school and back again without having to traverse the Kwinana Freeway.

Submission

N/A

Report

The Department of Education (DoE) sets the catchment areas for metropolitan public schools, which are referred to as the Local Intake Area. Schools that have an LIA are annually listed in the Government Gazette.

The DoE website states:

“All families retain the right to apply to enrol their children at any public school. Applications received from outside the local intake area will

continue to be considered by the school based on the priority order outlined in the [Enrolment policy](#)"

The new Hammond Park Senior High School opens for year 7 enrolments in 2020. This school is not yet listed in the Government Gazette as having an LIA. There are no other details available on the DoE's website as to the proposed LIA for this school.

Strategic Plans/Policy Implications

Leading & Listening

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

While the City has not undertaken public consultation directly, a petition supporting this motion has been circulated by the Success Residents Association

Risk Management Implications

There are no identifiable risks with the City choosing to advocate on this matter.

Advice to Proponent(s)/Submitters

Cr Smith was advised that this matter is to be considered at the 13 June 2019 Ordinary Council Meeting.

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

N/A

- 20. NOTICES OF MOTION GIVEN AT THE MEETING FOR
CONSIDERATION AT NEXT MEETING**
- 21. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY
MEMBERS OR OFFICERS**

22. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE

22.1 DEVELOPMENT OF WATTLEUP AND THE WATTLEUP TOWN SITE, THE CITY'S ROLE AND THE PLANNING FRAMEWORK

Author(s)	C Catherwood
Attachments	N/A
Location	Hope Valley – Wattleup Redevelopment Area
Owner	various
Applicant	N/A
Application Reference	110/013

RECOMMENDATION

That Council note the information.

Background

At the Ordinary Council Meeting of 13 September 2018 Deputy Mayor Lee-Anne Smith requested the following under Matters to be Noted for Investigation Without Debate:

That a report be prepared for a future Council meeting on the development of Wattleup and the Wattleup town site, in particular the City's role and the planning framework that applies to the area, and also include an analysis of any associated health risks to residents in the area.

Submission

N/A

Report

Planning Framework – broad overview

The development of the Hope Valley – Wattleup area (or Latitude 32) is governed by a complex planning framework which provides broad direction to how Latitude 32 should be planned and developed.

The intent is to drive the development of the area as a major employment centre for the south west corridor. A simplified version of this is shown in the diagram below and then explained in further detail.



Fremantle-Rockingham Industrial Area Regional Strategy (FRIARS) 1999

The initial steps that led to the establishment of Latitude 32 can be traced back to 1999 when the then Ministry for Planning completed the Fremantle-Rockingham Industrial Area Regional Strategy. This was to set out the broad land use planning direction for the Fremantle to Rockingham Region for the next 20-25 years.

The Strategy was put in place to resolve land use conflicts between heavy industry at Kwinana and residential and rural residential areas that were located within the area bound by the Kwinana Environmental Protection Policy Air Quality Buffer. The main outcome of FRIARS was the recommendation for major land use change at Hope Valley and Wattleup, where the existing rural and residential areas were identified as future light and general industrial precincts which would protect, support and provide a land use transition to heavy industry at Kwinana.

Hope Valley – Wattleup Redevelopment Act (2000)

Following the adoption of FRIARS, the Hope Valley – Wattleup Redevelopment Act (“the Act”) was passed by the Western Australian Parliament in 2000. The Act defined an area of 1426 hectares in and around the Hope Valley Wattleup town sites for future industrial development.

The Metropolitan Region Scheme (MRS) and local planning schemes of Cockburn and Kwinana were repealed within the redevelopment area, and responsibility for planning control was transferred to the WA Planning Commission.

The Act requires Landcorp to plan, promote and coordinate the development and redevelopment of land within the Hope Valley – Wattleup Area. This included the need for a Master Plan to guide development over the areas, effectively replacing the role of the MRS and local planning schemes.

Hope Valley – Wattleup Redevelopment Project Master Plan (2004)

The Hope Valley – Wattleup Redevelopment Project Master Plan (“the Master Plan”) was approved by the WAPC in 2004 as the planning scheme to guide redevelopment of Latitude 32. The Master Plan

divided the area into 14 precincts and provided a statutory framework to control land use and development in the area.

This included the need for Landcorp to prepare structure plans over the Master Plan's planning precincts prior to development commencing.

The Master Plan also requires future industrial land uses within Latitude 32 to comply with the Environmental Protection (Noise) Regulations 1997 to ensure the development of Latitude 32 does not adversely impact nearby rural and residential areas.

