



City of Cockburn Ordinary Council Meeting **Minutes**

For Thursday, 10 June 2021

These Minutes are confirmed.

Presiding Member's signature

A handwritten signature in blue ink, which appears to read "Logan Greenwell", is written over a horizontal blue line.

Date: 8 July 2021

CITY OF COCKBURN

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CITY OF COCKBURN

MINUTES OF ORDINARY COUNCIL MEETING HELD ON THURSDAY, 10 JUNE 2021 AT 7.00PM

PRESENT

ELECTED MEMBERS

Mr L Howlett	-	Mayor (Presiding Member)
Ms L Kirkwood	-	Deputy Mayor
Mr M Separovich	-	Councillor
Ms P Corke	-	Councillor
Ms L Smith	-	Councillor
Dr C Terblanche	-	Councillor
Mr P Eva	-	Councillor
Ms C Stone	-	Councillor
Mr T Widenbar	-	Councillor

IN ATTENDANCE

Mr T Brun	-	Chief Executive Officer
Mr D Arndt	-	Acting Chief of Built and Natural Environment
Mrs G Bowman	-	Acting Chief of Community Services
Mr S Downing	-	Acting Chief Financial Officer and Acting Executive People, Culture and Safety
Mr A Lees	-	Acting Chief of Operations
Mr D Green	-	Acting Executive Governance and Strategy
Ms S Seymour-Eyles	-	Acting Executive Corporate Affairs
Mr J Fiori	-	Risk and Governance Advisor
Mr S Cecins	-	Media and Communications Officer
Mrs B Pinto	-	Governance Officer
Mrs S D'Agnone	-	Council Minute Officer

1. DECLARATION OF MEETING

The Presiding Member declared the meeting open at 7pm.

“Kaya, Wanju Wadjuk Budjar” which means “Hello, Welcome to Wadjuk Land”
Mayor Howlett acknowledged the Nyungar People who are the traditional custodians of the land on which the meeting is being held and pay respect to the Elders of the Nyungar Nation, both past and present and extend that respect to Indigenous Australians and Torres Strait Islander people who were present , either in person or viewing online.

7.01pm Cr Kevin Allen left and returned to the meeting.



Mayor Howlett advised that, given the COVID-19 pandemic is still with us, there continues to be a need for physical distancing and the following of hygiene requirements regarding hand washing etc. Accordingly, seating in the Council Chamber and the public gallery has been set out to ensure physical distancing requirements are met. Mayor Howlett requested that members of the gallery follow physical distancing requirements during the meeting, and particularly when leaving the meeting.

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

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

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

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

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

Before moving to the Agenda proper Mayor Howlett made the following announcement:

2021 WA Day Cockburn Citizen of the Year

At the Pioneers' luncheon on Friday, 4 June 2021, Mrs Winnie Fatovich was announced as the WA Day Cockburn Citizen of the Year.

Mrs Fatovich has lived in Cockburn since 1938 and hails from one of Cockburn's original market gardening families.

Winnie Fatovich (nee Prizmic) is now in her mid-90s. She arrived from Croatia in 1938 with her family to live on Rockingham Road, Munster where they established a market garden.

Winnie's decades of selfless service to Cockburn's Croatian community began as a primary school student.



Her early grasp of the English language enabled her to help others overcome language barriers, firstly by translating newspaper articles with developments from the European front during WWII.

Winnie's early and sustained role in the social and cultural development of Cockburn was typical of local tight knit market gardening families of the day.

These families worked hard to establish a viable economy and future for their children and subsequent generations, many of whom proudly still call Cockburn home today.

Over the years, Winnie's volunteer interpreting service helped family, friends, neighbours and even strangers understand documents, telephone calls, parent teacher interviews and even medical appointments.

In 1968 she was one of the first women of Croatian heritage to get a driver's licence, and she then began helping others with their transport needs.

Only able to complete primary school, the avid reader began TAFE studies in 1975, using the qualification to step up from her job as a cleaner at Fremantle Hospital to Kitchen Supervisor, with unofficial translating duties, until her retirement in 1988.

Winnie was a fulltime carer to her husband from early in their marriage until he passed away in 1991, after he was seriously injured in a car accident. She raised four children and managed the market gardening business, later caring for her elderly parents and other members of the community, all while continuing her translation service.

When she retired from the hospital she joined its ladies auxiliary volunteering two to three days a week, for 28 years, while continuing to drive and interpret for her community, until 'retiring' at the age of 92.

She then joined Cockburn Senior Citizens Centre where she has many firm friendships and dedicates time to knitting and crocheting countless poppies, rugs and blankets for charity.

She also instilled the importance of education in her four children who have all excelled in the fields of medicine and education.

The grandmother of 11 and great grandmother of three, Winnie is sure to be still celebrating the award with family and friends.

Our congratulations go to Winnie Fatovich.

2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)

Nil



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)

Mayor Logan Howlett	-	Impartiality Interest - Item 13.1
Cr Kevin Allen	-	Impartiality Interest - Item 13.1
Cr Chontelle Stone	-	Impartiality Interest - Item 13.1
Cr Lee-Anne Smith	-	Impartiality Interest - Item 13.1
Mr Don Green	-	Impartiality Interest - Item 13.1
Mr Stuart Downing	-	Impartiality Interest - Item 13.1
Mayor Howlett	-	Impartiality Interest - Item 14.3
Cr Michael Separovich	-	Impartiality interest - Item 14.3
Mayor Howlett	-	Impartiality Interest - Item 14.4
Cr Michael Separovich	-	Impartiality Interest - Item 14.4
Mayor Howlett	-	Impartiality Interest - Item 14.5
Cr Michael Separovich	-	Impartiality Interest - Item 14.5
Mayor Howlett	-	Impartiality Interest - Item 15.1
Cr Kevin Allen	-	Impartiality Interest - Item 15.1
Mr Don Green	-	Impartiality Interest - Item 15.1
Mr Stuart Downing	-	Impartiality Interest - Item 15.1

5. APOLOGIES AND LEAVE OF ABSENCE

Cr C Terblanche	-	Apology
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6. WRITTEN REQUESTS FOR LEAVE OF ABSENCE

6.1 (2021/MINUTE NO 0074) REQUEST FOR LEAVE OF ABSENCE – CR ALLEN

Author(s) D Green

Attachments N/A

RECOMMENDATION

That Council GRANTS Leave of Absence to Cr Allen from the Special Council Meeting to be held on 24 June 2021 and the Ordinary Council Meeting to be held on 8 July 2021.

COUNCIL DECISION

MOVED Cr L Smith SECONDED Cr P Corke

That the recommendation be adopted.

CARRIED UNANIMOUSLY 9/0

Background

By email received 2 June 2021, Cr Allen is seeking a leave of absence from attendance at the Special Council Meeting scheduled for 24 June 2021 and the Ordinary Council Meeting scheduled for 8 July 2021.

Submission

N/A

Report

Council is able to resolve to grant leave of absence to an Elected Member. Cr Allen has requested leave from the meetings of 24 June and 8 July 2021 for personal reasons.

It is recommended that Council supports this request.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.



Budget/Financial Implications

N/A

Legal Implications

Section 2.25 (1) of the Local Government Act 1995 refers.

Community Consultation

N/A

Risk Management Implications

There is a “Low” level of “Compliance” risk associated with this item.

Advice to Proponent(s)/Submitters

Cr Allen has been advised that this matter is to be considered at the 10 June 2021 Ordinary Council Meeting.

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

Nil

7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

8. PUBLIC QUESTION TIME

8.1 Barry Higgins, Coogee

Item 14.3 Coogee Beach Holiday Park – Business Plan

Q1. Please explain why the City is not liable to compensate long-term residents for any financial loss incurred, due to the fact a situation has come to exist where misinterpretation of facts has occurred that has misled long term residents into purchasing homes?

A1. The Acting Chief Built and Natural Environment explained that the Coogee Beach Holiday Park has operated in accordance with a lease that expires in June 2022.

It is apparent that some tenants did not seem to be aware of the fact that the periodic tenancy agreements that they have, have only ever been on a short-term basis, and that some residents may not have sought legal advice on their agreements before entering into them. The City will seek to ensure that the parks operator is very clear on these facts with existing and future tenants, when issuing new tenancy agreements.

The City has, however, negotiated with Discovery Parks, should they be offered a long term lease by Council, that will provide Assistant Packages for impacted residents which has options for relocation, relocation support, and other measures as detailed in the item on tonight's agenda.

Q2. My interpretation of Agenda Item 14.4, Item 3, is that long term residents whose home is not fit to be moved, or that Discovery Parks cannot find an equivalent vacant home for will be given a payment of \$20,000 minus Discovery Parks' demolition costs. Could you please clarify my interpretation?

A2. The Assistance Package proposed in the recommendation that is before Council tonight is for those residents who decline or are unable to take up the offer of relocation or rehousing.

The Assistance Package is based on the equivalent cost of what the relocating that dwelling would be, less the demolition and remediation costs, up to a maximum of \$20,000.

This is not a set payment for residents of \$20,000. Each site would need to be determined on its own respective circumstances in terms of determining a commercial quote as to what the equivalent cost of relocating that dwelling would be.



8.2 Leanne Chaproniere, Jandakot

Item 13.1 Inquiry into the City of Cockburn – Department of Local Government

Q1. The City is to undergo an independent governance review within three months. Who has been contracted to undertake the independent governance review and what is the cost to the ratepayers?

A1. The Chief Executive Officer thanked Ms Chaproniere for her questions and advised that, subject to the recommendations being adopted by Council, the brief will be provided to reputable consultants in this field, for the review to be conducted and presented to Council within the stipulated three month period, following the formal receipt of the Inquiry Report from the Department which was the 25 May 2021, making the response date by 25 August 2021.

The associated cost will not be known until the scope is confirmed by the Department and the City engages a consultant or consultants to undertake the approved scope of works.

Q2. All Elected Members and members of the City's executive team to undertake training and mediation as determined by the Director General, within six months on the inquiry report. Recommendation 2 is reliant upon direction from the Director General.

Has the Director General been followed up in regards to this item as time is ticking and waiting for instructions doesn't seem to be very proactive to such an important part of the report?

A2. The Chief Executive Officer advised that the City has had preliminary discussions with the Department and they are aware of the proposed brief before Council tonight.

Subject to the recommendations being adopted by Council tonight, the relevant information provided on the proposed scope will be forwarded to the Director General for consideration.

Once confirmed by the Director General, the City will conduct the relevant training and mediation within the stipulated period, being 25 November 2021.

Q3. What was the cost of legal fees to the City of Cockburn to Jackson McDonald, relating to the departure of Stephen Cain?

A3. The Acting Chief Financial Officer advised the net expense to the City was \$424,482.

Q4. What was the total amount of the payout to Mr Cain including annual leave and LSL?

A4. The Acting Chief Financial Officer advised the total payout was one year salary plus statutory entitlements of annual leave and long service leave.

Ms Chaproniere requested a figure amount in response to this question. The Acting Chief Financial Officer advised that he would provide a response directly to Ms Chaproniere.

- Q5. What were the advertising and recruitment costs incurred for the search for a new CEO?
- A5. The advertising costs were \$14,538.30. The position was advertised in *The West Australian* newspaper and *The Australian* newspaper. The recruitment agency costs were \$49,999
- Q6. How much did it cost the ratepayers in additional costs for Acting CEO positions whilst looking for a new CEO?
- A6. The City paid \$58,939, in accordance with Council's policy for Acting CEO, whilst looking for a new CEO.
- Q7. Do the ratepayers of the City of Cockburn have to pay for the cost of the lengthy Inquiry in the City of Cockburn by the Department of Local Government, Sport and Cultural Industries? If so what is the cost?
- A7. The Department has not provided any indication that the City would be responsible for any costs associated with the Inquiry.
- Q8. Have they been asked?
- A8. They have been asked and there has been no indication.

8.3 Peter Newsome, Coogee

Item 14.4 Coogee Beach Holiday Park – Heads of Agreement

- Q1. As residents may want to move nearer family, or need the equity in their home to access a care facility, would Council please support the requirement that Residents can sell their homes to a purchaser made fully aware of the impending relocation, during the possibly 13 year wait period?
- A1. The Acting Chief Built and Natural Environment advised the indicative development plan provides an indicative timeframe for the redevelopment of the park, it is not a guaranteed timeframe. The timing of any redevelopment will be dependent upon a number of factors.

Subject to the City entering into a lease with Discovery Parks there would be no reason why residents could not discuss their individual requirements with Discovery Parks and reach a separate arrangement. This could include Discovery Parks consenting to the sale of the dwelling to a fully informed purchaser, but would be on the basis that the assistance package would not apply to a future landowner, and that the future landowner would be responsible for relocating the dwelling at the time that the redevelopment occurs.



8.4 Mimma Tassone, Coogee

Item 13.1 Inquiry into the City of Cockburn – Department of Local Government

Q1. On 26 October 1979 the Town of Cockburn attained City status. In the 42 years since then, how many times and in which years has the City been the subject of either a Public Inquiry or a Corruption and Crime Commission Inquiry?

A1. The Chief Executive Officer advised that, other than the matter referred to for an inquiry last April (2020), in May 1999 the Minister for Local Government established an Inquiry into the City of Cockburn, which was concluded in April 2000. There have been no other Inquiries into the City of Cockburn.

Q2. Regarding the current just completed 13 month Public Inquiry, who is going to foot the bill for the cost, the State Government or the City of Cockburn? Or is that yet to be determined?

A2. The Chief Executive Officer advised it is the City's expectation that those costs will be covered by the State Government. As advised previously, the City has not been asked to cover the costs.

Non Agenda Item - Budget

Q3. The City has forecast a residential rates increase of 1.5% for the 2021-22 financial year. What is the dollar value of the additional revenue that this will raise over the 2020-21 financial year?

A3. The Acting Chief Financial Officer advised that the 1.5% rate increase for 2020-21 equates to \$1.64m across all rating categories.

Q4. How many additional (new) rateable residential dwellings first became rateable as dwellings in each of the following financial years: 2018-19, 2019-20, 2020-2021 (forecast) and 2021-22 (forecast)?

A4. The Acting Chief Financial Officer advised the following:

Financial Year	Increase Number of Residential Improved Properties
2018/19 (actual)	1,549
2019/20 (actual)	1,300
2020/21 (actual)	901
2021/22 (Forecast)	500

8.5 Roy Craddock, Jandakot - Glen Iris Golf Course Estate

Q1. Do Council take into account the impact of Planning Decisions on the mental health of impacted communities?

A1. The Acting Chief Built and Natural Environment advised it should be noted that Council is not the ultimate decision maker for any proposals for the redevelopment of the former Glen Iris Golf Course.

The City has a regulatory role in facilitating an application process which would involve public consultation and ultimately provide a recommendation to the decision makers, which would ultimately be the Minister for Planning for any rezoning and the Department of Planning, Lands and Heritage for a structure plan.

It is acknowledged that the prospect of any redevelopment to some members of the community may be deeply distressing and there may be some anger about the closure of the former golf course and its clubhouse.

This is why the City have encouraged residents, whether they support redevelopment or not, to consider being involved in the workshops the developer has run.

The City is also committed to running its own consultation process when the proposal is eventually lodged with the City. Being involved and actively sharing your views, concerns and thoughts is highly valued by the City. It makes sure we are clear on your aspirations for your community.

Q2. Are we to understand that our Elected Members have no concern for our Mental Health?

A2. The issue, in terms of mental health, is a complex one and is not one of the parameters that the City is required to take into consideration when assessing the application for the redevelopment of the former Glen Iris Golf Course.

Q3. As some residents of the Glen Iris Golf Course Estate are facing property value losses of up to \$300,000 through loss of character and amenity resulting from any decision to rezone the Golf Course land, to whom should members of the community direct their claims for compensation?

A3. If the Minister choses to approve the rezoning, there is no provision under the current legislation for any claims of compensation to be lodged by adjoining landowners. It is advised that if people want to pursue the matter further, they seek independent legal advice.



8.6 Peter Lampkin, Jandakot - Glen Iris Golf Course Estate

Q1. As the Glen Iris residents have been shown a Concept Plan for approval by City of Cockburn and is subject to change, what guarantees do residents have that a final plan will resemble anything like they were originally shown?

A1. The Acting Chief Built and Natural Environment advised that the scheme rezoning and structure plan processes are rigorous exercises, whereby the submitted development concept will be tested and is highly likely to change in response to the feedback of various external parties including government agencies, service authorities and the community.

As the City is yet to receive a formal proposal inclusive of the relevant explanatory/ supporting technical detail, it is far too early to provide any indication on the likely outcome of those processes which, as previously advised, will ultimately be considered by the WAPC and Minister for Planning.

Q2. As Acumen have said that the new proposed development would retain the character of style of the current Glen Iris Estate, and The Concept Plan does not reflect this with many smaller lots, will the City of Cockburn make sure that the infill displays the current Glen Iris character as represented by Acumen?

A2. The proposed density coding of future development is measured against the State Government's density targets for infill development and its potential impact on local character, is a key matter that will need to be considered through the assessment process when a formal application is received, and as indicated before, at this time there has been no formal application lodged with the City.

8.7 Jason Silvester, Jandakot

As Mr Silvester was not present at the meeting, the submitted questions will be treated as correspondence and a reply provided.

8.8 Jeanette Mouttet, Jandakot - Glen Iris Golf Course Estate

Q1. Is it correct that in May 21 the City of Cockburn were awarded a Water Corp Urban Canopy Grant of \$37446 to plant 149 trees in the City of Cockburn?

A1. The Acting Chief Built and Natural Environment advised yes, the City was recently successful in obtaining funding for a Western Australia Local Government Association Urban Canopy Grant to plant 149 trees in the City.

Q2. Is the intention for some of the trees to add ecological value re some being foraging species for the threatened Black Cockatoos?



- A2. Yes, some of the trees that will be planted will be species that Black Cockatoos may use for foraging.
- Q3. Is the grant also to help COC adapt to the rising temperatures caused by climate change?
- A3. Yes, the trees will also help to combat urban heat island effect in some areas.
- Q4. Is the City of Cockburn aware that the developer's Concept Plan re the Glen Iris Golf Course reflects retainment of only 500 trees and therefore the destruction of over 700 trees (majority being mature), many of which our two species of black cockatoos forage in?
- A4. As previously indicated, there have been no formal applications lodged with the City, and therefore it is not possible to make comment where there is no proposal for the City to consider.

However, if there are trees that are identified as known roosting or feeding sites at the former Glen Iris Golf Course, and they are to be removed, the proponent is obligated to refer the matter to the Federal Department of Agriculture, Water and Environment for assessment.

- Q5. If the destruction of the Glen Iris Golf Course gets approval, are you aware of the devastation caused to not just the federally protected black cockatoos, but also to the current Glen Iris Golf Course Estate residents and the City of Cockburn golfers etc?
- A5. As previously advised, no redevelopment application has been received by the City, thus there is no final determination on how many trees may or may not be removed nor details on any other associated environmental impacts.

8.9 Edeltraud Mueller, Coogee - Coogee Beach Holiday Park

- Q1. Can I please have some clarification on the staging planning. If somebody has nine years before they would be affected, does that mean it has to be finished within nine years or they get nine years before they have to move.
- A1. The Acting Chief Built and Natural Environment advised the Indicative Staging Plan indicates when each of the stages would commence. Under the provisions of the periodical tenancy agreements, there would be a 180 day notice period that would need to be served if there were still residents within that respective stage.
- Q2. So if we are given that, it doesn't affect us until nine years. Its after that time that we get 180 days' notice?
- A2. No, it would actually be 180 days prior to that.



- Q3. With the Development Plans, is it all in one when Discovery Parks get the lease, the Heads of Agreement and the lease, or do they do section by section each time?
- A3. Firstly, they would need to lodge a Development Plan, which would indicate all the works that would be undertaken. The Development Application would be for the entire site, however the provisions, in terms of the Heads of Agreement, is that they could then undertake stage by stage of that total development.

8.10 Michael Read, Coogee - Coogee Beach Holiday Park

- Q1. There are a significant amount of questions and answers in the papers published for this meeting regarding the Coogee Beach Foreshore Management Plan, but nowhere is there anything I have read that relates to Cockburn cement dredging that goes on in Cockburn Sound. Surely this would have a big effect on the erosion of Coogee beach?
- A1. The Acting Chief Built and Natural Environment advised that, as part of the Coogee Beach Foreshore Management Plan, the City engaged Coastal Engineering Consultants to undertake a thorough assessment of the likely impacts of sea level rise, and they are also responsible for looking at the impacts to other associated impacts, in terms of weather conditions, plus environmental conditions, which also include any changes within the Cockburn Sound area.