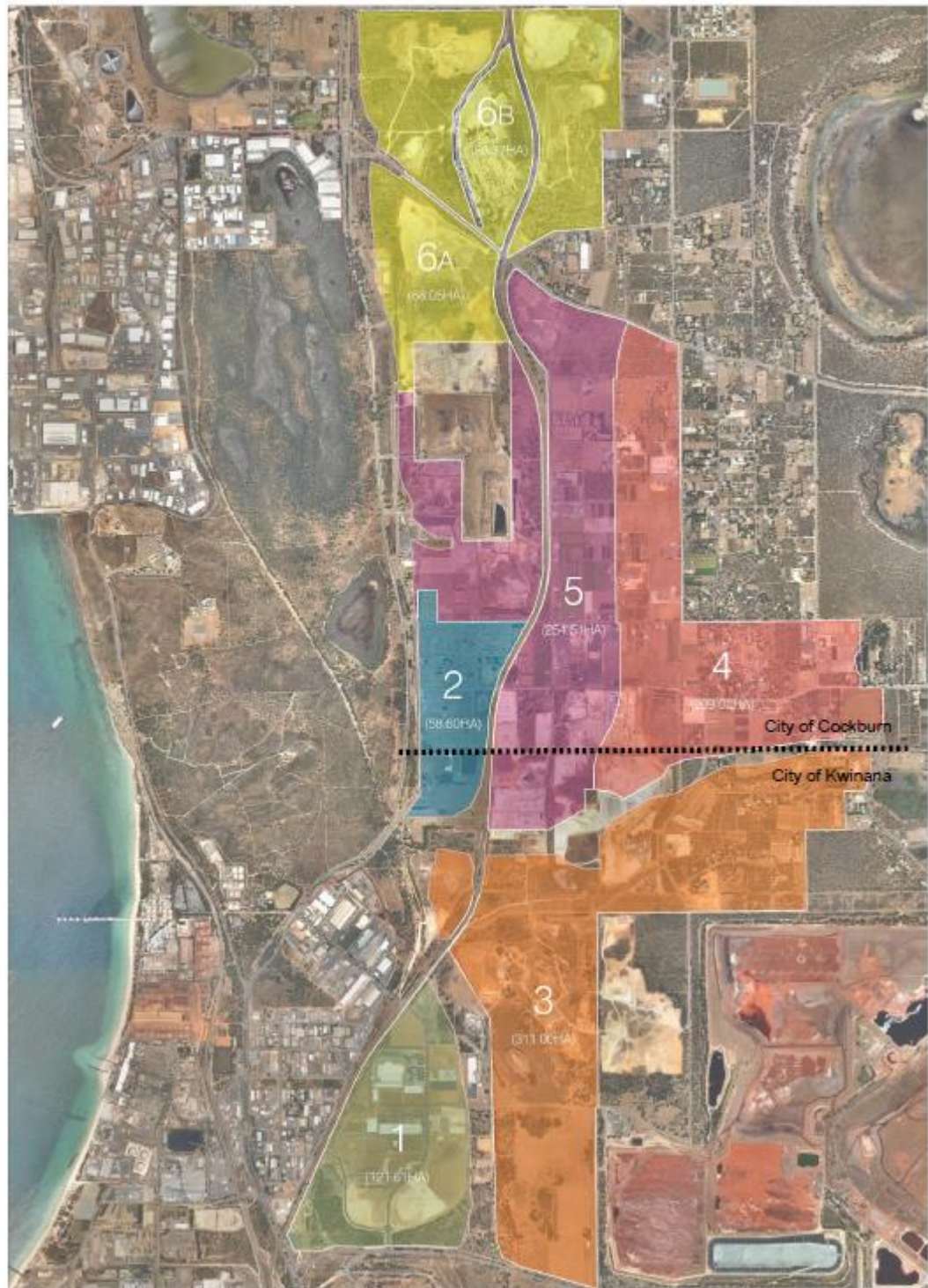
Structure planning

Structure planning has since been based on a consolidation of many of the planning precincts. Rather than dealing with fourteen plans, there are 6 intended. The areas are shown below. Development Areas (DA) 1 (Flinders Precinct) and 3 are entirely within the City of Kwinana.

Development Areas 2, 4 and 5 are partially within Kwinana, but mostly within Cockburn.

Several of the structure plans have been drafted and considered in recent years. The current status of each is set out in the table below:

Development Area		Advertised?	WAPC endorsed?
1		✓	✓
2		✓	✓
3		✓	✓
4		✓	pending
5		pending	pending
6	A	✓	pending
	B	pending	pending



Subdivision and Development approval

Under the Act and Master Plan the WAPC is the determining authority for planning. In early 2012, the WAPC delegated the authority back to the City of Kwinana and City of Cockburn. The Local Government responsibility in Latitude 32 is therefore planning and compliance and the WAPC is responsible for structure plan and subdivision approval.

The Latitude 32 planning website contains a useful table showing the planning requirements of developers and the roles and responsibilities of the various agencies throughout the planning process:

	Applicant / Landowner	LandCorp	Local Government	Western Australian Planning Commission
Development Application	Lodge Development Application with your local council, City of Cockburn or City of Kwinana .	Referral Agency	Determining Authority for application (unless forwarded to the Western Australian Planning Commission , Reserved Land or decision does not accord with LandCorp's recommendation)	Determining Authority (Application forwarded by Local Government, Reserved Land or decision does not accord with LandCorp's recommendation)
Subdivision Application	Lodge Subdivision Application with WAPC	Referral Agency	Referral Agency	Approving Authority
Structure Plan	Lodge Structure Plan with LandCorp	1. Initiate Structure Plan 2. Advertise Structure Plan 3. Consider Submissions 4. Forward to Western Australian Planning Commission for Approval	Referral Agency	Approving Authority
Master Plan Amendment	N/A	1. Initiate Amendment 2. Advertise Amendment 3. Consider Submissions 4. Forward to Western Australian Planning Commission for recommendation to Minister for consideration	Referral Agency	1. Consent to advertise Amendment 2. Consider Submissions and response from LandCorp and make recommendation to Minister for determination

Analysis of associated health risks to residents in the area

Some media articles appeared in mid 2018 which speculated as to the health matters around living within the Hope Valley – Wattleup area, it is understood this has led to the request for this report to be compiled.

The City requested a response on this issue by the Senior Toxicologist at the WA Department of Health. The response is as follows:

“Officers from DoH investigated the claims that were published in WA Today reports in mid 2018 about cancer clusters in Hope Valley and Wattleup. The journalist has claimed that the DOH and EPA have acknowledged that residents in these suburbs were exposed to potentially toxic air quality significantly increasing their chance of ill health. This is not the case.

The 2017 (national) health report the journalist referred to did not investigate causes of cancer and other disease in specific areas. There are many causes of cancer, including lifestyle factors (eg smoking, alcohol and diet), genetics, immune function, and environmental and occupational exposures. There is no evidence to suggest there is a cancer cluster in the area and previous studies have not found any greater risks to the health of residents of Wattleup associated with air pollution.”

Strategic Plans/Policy ImplicationsEconomic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Increase local employment and career opportunities across a range of different employment areas.

Leading & Listening

Strengthen our regional collaboration to achieve sustainable economic outcomes. Ensure advocacy for funding and promote a unified position on regional strategic.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There is considered to be no risk in terms of Council considering and receiving this report as this is simply recounting the planning history/framework which applies and supplying advice as obtained from a State Government department.

Advice to Proponent(s)/Submitters

N/A

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

Nil

22.2 POTENTIAL TO LINK THE CURRENT FORESHORE DUAL USE BIKE PATH LINK FROM OMEO PARK TO C.Y. CONNOR RESERVE**Author(s)** J Kiurski

- Attachments**
1. Existing Dual Use Pathways [↓](#)
 2. Perth Transport Plan Cycle Strategy and City of Cockburn Proposed Network [↓](#)
 3. Figure No. 9 Port Coogee Local Structure Plan [↓](#)
 4. Additional Footpath and Parking Design Drawing [↓](#)
 5. South Fremantle Master Plan [↓](#)
 6. STRAVA Heat Map [↓](#)

RECOMMENDATION

That Council note the information.

Background

At the Ordinary Meeting of Council on 14 February 2019 Councillor Kevin Allen requested the following under Matters to be Noted for Investigation Without Debate:

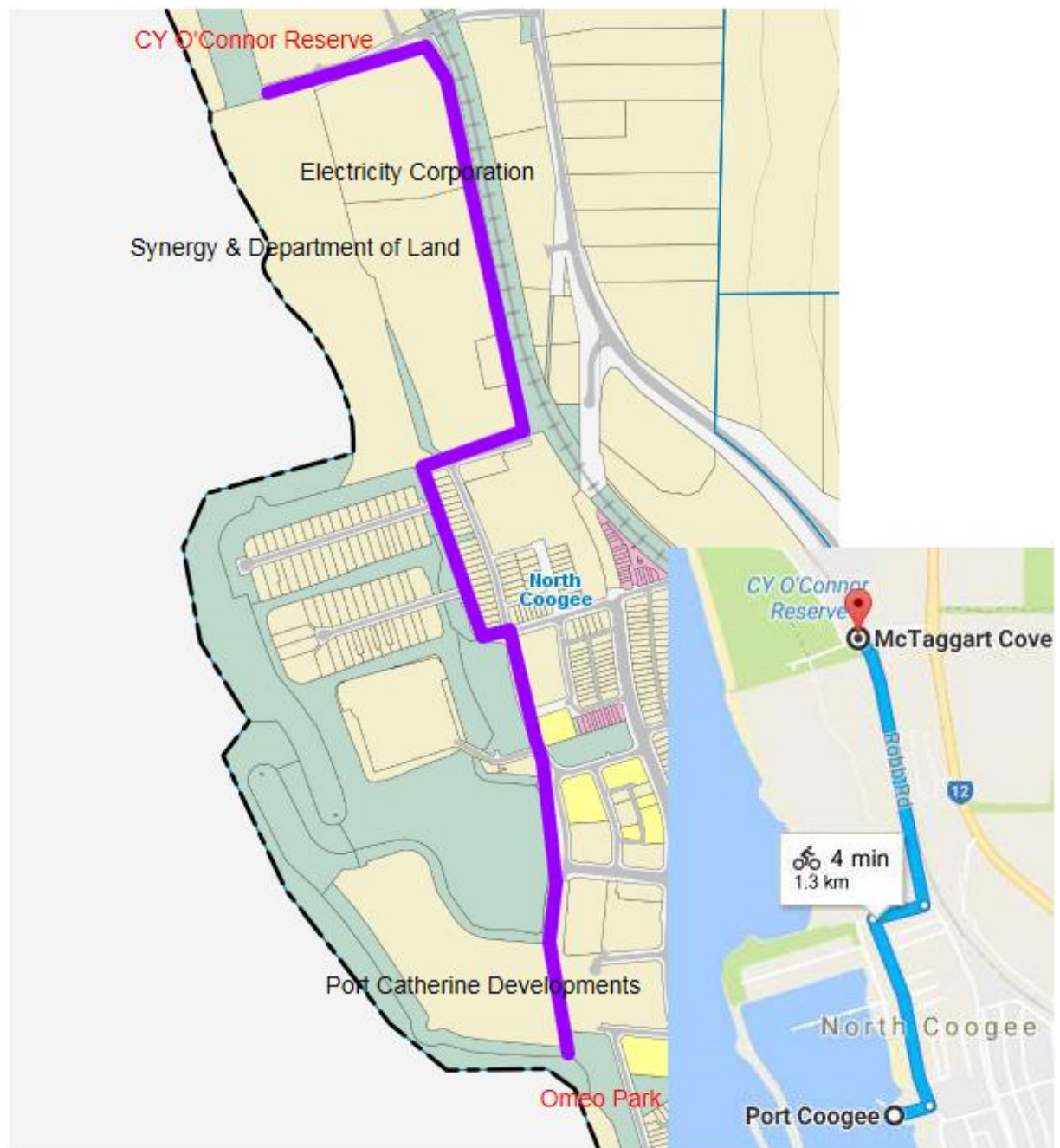
That a report be prepared for a future Council meeting that identifies the potential to link the current foreshore Dual use bike path link from Omeo Park to the C.Y. O'Connor Reserve. The report is to consider options for temporary sections, staging and contributory funding.

Submission

N/A

Report

The proposal was for a Dual Use Path to connect Omeo Park to the C.Y. O'Connor Reserve. There is currently a Dual Use Path along the existing road network on the road reserve of Napoleon Parade, Orsino Boulevard, Caledonia Loop, Robb Road and McTaggart Cove connecting to C.Y. O'Connor Reserve. The existing footpath is shown below for information – refer also to Attachment 1.



Existing Pathway – Omeo Park to C.Y. O'Connor Reserve.

The Shoreline Precinct development will enable the subject area to be better connected by paths as it is developed further. There are plans in the long term by both the State Government and the City of Cockburn to have a more connected path along the coastal area as part of the Perth Transport Plan in the Perth and Peel at 3.5 Million reports.

Provision of a network of paths for cyclists and pedestrians offers commuters an alternative to private car trips as well as providing recreation opportunities and health benefits.

The Perth Transport Plan has identified various road proposals as well as new cycle links that have been considered as part of the long-term network. The Department of Transport have also supplied the Perth 2050 Cycle Network Planning Principles which suggest a four-tiered cycling hierarchy, presented in Table 1.1.

	PSPs	Strategic routes	Local routes	RSPs
Colour	Blue	Pink	Red	Light Blue
Objective	To provide fast, direct commuting routes parallel to high-speed corridors such as freeways and railway lines.	To provide safe and direct connections between various strategic, secondary, district and specialised activity centres, as well as train stations.	To collect cycling traffic from local roads within suburbs and distribute it to the Strategic and PSP networks. To provide safe a direction connections to local destinations such as schools, shops and parks.	To provide recreational cycling facilities around Perth's various natural features including the Indian Ocean, the Swan-Canning River System, various lake systems and remnant bushland.
Analogous to	Freeways	Arterial Roads	Collector Roads	Tourist Routes
Density	Approx. 5km x 5km	Approx. 2.5km x 2.5km	Approx. 1.5km x 1.5km	N/A
Built Form	Shared paths of PSP standard. Wherever possible, grade separation should be provided at intersecting roads/railways.	- Shared paths of PSP standard where room permits (grade separation in not necessary). - Separated bi-directional cycle lanes, or - Bicycle boulevards	- On-road cycle lanes, - Bicycle boulevards, or - Designated quiet suburban streets, communicated using sharrows or appropriate signage.	Shared paths of PSP standard.

Table 1.1: Department of Transport Perth 2050 Cycle Network Planning Principles

The colours noted in the table above refer to that documented in the Perth Transport Plan cycling network. Attachment 2 (Figure 1.3) illustrates the proposed cycle network as depicted in the Perth Transport Plan.

The Dual Use Path to connect Omeo Park to the C.Y. O'Connor Reserve was recognised as a part of the Recreational Shared Path Network, which provides recreational cycling and walking facilities along shoreline precinct.

Location

The potential route to link the current foreshore Dual Use Path link from Omeo Park to the C.Y. O'Connor Reserve has three distinctive parts:

1. Section south of Caledonia Loop

This section is located within the Lot 9153, belonging to Port Catherine Developments Pty Ltd (Fraser Property Group). The Proposed Dual

Use Path is shown on Port Coogee Structure Plan - Figure 9, refer to Attachment 3.

An important component of the Port Coogee Structure Plan design is the provision of a continuous interface between the water and public areas. Central to this is the boardwalk, which creates a linkage around the marina, as well as the marina residential precinct to the north.

It is also significant that all of the publicly accessible waterfront areas are linked through the recreational dual use path and footpath system. Most of the dual use path and footpath are already constructed and the only remaining area is within the Marina Village, presented on Attachment 3 as Uncompleted Development Site.

The area of the Port Coogee Marina is controlled by the Fraser Property Group and the construction of the remaining cycling and walking infrastructure is under their control.

There is agreement in place that the City construct additional car parking bays at Port Coogee Marina and a 1.2m wide path adjacent to the waterfront along the marina connecting the proposed car park with shared path along Chieftain Esplanade. The construction work has been scheduled to start in July/August 2019. The proposed design is shown in Attachment 4.

Negotiations are underway with Fraser Property Group on an agreement to construct the temporary section of shared path from the north end of Omeo Park to the south end of the waterfront adjacent to the existing section of Chieftain Parade.

2. Section between Caledonia Loop and McTaggart Cove

This section is located within the Lots 1L, 3L and 2161L, belonging to Electricity Networks Corporation (South Fremantle Power Station Precinct).

There is no approval to access the land in the South Fremantle Power Station Precinct and there is no structure plan for the site as yet. However, the Master Plan is developed and includes proposed dual use paths. Refer to the 2014 South Fremantle Master Plan.

Attachment 5 (Figure 4.4) is an extract from the 2014 South Fremantle Master Plan and it shows proposed Pedestrian and Cyclist Networks. The Master Plan reflects the desire for a shared footpath to the west of the Power Station building, a shared pavement along the main street in the centre of the precinct and a path to the east along the freight line.

In addition, the local road network will be specifically designed to provide a low speed environment that supports pedestrian activity. The

Master Plan indicates an at grade crossing over the freight line, based on further liaison with the PTA grade separated access is required over the freight line.

The design of the bridge and associated footpaths provides a convenient and safe pedestrian network from public transport nodes into the Power Station structure.

As shown on Attachment 5, in addition to the existing footpath along the west verge of Robb Road, there will be a new Dual Use Path along the east side of Robb Road to improve the public accessible to waterfront areas.

Robb Road has an existing path and bike friendly road; speed humps allow bike riders to access this area easily. Robb Road and path are popular with locals evidenced by the STRAVA cycling heat map (Attachment 6 - Diagrams 1&2).

People can walk and run along the beach entering from Caledonia Loop or McTaggart Cove. The STRAVA walking heat map (Attachment 6 – Diagram 2) data shows that many people currently do this.

Potential Link

Constructing a potential Dual use bike path from Omeo Park to the C.Y. O'Connor Reserve along the sand dunes is dangerous if the sand dune movement undermines and collapses the path.

Instability and erosion is a serious problem with the existing path from Rollinson Road to McTaggart Cove being eroded in the past during storms and severely damaged. This section has been replaced and sand has to be brought in and placed in McTaggart Cove to replace sand that is lost and prevent further erosion.

The site is isolated and subject to vandalism, especially vulnerable at night time. Lighting is critical, due to the proximity of the ocean as well as vandalism and theft. Moondeck treatment may be a possible solution to the lack of lighting in the future.

Maintenance issues – the existing path is difficult to manage along the coast. It is difficult to access with machinery to construct and also to maintain. Sand blow is also a problem with the coastal paths covered with sand at times.

There is a possibility to construct a scenic route – when an elevated boardwalk will be constructed to link North Coogee in the future but the land issues need to be dealt with. In order to confirm a scenic route option and develop proposal for an elevated boardwalk a geotechnical

investigation with detailed site survey addressing all factors raised above would need to be completed.

The proposed cost of investigation is estimated to be around \$50,000. The proposed cost of an elevated boardwalk would be around \$1,000,000. It is not proposed to expend this amount until further discussions are held with the Electricity Networks Corporation on whether an agreement would actually be possible to access the land for the purpose of a shared path. Maintenance and liability issues need to be addressed as part of any such agreement.

The City could apply for funding for up to 50 per cent of the total project cost, for the design and implementation of bicycle network infrastructure and programs in accordance with State Government priorities set out in the WABN Plan.

Under the WABN program the projects are encouraged to be spread over two financial years to facilitate high quality planning and design. To enable project staging, funding may be applied for in two consecutive financial years with the first year detailed design and the second year construction.

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Moving Around

Reduce traffic congestion, particularly around Cockburn Central and other activity centres.

Community, Lifestyle & Security

Provide for community facilities and infrastructure in a planned and sustainable manner.

Leading & Listening

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

Budget/Financial Implications

The installation of the missing link and additional parking bays at the Port Coogee Marina is in the design stage. It is estimated this treatment

could cost in the order of \$80,000 and is currently funded in the 2018/19 capital works program.

Some minor expenditure on line marking and signage will be necessary for the delineation of the section proposed from the marina waterfront to the south end of the Electricity Corporation land. This would be funded in the 2019/20 capital works program by using the CW account for Minor Path Works, as would the temporary section across the land under control of Fraser Property Group, pending agreement being reached on the land tenure.

Legal Implications

N/A

Community Consultation

Consultations with the City of Fremantle and adjacent or impacted property owners would be carried out by letter drops and public notices as is normal practice should Council wish to proceed with the project, as well as consultation with the Port Coogee Residents Group.

Risk Management Implications

Should Council not approve the recommendations, uncertainty will remain into the future on the route for the dual use path to complete the coastal link in the shared path network.

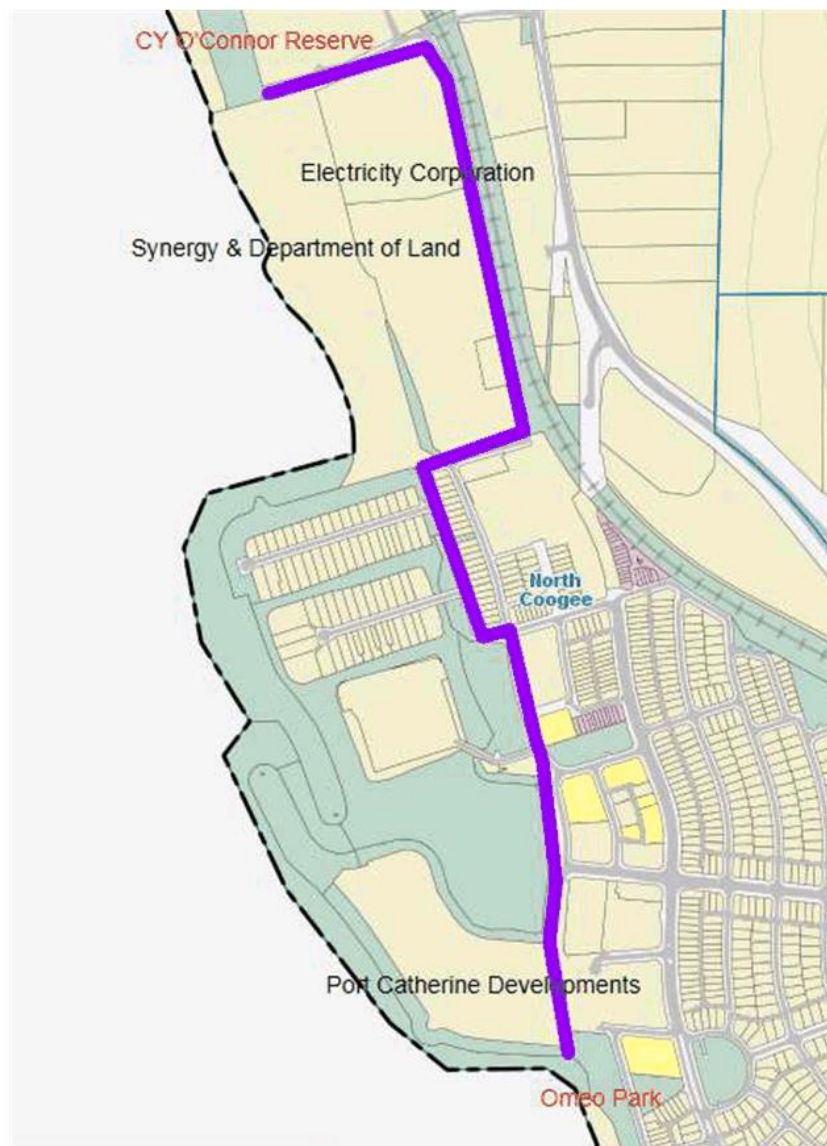
Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 13 June 2019 Ordinary Council Meeting.

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

Nil.

Attachment 1



Existing 2KM of Dual Use Path along the existing road network on the road reserve of Napoleon Parade, Orsino Boulevard, Caledonia Loop, Roob Road and Mctarget Cove connecting to C.Y. O'Connor Reserve.