The consultants that Council used have based their assessment on previous advise that has been provided by consultants who have done a whole of Cockburn coast assessment.

- Q2. I can see no reference to that in the documents which are published – why?
- A2. The report does actually refer to the Foreshore Management Plan, which has been previously adopted by Council. All the relevant information in relation to the sea level and sea level rise assessment is in that document, which is a public document.

8.11 Karen Klicker, Coogee - Coogee Beach Holiday Park

- Q1. Could we at Coogee Beach Holiday Park also request compensation from the City of Cockburn for our verandas, carports etc. that the City had approved during the time that we lived there, since it is all going to be demolished in any case?



- A1. The Acting Chief Built and Natural Environment advised that, obviously, that would be a determination by Council, however the City has not provided financial compensation to any individual throughout the City where they have undertaken development and that development has been required to be removed.

If you look at the periodic tenancy agreements, the individuals are responsible for all works that are undertaken. The individuals do not have any tenure over the land apart from a weekly rental arrangement with them. Any structures that exist on the land are their structures, and they have undertaken the construction of those structures with the full knowledge that they do not own the land they are located on.

8.12 Barry Higgins, Coogee - Coogee Beach Holiday Park Business Plan

- Q1. Why has the City allowed the Coogee Beach Caravan Park to be managed in a manner whereby the structure of park contradicts the definition of what a caravan park is?

- A1. The Acting Chief Built and Natural Environment advised it is not the City's definition of what a caravan park is, it is the state government's definition of what a caravan park is, or should be.

Mr Higgins is correct in that previous and current park management have allowed the situation to continue, and that includes the City, where it does not comply with the requirements, which is that the caravan park be predominantly short stay accommodation, and that is something that the City will be rectifying with any new lessee of the caravan park.

- Q2. So you agree the City is responsible?

- A2. The answer is not as simple as who his responsible. It is a case that a circumstance has been identified where there is a non-compliance, and therefore what the City is now working towards is to now bring it into compliance.

8.13 Edeltraud Mueller - Coogee Beach Holiday Park

- Q1. When was the government Act actually coming to force for caravan parks?

- A1. The Acting Chief Built and Natural Environment advised that, regarding the recent changes that have been proposed to the relevant legislation, at this stage the City has been in touch with the Department but has not been given any indication of when the Act will come into force. It is understood that some changes to the regulations is required.



Q2. Did the Act come in in early 2000? What happens to people who had moved there before the Caravan Park Act comes in? They thinking they are there, they are safe, and the Act comes in and changes everything.

A2. The changes to the Act do not impact on the requirements of what a caravan park is or should be operated as. The changes to the Act were prompted closer to about 18 months ago, however at this stage, they have not actually been bought into force. When they are bought into force, then all caravan parks operators will need to comply with the new legislation.

Q3. So there was no Act in 2000?

A3. Yes there certainly was.

9. CONFIRMATION OF MINUTES

9.1 (2021/MINUTE NO 0075) MINUTES OF THE ORDINARY COUNCIL MEETING - 13/05/2021

RECOMMENDATION

That Council CONFIRMS the Minutes of the Ordinary Council Meeting held on Thursday, 13 May 2021 as a true and accurate record.

COUNCIL DECISION

MOVED Cr C Stone SECONDED Cr K Allen

That the recommendation be adopted.

CARRIED UNANIMOUSLY 9/0

10. DEPUTATIONS

The Presiding Member invited the following deputation:

- **John Brew, We Like to Party!** in relation to Item 13.4 Minutes and Confidential Minutes of the Delegated Authorities and Policies Committee Meeting - 27 May 2021

The Presiding Member thanked the deputation for their presentation.

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

Nil

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

Nil

EN BLOC RESOLUTION

At this point in the meeting, the time being 7.55pm, the following items were carried by 'en bloc' Resolution of Council

6.1	13.2	14.1	16.1	17.1
	13.3			



13. COUNCIL MATTERS

Declaration of Interest

The Presiding Member advised the following Declarations of Interest had been received for Item 13.1:

1. Mayor Howlett submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021*. Nature of the Interest is that Mayor Howlett was referred to in the findings of the Inquiry Report. In addition, Mayor Howlett is currently seeking legal advice regarding a judicial review of the Findings.
2. Cr Allen submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021*. Nature of the Interest is that Cr Allen was referenced in the recent Department report.
3. Cr Stone submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021*. Nature of the Interest is that Cr Stone was referenced in the recent Department of Local Government Inquiry Report.
4. Cr Smith submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021*. Nature of the Interest is that Cr Smith was referenced in the recent Department of Local Government Inquiry Report.
5. Mr Don Green submitted a Declaration of Impartiality Interest, pursuant to Regulation 19AD(1) of the *Local Government (Administration) Regulations 1996*. Nature of the Interest is that Mr Green was referenced in the findings of the Inquiry Report.
6. Mr Stuart Downing submitted a Declaration of Impartiality Interest, pursuant to Regulation 19AD(1) of the *Local Government (Administration) Regulations 1996*. Nature of the Interest is that Mr Downing was referenced in the findings of the Inquiry Report.

13.1 (2021/MINUTE NO 0076) INQUIRY INTO THE CITY OF COCKBURN - DEPARTMENT OF LOCAL GOVERNMENT

Author(s) T Brun

- Attachments**
1. Report of the Inquiry into the City of Cockburn - Department of Local Government, Sport and Cultural Industries [↓](#)
 2. Correspondence from Department of Local Government, Sport and Cultural Industries to City of Cockburn CEO - Inquiry Report - 24 May 2021 **(CONFIDENTIAL)**
 3. City of Cockburn Governance Review - Proposed Scope [↓](#)

RECOMMENDATION

That Council:

- (1) RECEIVES the Report of the Inquiry into City of Cockburn, as shown in the attachment to the Agenda;
- (2) ENDORSES the recommendations shown at Clause 188 of the Report; and
- (3) ADOPTS and FORWARDS the attached scope for an independent governance review to be undertaken, to the Director General of the Department of Local Government, in accordance with Recommendation 1 of the Report.

COUNCIL DECISION

MOVED Cr P Corke SECONDED Cr K Allen

That the recommendation be adopted.

CARRIED UNANIMOUSLY 9/0

Background

The Chief Executive Officer (CEO) received a letter on 25 May 2021 via a letter dated 24 May 2021 from Mr Duncan Ord, Director General of the Department of Local Government, Sports and Cultural Industries, advising that the Minister for Local Government had tabled the Report into the City of Cockburn (the Report) in Parliament, thus triggering the public release of the Report on the Department's website.

From that date, the City has 35 days to respond to the Minister advising what it has done, or intends to do, relative to the recommendations contained in the Report.

The purpose of this report is to seek Council's endorsement of the recommendations contained in the Report by the Authorised Persons and the resultant actions recommended in this item.

Submission

N/A



Report

On 14 April 2020, the Director General of the Department authorised an Inquiry into the City (the Inquiry) in accordance with the relevant provisions of the *Local Government Act 1995* (the Act).

The scope of the Inquiry was related to governance in the following areas:

- (1) The employment and management of staff
- (2) Inappropriate workplace behaviour
- (3) Systems in place for dealing with workplace behaviours
- (4) Systems for the reporting of misconduct to the appropriate authorities
- (5) The City's complaint handling procedures for both internal and external complaints;
- (6) The workplace culture at the City.

Central to these issues were claims made by the City's former CEO, Stephen Cain, citing he was not been provided with a safe workplace at the time, and alleged that he was being subjected to bullying and harassment by some Elected Members. Mr Cain took personal leave from the City from 24 October 2019 and did not return. His Contract of Employment was formally terminated on 16 April 2020.

Other matters cited in the Inquiry Report as being drawn to the attention of the Department were matters involving private legal proceedings between Councillors, and negative media reports over a 12 to 18 month period preceding the launch of the Inquiry.

In performing the Inquiry, Authorised Persons issued 28 directions to the City requiring the provision of documents, information or property held by the City. Some of these required specified Elected Members and Executive Staff to participate in formal interviews in relation to the Inquiry scope. Other Elected Members undertook interviews on a voluntary basis.

The Inquiry Report includes an explanation of the statutory framework under which local governments within Western Australia operate and highlights key policies and documents related to behavioural standards adopted by the City of Cockburn Council.

The Inquiry findings cover a broad range of issues which can be categorised in the following terms:

- (1) Perceived lack of Elected Member cohesion
- (2) Inappropriate Elected Member behaviour, particularly in the use of social media
- (3) Conduct of the monthly Agenda Briefing Sessions
- (4) Administration acting without formal authority of Council
- (5) Inappropriate officer involvement in Council's decision making
- (6) Use and provision of confidential information
- (7) Perceived non-compliance with key City Policies
- (8) Failure to disclose Impartiality Interests
- (9) Perceived non-compliance with the statutory absolute majority decision making provisions



Having provided the commentary on the findings, the Inquiry Report makes the following recommendations:

1. The City undergo an independent governance review (with scope approved by the Director General) within three months of the Inquiry Report and provide the Director General with a copy of the review's findings and report upon its conclusion,
2. All elected members and members of the City's executive team undertake training and mediation, as determined appropriate by the Director General, within six months of the Inquiry Report, to enable a cohesive and well governed group to work in the best interests of the City of Cockburn,
3. Within six months of the Inquiry Report, the CEO provide a report to the Director General of the Department outlining:
 - i. The steps taken in response to the above recommendations;
 - ii. Identifying the attendees of training as required by recommendation 2 above and any reasons given for non-attendance; and
 - iii. any other information considered to be relevant in respect to any further changes the City has made in response to the recommendations and / or information contained within the Inquiry Report.

While the recommendations are generic in nature and do not appear to, in themselves, respond to any of the issues raised during the Inquiry process, it is the view of the City's executive that the opportunities presented to review the governance procedures within the organisation should be embraced in a collaborative manner and in conjunction with the Elected Members.

Despite the Inquiry Report not recommending sanctions, censures or penalties for the City as an entity, nor any individual elected or staff member, it is further recommended that the proposed governance review be seen as an opportunity to build on the City's strong metrics (as identified on the My Council website) and the Community Perception Surveys (undertaken by Catalyse Market Research), to take the City's governance and performance to a new high benchmark level.

For this purpose, it is recommended that the proposed governance review be commenced immediately in order to comply with the timeframe required, and that the review's scope (Terms of Reference) be endorsed for the consideration of the Director General.

As recommendation 2 of the Inquiry is dependent on the Director General informing the City of the program associated with undertaking training and mediation, the City will wait for these instructions to be forthcoming, prior to further addressing this matter.



Strategic Plans/Policy ImplicationsListening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

Budget/Financial Implications

Funds are available within the City's Governance Budget to undertake the actions recommended.

Legal Implications

Sections 8.3 – 8.15A of the *Local Government Act 1995* refers.

Community Consultation

N/A

Risk Management Implications

There is a "Low" level of "Compliance" risk associated with this item.

Advice to Proponent(s)/Submitters

N/A

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

Nil





Department of
Local Government, Sport
and Cultural Industries

Report of the Inquiry into the City of Cockburn

Authorised Inquiry under Part 8 Division 1
of the Local Government Act 1995 (WA)



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The DLGSC works with partners across government and within its diverse sectors to enliven the Western Australian community and economy through support for and provision of sporting, recreational, cultural and artistic policy, programs and activities for locals and visitors to the State.

The department provides regulation and support to local governments and the racing, gaming and liquor industries to maintain quality and compliance with relevant legislation, for the benefit of all Western Australians. This publication is current at April 2021.

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1. Introduction

1. The City of Cockburn (**City**) is in Perth's south-western suburbs approximately 24 kilometres south of the Perth Central Business District and around eight kilometres south of Fremantle. According to the City's website it is home to approximately 112,000 people.
2. The community is represented by a Mayor and nine Councillors, each elected for four-year terms. The City's elected members (the Councillors and Mayor) represent residents across three wards: the East, West and Central wards.
3. The City covers an area of 167.5 square kilometres and includes the suburbs of Atwell, Aubin Grove, Banjup, Beeliar, Bibra Lake, Cockburn Central, Coogee, Coolbellup, Hamilton Hill, Hammond Park, Henderson, Jandakot, Leeming (part), Munster, North Coogee, North Lake, South Lake, Spearwood, Success, Treeby, Wattleup and Yangebup.
4. Mr Logan Howlett is currently the Mayor of the City. A new permanent Chief Executive Officer (**CEO**), Mr Tony Brun, commenced at the City in early 2021.

Authorisation

5. Section 8.3(1) of the *Local Government Act 1995* (the **Act**) gives the Director General of the Department of Local Government, Sport and Cultural Industries (the **Department**) the authority to inquire into all local governments and their operations and affairs.
6. The Director General may, by written authorisation, authorise a person to inquire into and report on any aspect of a local government or its operations or affairs.

Scope of the Inquiry

7. On 14 April 2020, the Director General of the Department authorised an inquiry into the City (the **Inquiry**) in accordance with section 8.3(2) of the Act. The authorisation directed an Inquiry into the City's governance from 1 January 2019 onwards, in the following areas:
 - i) the employment and management of staff;
 - ii) inappropriate workplace behaviour;
 - iii) systems in place for dealing with workplace behaviours;
 - iv) systems for the reporting of misconduct to the appropriate authorities;
 - v) the City's complaint handling procedures for both internal and external complaints; and
 - vi) the workplace culture at the City.
8. This report seeks to provide an overview of key matters identified through the Inquiry and outlines findings made by the authorised persons in respect to those matters.
9. This report on the outcome of the Department's Inquiry has been compiled in accordance with section 8.13 of the Act by officers of the Department who were authorised to conduct the Inquiry (the **Authorised Persons**).

Directions to produce documents, information or property or attend an interview

10. To perform their functions through the Inquiry, the Authorised Persons issued a total of 28 directions to the City requesting the provision of documents, information, or property (**Direction**). The Directions were issued in line with the provisions of section 8.5 of the Act.
11. Of the 28 Directions issued, five required elected members to participate in formal interviews as per section 8.5(1)(a) and (b) of the Act. All elected members complied with these directions and interviews took place in April and May of 2020.
12. The remaining elected members, including Mayor Logan Howlett undertook interviews with the Authorised Officers on a voluntary basis. These interviews were held between 30 April 2020 and 27 May 2020. Due to Covid-19 restrictions at the time, some of these interviews were held over platforms including Microsoft Teams and Skype.
13. Mr Stephen Cain, former CEO of the City, also undertook a voluntary interview with the Authorised Persons on 7 May 2020.
14. During the period of the Inquiry, the senior executive staff of the City were:
 - Mr Daniel Arndt – Director of Planning and Development. Acting CEO from 27 April 2020.
 - Mr Stuart Downing – Director of Finance and Corporate Services. Acting CEO from 24 October 2019 until 27 April 2020.
 - Mr Don Green – Director Governance and Community Services.
 - Mr Charles Sullivan – Director Engineering and Works.
 - Ms Gail Bowman – Executive Manager, Strategy. Ms Bowman's position is not considered to formally be a part of the senior executive, however for the purposes of this report Ms Bowman's position is included here as she was also interviewed as part of the Inquiry.
15. All affected persons including relevant elected members and staff members were given an opportunity to comment on this report in draft form before it was finalised. All submissions were considered by the Authorised Persons and form part of this final report.

2. Background to the Inquiry

16. Prior to the commencement of the Inquiry in April 2020, the Department was made aware of some matters impacting on and involving the City. While these matters themselves are not the specific subject of the Inquiry, it was these events that drew the Department's attention to the City and as such, are matters relevant to the background of the Inquiry.

Allegations of unsafe workplace

17. The City's former CEO, Mr Cain took leave commencing at close of business 23 October 2019, citing an unsafe workplace. Mr Cain's claims related to alleged bullying and harassment by some members of Council.
18. Following Mr Cain's bullying complaint, the City commenced an investigation into his claims. Subsequently, the City also undertook an investigation into allegations of misconduct by Mr Cain. This misconduct investigation, and

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related matters, resulted in Mr Cain's employment being terminated by Council at a Special Council Meeting held 16 April 2020.

19. As the alleged misconduct of Mr Cain was investigated by the City and formed the basis for Mr Cain's termination, the allegations were not a matter for the Inquiry and not examined further in this report.

Legal proceedings involving elected members

20. In October 2019, the Department was made aware of a successful defamation lawsuit by Cr Lee-Anne Smith (as a private citizen) against Ms Lara Kirkwood (as a private citizen) who is now a councillor and Deputy Mayor of the City. As a result of the defamation proceedings, Ms Kirkwood (now Cr Kirkwood) paid damages to Cr Smith and made a public apology. Also, in October 2019, Cr Smith undertook additional legal action against Cr Chontelle Sands (now Stone).
21. On 3 February 2020, Cr Smith was suspended by the State Administrative Tribunal for a period of two months, for failing to comply with an order made by the Local Government Standards Panel.

Media attention

22. The City attracted a range of media attention in the 12 to 18-month period leading to the Inquiry. Various forms of media including radio, newspaper, online news sites and nightly news broadcasts reported on the circumstances at the City during this time.
23. For example, there was media coverage in respect to a range of allegations made against Cr Smith, including but not limited to alleged inappropriate behaviour on social media, allegations of conflict with members of the Cockburn community and the above-mentioned legal proceedings which involved herself as well as her fellow elected members.
24. Likewise, matters surrounding the taking of leave and unsafe workplace allegations made by Mr Cain, as well as his subsequent termination as the City's CEO were also the subject of media coverage and scrutiny.
25. Additionally, following the authorisation of the Inquiry in April 2020 media coverage of events at the City continued. This included coverage relating to the actions of another elected member, Councillor Michael Separaovich amid allegations of inappropriate use of social media; specifically, racially motivated posts being made on his Facebook page. It is noted that these allegations have been determined by another jurisdiction, the Local Government Standards Panel and as result, are not the subject of this report.
26. The adverse media coverage involving the City, its elected members and CEO drew the Department's (and wider community's) attention to the City and was one of the factors considered by the Director General when authorising the Inquiry.

3. Statutory framework

27. The Act and associated local government regulations set out the framework for the administration and financial management of local government.

28. Extracts from the Act and associated legislation have been reproduced here, where relevant to the findings of the Inquiry.
29. The Act and various regulations define the roles and responsibilities of the Council, Mayor, Councillors, and the CEO. Relevantly, the Act provides the following in relation to the role of Council and elected councillors:

Section 2.7. Role of council

- (1) *The council —*
- (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
- (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

Section 2.8. Role of mayor or president

- (1) *The mayor or president —*
- (a) *presides at meetings in accordance with this Act; and*
 - (b) *provides leadership and guidance to the community in the district; and*
 - (c) *carries out civic and ceremonial duties on behalf of the local government; and*
 - (d) *speaks on behalf of the local government; and*
 - (e) *performs such other functions as are given to the mayor or president by this Act or any other written law; and*
 - (f) *liaises with the CEO on the local government's affairs and the performance of its functions.*
- (2) *Section 2.10 applies to a councillor who is also the mayor or president and extends to a mayor or president who is not a councillor.*

Section 2.10. Role of councillors

- A councillor —*
- (a) *represents the interests of electors, ratepayers and residents of the district; and*
 - (b) *provides leadership and guidance to the community in the district; and*
 - (c) *facilitates communication between the community and the council; and*
 - (d) *participates in the local government's decision-making processes at council and committee meetings; and*

- (e) *performs such other functions as are given to a councillor by this Act or any other written law.*

30. It is important to note that individual elected members have no authority to make independent decisions or participate in the day-to-day operations and administration of the local government. All authority sits with the Council as a whole and that authority is exercised by simple or absolute majority decisions at formal council or committee meetings.
31. As the Mayor and Councillors are not involved in operational or administrative matters, each local government employs a CEO and other staff for the purposes of day-to-day running of the local government.
32. The CEO is directly appointed by Council through an absolute majority decision and is the link between elected members and local government staff. All other local government staff report to the CEO. The Act provides the following as to the role of the CEO:

Section 5.41 Functions of CEO

The CEO's functions are to —

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws; and*
 - (b) *ensure that advice and information is available to the council so that informed decisions can be made; and*
 - (c) *cause council decisions to be implemented; and*
 - (d) *manage the day to day operations of the local government; and*
 - (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and*
 - (f) *speak on behalf of the local government if the mayor or president agrees; and*
 - (g) *be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
 - (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
 - (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*
33. Section 5.42 of the Act provides for a Council to delegate, in writing to the CEO, the exercise of some of its powers or the discharge of its duties, subject to some exceptions (e.g. borrowing money, decisions requiring an absolute majority of council members, appointing an auditor).
34. Outside these delegated powers from Council, as provided for by section 5.41 above, it is the CEO's principal role to manage the day-to-day

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operations of the local government and its staff. Consequently, the role of individual local government staff members is determined by the CEO.