Attachment 2

Figure 1.3: Perth Transport Plan Cycle strategy – City of Cockburn proposed network (North)



Port Coogee - Local Structure Plan Report

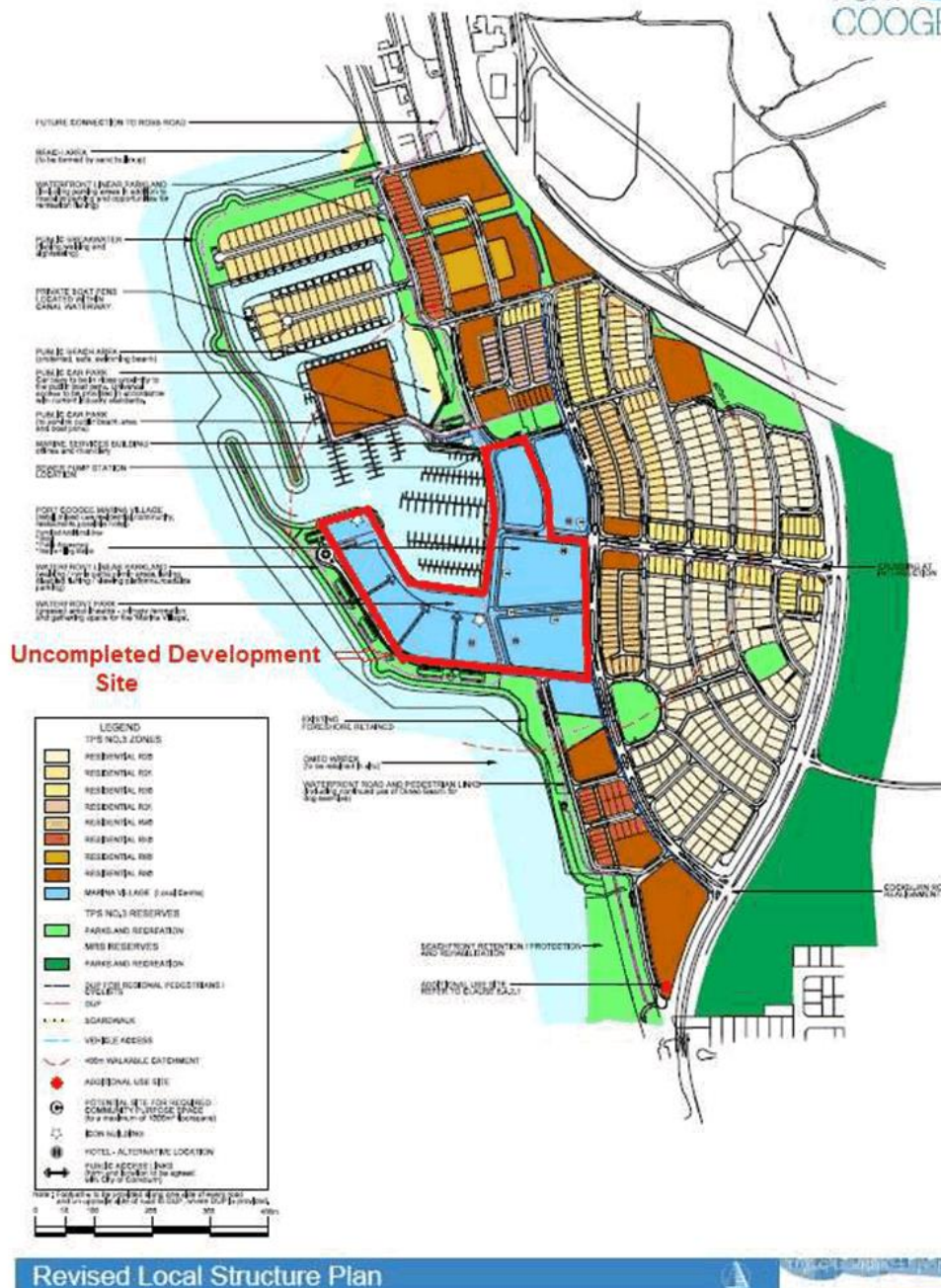
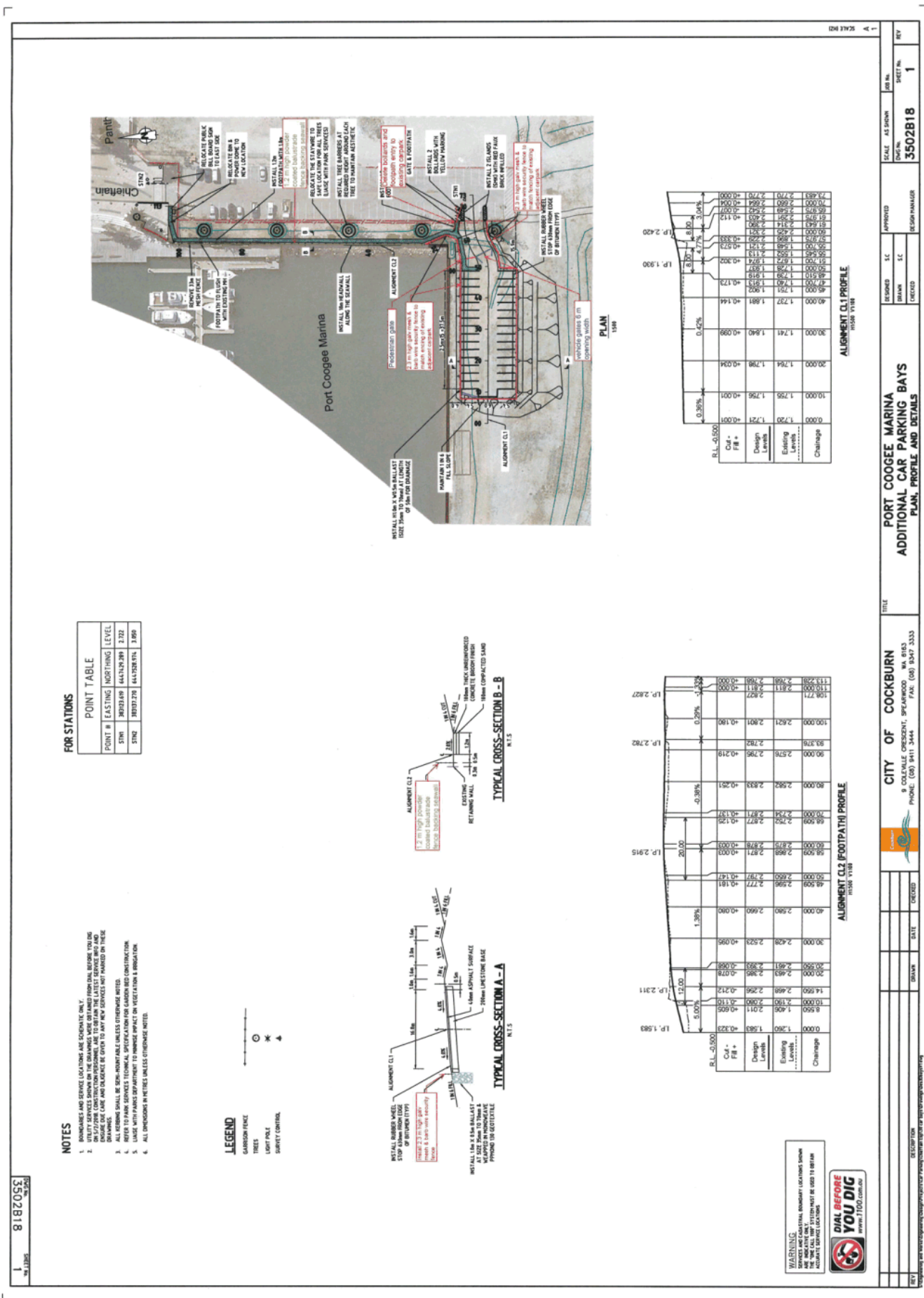