35. Section 5.44 of the Act allows the CEO to delegate in writing to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties, other than the power of delegation. With some qualifications, under section 5.44 the CEO is permitted to delegate a power or duty the exercise or discharge of which was delegated to the CEO by the Council under section 5.42 of the Act.
36. The statutory provisions for local government are intended to guide and promote accountability, transparency, and good governance in local government. The Act and the recently gazetted *Local Government (Model Code of Conduct) Regulations 2021* (made under the Act) are the current, predominant source of these requirements as they prescribe not only detailed direction on conduct that is or is not permitted but also a set of principles against which elected members and local government employees conduct can be measured and to which they are to be held accountable.
37. While this is the case, other legislation also exists by which the conduct of local government employees and elected members can be measured. The *Corruption, Crime and Misconduct Act 2003* (CCM Act) is one such piece of legislation that should be referred to by local governments in respect to measuring and determining appropriate conduct. The CCM Act creates an obligation for public agencies (including local governments) to report any information which involves, or may involve, suspected misconduct to relevant agencies.
38. Under the CCM Act, misconduct is classified as either serious or minor in nature, and the obligation of public agencies to notify the Corruption and Crime Commission (CCC) or Public Sector Commission (PSC) respectively of any suspected misconduct is paramount. In the case of local governments, the principal notifying officer is the CEO. Through the CCM Act, CEO's are required to notify the CCC or PSC in writing, of any matter that they suspect, on reasonable grounds, concerns serious or minor misconduct.
39. While this may be the case, in the interests of natural justice, procedural fairness and good governance, upon receipt of a complaint of alleged misconduct or inappropriate behaviour a local government should, in the first instance, refer the matter to either the PSC or CCC, prior to considering initiating their own investigation.

4. Key City Policies and Documents

Codes of Conduct - Staff

40. Section 5.103(1) of the Act requires a local government to prepare a code of conduct to be observed by council members, committee members and employees. At the time of the Inquiry, the City had both a Code of Conduct for Staff and Code of Conduct for Elected Members.
41. Part 3 of the Code of Conduct for Staff identifies the appropriate conduct for an employee of the City. Relevantly it states:

3.1 Staff shall not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

3.3 Staff shall observe the highest standards of honesty and integrity and avoid conduct that might suggest any departure from these standards.

42. At the time of the Inquiry, Regulation 34C of the *Local Government (Administration) Regulations 1996* was in place. Regulation 34C required that a local government's Code of Conduct for employees include a requirement that employees with an interest in a matter that may adversely affect their impartiality, to disclose the nature of the interest. As of February 2021, the *Administration Regulations* were amended. While the requirements for the disclosures of impartiality interest remain the same, as of February 2021 this requirement is provided for by Regulation 19AD.

43. The version of the City's Code of Conduct for Staff provided to Authorised Persons during the Inquiry included the provisions for disclosing an interest in clause 3.6:

(1) In this Code "interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

(2) A person who is an employee and who has an interest in any matter to be discussed a Council or Committee meeting attended by the person is to disclose the nature of the interest

(a) in a written notice given to the CEO before the meeting; or

(b) at the meeting immediately before the matter is discussed.

Code of Conduct – Elected Members

44. The version of the City's Code of Conduct for Elected Members that was in place at the time of the Inquiry prescribed the roles and objectives of an elected member of the City. Part 2.4 of the City's Code of Conduct for Elected Members, 'Roles and Objectives' states, in part:

44.4 An elected member shall always act:-

- as a leader on issues of importance to the community;
- honestly, impartially and with integrity in its dealings with all elements of the community;
- tolerantly by acknowledging the right of individuals both on Council and in the community, to hold differing opinions and to express those opinions;
- independently and free of undue influences created by pecuniary interests and other conflicts of interest; and
- in an ethical and procedurally fair manner in all of its dealings.

45. Part 3 of the Code of Conduct for Elected Members deals with the Conduct of Elected Members. Relevant to the findings of this report, part 3.1 stated, in part, that:

"Elected Members shall act and be seen to act;

- Properly and in accordance with the requirements of the law and the terms of this Code;*
- Co-operatively with Council staff through appropriately defined communication channels;*
- To communicate and confirm Council decisions and policies in a positive and proactive manner in the community, regardless of the level of personal support for Council's collective decisions; and*
- To make no allegations which are improper or derogatory and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment".*

46. The Code of Conduct for Elected Members also included information about the expected conduct of elected members when using social media, including but not limited to the following:

5.2 (a) *Elected Members are responsible for the content they publish in a personal capacity on any form of social media platform and in this regard must understand their legal obligations...*

As civic leaders, Elected Members must comply with the requirements of the Local Government Act 1995 and the Local Government (Rules of Conduct) Regulations 2007 and such obligations extend to when Elected Members use social media to communicate with the community.

(b) *In view of this, Elected Members when using social media must:*

- Only disclose and discuss publicly available information;*
- Ensure that all content published is accurate and not misleading and complies with all relevant City policies and legislative requirements;*
- Be polite and respectful to all people they interact with;*
- Avoid making negative comments about the Elected Members or Administration of the City of Cockburn or members of the community;*
- Avoid making any comment of post any material that might otherwise cause damage to other persons, or bring the City's reputation into question;*
- Comply with their record keeping responsibilities when using social media for Elected Members activities and*

Council related matters by providing a copy of the post to the City's Administration;

(c) *Elected Members when using social media must not:*

- *post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist or otherwise unlawful;*
- *use or disclose any confidential information obtained in their capacity as an Elected Member of the City, or release information to the public before it has been dealt with by Council or approved for release by the City;*
- *mention or disclose staff members names or positions publicly or through private means (direct message) via social media.*

Policy: *Legal Representation & Costs Indemnification – Elected Members & Employees [sic]*

47. The City's Legal Representation & Costs Indemnification Policy was adopted by Council on 13 December 2018. According to the policy reviewed by Authorised Persons, the policy "...is designed to protect the interests of Council members and employees where they become involved in civil legal proceedings because of their official functions".
48. The policy defines legal representation as "...the provision of legal services, to or on behalf of a Council member or employee, by an approved lawyer, that are in respect of (a) a matter or matters arising from the performance of the function of the Council member or employee; and (b) legal proceedings involving the Council member or employees that have been, or may be, instituted."
49. Relevantly, part (3) 'Applications for Financial Assistance' of the policy states the following statements in respect to applications for financial assistance:
 2. *A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.*
 - ...
 5. *Where there is need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$10,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the Local Government Act 1995.*
 6. *Where it is the CEO who is seeking urgent financial support for legal services, the Council shall deal with the application...*
50. The delegation of authority from Council to the CEO to approve the provision of financial assistance for legal representation to elected

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members and/or employees is made under delegation LGAES13 'Legal Representation – Elected Members and Employees Delegation of Authority'.

51. Relevantly, the delegation provides these various conditions:

"The application cannot wait until a meeting of Council is convened for the application to be considered; approval of up to \$10,000 and approved applications to be informed to all elected members."

Policy: *Obtaining Legal Advice & Other Expert Advice & Legal Proceedings Between the City of Cockburn & Other Parties* [sic]

52. The City's Obtaining Legal and Other Expert Advice Policy [abbreviated] was also adopted by Council on 13 December 2018. The policy "...provides a mechanism to expedite the acquisition of legal and other expert advice, as required, and also provides a system enabling advice and the ongoing status of legal proceedings of the City to be provided to all elected members on a regular basis".

53. Notably, part (2) of the policy states *"The Chief Executive Officer is authorised to obtain legal and other expert advice as is deemed necessary to maintain the proper administration of Council affairs, subject to the following conditions: -*

in the instances where Council has resolved or requested to seek legal or other expert advice, a copy of that advice and Council's letter of instruction be provided to all Elected Members as soon as practicable within seven(7) days of receipt by the City unless otherwise resolved by Council;"

54. Relevant sections of part (4) of the policy 'Responding to Legal Proceedings' state:

1. *"This section applies to any legal proceedings to which the City is required to formally respond.*
2. *The Elected Members must be advised that a legal proceeding has been commenced against the City as soon as practicable after the City has been given notice of the proceeding."*

5. Inquiry findings

5.1 Council culture and cohesion

55. In November 2019, investigators from the Department met with the then Acting Chief Executive Officer Mr Stuart Downing, members of the senior executive team, Mayor Howlett, and other elected members to discuss matters at the City.
56. Through these discussions (and subsequently through interviews conducted as part of the Inquiry during April and May 2020) several concerning issues within the Council group were identified and are summarised, in part, below.

Conflicts between elected members and elected member behaviour

57. In initial conversations with Departmental officers, concerns were raised about conflicts between elected members, and public displays of poor elected member behaviour in settings such as meetings. One elected

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member reported that some members acted like children and appeared to show a lack of respect for the meeting process and for their roles as elected officials.

58. Elected members also discussed their concerns about the publicised incidents of legal action between their colleagues. Elected members felt that these incidents had affected the way elected members interacted with each other in the Council chamber; creating an environment where elected members were reluctant to have open and frank discussions with each other, for fear of retribution.
59. Around the same time as officers from the Department met with persons from the City in late 2019, an email was sent by two of the City's elected members to their colleagues, the then Acting CEO and the Director of Governance and Community Services.
60. The email identified concerns about the culture within Council and the behaviours of elected members including statements such as "...behaviours and a culture that is extremely concerning", "The current culture appears to be one of blame and shame. There appears to be a lack of openness and communication..." and "There are divisions and factions...."
61. When the Inquiry was authorised in April 2020, the Authorised Persons interviewed all elected members. Through the interviews, it was noted that while there was some improvement in behaviour from some members, the earlier issues identified around culture and behaviour were still apparent and creating conflict within the elected member group. It was reported that internal conflicts between elected members were still a cause for concern as were incidents of inappropriate behaviours by some elected members in public settings, including in meetings and on social media.
62. One of the elected members interviewed felt that some of their fellow elected members viewed their colleagues as competition and instead of focusing their energies on improving the City, they appeared more focused on competing and creating conflict with each other. A second elected member also identified competition between elected members as a cause for concern, stating it was "...disconcerting and destabilising".
63. Another elected member noted that some colleagues had displayed disruptive behaviour during meetings, appearing reluctant to follow standing orders and frequently speaking out during meetings after the presiding member had asked that they cease. They felt this demonstrated a lack of respect for the meeting process, and for the role they held as an elected member.

Elected members use of social media

64. Elected members posting inappropriate content on social media platforms such as Facebook was also identified as a problem amongst some in the elected member group.
65. For example, Mayor Howlett advised the Authorised Persons that the use of Facebook by some members of Council had "created some grief" between elected members and with members of the community, referring to some social media posts made by elected members as "shocking".

66. He stated that so problematic was the use of social media platforms such as Facebook by some elected members that Council had previously sought to review its Elected Member Code of Conduct to address the inappropriate use of social media and to ensure more clear and concise rules around its use were articulated. He noted however, that despite the review of the Elected Member Code of Conduct, the problems remained.
67. During the Inquiry, Authorised Persons reviewed the Code of Conduct and note that part 5.2 refers specifically to social media use. It states amongst other things, that elected members “must not post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, or otherwise unlawful”; “must be polite and respectful to all people they interact with”; “must avoid making negative comments about the Elected Members or Administration of the City of Cockburn or members of the community”
68. Based on information provided to the Inquiry - and more recent media coverage about the use of social media by some of the City’s elected members - it is apparent that some members of Council have failed to comply with the requirements of the Code when they have used social media, and through their social media use, have not demonstrated behaviours expected of local government elected officials.
69. Authorised Persons note that the City’s elected members are also required to abide by the Elected Members Communication Policy, which outlines principles by which elected members should communicate with the administration and community. Although this policy mentions the use of email and social media, it does not include any reference to the expectations and requirements of their use by elected members.
70. It is the view of the Authorised Persons that the City’s policy should be strengthened to better articulate best practice requirements for elected members using email and social media, with an added emphasis on the appropriate use of technology for communicating with members of the wider community. The City may also wish to consider the development of a new social media policy.

Role of the Mayor

71. A common theme that emerged through the Authorised Persons interviews with both employees and elected members was the Mayor’s leadership of Council, in particular his role in managing poor elected member behaviour.
72. While almost all persons interviewed agreed that Mayor Howlett was an effective community leader, had a good rapport with the community and performed official Mayoral duties well, concerns were raised about his ability to manage elected members behaviour during meetings.
73. The conduct of elected members and the role of the Mayor in managing this conduct was identified as an issue by several persons interviewed. During interview, one elected member said they felt as though the Mayor would be reluctant to point out when poor behaviour was occurring. Another elected member advised that following the Authorisation of the Inquiry they had noticed an improvement in the Mayor’s chairing of Council meetings but noted that in the past meetings “could have been managed better”. This

councillor also made comment as to improved behaviour of council since the commencement of the Inquiry. At interview, a member of the City's executive team stated that they believed the Mayor understood his role as Mayor and presiding member well, and noted that while he controlled meetings well, they could be controlled better.

74. The Mayor's perceived ability (or lack of) to control poor/unacceptable behaviour of elected members was also mentioned by interviewees in relation to the City's agenda briefing sessions. While this was identified as an issue in itself, Authorised Persons interviews with members of Council and staff also identified some broader concerns about the conduct of the briefing sessions (and the behaviours of elected members during those meetings) which should be addressed by the City to ensure good governance into the future (see below).

Conduct of briefing sessions

75. At the time of the Inquiry, in addition to monthly Ordinary Council Meetings (OCM), the City held monthly Agenda Briefing Sessions on a Thursday one week prior to the OCM. Alongside regular monthly briefing sessions, the City also held a range of ad-hoc briefing sessions on other matters of relevance to Council, sometimes with external guests attending to present topics or ideas.
76. During interviews with elected members and staff, Authorised Persons were advised of past incidents of some elected members 'screaming' at the former CEO Mr Cain during briefing sessions, arguing with members of the public who had attended to present information to Council and some elected members being under the apparent influence of alcohol.
77. While these behaviours were noted to be exhibited by a select number of elected members only, not indicative of all elected members behaviour at briefing sessions and were less apparent in more recent times, it is evident there may be some underlying issues with the City's briefing sessions including in respect to the way in which they are conducted more generally. Notably, at the time of the Inquiry being held, the briefing sessions were chaired by the CEO, closed to the public and very informal.
78. While it is accepted that briefing sessions are less formalised than meetings of Council, the Department does not support CEO's chairing of briefing sessions, as to do so may obscure the distinct and separate roles of the administration and Council.
79. The Department's 'Operational Guideline 5 - Council forums' also recommends that local governments clearly distinguish between the types of forums they may hold (i.e. Concept forums versus Agenda forums/briefing sessions), that all forums or briefing sessions are governed by comprehensive procedures (like standing orders), and wherever possible be open to the public.
80. During his interview with the Authorised Persons, Mayor Howlett discussed the briefing sessions in relation to the behaviours of elected members, the role of the CEO and how he saw his role as Mayor during the briefing sessions. Comments made in his interview (and in interviews with other elected members and employees about the briefing sessions) support the

Department's position in relation to the holding of briefing sessions as set out above.

81. For example, the Mayor stated he had no authority at the briefing sessions and that because the sessions were chaired by the CEO, he saw himself as "the same as all elected members", unable to exert his authority as Mayor to preside over the briefing sessions and call members to order if they were behaving poorly. This also aligns with comments made by other elected member where they felt the Mayor did not control bad behaviour at briefing sessions.
 82. The Mayor noted he had previously raised the matter of behaviour with the City's administration and spoke of occasions when he had to ask the CEO to better control the briefing sessions, and the behaviour of elected members. He suggested that some behavioural issues could have been avoided had he been presiding over the briefing sessions. The Mayor also stated that it was his preference for the briefing sessions to be open to the public and have a more formalised structure, but noted some other elected members were opposed to this idea.
 83. The Authorised Persons agree with these sentiments. Specifically, it is the view of the Authorised Persons that as duly elected Mayor, whose role it is to preside over, and keep order in meetings of Council, the Mayor should also preside over and maintain order at briefing sessions. This may avoid any inconsistency in perceived acceptable behaviours in briefing sessions, as well as avoiding the obscuring of the distinct and separate roles of the local government CEO and its Council. Further, having briefing sessions open to the public where possible and with a more formalised structure, would ensure good governance.
 84. In summary, the Authorised Persons recommend that the City holistically review its practices in respect to briefing sessions. This should include a move away from the practice of the CEO chairing briefing sessions, a comprehensive review of the structure, organisation and purpose of briefing sessions including a delineation between the types of briefing sessions being held; the development of adequate policies, procedures and protocols to dictate how sessions/forums should be conducted and consideration given to opening agenda briefing sessions to the public.
- 5.2 Administration acting without the formal authority of Council**
85. Following receipt of a letter by Mr Cain on 23 October 2019 whereby he alleged he was being subject to an unsafe workplace and would be taking leave, the Council met informally the following day (24 October 2019).
 86. Authorised Persons were advised that the purpose of this informal meeting was to discuss matters raised in Mr Cain's letter. A second informal meeting of Council occurred on 31 October 2019.
 87. In the intervening period, a letter dated 28 October 2019 signed by Mayor Howlett was sent to Mr Cain. The letter stated, among other things, that Council would appoint an external consultant to investigate Mr Cain's allegations and that Mr Cain's IT system access, including access to emails, had been temporarily suspended for the duration of his absence from work.

88. However, when the letter was sent on 28 October 2019, Council had not formally met to authorise any course of action in relation to Mr Cain. The first formal meeting of Council to discuss this matter was held 4 November 2019.
89. Through his lawyers, Mr Cain raised the issue of the disconnection of his email account with the City. It was his view that the City did not have the authority to undertake that action, without a formal Council resolution.
90. During interview, Mayor Howlett was asked about this incident and noted that Council was concerned with Mr Cain's health and wellbeing so had determined (and subsequently requested action of the administration) that to ease any mental stressors on Mr Cain, it would be appropriate to immediately disconnect his email account.
91. While it is not the Authorised Person's position to provide further comment on the health or welfare implications behind the Council's decision, from a legislative position it is the Authorised Person's view that the actions of Council in this matter were inconsistent with the requirements of the Act.
92. It is the view of the Authorised Persons that the Act clearly prescribes the role of Council and its decision-making processes. It provides that elected members participate in the decision-making process at council meetings, and that the authority to make decisions is exercised by Council via simple or absolute majority decisions at formal meetings of council, or committees with delegated authority, only. The Authorised Persons recognise that Council may run informal forums inclusive of briefing session or concept forums, however no binding decisions should be made at these "informal" meetings.
93. As the Council is responsible for appointing the CEO, to demonstrate good governance, any decision made regarding the CEO's employment status and/or conditions should be made by way of a Council resolution, in a formal meeting setting. Regardless of the Council's motivation behind making the decision to suspend Mr Cain's IT access, the decision to alter the employment conditions of their employee (i.e. the CEO) should have been made via a formal resolution of Council. Moreover, without a formal resolution, it is the view of the Authorised Persons that the City's administration lacked appropriate authority to implement the decision.
94. The Inquiry also identified a separate incident whereby the City's administration acted without the formal authority of Council. This occurred following a meeting of Council in December 2019.
95. At a Special Council Meeting held 4 December 2019, Council considered two matters behind closed doors, Confidential Staff Matters 1 and 2.
96. Through 'Confidential Staff Matter 2' Council resolved, among other things, to undertake an investigation into allegations of misconduct being committed by Mr Cain while he was on a leave of absence.
97. The decision of Council included a motion to investigate whether Mr Cain had committed misconduct by, among other things, attending the "NGAA Conference on or about 10 November 2019".
98. Subsequently, at two other Special Meetings of Council (11 March and 16 April 2020) when the investigation into Mr Cain's alleged misconduct was

further considered by Council, part of the misconduct allegations had been changed in staff reports.

99. Specifically, the initial allegation relating to Mr Cain attending an event as per the Council resolution of 4 December 2019 "the NGAA conference on or about the 10 November 2019" was substituted in subsequent reports with "the LG Pro Conference Dinner on 7 November 2019".
100. As Acting CEO during this time, Mr Downing was asked about this matter in his interview with Authorised Persons. He indicated that when the City found out Mr Cain had not attended the NGAA conference and had in fact been seen at another event, he advised the City's lawyers to amend the terms of the investigation.
101. When put to him by the Authorised Persons that this change should be reported back to Council as it was the subject of a Council resolution, Mr Downing did not agree this was required.
102. Mr Downing indicated that he was of this view that because the misconduct investigation was about whether Mr Cain attended workplace functions after Council directed him not to, and the event in question was according to Mr Downing, "just a name, one of the named functions" allegedly attended by Mr Cain, that the change to scope was simply part of the investigative process and was something that could be done without authority from Council.
103. It is the Authorised Persons position that Mr Downing's view is incorrect. Had the Council resolution been to investigate Mr Cain's attendance at events as a general matter, the change to the investigation terms may have been appropriate. However, as the Council resolution was specific as to the event Council wished to have investigated (being the NGAA conference) Council should have, at minimum, been advised of the proposed change in scope.
104. The Act clearly indicates that the Council are the decision-making body of the local government. In contrast, the role of the of the CEO is, amongst other duties, to advise Council in relation to the Act, to ensure that advice and information is made readily available to Council so that Council may make informed decisions and to implement decisions of Council. While there may not have been intent to mislead Council on behalf of the Acting CEO, it remains that it is not the role of the CEO to make changes or amendments to a Council resolution without the express authority of Council.
105. Notwithstanding the actions of the administration in changing the investigations terms of reference (and in effect, the Council resolution), it was also Council that received and accepted the reports provided by the administration, even when it was presented with information that did not align with its initial resolution of 4 December 2019. By these actions, Authorised Persons are of the view that Council also displayed poor governance and a lack of oversight in respect to matters coming before it.

5.3 Inappropriate involvement in Council's decision-making

106. At the virtual Special Meeting of Council of 16 April 2020, Council resolved to terminate the contract of Mr Cain as the City's CEO. After the meeting

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proceeded behind closed doors, a motion to terminate the CEO's contract was moved by Cr Smith.

107. As noted by the Authorised Person who was present during the meeting - as well as by elected members and administration staff during their interviews with the Authorised Persons – the process around the moving of Cr Smith's motion was chaotic and lengthy. It was also noted that both the City's lawyers and Acting CEO were attempting to assist Cr Smith through this process.
108. When asked about this matter in his interview with the Authorised Persons, Mayor Howlett stated that he was comfortable with the assistance given to Cr Smith by the lawyers as she was taking some time to get the wording correct.
109. Mayor Howlett was then asked about the Acting CEO's attempts to assist Cr Smith with the wording of her motion as during the meeting he had asked him to cease intervening. In response, he indicated that he was not comfortable with the level of intervention by the Acting CEO, so had asked him to stop.
110. Similarly, when Mr Downing was questioned about this matter, he acknowledged that the Mayor had asked him to stop assisting Cr Smith, stating that he was told to "butt out". He further advised that while he thought it was his role as acting CEO to assist as Cr Smith was struggling with her motion, after being asked by the Mayor to cease, he did.
111. However, material obtained by the Authorised Persons suggest that Mr Downing may have continued to attempt to assist Cr Smith with the wording for her motion unbeknownst to the rest of Council by way of an email he sent to her at 9.30pm titled 'reason' [sic]. The email contained wording in respect to Council exercising a clause of the CEO contract (relating to termination) and reference to relevant parts of the report into Mr Cain's alleged misconduct.
112. Meeting minutes show that when the email was sent at 9.30pm, Council was debating Cr Smith's motion to terminate Mr Cain's contract as CEO. The Acting CEO's seemingly covert attempt to assist Cr Smith with wording for her motion demonstrates at minimum, a lack of respect for the Mayor, elected members and of the meeting process itself by not including other elected members present at the meeting, in his email to Cr Smith. At worst, it could be viewed as an attempt by the Acting CEO to inappropriately involve himself in Council's decision-making processes.
113. While the actions of the Acting CEO in this instance were not fundamental to the ultimate outcome of Council's decision making processes regarding Mr Cain's tenure as CEO, the Authorised Persons consider this incident to demonstrate another example of poor governance and a concerning workplace culture at the City, where the separation of the roles of the administration and Council appears to be obscured and good governance procedures ignored.

5.4 Use of confidential information

Provision of confidential information to an outside third party

114. As part of the Inquiry into the City, Authorised Persons reviewed a range of emails addressed to, and sent from, the authorised email addresses of all elected members and executive staff.
115. The review of emails identified that on 15 November 2019, the Acting CEO sent a confidential email to a third party.
116. The email sent to the third party was a forwarded email from the City's lawyers with an attached document. The attachment was a proposed draft of a letter to be sent from the Mayor to Mr Cain, inviting him to attend an interview with one of the investigators. The email and attached draft letter were both marked confidential.
117. When asked about this email during his interview, Acting CEO Mr Downing said he did not know why he had sent the email to the third party and suggested he may have done so in error. The Authorised Persons review of emails did not identify any follow-up email from either party in relation to the email being sent in error.
118. When further questioned by the Authorised Persons about the appropriateness of sending the confidential email to a third party, Mr Downing agreed that the email was confidential and should not have been sent to another person.
119. By distributing confidential information to a third party, the Acting CEO may have failed to comply with Part 3 of the City's Code of Conduct for Employees. Additionally, section 5.93 of the Act provides that it is an offence for an employee of a local government to improperly use information acquired in the performance of their duties, in order to cause an advantage, or detriment, to the local government, or another person.
120. Whether or not the Acting CEO intentionally provided confidential material to a third party with the intent to cause detriment to another person (in this case, Mr Cain) is a matter for the City to determine if it wishes to pursue further investigation. Notwithstanding, it may also be prudent for the City to remind employees and elected members of the importance of maintaining confidentiality in respect to information received in the course of their duties as representatives of the local government in order to comply with their obligations under the Act.

Provision of confidential information within the administration

121. The provision of confidential and sensitive material to persons that it should not have been provided to, was identified on other occasions throughout the Inquiry.
122. For example, at the Special Council Meeting of 16 April 2020 (where Council ultimately resolved to terminate Mr Cain as the City's CEO) a report was presented to Council, authored by all four City directors. Prior to consideration of the report, a staff motion was considered by Council recommending the meeting be closed to the public due to the confidential nature of business being discussed.

123. As is the standard practice for such decisions, the recommendation for the meeting to go behind closed doors also included a recommendation of who should remain in the Chamber. It was recommended the City's lawyers and members of the City's executive team; Acting CEO Mr Downing, Director of Governance and Community Mr Green, Director of Planning and Development Services Mr Arndt and Director of Engineering and Works Mr Sullivan should remain in the meeting.
124. Authorised Persons reviewed a recording of the meeting (one Authorised Person was also in attendance) and note that there was extensive debate amongst elected members as to why all four directors should remain in the meeting when confidential matters were being discussed about their superior, Mr Cain. Further, elected members questioned why all members of the executive were involved in compiling a confidential report regarding their superior officer, Mr Cain.
125. During the meeting, the Director of Governance and Community advised Council the administration was of the view that the matters surrounding Mr Cain's employment were of importance for the entire executive, so all were involved with drafting the report.
126. He further advised that the executive team had been involved, to some extent or another, in assisting with all reports relating to the matters of Mr Cain, adding that it was normal practice for the executive to assist with formulating Council agendas and reports. Authorised Persons have also viewed emails which confirm that members of the executive provided comment and feedback on multiple reports for Council, relating to Mr Cain.
127. During the Council meeting and in subsequent interviews with the Authorised Persons, some elected members indicated that Council were not aware of this and had not given authority for administrative staff, other than the Acting CEO and Director of Community and Governance, to be privy to confidential information relating to Mr Cain.
128. It is the view of the Authorised Persons that regardless of whether it was the administration's standard process for the executive to assist with Council reports on general matters, in the matter of the employment relating to the City's CEO, this should not have been the case. Further, the Authorised Persons do not believe that it was up to the City's administration to determine who should, or should not be, disclosed confidential information regarding Mr Cain as it is a local government's Council, not its administration, that is directly responsible for making decisions relating to the appointment, contract of employment, and termination of a local government CEO.
129. Authorised Persons acknowledge that Mr Cain did send his initial email regarding an unsafe workplace to all members of the executive, however information discussed by Council following that time should have remained between Mr Cain, Council and persons Council had given authority to (such as the Acting CEO). Accordingly, while the Acting CEO was required to prepare reports to Council as per his obligations under the Act, no other members of the City's administration were required to be involved with these matters. Authorised Persons believe it was poor governance practice for other senior employees to be involved with, and privy to, information

relating to the employment status of a more senior employee, in this case their immediate superior.

130. In addition, the Inquiry identified other examples of inappropriate disclosure of confidential information to administrative staff. Particularly, it was apparent that the City's Human Resources Manager also regularly provided advice and assistance to the Acting CEO when he was preparing reports regarding Mr Cain's employment and related matters.
131. One elected member advised the Authorised Persons that Council was not aware that the Human Resources Manager had been privy to confidential information regarding Mr Cain until they were advised by Mr Downing in April 2020, after some elected members requested information about who had prior knowledge of the Fair Work Commission proceedings.
132. The Authorised Persons viewed a range of emails sent from the Acting CEO to the Human Resources Manager which identify the Human Resources Manager was aware of, and assisting with, matters relating to Mr Cain long before the Fair Work Commission proceedings were underway; including as far back as October 2019 when Mr Cain first made his claims of an unsafe workplace to Council.
133. In reviewing emails, Authorised Persons also identified some other correspondence regarding the Human Resources Manager which was concerning; noting that one specific email referred to accusations of inappropriate material about Mr Cain being circulated by the Human Resources Manager to other staff members.
134. It is the view of the Authorised Persons that this information raises specific questions as to the appropriateness of the decision made to allow the Human Resources Manager to be privy to, and provide advice on, confidential matters regarding Mr Cain, while also reiterating the more general concerns held by Authorised Persons about less senior employees being involved with, and providing advice on, confidential matters in relation to more senior employees, who may be their superiors.
135. Authorised Persons believe a more appropriate approach to be taken in this case, if the City was required to seek HR advice, would have been to seek wholly external expert advice, to ensure that any advice given in relation to Mr Cain and his employment matters was completely impartial and free from the apprehension of bias.

5.5 Compliance with policies regarding provision of legal services

136. During the Inquiry, some of the City's elected member raised concerns with the Authorised Persons about the Fair Work Commission proceedings questioning why the City's lawyers had provided legal services to Mayor Howlett, Cr Allen and Mr Downing in the Fair Work Commission proceedings, when no prior request or indeed approval, in accordance with the City's Legal Representation and Costs Indemnification Policy, had been made to the Council. Moreover, elected members raised concerns as to why the Council had not been informed about the legal proceedings until after they were finalised.
137. Information provided to the Inquiry confirms a law firm represented the City and other parties at the Fair Work Commission. Records indicate that the

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City spent approximately \$190,000 (incl. GST) on legal fees for the Fair Work Commission proceedings (noting that most of these initial costs were reimbursed to the City via an insurance claim at a later date).

138. The invoice for the proceedings identifies legal services were charged to the City for the preparation of "witness" statements for Mr Downing, Mayor Howlett and Cr Allen. It also identifies other fees charged for services provided to Mr Downing.
139. The Legal Representation and Costs Indemnification Policy states that the authority to approve the provision of legal services for an elected member or employee is to be authorised by Council, except where there is a need for 'urgent legal services, before an application can be considered by Council'. In these cases, the policy provides that the CEO may give authorisation, under delegation.
140. The delegation of authority from Council to the CEO is made under the delegation LGAES13. Relevantly, the delegation provides that an application can be approved by delegated authority if it cannot wait until a meeting of Council is convened; that the approval is only up to the value of \$10,000, and all applications approved through delegated authority are subsequently informed to Council.
141. Additionally, the City's Obtaining Legal and Other Expert Advice Policy states that for any legal proceedings to which the City is required to formally respond elected members must be advised that a legal proceeding has been commenced as soon as practicable. For legal advice requested by Council, this must be reported back within seven days.
142. Authorised Persons requested information from the City to explain the circumstances surrounding the Fair Work Commission hearing, specifically as to why Council authorisation was not sought for the provision of legal services for Mr Downing, Mayor Howlett and Cr Allen, and why some elected members felt they were not provided with timely information in respect to these legal proceedings.
143. The response from the City, in a document provided by its lawyers, advised that legal services were not provided to Mayor Howlett and Cr Allen and that the legal services identified on the lawyer's invoice reflected the preparation of witness statements only. However, the response also advised that Mr Downing, Mayor Howlett and Cr Allen *'relied upon the witness statements that we [the law firm] had prepared as their evidence'*.
144. In respect to questions about Mr Downing's representation and any associated costs to the City, the response was more complex. The information from the lawyers noted that they had formed the view that Mr Downing's interests aligned with the City's, and that as they saw no conflict arising from them acting for both the City and Mr Downing in the proceedings, nor any additional work needing to be undertaken leading to increased costs, it was advised to the City that they [the law firm] should *"additionally act for Mr Downing in his personal capacity. That way, if the City was prevented from appearing at the hearing, the City's position could in effect be put to the Fair Work Commission via us appearing for Mr Downing"*.

145. Following the lawyers taking instructions from the City's Director Governance and Community, and the Human Resources Manager, and subsequent instructions from Mr Downing to act for him personally; they commenced acting for Mr Downing in the proceedings. Applications were also made to the Fair Work Commission for the lawyers to legally represent both the City and Mr Downing in the proceedings. These applications were successful.
146. The information provided by the lawyers also advised that the law firm did not invoice Mr Downing for any associated legal costs and services as it *'did not undertake any legal work for Mr Downing above and beyond the legal work that we had already been engaged and instructed to do by the City in defence of the Application'*.
147. It may be the case that no additional legal costs were borne to the City by the lawyers acting for Mr Downing at the Fair Work Commission; however the information provided clearly identifies that Mr Downing was represented by the City's lawyers in a personal capacity (i.e. provided with legal representation). It may also be the case that the City's lawyers only assisted Mayor Howlett and Cr Allen with the preparation of witness statements, however it is also the case that these statements were relied upon by both parties, as their evidence (i.e. a legal service as per the City's own policy definition).
148. Accordingly, Authorised Persons are of the view that as per City policy, Council approval should have been sought prior to the administration authorising actions in respect to the Fair Work Commission Proceedings.
149. This includes Council giving authorisation for the City's lawyers to act on behalf of the City and Mr Downing at the Commission and for legal services provided to Mayor Howlett and Cr Allen. No information has been provided to the Inquiry that suggests Council's authorisation was requested or granted for these actions.
150. If prior authorisation of Council was not possible, or not seen as appropriate given the circumstances, Council should still at minimum, have been advised by the administration that a legal proceeding was afoot which involved the City and/or its employee and elected members, as soon as it became known to the administration.
151. Based on a review of Council meeting minutes and proceedings, emails, and interviews with relevant persons, there is no information to suggest this advice was forthcoming. It was only after the Fair Work Commission proceedings were finalised and published on the Commission's website (17 April 2020) that all elected members were advised.

5.6 Failure to disclose Impartiality Interests

152. At the time of the Inquiry, Regulation 11 of the *Local Government (Rules of Conduct) Regulations 2007* was in place which prescribed how and when a disclosure of an impartiality interest was to be made by an elected member (as of February 2021, Regulation 11 was replaced by Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021*).
153. Regulation 11 - and subsequently Regulation 22 - states that an elected member must disclose an interest that could, or could reasonably be

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perceived to, adversely affect the impartiality of the person having the interest. The regulations further require that a member who has such an interest in any matter to be discussed at a meeting, must disclose the nature of the interest prior to the meeting, or prior to the matter being discussed. The nature of the interest is to be recorded in the minutes of the meeting.

154. Similarly, at the time of the Inquiry, Regulation 34C of the *Local Government (Administration) Regulations* 1996 (following amendments of February 2021, this is now Regulation 19AD) required that a local government's code of conduct contain a requirement for a person who is an employee and has an interest in any matter to be discussed at a meeting attended by that person that could, or could reasonably be seen to adversely affect their impartiality, to disclose the nature of their interest to the meeting. The nature of the interest is to be recorded in the minutes of the meeting.
155. Regulation 34C - and subsequently Regulation 19AD - also prescribes that the code of conduct include a requirement that the same disclosure of interest applies to any employee who has given, or will give advice in respect to the matter being discussed at a meeting, even if they do not attend the meeting. The City's Code of Conduct for Employees includes both these provisions in clause 3.6.
156. Following the Special Meeting on 16 April 2020, an email was sent by Cr Stone to Mr Downing, Mr Green and elected members questioning why none of the parties to Mr Cain's Fair Work Proceedings had declared an impartiality interest at the meeting.
157. In reply, Mr Green sent Cr Stone an email advising:

"As the action taken by Mr Cain in the Fair Work Commission (FWC), as noted in the attachment, was not the matter before Council, there was no need for parties to declare an impartiality interest at last night's SCM"
158. Responding to Messrs Green, Downing and all elected members, Cr Stone sent a further email:

"The draft FWC proceedings was [sic] mentioned in several of the attachment documents in the SCM agenda. Actually it was used by the lawyers to show the breakdown of trust between Mr Cain and the City had occurred [sic]. Lack of trust was the reason given to terminate the CEO's employment contract... Respectfully, I disagree with your decisions that no impartiality submissions were required..."
159. Cr Stone is correct, in that both the agenda and confidential minutes of the Special Meeting refer to the draft proceedings in the Fair Work Commission. However, it was not just in the attachments, but also in the staff report.
160. Notably, the staff report included a reference to Mr Cain providing an apology to the Mayor, Cr Allen and Mr Downing for a 'vexatious' complaint and referred to his actions in taking out a fair work application as 'threatening conduct'.
161. In response to Cr Stone's query, Mr Green again emailed Cr Stone (no other elected members this time) and reiterated his point that as the fair work application was not directly related to the purpose of the meeting it was not

necessary for the relevant elected members to declare an impartiality interest. The email also stated, "in any case, it is worth noting that Cr Allen and Cr Smith both declared an impartiality interest in the matter at the meeting".

162. The minutes identify this to be true in so much that an impartiality interest was declared by councillors Allen and Smith, with the nature of the interest being that they had previously sent a disparaging email about the extension of Mr Cain's contract.
163. Records indicate that the administration initially raised the matter of this email and potential impartiality interest with councillors Allen and Smith prior to the Council meeting. An email was sent by the administration to the councillors suggesting they disclose an impartiality interest because of correspondence they had with a former councillor which referred to the extension of Stephen Cain's contract in August 2019 as a 'slap in the face' to Mr Downing.
164. The advice provided to councillors Smith and Allen suggesting they disclose an impartiality interest because of their correspondence about Mr Cain's previous contract extension appears at odds with response to Cr Stone about what did, or did not, constitute an impartiality interest in the context of a matter before Council.

Impartiality interest should have been disclosed by elected members

165. The Authorised Persons question the argument put forward by the administration that as the Fair Work Commission proceedings were not the matter before Council, they were interests that did not require disclosure.
166. It is the view of the Authorised Persons that regardless of whether the Fair Work Commission proceedings were or were not a matter directly before Council, the proceedings involved Mr Cain alleging that he had been the subject of workplace bullying by the named elected members. Those members were directly required to vote on the employment status of Mr Cain.
167. It is also noted that the Fair Work Commission proceedings, where Mr Cain's allegations of bullying were ultimately dismissed, took place on the day of the Special Council Meeting, 16 April 2020.
168. These factors, in the view of the Authorised Persons, would likely give rise in the mind of a reasonable person, to a conclusion that the decision maker (in this case the elected members involved in the Fair Work Commission matter) would not bring an impartial mind to the decision before them. It is in this situation that the impartiality interest arises, which elected members are required by law to declare. The fact that the proceedings were confidential, is not in and of itself a reason for not declaring the impartiality interest.
169. It is the view of the Authorised Persons that a person who is a party to a legal proceeding involving an individual, to whom a decision before Council was being debated and resolved, is an interest which could or could reasonably be perceived to adversely affect the impartiality of the decision makers.