Figure No.9



Attachment 5



Figure 4.4: South Fremantle Power Station Master Plan Activation Plan

Attachment 6

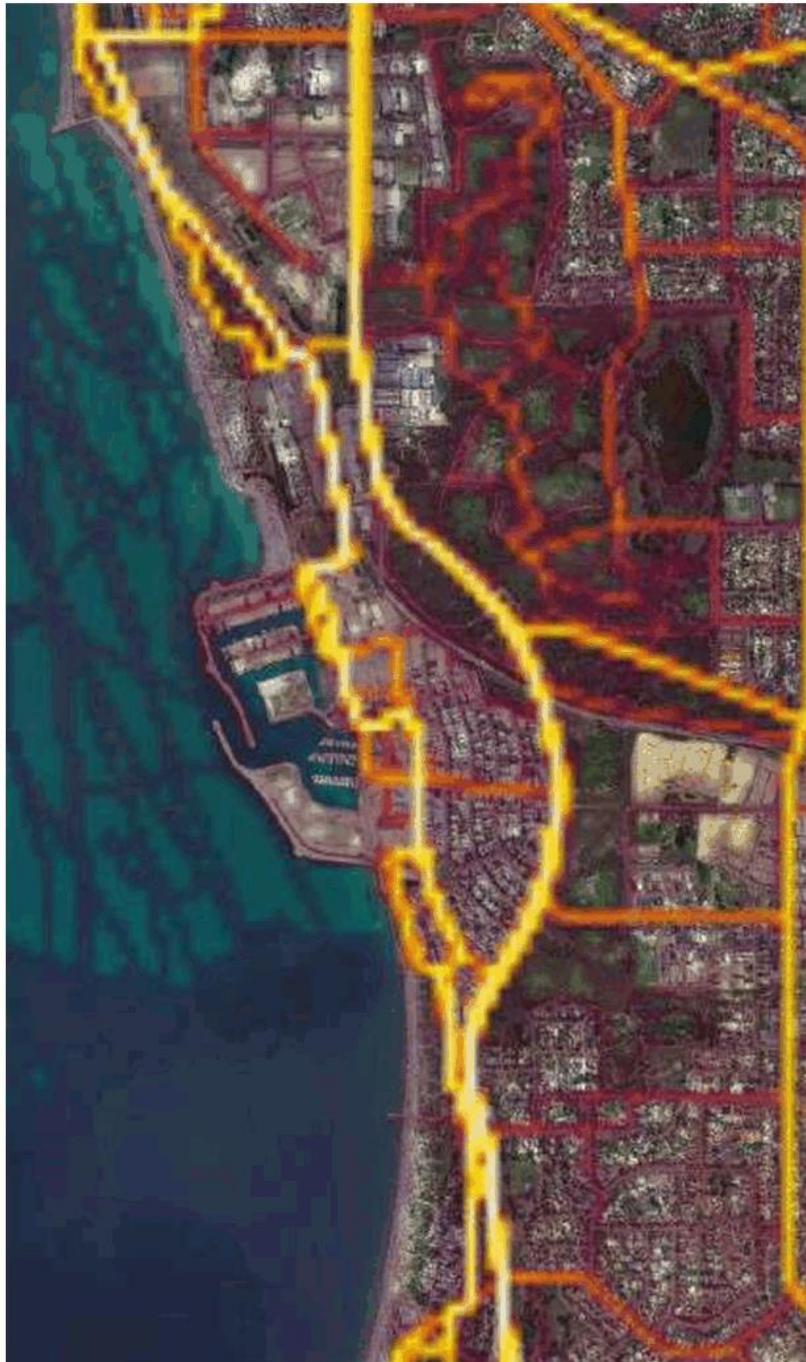


Diagram 1: STRAVA heat map showing cycle activity (high activity white yellow orange red low activity)

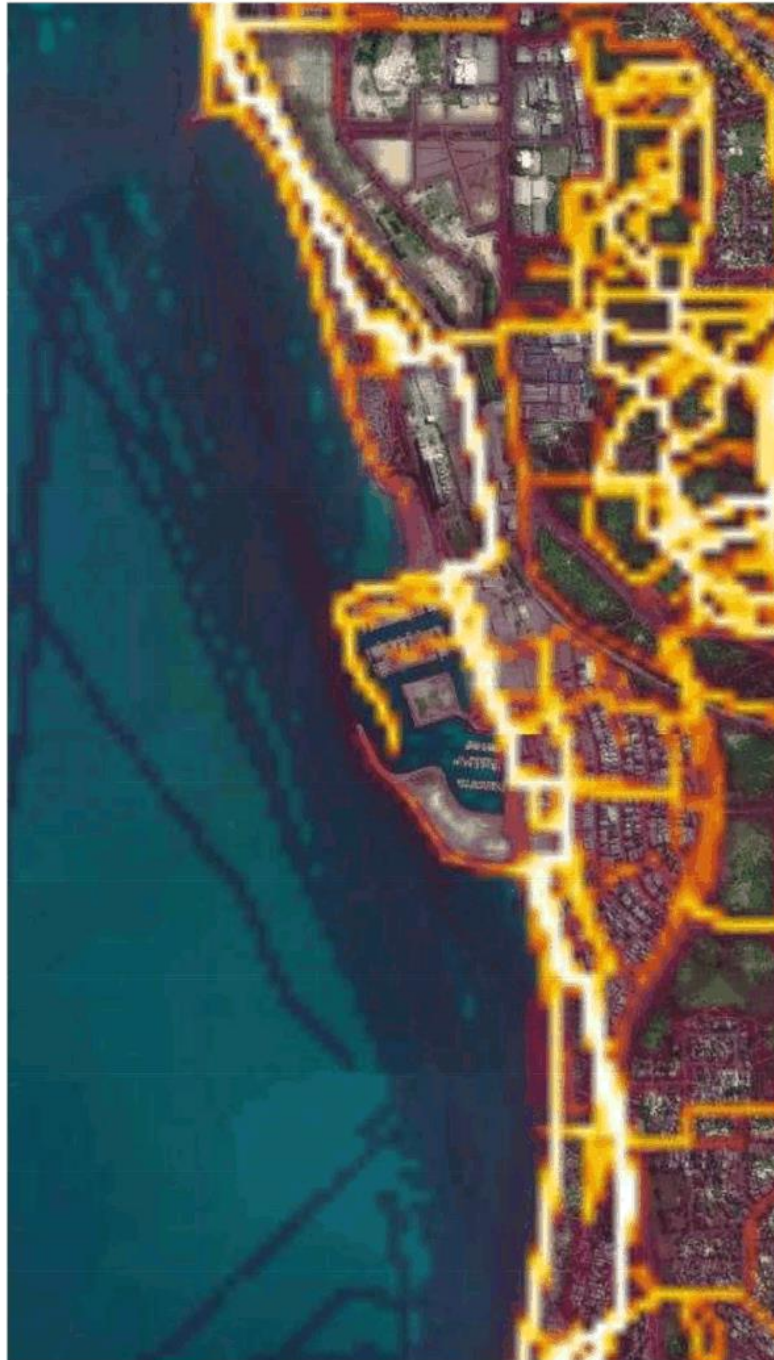


Diagram 2: STRAVA heat map showing walking activity (high activity white yellow orange red low activity)

22.3 CITY OF COCKBURN SMART CITIES AND SUBURBAN PROGRAM READINESS

Author(s) S Downing

Attachments N/A

RECOMMENDATION

That Council note the information.