170. Accordingly, the failure by councillors Smith and Allen and Mayor Howlett, to disclose, pursuant to the regulations, an impartiality interest in the decision before Council, is a failure to adhere to the principles of good governance with respect to open and transparent decision making.
171. It is also noted that during the Fair Work Commission proceedings, two documents were presented as evidence on behalf of Mr Cain which were City documents relating in the form of emails between elected members. When Mr Cain was examined during the proceedings, he advised that he was provided with the information via Cr Chontelle Stone.
172. In line with the expectations of elected members to disclose an interest that could, or could be seen to, adversely affect the impartiality of the person having the interest, it is the view of the Authorised Persons that a council member who had provided local government information for legal proceedings, to an individual whom a decision before Council is being debated and resolved, is an interest which could, or could reasonably be perceived to adversely affect the impartiality of the decision maker.
173. For these reasons, Authorised Persons are of the view that Cr Stone also failed to disclose, pursuant to the regulations, an impartiality interest in the decision before Council on 16 April 2020.

Impartiality interest should also have been disclosed by Acting CEO Downing

174. Further, Authorised Persons believe that the Acting CEO failed to comply with the City's Code of Conduct part 3.6 (and regulation 34C of the Administration Regulations) as he also held an impartiality interest, that he failed to disclose, at the Special Meeting of Council on 16 April 2020.
175. In the case of Mr Downing as Acting CEO, the nature of his interest/s in the matter to be discussed at the meeting were multiple, including:
 - he had been involved in compiling reports for Council relating to Mr Cain's allegations of an unsafe workplace.
 - he had instructed and provided information on Council's behalf to the City's lawyers and the investigator who was engaged to investigate allegations of misconduct by Mr Cain.
 - he had been privy to correspondence between elected members regarding Mr Cain's extension of contract (as noted above) where it has been inferred that he be promoted to the role of CEO, in place of Mr Cain; and
 - he was one of the parties to which, Mr Cain had alleged in the Fair Work Commission proceedings had engaged in repeated unreasonable (bullying) behaviour.
176. In these circumstances, a reasonable person would likely consider that as Acting CEO, Mr Downing may not be able to provide impartial advice to Council, in respect of the matter before Council at the 16 April 2020 meeting. It is the view of the Authorised Persons, that the nature of Mr Downing's interests were interests which could give rise to a reasonable apprehension of bias. Therefore, he should have disclosed the nature of those interests under clause 3.6 of the Code of Conduct for Staff and regulation 34C of the Administration Regulations, before the 16 April 2020 meeting.

5.7 Absolute Majority Decision

177. As previously noted, at the Special Council Meeting of 16 April 2020, a motion was put forward by Cr Smith to terminate the then CEO's contract. The motion, if passed would have had a substantial level of financial impact on the City. The motion was debated and voted on with the result a tied 50:50 vote; five in favour, with five votes against the motion. The Mayor had the casting vote, voting in favour of the motion to terminate Mr Cain's employment.
178. During the meeting, an elected member queried if an absolute majority vote was required due to the decision having a considerable financial impact on the City. However, the query was made after the vote to terminate the CEO's contract had occurred.
179. By way of an email sent after the meeting, the Authorised Persons also queried why only a simple majority vote was taken when the decision would have financial implications for the City and why the expenditure related to the decision was not included in the annual budget. An answer was received from the Acting CEO the next day stating:
- "It would only be necessary to seek Council approval to vary the employee cost budget if the actual costs were unable to be contained within the adopted budget. The 2019/20 annual budget is showing a surplus of \$650 000 at the end of March 2020 for this line item, so I don't believe this separation package requires amendment to the adopted annual budget."*
180. It is acknowledged that a decision to terminate the CEO's contract is a contractual decision of Council. What the Authorised Persons believe wasn't considered is the financial aspect of the decision; and are of the view that the Acting CEO's reply to the Department did not address these concerns.
181. The Statement of Financial Activity as at February 2020 is Year to Date (YTD) actual expenditure for the line item of 'Executive Services' as \$1,674,061 which is near to the expected expenditure. The Statement of Financial Activity as at March 2020 is YTD actual expenditure for the line item of 'Executive Services' as \$1,960,504, which is \$286,443 expenditure for the month of March. This monthly expenditure, if continued, would bring the total expenditure close to the budgeted amount for that line item.
182. The Statement of Financial Activity as at April 2020 is YTD actual expenditure for the line item of Executive Services as \$2,502,373, which is \$541,869 for the month of April.
183. At the Ordinary Council Meeting on 11 June 2020 a variance to the budget was put to Council for \$5.81 million in operating expenditure which included an overspend of \$0.47 million in executive salaries due to CEO termination payment and ongoing higher duty payments for the Acting CEO. There was a \$0.38 million variance to the Employee Costs – Direct to which includes executive salaries.
184. The variance confirms that the expenditure from the municipal fund to pay out the CEO's contract was not included in the annual budget. The variation thus required an absolute majority pursuant to s.6.8(1)(b) of the Act.

185. As of 3 February 2021, the *Local Government (Administration) Amendment Regulations 2021* came into force which provide a set of minimum standards for local government CEO employment, performance management and termination. The regulations require, among other things, that a local government Council endorse a decision to terminate the CEO's employment by way of an absolute majority resolution.
186. Authorised persons acknowledge that at the time of Mr Cain's termination as CEO in April 2020, this legislation was not enacted. However, it has also long been the position of the Department that as a Council is required to appoint a CEO by way of absolute majority decision, good governance principles suggest that any changes to the term of a CEO contract and/or the termination of a CEO should also be decided by way of absolute majority.
187. In line with this and by way of the financial implications noted above, it is the view of the Authorised Persons that the City should have sought advice from the Department as to the best practice governance requirements for the CEO's termination, and accordingly, Council should have made its decision to terminate Mr Cain's contract with an absolute majority resolution.

6. Recommendations

188. It is recommended that:
1. The City undergo an independent governance review (with scope approved by the Director General) within three months of this report becoming final and provide the Director General with a copy of the review's findings and report upon its completion.
 2. All elected members and members of the City's executive team undertake training and mediation as determined appropriate by the Director General, within six months of receipt of the final report, to enable them to work as a cohesive and well-governed group in the best interests of the local government.
 3. Within six months of receipt of this report, the City's CEO is to deliver a report to the Director General of the Department outlining:
 - i. the steps taken in response to the above recommendations;
 - ii. identifying the persons who have attended training as set out in recommendation 2 and any reasons given for non-attendance;
 - iii. any other information considered to be relevant in respect to any further changes the City has made in response to the recommendations and/or information contained within this report.



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Proposed Scope

Focus on undertaking a comprehensive governance review of all related elements to set us up to be best practice

Phase 1: Context / Desktop Review

- Review previous matters including 2019 Council Mediation, Sitlington Investigation, Cusak Investigation
- Review all relevant delegations and policies of Council
- Review Council meetings and briefings timing, format, public status and relevant processes
- Review Public Question Time processes
- Review Standing Orders
- Review previous and related reports and inquiries
- Review Record Keeping policies and practices
- Review the application of confidentiality
- Review the Committee Structure of Council

Phase 2: Benchmarking

- Compare equivalent large WA local governments
- Compare small sample of large benchmark east-coast local governments (if readily available)

Phase 3: Mediation – Code of Conduct

- Engage with all Elected Members and Executive individually on identifying key relevant points
- Hold Elected Member session(s) to work through the Code of Conduct

Phase 4: Policy, Delegation and Meeting Process Review

- Draft relevant new Delegations and amendments to existing Delegations
- Draft relevant new Policies and amendments to existing Delegations
- Draft update to Standing Orders, in consultation with Elected Members through workshops, surveys and feedback

Phase 5: Training

- Develop an online training module related to the amended Governance Framework and associated Policies, Delegations, Standing Orders and Code of Conduct which will be compulsory for all EM's and Executive going forward

13.2 (2021/MINUTE NO 0077) PROPOSED CORPORATE GOVERNANCE FRAMEWORK (AMENDMENT TO CORPORATE GOVERNANCE CHARTER)

Author(s) J Fiori

Attachments

1. City of Cockburn Corporate Governance Charter 2015 (Current) [↓](#)
2. City of Cockburn Governance Framework - Proposed [↓](#)

RECOMMENDATION

That Council:

- (1) NOTES the proposed Draft *City of Cockburn Framework – Governance*, as shown in Attachment 2 of the Agenda; and
- (2) CONSIDERS the Draft as part of the Governance Review process, as recommended in the Inquiry into the City of Cockburn.

COUNCIL DECISION

MOVED Cr L Smith SECONDED Cr P Corke

That the recommendation be adopted.

CARRIED UNANIMOUSLY 9/0

Background

In 2007 the City of Cockburn (the City) commenced drafting a process to make it easier for residents and ratepayers to know how the City was exercising its governance functions.

On 12 August 2007 the City adopted the inaugural *City of Cockburn Corporate Governance Charter* (the Governance Charter). A key reference for the drafting of the Governance Charter was the 2007 document *Excellence in Governance for Local Government*, published by the Local Government Managers Australia and Certified Practising Accountants - Australia, 2007. This manual was designed to assist Mayors, Councillors, and local government senior management to assess their governance performance and management practices.

In 2013, the City reviewed the Governance Charter to what is its current Draft version, presented in this report as Attachment 1.

Commencing in November 2020, the City's Governance, Risk Management and Compliance Unit undertook a review of the Governance Charter to produce the *City of Cockburn Framework – Governance* (the Governance Framework). The City's Executive Committee has reviewed the Governance Framework which is presented in this report as Attachment 2.

Submission

N/A

Report

The Governance Framework provides a review of the Governance Charter and supports the City with guidance in navigating key provisions of the *Local Government Legislation Amendment Act 2019* (Sections 22, 25 and 48 to 51) which came into operation on 3 February 2021 amending the *Local Government Act 1995* and introducing new regulations. These related to:

- (22) Model Standards for CEO Recruitment, Performance and Termination,
- (25) Code of Conduct for Employees,
- (48-51) Model Code of Conduct.

Additionally, the Governance Framework references legislation on:

- corruption, crime and misconduct,
- public sector management,
- public interest disclosure, and
- freedom of information

While the Governance Framework has been drafted to reflect the City of Cockburn structure and process workflows, corporate governance frameworks at other local governments in the Perth metropolitan area were also reviewed as references to bench mark the City's documentation.

Accordingly, new inclusions reference salient points from Fraud Awareness training presented by LGIS to City officers in November 2020 and have been included in the appropriate sections of the Draft Governance Framework.

The Draft Governance Framework also draws on the Public Sector Commission's:

- Commissioner's Instructions
- good governance guide for public sector agencies
- integrity snapshot tool for WA public authorities, and
- integrity strategy for WA public authorities

The review of the Governance Charter is now complete and the amended document, now titled *City of Cockburn Framework – Governance* as shown in Attachment 2, is presented for consideration.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.



Budget/Financial Implications

N/A

Legal Implications

Regulations 18FA – 18FC, Schedule 2 and Part 4A of the *Local Government (Administration) Regulations 1996* and the *Local Government (Model Code of Conduct) Regulations 2021* refer.

Community Consultation

N/A

Risk Management Implications

Failure to adopt the recommendation will result in the inability of the City to comply with the *Local Government Legislation Amendment Act 2019* which came into operation on 3 February 2021 to amend the *Local Government Act 1995* and accompanying Regulations.

Accordingly, there is an assessed “Moderate” level of “Compliance” risk associated with this item.

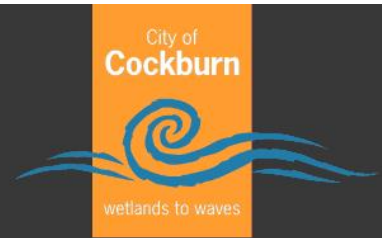
Advice to Proponent(s)/Submitters

N/A

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

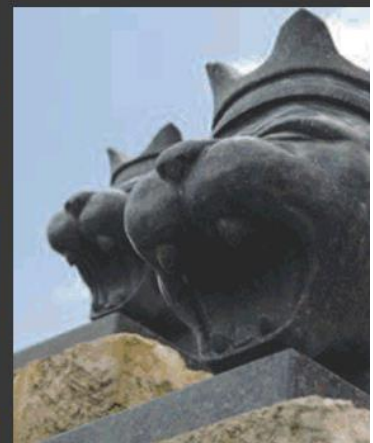
Nil

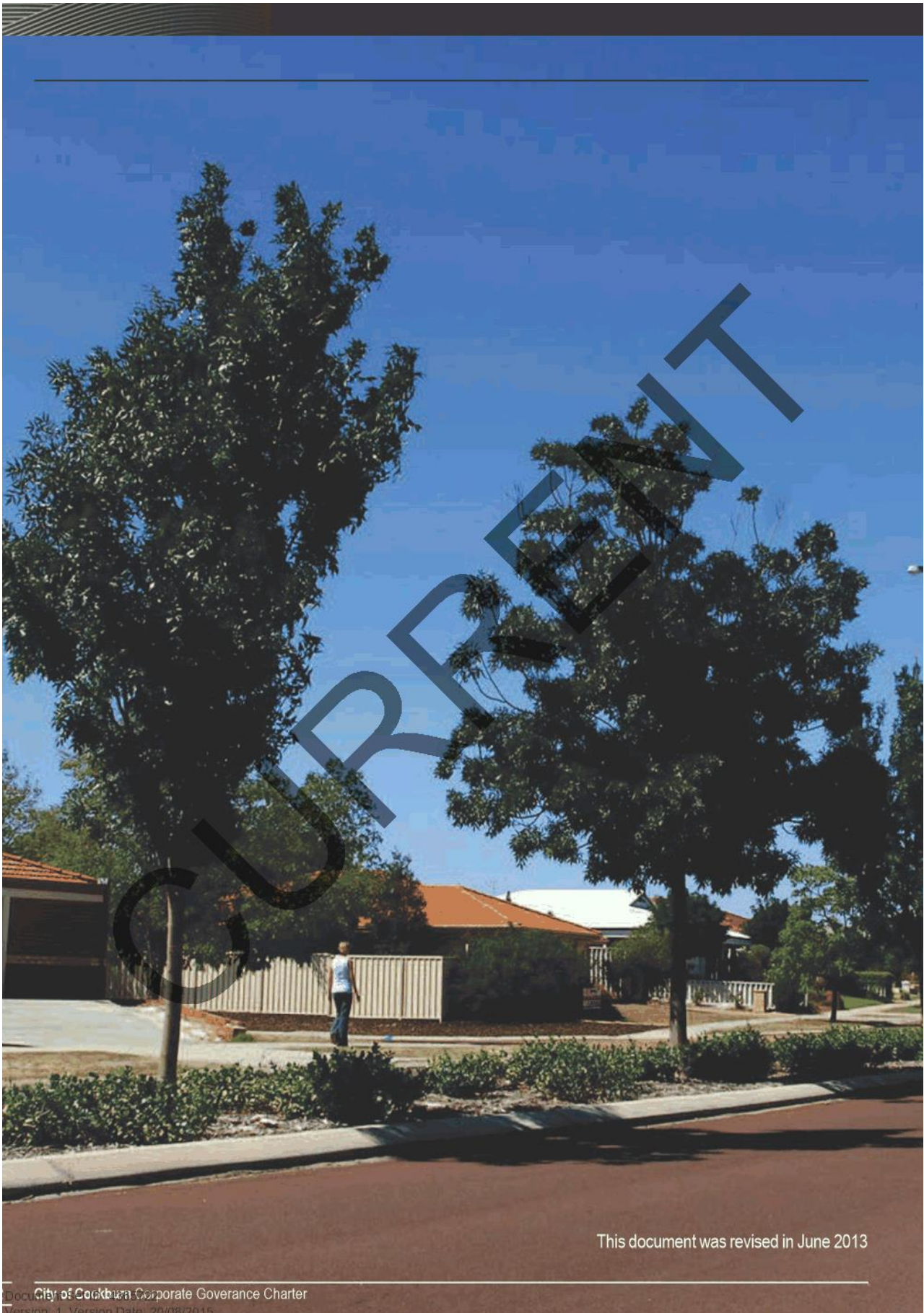




City of Cockburn

Corporate Governance Charter





Governance in Local Government

INTRODUCTION

Governance is becoming an increasingly important concept and impacts all sectors of the community including industry and government. The practice of good governance is increasingly seen as critical for ensuring that:

- The governance of organisations has a legal and ethical basis,
- Decisions are taken in the interests of stakeholders, and
- The organisation behaves as a good corporate citizen should.

In order to act on behalf of the whole community and provide leadership and direction to the whole community the whole community that has elected them, democratic governments must meet specific governance demands.

DEFINITION OF GOVERNANCE

Governance is the process by which decisions are taken and implemented. It is process organisations use to achieve their goals and produce their outputs. It is a process by which organisations are directed and held to account.

It encompasses:

- Authority
- Accountability
- Stewardship
- Leadership
- Ethics and Values
- Culture

This provides the democratic basis, which is essential to an understanding of good governance in the local government sector. Good governance involves a focus on:

- Clarity of roles and responsibilities
- Robust systems which support both internal and external accountability
- Public access to decision-making and information

GOOD GOVERNANCE IN LOCAL GOVERNMENT

Good governance in local government combines the characteristics of good governance, the definitions and roles of local government and requires:

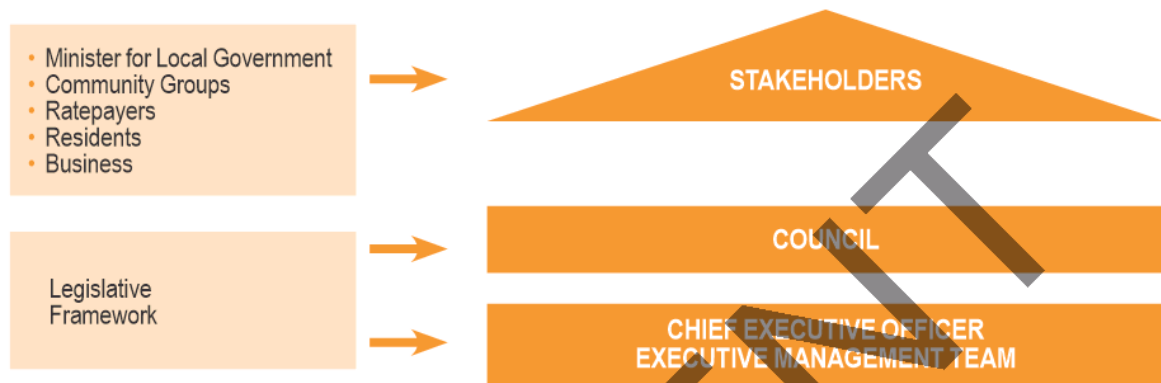
- Councils being elected by, representative of, and accountable to the community;
- Elected members making decisions in the best interests of the residents of the City as a whole;
- Policies and programs reflecting the mandate Councils have been given by their electors;
- Policy enactment arising from the Strategic Plan with appropriate performance management to assess the Council's process;
- Community participation in governance;
- Mayor and Elected Members providing leadership to the community and reflecting the community's collective aspirations;
- A management structure which implements the Council's goals in accordance with Council's priorities and approved budget.
- Provision of services which meet the community's needs (sometimes in partnership with other levels of government, business or community organisations); Local government being well placed to facilitate co-ordination and integration at a local level; and
- Co-operation between local governments.



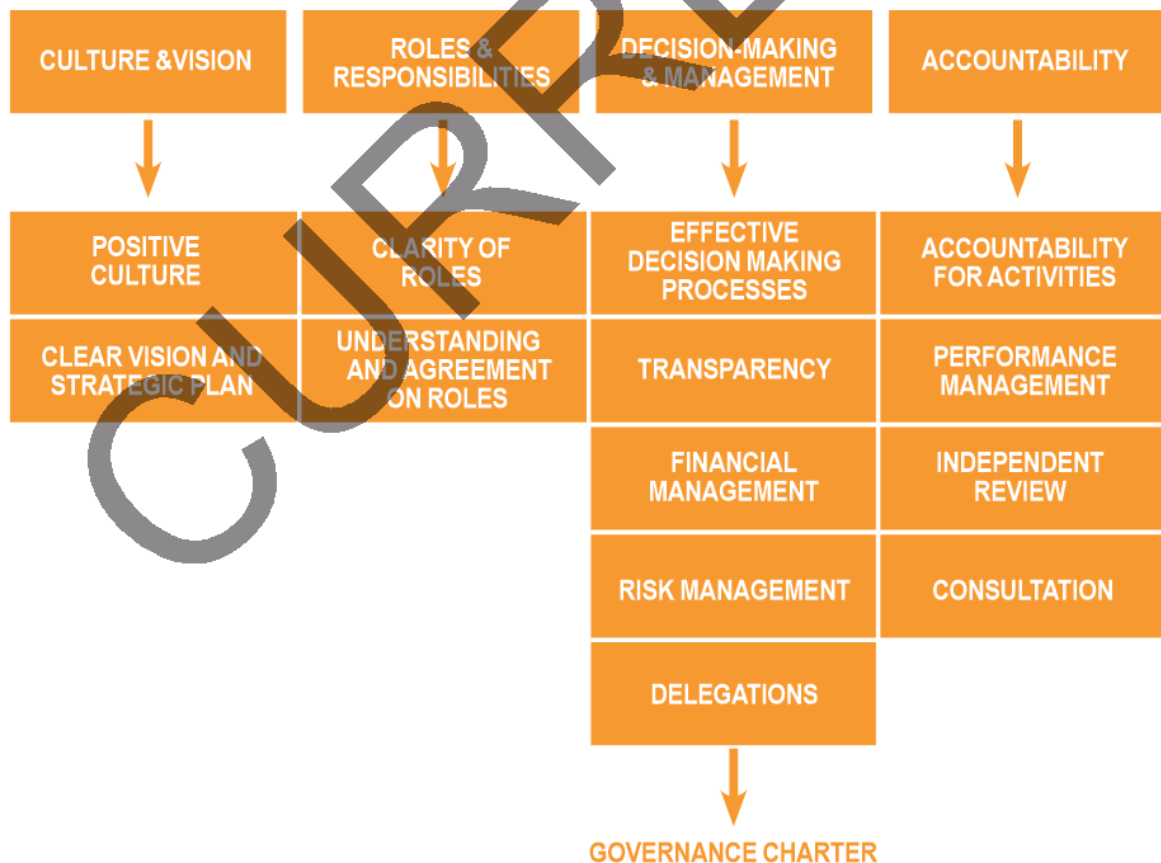
Document Set ID: 10572381 Corporate Governance Charter
Version: 3, Version Date: 13/07/2022

Governance Framework

GOVERNANCE STRUCTURE



GOVERNANCE PRINCIPLES



Governance Principles

The following principles provide the foundation for good governance and a means for assessing the extent to which good governance is occurring at the City of Cockburn. The principles are the 'what'.

Culture and Vision

There is a positive culture that promotes openness and honesty, in which constructive and respectful questioning is encouraged and accountability is clear.

There is a clear vision and strategic plan that is produced through a comprehensive and inclusive process, which is owned by all sectors of the local government.

Roles and Relationships

There is clarity about the roles within local government and there exists a sophisticated approach to defining and implementing these.

There are effective working relationships that are promoted and supported within and between the Mayor, Councillors, Chief Executive Officer and Administration.

Decision-making and Management

There are effective decision-making processes in place that reflect the transparency and accountability which underpin excellence in local government.

There is robust and transparent financial management established and maintained to meet the City's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.

An effective approach to the identification, assessment, monitoring and management of risks is established and maintained.

Effective delegations are implemented and maintained.

Accountability

The City must account for its activities and have systems that support accountability.

The City has an active performance management system in place that enables elected members and management to be openly accountable for their performance.

The City has internal structures that provide for independent review of processes and decision-making to assist the Council to meet its accountability to stakeholders.

Consultation is undertaken that is appropriate to the scope and potential impact of the matter. It respects the position and opinion of all stakeholders. The outcomes of the consultation are taken into account when the decision is made and feedback is provided to those who participated.

Governance Charter

For each of the Governance Principles a set of elements is outlined in the Governance Charter. This Charter commits the Council Members and the Management to a set of practices in order to turn the principles into reality. The Charter is 'how' and includes.

Culture and Vision

Support for frankness, honesty and questioning

Council Members debate issues openly and honestly. Staff members provide frank and timely advice to the CEO and senior management, and the CEO and senior management provide sound and frank advice to Council and Council Members.

Innovation

The City considers new and better ways of going about its business in the achievement of its goals. Innovation will be assessed critically by using appropriate risk management and other analysis.

Effective management structures and practices

The organisation has a management structure that meets its goals and needs and the structure is characterised by efficient and effective use of human resources and clear accountability. (**Refer to Position Statement PSES11 "Structure for Administering the City of Cockburn"*)

Management practices reinforce accountability and outcomes and incorporate the nurturing of people's capacities to do their jobs.

Communication

The City has effective communications policies and practices, internally and externally and will be open to, and encourage, feedback from all stakeholders. (**Refer to Policy SC6 "Communication and Information Dissemination" and Policy SC9 "Representation at Council Related Forums"*)

In addition, the City has an adopted Communication Strategy which details mechanisms by which community engagement is undertaken and reviewed.

Learning and Feedback

The City invests in training both for Elected Members and Officers. Learning is focused on what is required to achieve organisational goals. (**Refer to Position Statement PSES14 "Training of Council Delegates on Committees or Boards"*)

Training for Elected Members is important and training is offered to elected members to assist in the development of skills required to fulfil their roles properly. (Refer to Policy SC40 "Elected Member Training and Development").

Ethical Behaviour

Good governance is characterised by honesty and integrity. Council Members and staff will behave in a way that generates community trust and confidence in them as individuals and enhances the role and image of both the Council and Local Government generally.

Council Members and staff are expected to own and adhere to the City's core values as contained in the Code of Conduct (**Refer to "Code of Conduct for Elected Members" and "Code of Conduct for Staff"*).

Council Members also conform to the requirements of the Local Government (*Rules of Conduct*) Regulations 2007.

Induction

Induction and Training for Elected Members will assist them to understand local government, governance in local government and how to operate effectively to produce good outcomes for their community. The Induction Program will focus on:

The differing but complementary roles of Elected Members and officers;

Working relationships;

Decision making processes;

Responsibility, accountability and delegations;

Code of Conduct;

Organisational values and culture

(*Refer to Policy SC7 "Briefing Sessions for Electoral Candidates and Newly Elected Members")

Vision

The City has in place a strategic/corporate planning process that includes a Strategic Plan, Plan for the Future of the District, and Business Plans. All stakeholders have the opportunity to participate in the development of the Plan for the Future of the District, and these documents form the basis for the Business Plans and budget and underpin policy development and service delivery. (*Refer to Policy SC5 "Corporate Strategic Planning Process")

Everyone at the City is expected to have a good understanding of the Strategic Plan and the Plan for the Future of the District, as they relate to the direction in which Council is going.



Document Set ID: 436572 Corporate Governance Charter
Version: 1, Version Date: 20/08/2015

Roles and Relationships

Roles

An understanding and acceptance of the different roles, and co-operation between all parties underpins good governance at the City. The relationships between Council Members, and Council Members themselves, and their interaction with the CEO, respect the diversity of opinion and the rights of all points of view to be heard with courtesy and respect.

The City recognises that the Mayor has a general leadership role. The Local Government Act recognises the role of the Mayor, as the spokesperson for the City, to carry out civic and ceremonial functions of the Mayoral office, and to chair the meetings of Council. The City places great importance in the role of the Mayor as chair of the Council, as well conducted meetings facilitate good decision-making. Other functions of the Mayor are prescribed in the Act (Sec. 2.8).

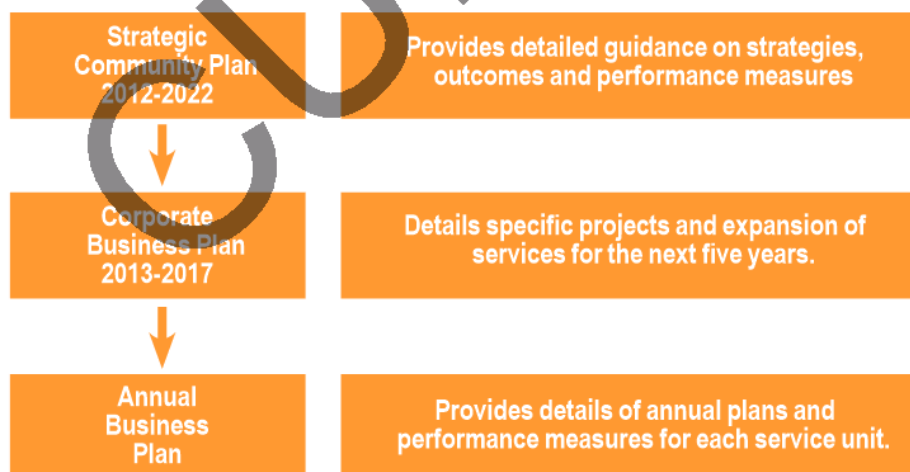
The City recognises that the Mayor's leadership role is very important when it comes to good governance. The Mayor will seek to ensure that all Councillors are a part of the decision-making process, and will help Councillors to balance their accountabilities to their constituents and their accountability to the Council as a whole and therefore to the wider community.

Councillors focus on outcomes, policy and strategy and in so doing are expected to:

- Represent and advocate on behalf of their constituents at the Council level;
- Facilitate communication between council and the community;
- Debate issues in an open, honest and informed manner to assist the decision making process;
- Keep the entire community in mind when considering and addressing issues and focus on the 'big picture';
- Inform and involve the community in all local government activities and processes;
- Work together, co-operate and respect diversity, and
- Provide model leadership and good governance.

These principles are encompassed in the statutory role of Councillors prescribed in the Act (Sec. 2.10)

Council recognises the CEO's role in managing the organisation to achieve the goals and strategies endorsed by Council, and the CEO is expected to fulfil these duties in a way that promotes an organisational culture of openness, accountability, fairness and good communication. The statutory functions of the CEO are prescribed in the Act (Sec. 5.41)
(Also *Refer to Policy SC19 "Raising of Staff Issues at Council Meetings")



Working Relationships

An effective relationship between the Mayor and councillors will help to promote the successful delivery of the strategic direction and credibility of the City. The relationship is based on mutual respect and understanding of the different roles and is based on:

- The Mayor having a leadership role and this role being respected by all Councillors;
- The Mayor facilitating an inclusive approach to decision-making and involvement in Council activities in general;
- The Mayor assisting other Councillors in getting their issues considered by Council;
- The Mayor taking some responsibility for Councillor's training and development and working with the CEO to ensure that Councillors receive necessary training opportunities;
- Councillors treating each other with respect and courtesy.
 - The Mayor and CEO work closely together and the relationship is characterised by openness and good communication, with each keeping the other informed about important and relevant issues.

Decision Making and Management

- Decision-making is the most important activity undertaken by Council. Effective decision making processes increase the likelihood that the decisions themselves will be in the best interests of the entire community.
- The City has an effective and efficient strategic planning process in place, and processes to ensure that Council plans are properly implemented. (**Refer to Policy SC5 "Corporate Strategic Planning Process"*)
- The CEO ensures that Council receives quality and timely reports with all the necessary information, options and clear recommendations, including financial impacts and any associated risks. (**Refer to Position Statement PSES7 "Reports to Council"*)
- Alternative Motions - Where a councillor feels that an alternative decision should be made, there is an established process to assist Councillors to draft their own motions. (**Refer to Policy SC28 "Proposed Amendments by Elected Members to Recommendations for Council Meetings"*)
- Procedural Fairness - The City has taken measures to ensure the quality and integrity of decisions made by Council and its officers. Due regard is given to statutory and policy requirements. (**Refer to Policy SC13 "Procedural Fairness"*).
- Access to Information – Elected Members may seek specific information to enable them to gain sufficient knowledge or awareness of an item which is to be considered by Council. Access to such information can normally be provided, however, the process is formally governed by Council Policy (**Refer to Policy SC31 "Access to Information by Council and Committee Members"*)

Financial Management

- The Council is ultimately responsible for the financial management of the City. Good financial governance requires both Council and the administration to play their roles.
- Council has in place a long-term financial plan (*Financial Management Plan*) that is consistent with the Strategic Plan, and all risks are identified with mechanisms put in place to minimise such risks.
- Community input is sought at an early stage so that such input can help to shape the Plan, as part of the process of adopting the Corporate Business Plan.
- Council will review its Corporate Business Plan every year, in accordance with Regulation 19D(A) of the Local Government (*Administration*) Regulations.
- On an annual basis the City will also publish a Business Plan. This document is an extension of the current budget process and will provide greater detail on the outcomes to be achieved in a particular year. It will include outcomes expected from the Corporate Business Plan as well as relate to the performance measures in the Strategic Plan. A six-month status report on the Business Plan will be provided each February as part of the reporting on budget adjustments.

Progressively these plans move from the macro to the micro level. The relationship between each of them is shown diagrammatically Page 9.

- Council ensures that it receives sufficient reports and other information to adequately monitor its performance, resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery. (**Refer to Policy SC34 "Budget Management"*).
- Council ensures that it has procurement practises that are sustainable and address all aspects of environmental, social, economic and governance processes. Procurement thresholds are regularly reviewed to ensure they provide adequate balance between purchasing principles and risk aversion (**Refer to Policy SC38 "Sustainable Procurement"*).
- Council ensures that management of its assets is clearly understood and undertaken in a consistent manner to ensure the necessary protection and renewal of its assets for current and future generations (**Refer to Policy SC39 "Asset Management"*).

Risk Management

- Council supports and is committed to a risk management program at a policy and strategy level through the establishment of an Audit and Strategic Finance Committee, in accordance with sec. 7.1A of the Local Government Act, 1995, and the CEO and senior management ensure processes are in place for identifying and managing risk as well as responding to and minimising such risks.
- Under the auspice of the Audit and Strategic Finance Committee, Council will undertake regular risk assessments of identified areas of the City's operations (eg. *Information Technology*) which will provide conclusions and recommendations for mitigation strategies to be implemented.
- Council will engage the services of an appropriate risk manager/insurance broker (eg. *Local Government Insurance Services*) to provide adequate support and services aimed at the reduction of claims frequencies and costs, the improvement of the health and wellbeing of the work force and the development of organisation's wide risk management capacity as well as specific hazard management initiatives. An in-house resource will be employed by the City to oversee this function. (**Refer to Policy SC51 "Enterprise Risk Management"*)
- To support this process, the City will develop an enterprise Risk Management Strategy and Corporate Risk Register against which the City will monitor and control its risk exposure.
- Advice – Additionally Council seeks other expert advice, including legal advice, from other practitioners qualified in areas of specific expertise. This advice is included in any recommendations that come to Council. (**Refer to Policy SES1 "Obtaining Legal and Other Expert Advice"*)

Delegations

- Delegations are a part of the City's decision-making approach. They represent the position of the Council to entrust certain types of decisions to the CEO or other officers. All delegations should be in the context of Council policy that provides guidance to the delegate to make decisions that are consistent with the Council's desired policy outcomes.
- Delegations of authority are established, maintained and documented by the Council to empower the actions of delegates so that Council can retain oversight of and accountability for the decisions made by delegates. Decisions made under delegation and records of delegations will be retained in accordance with legal requirements for document retention and record keeping.
- Council will review delegations at least once every financial year, in accordance with Sec. 5.46 of the Local Government Act.

Accountability

The City has accountability systems that provide disclosure and review of decision-making and processes. These systems record and support the City's accountability to its stakeholders and its legal accountability to the State Government.

Performance Management

- The Council is accountable for monitoring performance in the achievement of its strategic direction, goals and financial outcomes which are set through the Strategic Plan, Corporate Business Plan, and Annual Business Plan. A six monthly status report on the Business Plan will be provided each February as part of the annual review of the Municipal Budget.
- The City has a reporting system in place to provide the Council with the necessary information to enable it to assess performance against the plans. The reporting system is a systematic and regular process that allows the Council to take action to rectify any issues that arise and be accountable to the community.
- The Annual Report will provide a means of updating overall progress on achieving the Strategic Plan. The report includes the performance measures adopted in the Strategic and Business Plans, and Corporate Business Plan.
- The Council is accountable for managing the CEO's performance. The Council is responsible for setting the CEO's performance plan and subsequently monitoring his performance. Council communicates its expectations to the CEO when undertaking the performance evaluation of the CEO.

Independent Review

Council has an Audit and Strategic Finance Committee to oversee and advise the Council on matters of accountability and internal control in accordance with its Terms of Reference.

Objectives of the Audit Committee

As part of Council's governance obligations to its community, Council has constituted an Audit and Strategic Finance Committee to facilitate:

- the enhancement of the credibility and objectivity of internal and external financial reporting;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines;
- the effectiveness of the internal audit function;
- the provision of an effective means of communication between the external auditor, internal audit, management and the Council.

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.

Reporting

- The Audit and Strategic Finance Committee shall after every meeting forward the minutes of that meeting to the next practicable ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes.

Duties and Responsibilities

The duties and responsibilities of the Audit and Strategic Finance Committee are contained within its Terms of Reference.

- The Audit and Strategic Finance Committee, following authorisation from Council and through the CEO, and within the scope of its responsibilities, may seek information or obtain expert advice in relation to matters of concern.
- The Department of Local Government and Regional Development provides a monitoring role to all local governments in Western Australia to ensure compliance with all administrative and executive functions for which local government is responsible. An Annual Compliance Audit Programme is presented to Council as a means of demonstrating a consistently high level of conformity with these requirements.
- The Department also provides an extensive advisory service to assist local governments in dealing with issues specific to their administrative functions. Much of this information is provided in a proactive manner through the distribution of "Operational Guidelines" and newsletters, however, issue specific guidance and advice can also be sourced direct from the Department.
- The City also receives enquiries from the Parliamentary Commissioner for Administrative Investigations (State Ombudsman) on behalf of individuals or organisations who have a dispute with a specific Council action or decision. Council has adopted a formal process to ensure such enquiries are addressed efficiently and with due promptness (*Refer to Policy SC12 "Response to Enquiries from the State Ombudsman")



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Consultation

- Council recognises that consultation is a two-way interactive process that provides opportunities for the Council and community to clarify information, raise issues and discuss ideas and options. Consultation is an important dimension that informs and enhances Council's decision-making process. (*Refer to Policy SC4 "Establishment of Issue Based Committees")
- As a community leader, Council defines the City's directions and priorities for a sustainable future by:
 - Promoting discussion and debate within the community and with other stakeholders about the priorities and needs of the City;
 - Using research to develop Council policies and in decision-making generally;
 - Actively canvassing, and considering, the needs and opinions of the community when making decisions;
 - Translating the community's aspirations for a sustainable future through appropriate partnerships, initiatives, programs and services.

(*Refer to Policy SC2 "Strategic Consultation with Community Stakeholders")

Council will also consult with other stakeholders, including members and officials of state and commonwealth governments, in seeking the best outcomes for the community.

Council will remain a member of the Western Australian Local Government Association (WALGA) in order to maximise consultation with the State Government on matters which are likely to impact on the community.

*This document is available from the City of Cockburn Website (www.cockburn.wa.gov.au) "Your Council" link.



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PROPOSED Governance Framework



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1 Introduction

1.1 The Governance Concept

Governance is becoming an increasingly important concept and impacts all sectors of the community including industry and government.

At the City of Cockburn (the City) governance is the term used to describe the complex collection of processes, systems, rules and relationships under which decisions are made and control is exercised. The practice of good governance is increasingly seen as critical for ensuring that:

- the governance of organisations has a legal and ethical basis
- decisions are taken in the interests of stakeholders
- the organisation behaves as a good corporate citizen.

In order to act on behalf of the whole community and provide leadership and direction that affects the community that has elected them, democratic governments must meet specific governance demands.

This document, the *City of Cockburn Governance Framework* (the Governance Framework), provides the mechanism, principles and processes for the City, as a local government, to practice good governance during the course of operations and delivery of services to the community, and be held accountable by its stakeholders to ensure that the City is able to manage its many complex responsibilities effectively and in the best interests of the community.

1.2 Background - Local Government in Western Australia

Alongside Commonwealth and State governments, local government is the third tier of government in Australia. Local government was established in Western Australia pursuant to the *Local Government Act 1995* (the Act) and has legislative responsibility for many functions and activities that are relevant to a local community. As the level of government often seen as closest to the population, local government activities relate to matters that are fundamental to people's lives and impact significantly on their quality of life.

Constituted under the Act, each local government is an independent corporate body - a legal entity with power to do things for the local community. A local government can also sue and be sued.

A local government consists of:

- Council, comprising a Mayor and Councillors, collectively known as Elected Members

- Administration, comprising a Chief Executive Officer (CEO) and Employees.