Background

At the Ordinary Council Meeting of 9 February 2018 Deputy Mayor Lee-Anne Smith requested the following under Matters to be Noted for Investigation Without Debate:

That a report be prepared for a future Council meeting in relation to the preparation of a Cockburn Smart Cities Strategy that meets the objectives of the Federal Government Smart Cities Program.

Submission

N/A

Report

The Smart Cities Plan sets out by the Australian Government's vision for Australian cities, and plan for maximising their potential. It includes three pillars: *Smart Investment*, *Smart Policy* and *Smart Technology*.

Smart Investment

Prioritise projects that meet broader economic and city objectives such as accessibility, jobs, affordable housing and healthy environments. The Government will treat infrastructure funding as a long term investment not a grant and get involved early to ensure projects create opportunities for urban renewal and raise private capital. By drawing on innovative financing approaches, including value capture, the Government will leverage the balance sheet and deliver more essential infrastructure.

Smart Policy

The Commonwealth will work across all levels of government to develop City Deals that unlock public and private investment in key economic centres. By incentivising reforms the Government will generate additional benefits for the economy making cities better places to live in and do business. Priority will be to collect and analyse data

about the performance of Australian cities, so measures relating to policies' success or otherwise and respond to new needs.

Smart Technology

The Commonwealth will embrace new technology with the potential to revolutionise how cities are planned, function, and how the economy grows. Disruptive new technology in transport, communications and energy efficiency are becoming a reality. The Government will position cities to take full advantage. Priority will be to leverage real time open data driven solutions and support investment in sectors commercialising new innovations to grow Australia's economy.

As a result of the Government's Plan, the following has been rolled out:

- The Australian Government will provide \$50 million to accelerate planning and development works on major transformational infrastructure projects, including urban rail.
- The Government will establish an infrastructure financing unit to work closely with the private sector in developing funding and financing solutions to deliver key government projects. The unit will create integrated project teams with the private sector and key agencies to broker investment in landmark projects through innovative financing solutions including private partnerships, balance sheet leveraging and value capture for major projects.
- City Deals will deliver better outcomes through a coordinated investment plan for our cities. Through Deals that drive national priorities tailored to local needs, government will develop collective plans for growth and commit to the actions, investments, reforms and governance needed to implement them. City Deals will provide common objectives across levels of government, support for key industry and employment centres, infrastructure investment linked to broader reform and changes to planning and governance arrangements to deliver enduring benefits.

The Government announced a series of City Deals and two rounds of Smart Cities and Suburbs Program

An example of a City Deal is the Western Sydney City Deal, signed by the Mayors of eight Councils, the NSW Government and the Federal Government, is a partnership to lay the foundations for a thriving Western City of 1.5 million residents within 20 years. Stretching from Wollondilly in the south to Hawkesbury and the Blue Mountains NSW,

the Western City includes the key regional centres of Campbelltown, Camden, Liverpool, Fairfield and Penrith.

The City Deal includes commitments to:

1. Joint Federal-State funding of the first stage of a North-South rail link;
2. Targeted initiatives to create jobs and develop skills across the region; and
3. Establish a \$150 million Liveability Fund, shared among the eight participating Councils.

How this rolls out to each of the Councils noted above is demonstrated by the City Deal for Liverpool:

1. Build a rail link to the new Western Sydney Airport by the time it opens in 2026;
2. Establish an education precinct at North Bringelly, with trade training, a specialist science and maths high school and a new university;
3. Open a Federal-State-Local Industry Attraction Office in Liverpool to attract jobs and industry;
4. Create a \$150 million Liveability Fund to support major community projects; and
5. Open an Indigenous Opportunity Hub in Liverpool to support Aboriginal employment and businesses.

City deals have been agreed with Townsville, Launceston, Darwin, Hobart, Geelong, Adelaide, Western Sydney (as above), SE Queensland and Perth (federal funding for Metronet)

The much smaller Smart Cities and Suburbs Program is highlighted by the success of the City of Perth's funding application:

The first step in the rollout of the City of Perth's new smart city innovation program has been achieved with the award of three tenders.

- The City was successful in securing a matched funding grant worth \$1.3million from the Australian Government, through the Smart Cities and Suburbs Program.
- This will see ground work commence on technology development and installation of hardware for four projects -

Smart Precinct, Smart Irrigation, Smart Sustainability and Data Hub.

On 17 November 2017, the successful projects of Round One of the Program were announced. Forty nine projects will benefit from a total of \$27.7 million in Australian Government funding, across all states and territories.

Round One received 176 applications received. Successful projects are being co-funded by partners including local governments, industry, research organisations and the private sector. In addition to the Australian Government's funding, project partners including local governments, industry, research organisations and the private sector are contributing almost \$36 million.

In Round Two, 32 projects located all around Australia will benefit from over \$21 million of Australian Government funding announced the outcome of Round Two of the Program on 19 November 2018. Round Two was highly competitive, 102 applications were received.

[Successful Round One and Two projects are located here:](#)

The City in its draft Digital Strategy and Smart City Plan has detailed a number of priority actions with action plans

Priority Action 1 – Future innovation and prosperity

The City of Cockburn will become an innovation “powerhouse”, a place of collaboration, opportunity, new jobs and economic prosperity. A place to invest!

Action Plans

- 1.1 Innovation and Co-working hubs – The City will work with the community, innovators and industry to develop a network of innovation/co-working hubs across the City of Cockburn.
- 1.2 Smart working – The City will work with employers and the community to encourage modern working options such as co-working, remote work and flexible employment.
- 1.3 Internet of Things, open data & big data – The City will create an open data program and leverage the Internet of Things and big data to build a more efficient, innovative and Smart City.

Priority Action 2 – Connectivity – mobility and communications

The foundation of our Smart City will be connectivity – to high speed broadband, to communications networks and to real-time information

and data. Our Smart City will be mobile and connected, served by communication options that are convenient, affordable, sustainable, reliable and efficient.

Action Plans

- 2.1 Future communications connectivity – The City will work with government, industry and community to deliver high quality, high capacity communication networks for our City – fixed and wireless, narrow and broadband, cellular and emerging technologies.
- 2.2 Free public Wifi – The City will expand the free public Wifi network for the City with priority coverage zones to be discussed with the community.
- 2.3 Smart City platform – The City will work with industry (including Western Power) and innovators, leveraging existing infrastructure, such as streetlights, to create a Smart City connectivity platform.

Priority Action 3 – Future Council – future local services

The City of Cockburn will lead this strategy by example, working to modernise our City and Services. Local services in the City of Cockburn will be customer focused and convenient, designed to make the most of technology and deliver value to our community.

Action Plans

- 3.1 Innovative Council – The City will develop a Council innovation framework to enhance innovation, culture and capability
- 3.2 Digital Council – This plan will work in hand in glove with our digital strategy to drive efficiency and innovation. This should include a trial electronic voting at elections
- 3.3 Digital services – The City will continue to expand and enhance our mobile services, improve our digital service channels
- 3.4 Smart design – The City will modernise our service design processes allowing greater community participation and creating customer focused services.