The following principles apply to the Council:

- Elected Members are able to exercise authority as a Council after they are formally sworn in and when they meet formally as the Council
- All lawful decisions are made at Council meetings or through delegated authority (to CEO or the Council's Committees) pursuant to s5.8 of the Act.

Employees are formally accountable to Council through the CEO, whose role is detailed in section 5.41 of the Act, and includes, but is not limited, to:

- advising Council
- implementing Council decisions
- managing the services that the local government provides for its community
- being responsible for the day to day operations of the local government.

Except for the CEO, who is appointed directly by Council, each and every other employee is employed through the executive function of the CEO, as set out in section 5.41 of the Act. Notwithstanding this, the position of Divisional Executive Governance and Strategy has been designated by Council as a senior employee in accordance with section 5.37(1) of the Act. The CEO is required to inform Council of any proposal to employ or dismiss a senior employee and Council is required to either accept or reject such a proposal in accordance with section 5.37(2) of the Act.

2 Governance in Local Government

2.1 Definition of Governance

The Governance Institute of Australia (GIA) defines governance as follows:

Governance encompasses the system by which an organisation is controlled and operates, and the mechanisms by which it, and its people are held to account. Ethics, risk management, compliance and administration are all elements of governance.

The GIA further notes that good governance has four key components:

Transparency

Being clear and unambiguous about the organisation's structure, operations and performance, both externally and internally, and maintaining a genuine dialogue with, and providing insight to, legitimate stakeholders and the market generally.

Accountability

Ensuring there is clarity of decision-making within the organisation, with processes in place to ensure the right people have the right authority for the organisation to make effective and efficient decisions, with appropriate consequences for failure to follow those processes. The City demonstrates its accountability to the community through the Annual Electors Meeting and its Annual Report.

Stewardship

Developing and maintaining an enterprise-wide recognition that the organisation is managed for the benefit of its shareholders/members, taking reasonable account of the interests of other legitimate stakeholders.

Integrity

Developing and maintaining a culture committed to ethical behaviour and compliance with the law. An example of the City demonstrating its accountability to the community has been by developing the *City of Cockburn "Cockburn Care Clinical Governance Framework"* to ensure that everyone is accountable to clients and the community for delivering good outcomes and meeting clinical indicators.

Local government governance is the process by which decisions are taken and implemented, the process by which the organisation goes about achieving its goals and producing its outputs, and the process by which the organisation is directed, controlled and held to account, including keeping of records in accordance with the *State Records Act 2000* and management of feedback and complaints.

Governance encompasses:

- authority – for example, the independent review by the City's Governance Service of Council agendas and meeting minutes and compliance review of officers' and Elected Members' Annual Returns and declarations of interest
- accountability – for example, officer's annual performance reviews
- stewardship – for example, championing the area's environmental and cultural heritage
- leadership – for example, reaching out to vulnerable community members through the *City of Cockburn Vulnerable Communities Plan (Covid-19)*
- culture, ethics and values – for example, the Employee of the Year Award, which recognises and rewards those employees who display the values and ethics extolled by the City.

This provides the democratic basis, which is essential to an understanding of good governance in the local government sector.

Good governance involves a focus on:

- clarity of roles and responsibilities
- robust systems which support both internal and external accountability
- public access to decision-making and information.

Capitalised terms referred to in the Governance Framework are defined in the glossary in *Table 1* below:

Table 1: Glossary of terms and definitions used in this Framework

Term	Definitions
Act	<i>Local Government Act 1995.</i>
Administration	The operational arm of the City of Cockburn which includes the employees and is headed by the CEO.
AEDM	Accountable and ethical decision making.
A&SFC	Audit and Strategic Finance Committee. A Standing Committee of Council established pursuant to section 7.1A of the Act which reports to Council and provides appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.
Audit	Includes "to examine, investigate, inspect and review" – as defined in Section 4(1) <i>Auditor General Act 2006</i> .
CEO	Chief Executive Officer – the most senior officer in the Administration and who is directly appointed by and accountable to Council.
City	The City of Cockburn, including its Council and Administration.

Term	Definitions
Commissioner's Instructions (CI)	A series of instructions, in accordance with section 22A of the <i>Public Sector Management Act 1994</i> (PSMA), issued by the Commissioner of the Western Australian Public Sector Commission (PSC), for public sector agencies and employees to assist public sector bodies and provide guidance on the legislative framework and other accountability requirements that apply to conduct and ethics matters. The following are specifically relevant to this framework: <ul style="list-style-type: none"> Commissioner's Instruction (CI) No.7 <i>Code of Ethics</i>, 28 February 2019 Commissioner's Instruction (CI) No.8 <i>Codes of Conduct and Integrity training</i>, 28 February 2019.
Committee	A formal committee of the Council established under Section 5.8 of the Act
Community	The entire population in the local government area of the City of Cockburn, including persons who work in, or visit the local government area for recreational or similar reasons.
Corporate Business Plan	The <i>City of Cockburn Corporate Business Plan</i> . A four year plan (which is updated on an annual basis) that can be considered a commitment to the Community detailing how the City will deliver on the objectives set out in the Strategic Community Plan.
Council	The body constituting of all Elected Members sitting formally as a Council under the Act.
Council Meeting	A formal meeting of Council conducted in accordance with the Act and applicable local law.
Councillor	An individual Elected Member of a local government but does not include the Mayor.
CPA manual	<i>Excellence in Governance for Local Government</i> , published by the Local Government Managers Australia and CPA Australia, 2007. A manual designed to assist Mayors, Councillors, and local government senior management to quickly and easily assess their governance performance and management practices.
Department, the	Department of Local Government Sport and Cultural Industries.
Divisional Chiefs and Divisional Executives	The senior positions in the Administration directly responsible to the CEO. The Divisional Executive Governance and Strategy is classified as a 'senior employee' in accordance with the Act.
Elected Member	An elected representative of the local government.
Employee	A person employed by a local government in accordance with s 5.36 of the Act, including the CEO, Divisional Chiefs, Divisional Executives, Business / Service Unit Heads, officers, casual and contract employees.
Executive Committee (Ex Co)	The CEO, Divisional Chiefs and Divisional Executives.
Framework	This document: <i>City of Cockburn Governance Framework</i> .

Term	Definitions
Freedom of Information (FOI)	The <i>Freedom of Information Act 1992</i> (the FOI Act) provides for individuals, corporations and businesses to access documents held by Public Sector agencies and local government authorities, and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading, and for related purposes.
GIA	Governance Institute of Australia.
Governance	Governance encompasses the system by which an organisation is controlled and operates, and the mechanisms by which it, and its people are held to account. Ethics, risk management, compliance and administration are all elements of governance (GIA).
Integrity Snapshot Tool	<i>Integrity Snapshot Tool for WA Public Authorities</i> issued by the Commissioner of the Western Australian Public Sector Commission, for public authorities to get a clear view of what they have in place to support integrity, and can help them identify areas for development or more focus that should feature in their planning.
Integrated Planning and Reporting Framework (IPRF)	Integrated Planning and Reporting Framework. Introduced in 2010 as part of the State Government's Local Government Reform Program. This framework aims to ensure integration of community priorities into strategic planning for local governments, as well as implementation of the objectives that have been set from these priorities. All local governments were required to have their first suite of IPR documents in place by 1 July 2013.
Integrity Strategy	Integrity Strategy for WA Public Authorities, issued by the Commissioner of the Western Australian Public Sector Commission, for public sector authorities, including local governments, to commit to implementing
Long Term Financial Plan	The <i>City of Cockburn Long Term Financial Plan</i> Long-term financial plan summarising the financial impacts of the objectives and strategies in the Strategic Community Plan.
Mayor	A person elected by the community to hold the position as the elected leader of the local government for a term as specified by the Act.
PSC	Public Sector Commission
PSMA	<i>Public Sector Management Act 1994</i> .
Public Interest Disclosure (PID)	A Public Interest Disclosure (PID) is made when a person discloses information that tends to show past, present or proposed future improper conduct, by a public authority, a public officer, or a public sector contractor, in the performance of a public function (i.e., corruption or irregular conduct). The <i>Public Interest Disclosure Act 2003</i> (the PID Act) facilitates the disclosure of public interest information, to provide protection for those who make disclosures and for those who are the subject of disclosures.
PID Guidelines	<i>Public Interest Disclosure (PID) – Guidelines for public authorities</i> , published by the Public Sector Commission, Perth, 2016. Guidelines developed by the PSC in accordance with s. 21 of the PID Act to assist authorities develop their own internal procedures. Under s. 23(1) (e) and s. 23(2) principal executive officers (PEOs) of public authorities are required to prepare and publish internal procedures relating to their obligations under the PID Act. Internal procedures must be consistent with the PID Act and the PID Guidelines.

Term	Definitions
Risk	The effect of uncertainty on objectives – as defined by Australian Standard <i>AS ISO 31000:2018 Risk management-Guidelines</i> (AS ISO 31000). In consideration of governance risk, this will generally be a negative impact.
Risk Management	The coordinated activities to direct and control an organisation with regard to <i>risk</i> (AS ISO 31000). In consideration of governance, this means providing the necessary foundations and organisational arrangements for managing risk across the City, as outlined in the <i>City of Cockburn Risk Management Framework</i> . This framework outlines a standardised, consistent approach to risk management in accordance with current industry standards, whilst providing a best practice methodology that meets the requirements of the <i>City of Cockburn Risk Management Policy</i> .
Senior Leadership Team (SLT)	City of Cockburn team comprising the Executive Committee and Business / Service Unit Heads.
Stakeholders	Individuals and organisations that have an impact on the strategic direction and decision-making processes of the City.
Strategic Community Plan	The <i>City of Cockburn Strategic Community Plan</i> An overarching plan that provides direction for all activities that guides the development and provision of the City's projects, services and programs over a ten year period.
WALGA	Western Australian Local Government Association.

2.2 Good Governance in Local Government

Good governance in local government combines the characteristics of good governance and the definitions and roles of local government and requires:

- Councils being elected by, representative of, and accountable to the community
- Elected Members making decisions in the best interests of the residents of the City as a whole
- policies and programs reflecting the mandate Councils have been given by their electors
- policy enactment arising from the Strategic Plan with appropriate performance management to assess the Council's progress
- community participation in governance
- Mayor and Councillors providing leadership to the community and reflecting the community's collective aspirations
- a management structure which implements the Council's goals in accordance with Council's priorities and approved budget
- provision of services which meet the community's needs (sometimes in partnership with other levels of government, business or community organisations)

- local government being well placed to facilitate coordination and integration at a local level
- cooperation between local governments.

The established local government governance structure in the City is illustrated in *Figure 1* below.

PROPOSED



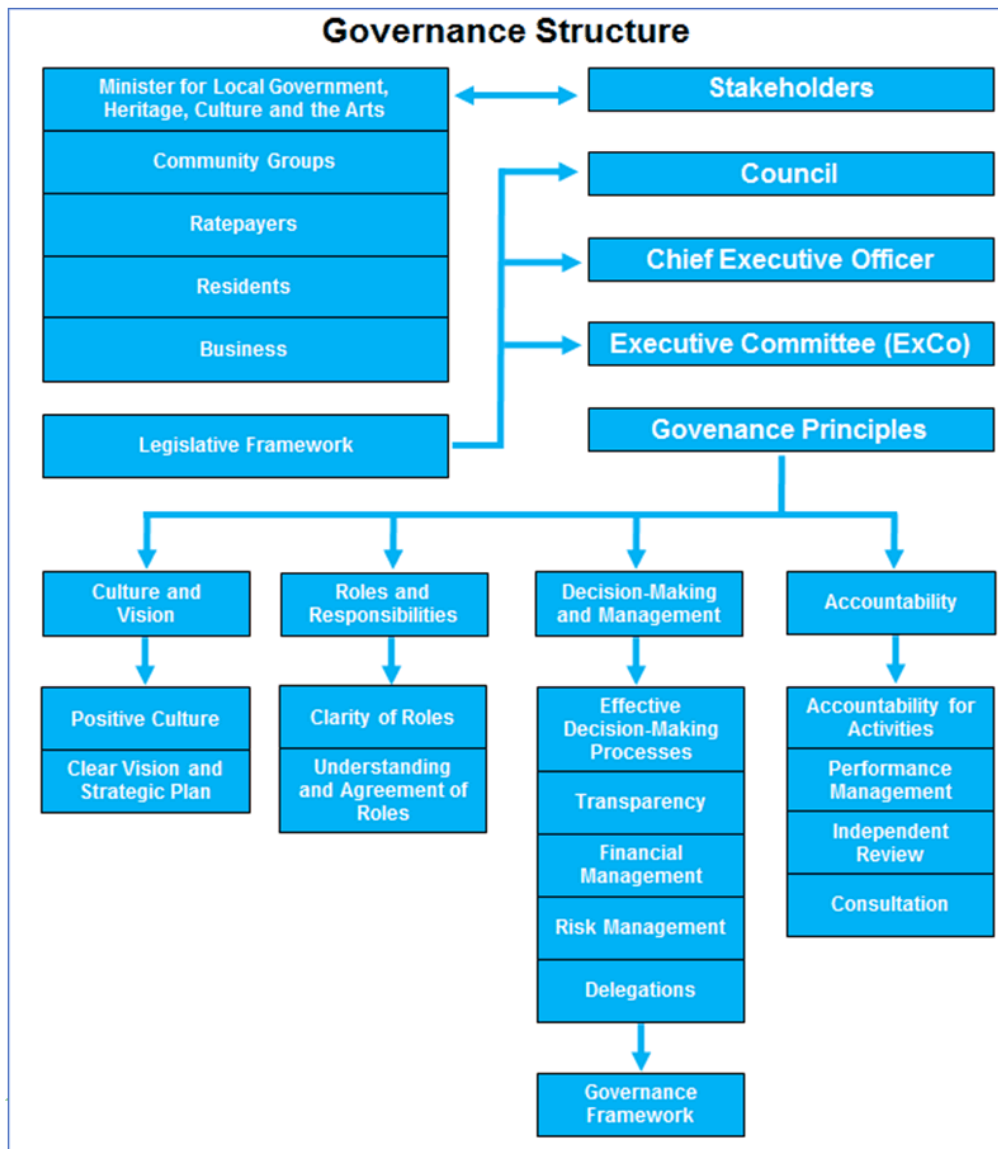


Figure 1: City of Cockburn Governance Structure

3 Governance Principles

The CPA manual *Excellence in Governance for Local Governments* offers the following four principles that provide a clear foundation for good governance and a means for assessing the extent to which good governance is occurring at the City. These principles are the 'what'.

3.1 Principle 1 - Culture and Vision

There is a positive culture that promotes openness and honesty, in which constructive and respectful questioning is encouraged and accountability is clear.

There is a clear vision and strategic plan that is produced through a comprehensive and inclusive process, which is owned by all parts of the local government.

3.2 Principle 2 - Roles and Relationships

There is clarity about the roles within local government and there exists a sophisticated approach to defining and implementing these.

There are effective working relationships that are promoted and supported within and between the Mayor, Councillors, CEO and Administration.

3.3 Principle 3 - Decision-Making and Management

There are effective decision-making processes in place that reflect the transparency and accountability which underpin excellence in local government.

There is robust and transparent financial management established and maintained to meet the City's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.

An effective approach to the identification, assessment, monitoring and management of risks is established and maintained.

Effective delegations are implemented and maintained.

3.4 Principle 4 - Accountability

The City must account for its activities and have systems that support accountability.

The City has an active performance management system in place that enables management to be openly accountable for their performance.

The City has internal structures that provide for independent review of processes and decision-making to assist Council meet its accountability to stakeholders.

Consultation is undertaken that is appropriate to the scope and potential impact of the matter. It respects the position and opinion of all stakeholders. The outcomes of the consultation are taken into account when the decision is made and feedback is provided to those who participated.

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4 Governance Framework

For each of the four Governance Principles previously listed, a set of elements is outlined in this Governance Framework. This framework commits Elected Members and City management to a set of practices (elements) in order to turn the four Governance Principles into a reality. The Governance Framework is the 'how' and includes the practices (elements) listed below.

4.1 Principle 1 - Culture and Vision

4.1.1 Support for frankness, honesty and questioning

Council Members debate issues openly and honestly. Staff members provide frank and timely advice to the CEO and the Senior Leadership Team, and the CEO and the Senior Leadership Team provide sound and frank advice to Council and Council Members.

4.1.2 Innovation

The City considers new and better ways of going about its business in the achievement of its goals. Innovation will be assessed critically through the development of an Innovation Framework and by using appropriate risk management and other analysis.

4.1.3 Effective management structures and practices

The organisation has a management structure that meets its goals and needs and the structure is characterised by efficient and effective use of human resources and clear accountability. (*Refer to *City of Cockburn Council Policy Structure for Administering the City of Cockburn*)

The City's Workforce Plan and management practices reinforce accountability and outcomes and incorporate employee capacity building to meet the City's operational objectives..

4.1.4 Communication

The City has effective communication policies and practices, internally and externally and will be open to, and encourage, feedback from all stakeholders.

In addition, the City has an adopted communication strategy which describes mechanisms by which community engagement is undertaken and reviewed.

4.1.5 Learning and feedback

The City invests in training both for Elected Members and officers and the learning is focused on what is required to achieve organisational goals.

Training for Elected Members is important and training is offered to Elected Members to

assist in the development of skills required to fulfil their roles.

4.1.6 Ethical behaviour

Good governance is characterised by honesty and integrity. Elected Members and City officers will behave in a way that generates community trust and confidence in them as individuals and enhances the role and image of both Council and local government generally.

Elected Members are expected to conform to the requirements of the *Local Government (Model Code of Conduct) Regulations 2021* and own and adhere to the City's core values. The City will review the Code of Conduct following each election cycle to include Elected Members in its development. The *Local Government (Model Code of Conduct) Regulations 2021* require that any complaint about an alleged breach by an Elected Member be investigated by the City's appointed Complaints Officer.

City officers are also expected to own and adhere to the City's core values as a condition of employment in accordance with the *City of Cockburn Code of Conduct for Employees*.

In accordance with the *Local Government (Administration) Amendment Regulations 2021*, the Model Standards for CEO selection, recruitment, performance and termination review process is formally considered and adopted by Council.

4.1.7 Induction

Induction and Training for Elected Members will assist them to understand local government, governance in local government and how to operate effectively to produce good outcomes for their community. The Induction Program focuses on:

- the differing but complementary roles of Elected Members and officers;
- working relationships
- decision making processes
- responsibility, accountability and delegations
- Code of Conduct
- organisational values and culture.

4.1.8 Vision

The City has in place a strategic/corporate planning process that includes a Vision, Strategic Community Plan and Corporate Business Plan. All stakeholders have the opportunity to participate in the development of the Long Term Financial Plan and other Informing plans and these documents inform the Corporate Business Plan and budget and underpin policy development and service delivery.

Everyone at the City is expected to have a good understanding of the Strategic Community Plan, Corporate Business Plan and the Long Term Financial Plan, as they relate to the direction in which Council is going.

4.1.9 Integrated Planning and Reporting Framework (IPRF)

The City has implemented the Integrated Planning and Reporting Framework (IPRF) to ensure integration of community priorities into strategic planning for Council, as well as implementation of the objectives that have been set from these priorities.

The IPRF requires each Local Government to have three levels of integrated strategic planning, informed and supported by appropriate resourcing and asset management plans. The key components of the IPRF are:

- Strategic Community Plan
- Corporate Business Plan
- Informing and Specific Purpose Strategies.