Priority Action 4 – Community

The City of Cockburn will build strong, safe inclusive communities where everyone is empowered to participate create and collaborate

Action Plans

- 4.1 Future engagement and future democracy – The City will modernise city governance and community engagement especially through digital technology to strengthen participation
- 4.2 Digital inclusion – The City will support the development of digital literacy to increase participation in the digital economy

Priority Action 5 – Future place – sustainable, liveable, vibrant

The City of Cockburn as a Smart City will be planned, designed and built to enhance liveability, safety, social inclusion, vibrancy and sustainability. We will be the example of sustainable progress, applying smart technology and innovation to our community and environment.

Action Plans

- 5.1 Smart City Development – The City will work with industry to produce guidelines for integrating smart technology into new developments
- 5.2 Digital planning – The City will leverage digital technology such as 3D planning models (GIS) to improve planning processes, consultation and outcomes.
- 5.3 Smart City Resource management - The City will work with industry and the community to expand the use of smart technology to improve resource efficiency and affordability

A number of the above action plans are underway or will commence with the approval of the draft 2019-20 Municipal Budget.

Actions plans already underway:

- 1.1 Innovation and Co-working hubs – The City will work with the community, innovators and industry to develop a network of innovation/co-working hubs across the City of Cockburn.
- 2.2 Free public Wifi – The City will expand the free public Wifi network for the City with priority coverage zones to be discussed with the community.
- 2.3 Smart City platform – The City will work with industry (including Western Power) and innovators, leveraging existing infrastructure, such as streetlights, to create a Smart City connectivity platform.
- 5.2 Digital planning – The City will leverage digital technology such as 3D planning models (GIS) to improve planning processes, consultation and outcomes.

Actions to commence post-adoption of the 2019-20 Municipal Budget

- 1.3 Internet of Things, open data & big data – The City will create an open data program and leverage the Internet of Things and big data to build a more efficient, innovative and Smart City.
- 3.1 Innovative Council – The City will develop a Council innovation framework to enhance innovation, culture and capability
- 3.3 Digital services – The City will continue to expand and enhance our mobile services, improve our digital service channels
- 3.4 Smart design – The City will modernise our service design processes allowing greater community participation and creating customer focused services.
- 4.2 Digital inclusion – The City will support the development of digital literacy to increase participation in the digital economy

In summary, the City is well placed now that it has a Digital Strategy (being presented to the June 2019 Ordinary Council Meeting) in place to seek funding from a possible Round 3 of the Smart Cities and Suburban Plan if and when the new Commonwealth Government initiates the next round or an alternative program. The City will also be in a position to lodge an application for funding through the South West Group (SWG) for either a City Deal or a Smart Cities and Suburban Plan fund as the SWG are preparing a regional submission based on infrastructure needs of the South West metro Perth region.

Strategic Plans/Policy ImplicationsCommunity, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Leading & Listening

Strengthen our regional collaboration to achieve sustainable economic outcomes. Ensure advocacy for funding and promote a unified position on regional strategic.

Budget/Financial Implications

The implications for the 2019-2020 Municipal budget have been factored into the Draft municipal budget. The items in later years have been factored into the Long Term Financial Plan apart from the change to LED lighting for street lights. This will be the subject to a separate report to Council with a business case and funding model.

Legal Implications

N/A

Community Consultation

The Digital Strategy, which is subject to a report to the June 2019 Ordinary Council meeting and includes the abovementioned aspect of the Smart City Plan, has been subject to community consultation through the Comment on Cockburn process.

Risk Management Implications

The City is in a position to submit an application for the next round of the Smart Cities and Suburban Plan or its equivalent. At the same time, the South West Group is preparing a submission for potential inclusion in a City Deal. There is a financial risk as any Plan or Deal funding usually involves a contribution from the Council. In the case of a Smart City and Suburban Plan, the contribution is 50%, whereas the City Deal will be a negotiated contribution from the Council and potentially the State Government.

Advice to Proponent(s)/Submitters

N/A

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

Nil

22.4 FEASIBILITY FOR THE CITY TO INITIATE/DEVELOP A CHILDREN'S MUSEUM IN COCKBURN

Author(s) D Green

Cr Terblanche requested a report be presented to a future Council Meeting to advise on the feasibility for the City to initiate/develop a Children's Museum in Cockburn.

Reason

- (1) Children's museums create experiences. They are, essentially, indoor programmed play spaces;
- (2) Museums can be defined as public spaces in which people learn through play - and the bonus is they won't even know they are learning as they will be having so much fun;
- (3) They introduce families with young children to the concept of a museum, with the general understanding that these children will grow up and become patrons of other museums, galleries and cultural institutions more readily.

22.5 IMPLICATIONS OF A BAN ON ALL FUTURE PLANTING OF LONDON PLANE TREES (PLATANUS X ACERIFOLIA) IN THE CITY OF COCKBURN

Author(s) C Sullivan

Cr Kirkwood requested a report be presented to a future Council Meeting on the implications of a ban on all future planting of London Plane Trees (platanus x acerifolia) in the City of Cockburn. The report is to also address the viability of doing a replacement of London Plane Trees in reported locations where the tree is causing a problem, with the proposed time frame for the replacement program of five years.

Reason

London Plane Trees have been causing a significant amount of damage to the City's infrastructure, as to residential properties for a number of years. The cost of damage to not only rate payers but the City of Cockburn is becoming exorbitant. The City need to look at planting a new suitable tree next to the old one and removing these troubled trees over a certain time period once the young tree is established. Troubled trees are to be identified though the City's correct process prior to removal.

To ban all future planting of London Plane Trees will prevent future damage and cost to the City's infrastructure as well as an ongoing cost to ratepayers for management.

22.6 LOCAL AND STATE PLANNING MEASURES FOR THE PROTECTION OF ABORIGINAL SITES INCLUDING SCAR TREES WITHIN THE CITY

Author(s) D Arndt

Cr Sands requested a report be presented to a future Council Meeting that identifies what Local and State Planning measures provide for the protection of Aboriginal Sites including scar trees within the City.

Reason

The lands throughout Cockburn have been widely used by the Aboriginal people for tens of thousands of years, and we know that Cockburn is rich in areas of great Indigenous Cultural significance.

It is prudent that in the management of these lands, the City identifies the appropriate policy to preserve any culturally significant areas or items, such as scar trees; thus helping to preserve traditional Indigenous culture and practices within Cockburn for future generations.

22.7 PROTECTION OF TORTOISE POPULATION AT BIBRA LAKE

Author(s) A Lees

Deputy Mayor Smith requested a report be presented to a future Council Meeting on what the City can do to protect the tortoise population at Bibra Lake.

Reason

The additional development forces the turtles to cross the road in search of sand to lay their eggs.

They are impacted by car parks, clearing, large open areas of grass. With the additional of projects such as the skate park, ice arena, aboriginal cultural centre and car bays we need to do as much as we can to protect their threatened species.

23. CONFIDENTIAL BUSINESS

Nil

24. RESOLUTION OF COMPLIANCE

RECOMMENDATION

That Council is satisfied that resolutions carried at this Meeting and applicable to items concerning Council provided services and facilities, are:-

- (1) integrated and co-ordinated, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- (2) not duplicated, to an extent Council considers inappropriate, services or facilities as provided by the Commonwealth, the State or any other body or person, whether public or private; and
- (3) managed efficiently and effectively.

25. CLOSURE OF MEETING