Long Term Financial Plan(LTFP) is a summary of is an integrated approach to resources and planning is outlined in *Figure 2* below, which depicts the components that make up the City's IPRF and illustrates how all of the elements of the IPRF fit together to deliver the community aspirations:

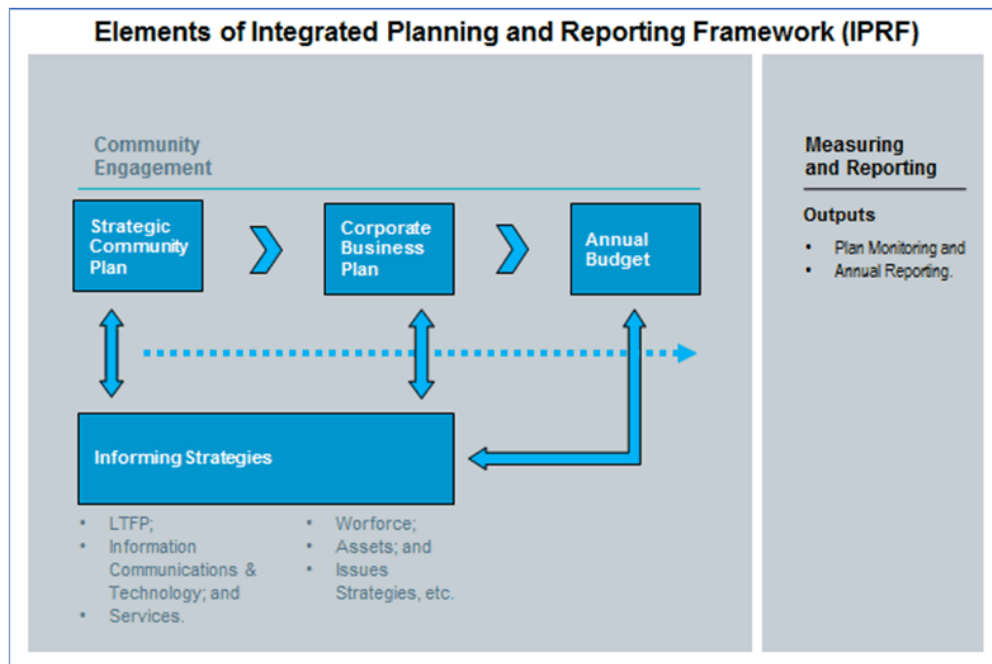


Figure 2: Elements of the City of Cockburn Integrated Planning and Reporting Framework (IPRF)

4.2 Principle 2 - Roles and Relationships

4.2.1 Roles

An understanding and acceptance of the different roles, and cooperation between all parties underpins good governance at the City. The relationships between Elected Members, and between Elected Members and the CEO, respect the diversity of opinion and the rights of all points of view to be heard with courtesy and respect.

The City recognises that the Mayor has a leadership role. The Act recognises the role of the Mayor, as the spokesperson for the City, to carry out civic and ceremonial functions of the Mayoral office, and to chair the meetings of Council. The City places great importance in the role of the Mayor as presiding member of the Council Meetings as well as to conduct meetings to facilitate good decision-making. Section 2.8 of the Act lists the role of the Mayor as follows:

- preside at meetings in accordance with the Act
- provide leadership and guidance to the community in the district
- carry out civic and ceremonial duties on behalf of the local government

- speak on behalf of the local government
- perform such other functions as are given to the Mayor by the Act or any other written law
- liaise with the CEO on the local government's affairs and the performance of its functions.

The City recognises that the Mayor's leadership role is very important when it comes to good governance. The Mayor will seek to ensure that all Councillors are a part of the decision-making process, and will help Councillors to balance their accountabilities to their constituents and their accountability to Council as a whole and therefore to the wider community.

Councillors focus on outcomes, policy and strategy and in so doing are expected to:

- represent and advocate on behalf of their constituents at the Council level
- facilitate communication between Council and the community
- debate issues in an open, honest and informed manner to assist the decision making process
- keep the entire community in mind when considering and addressing issues and focus on the 'big picture'
- inform and involve the community in all local government activities and processes
- work together, cooperate and respect diversity
- provide model leadership and good governance.

These principles are encompassed in the statutory role of Councillors prescribed in section 2.10 of the Act.

Council has established the Delegated Authorities and Policies (DAP) Committee which recommends to Council the adoption of all policies.

Council recognises the CEO's role in managing the organisation to achieve the goals and strategies endorsed by Council, and the CEO is expected to fulfil these duties in a way that promotes an organisational culture of openness, accountability, fairness and good communication. The statutory functions of the CEO are prescribed in section 5.41 of the Act.

4.2.2 Working relationships

An effective relationship between the Mayor and Councillors will help to promote the successful delivery of the strategic direction and credibility of the City. The relationship is based on mutual respect and understanding of the different roles and is based on:

- the Mayor having a leadership role and this role being respected by all Councillors

- the Mayor facilitating an inclusive approach and involvement of Councillors in Council activities in general
- the Mayor assisting other Councillors in advising how issues are considered by Council
- the Mayor taking some responsibility for Councillors' training and development and working with the CEO to ensure that Councillors receive necessary training opportunities
- Councillors treating each other with respect and courtesy.

The Mayor and CEO work closely together and the relationship is characterised by openness and good communication, with each keeping the other informed about important and relevant issues.

The separation of roles between Council (directing and controlling the affairs of the City) and the CEO (managing day-to-day City operations) is summarised in *Table 2* below:

Table 2: Separation of roles between Council and the CEO

Council	CEO
Sets the corporate direction and strategy.	Maintains operational direction and standards.
Ultimate responsibility for the performance of the City's functions.	Provides professional and technical advice to Council.
Decides on matters of policy.	Liaises with Mayor.
Ensures that services and facilities are integrated with and do not unnecessarily duplicate other public services.	Manages the day-to-day operations and expenditure of funds.
Oversees the allocation of the City's finances and resources.	Responsible for the employment and management of employees.
Monitors performance, through the CEO, to ensure efficiency and effectiveness in service provision.	Prepares reports to Council and makes recommendations based on expert advice.
Mayor to liaise with the CEO and preside at Council Meetings.	Provides administrative assistance for the efficient conduct of Council Meetings.

4.3 Principle 3 - Decision-making and Management

Decision-making is the most important activity undertaken by Council. Effective decision making processes increase the likelihood that the decisions themselves will be in the best interests of the entire community:

- The City has an effective and efficient strategic planning process in place, to ensure that Council plans are properly implemented
- The CEO ensures that Council receives quality and timely reports with all the

necessary information, options and clear recommendations, including financial impacts and any associated risks

- Council and Standing Committee meeting processes are effectively managed through the City's Standing Orders Local Law
- Alternative Motions - where a Councillor feels that an alternative decision should be made, there is an established process to assist Councillors to draft their own motions
- Procedural Fairness - the City has taken measures to ensure the quality and integrity of decisions made by Council and its officers is maintained. Due regard is given to statutory and policy requirements
- Access to Information – Elected Members may seek specific information to enable them to gain sufficient knowledge or awareness of an item which is to be considered by Council. Access to such information can normally be provided, however, the process is formally governed by the Act and Council Policy.

4.3.1 Financial management

Council is ultimately responsible for the financial management of the City. Good financial governance requires both Council and the Administration to play their roles.

Council has in place a Long Term Financial Plan that is consistent with the Strategic Community Plan, and all risks are identified with mechanisms put in place to minimise such risks. Community input is sought at an early stage so that such input can help to shape the Strategic Community Plan, and form part of the process of adopting the Corporate Business Plan.

Council will review its Corporate Business Plan every year, in accordance with regulation 19C(4) of the *Local Government (Administration) Regulations 1996*.

A six-month status report on the Corporate Business Plan will be provided each February as part of the reporting on budget adjustments.

Progressively, these plans move from the macro to the micro level. The relationship between each of them is shown diagrammatically in *Figure 2 (See Integrated Planning and Reporting Framework)*.

Council ensures, through its IPRF, that it receives sufficient reports and other information to adequately monitor its performance, resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery.

4.3.2 Risk management

Council supports and is committed to a risk management program at a policy and strategy level through the establishment of an Audit and Strategic Finance Committee (A&SFC) , in

accordance with section 7.1A of the Act.

The CEO and the Senior Leadership Team ensure processes are in place for identifying and managing risk and responding to and minimising such risks.

Under the auspice of the A&SFC, Council will undertake regular risk assessments of identified areas of the City's operations (e.g. Information Technology) which will provide conclusions and recommendations for mitigation strategies to be implemented.

Council will engage the services of an appropriate risk manager/insurance broker (e.g., Local Government Insurance Services (LGIS) to provide adequate support and services aimed at the reduction of claim frequencies and costs, the improvement of the health and wellbeing of the work force and the development of an organisation wide risk management capacity as well as specific hazard management initiatives. An in-house resource is employed by the City to oversee this function.

To support this process, the City has developed the City of Cockburn Risk Management Framework and utilises the Risk Management and Safety System (RMSS) for its on-line corporate risk register, against which the City monitors and controls its risk exposure.

Additionally Council seeks other expert advice, including legal advice, from other practitioners qualified in areas of specific expertise. This advice is included in any recommendations for matters that come to Council for consideration.

4.3.3 Policies

Council policies show the overall intention or position that Council has taken on a matter and demonstrates a consistent approach to a matter or an issue. The Act compels Council to adopt a number of policies.

Council adopted the *City of Cockburn Policy Framework* in June 2018. This document presents the three types of policies at the City:

- Land Use Planning Policies - having a town planning focus. These are developed in accordance with Clause 3, 4, and 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*
- Council Policies - having an external of community focus. These are developed and reviewed by the DAP Committee which recommends to Council the adoption of policies
- Administrative Policies – having an internal or corporate focus. These are developed to assist the CEO operate and manage the organisation.

4.3.4 Delegations

Delegations are a part of the City's decision-making approach. They represent the position of Council to entrust certain types of decisions to the CEO or other officers. All

delegations should be in the context of relevant statute or Council policy that provides guidance to the delegate to make decisions that are consistent with the Council's desired policy outcomes.

Delegations of authority are established, maintained and documented by Council to empower the actions of delegates so that Council can retain oversight of and accountability for the decisions made by delegates. Decisions made under delegation and records of delegations will be retained in accordance with legal requirements for document retention and record keeping.

Council will review delegations at least once every financial year, in accordance with section 5.46 of the Act.

4.3.5 Authorisations

Legislation allows head of power to appoint '*Authorised Persons*' to perform particular functions. Pursuant to section 9.10 *Appointment of authorised persons* of the Act, authorised persons may be appointed in the City by the CEO, who has the power to appoint, in writing, authorised persons for the purposes of one or more of the following specified laws or specified provisions of these laws:

- the *Local Government Act 1995*
- the *Caravan Parks and Camping Grounds Act 1995*
- the *Cat Act 2011*
- the *Control of Vehicles (Off-road Areas) Act 1978*
- the *Dog Act 1976*
- *City of Cockburn (Local Government Act) Local Laws*
- any other legislation, as may be applicable.

City authorised persons are issued identity cards which carry the City logo, together with a recent photograph of the appointed person and name, and on the back of the card a list of the laws to which the person's appointment relates.

City authorised persons are required to carry their identity card at all times when performing functions under a specified law, and must be ready to reproduce their card for inspection if requested. Authorised persons must return their identity card to the City after their appointment ceases.

4.4 Principle 4 - Accountability

The City has accountability systems that provide disclosure and review of decision-making and processes. These systems record and support the City's accountability to its stakeholders and its legal accountability to the State Government.

4.4.1 Performance management

Induction and Training for Elected Members assists them to understand local government, governance in local government and how to operate effectively to produce good outcomes for their community. The Induction Program focuses on:

- Council being accountable for monitoring performance in the achievement of its strategic direction, goals and financial outcomes which are set through the *City of Cockburn Strategic Community Plan*, *City of Cockburn Corporate Business Plan* and annual budget. A six monthly status report on the Annual Budget will be provided each February as part of the mid-year budget review
- The City has a reporting system in place to provide Council with the necessary information to enable it to assess performance against the plans. The reporting system is a systematic and regular process that allows Council to take action to rectify any issues that arise and be accountable to the community
- The City's annual report will provide a means of updating overall progress on achieving *City of Cockburn Strategic Community Plan*. The report includes the performance measures adopted in the *City of Cockburn Strategic Community Plan*, *City of Cockburn Corporate Business Plan* and annual budget
- Council is accountable for managing the CEO's performance. Council is responsible for setting the CEO's performance plan and subsequently monitoring the CEO's performance. Council communicates its expectations to the CEO when undertaking the performance evaluation of the CEO in accordance with the CEO Performance Management Framework adopted by Council.

4.4.2 Independent review

The Audit & Strategic Finance Committee (AS&FC), in accordance with the *Committee's Terms of Reference*, oversees and advises Council on matters of accountability and internal control.

Objectives of the A&SFC

As part of Council's governance obligations to its community, Council has constituted the A&SFC to facilitate -

- the enhancement of the credibility and objectivity of internal and external financial reporting
- effective management of financial and other risks and the protection of Council assets
- compliance with laws and regulations as well as use of best practice guidelines
- the effectiveness of the internal audit function
- the provision of an effective means of communication between the external auditor, internal audit, management and the Council.

The role of the A&SFC is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.

Reporting

- The A&SFC shall after every meeting forward the minutes of that meeting to the next practicable ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes.

Duties and responsibilities

- The duties and responsibilities of the A&SFC are contained within the committee's Terms of Reference
- The A&SFC, following authorisation from Council and through the CEO, and within the scope of its responsibilities, may seek information or obtain expert advice in relation to matters of concern
- The Department provides a monitoring role to all local governments in Western Australia to ensure compliance with all administrative and executive functions for which local government is responsible. The Compliance Audit Return (CAR), an annual compliance audit programme, is presented to Council as a means of demonstrating a consistently high level of conformity with these requirements
- The Department also provides an advisory service to assist local governments in dealing with issues specific to their administrative functions. Much of this information is provided in a proactive manner through the distribution of Operational Guidelines and newsletters, however, issue specific guidance and advice can also be sourced direct from the Department
- The City also receives enquiries from the Parliamentary Commissioner for Administrative Investigations (commonly known as the Ombudsman Western Australia) on behalf of individuals or organisations that have a dispute with a specific council action or decision. Council has adopted a formal process to ensure such enquiries are addressed efficiently and with due promptness.

4.4.3 Audit plan

An *Audit Plan* comprises the list of audit engagements to be performed in the agreed time period. Risk-based audit plans outline the systematic, independent and documented process to examine, investigate, evaluate objectively and review evidence of the City's performance.

Resulting audit reports reduce risk, improve the organisation and provide assurance that appropriate risk management, internal control and legislative compliance arrangements are in place and working effectively, in compliance with the requirements of regulation 17

of the *Local Government (Audit) Regulations 1996*.

Audit plans are developed in collaboration with the A&SFC, Risk Review Group and external service providers, as appropriate.

4.4.4 Internal controls

Internal controls are the governance checks and balances that the City has implemented to ensure operations and service delivery are performed within statutory requirements, adding value to the community and providing the steering mechanism to embed the City's values and moral code.

The goals of the City's internal controls include:

- **Statutory compliance** - internal controls are put in place to ensure compliance with the Act and any other legislation, standards and code of practice required of a local government authority
- **Safeguarding assets and projects** – internal controls assist in asset management and project management, preventing asset loss due to mistakes or fraud
- **Minimising errors** – internal controls ensure that financial information is carefully reviewed to reduce the occurrence of errors
- **Promoting efficiency** – while internal controls may add time for a task they also prevent errors which improves efficiency overall
- **Minimising risk** – internal control processes may include audits and regular risk assessments to find areas where inaccuracies may occur, thus providing opportunities for improvement.

To meet these goals, the City has implemented controls which are categorised below:

Directive controls

- *designed to establish desired outcomes and encourage a desirable event to occur* – can reduce both the likelihood and impact of the risk

Preventative controls

- *designed to limit likelihood of undesired events and prevent errors, loss or irregularities*

Detective controls

- *designed to limit consequence of undesired events and provide evidence after-the fact to implement corrective action, however, do not necessarily prevent an occurrence*

Corrective and reactive controls

- *designed to keep focus on undesirable conditions until corrected and may also assist in developing processes to prevent recurrence of the undesirable event*

Recovery controls

- *designed to assist mitigate damage once undesired event has materialised*

Automated controls

- *designed for no human interaction but still require human intervention to check that the control is working.*

The above types of internal control and examples are summarised in Table 3 below.

Table 3: Corporate governance controls in place at the City of Cockburn

Directive	Preventative	Detective	Corrective	Recovery	Automated
Statutory requirements	Pre-employment police checks	Exception reports	Journal reports of errors	IT Disaster recovery plan	Data backups from current system
Standards and codes of practice	Segregation of duties	Bank reconciliation	Changing IT profiles	Business continuity plan	IT access permissions
Corporate processes - policies, procedures and work instructions	Organisation spending limits and authorities	Audits and inventories stocktakes	Complaint procedure	Store backups offsite	System password update requirements
Position descriptions	Approvals, authorisations	Access log and alert system	Store documents and IT backups in protected environment	Insurance	Pre-set spending limits
Training and supervision	IT access authorisations	Security cameras	Procedure review and change	Crisis and media management plans	Emergency shutdown or fail-safe mechanisms
IT configuration standards	Passwords				System delegations

4.5 Consultation

Council recognises that consultation is a two way interactive process that provides opportunities for the Council and community to clarify information, raise issues and discuss ideas and options. Consultation is an important dimension that informs and enhances Council's decision-making process.

As a community leader, Council defines the City's directions and priorities for a sustainable

future by:

- Promoting discussion and debate within the community and with other stakeholders about the priorities and needs of the City
- Using research to develop Council policies and in decision-making generally
- Actively canvassing, and considering the needs and opinions of the community when making decisions
- Translating the community's aspirations for a sustainable future through appropriate partnerships, initiatives, programs and services.

Council will also consult with other stakeholders, including members and officials of state and commonwealth governments, in seeking the best outcomes for the community.

Council will remain a member of the Western Australian Local Government Association (WALGA) in order to maximise consultation with the state government on matters which are likely to impact on the community.

4.6 Compliance Calendar

Legislation compels the City to adopt strict adherence to regulatory reporting. However, legislation is not the only compliance obligation that creates potential risks and liabilities if there is a compliance failure. The Australian Standard AS 3806-2006 *Compliance programs* requires that effective controls are in place to ensure that the organisation's compliance obligations are met and that critical points of risk compliance failure are addressed. WALGA illustrates these compliance risks in *Figure 3* below. To comply with this requirement the City is developing a Compliance Calendar which provides guidance to ensure required reporting is submitted in a timely manner.

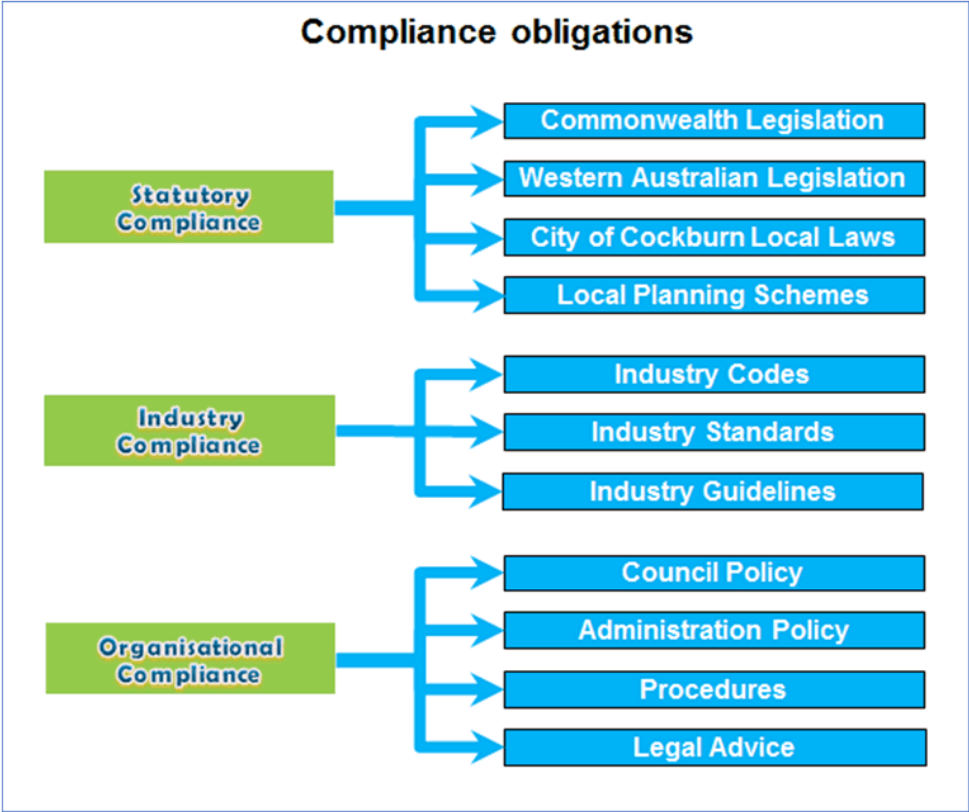


Figure 3: Different levels of compliance in the City

5 The Role of the Public Sector Commission (PSC)

Pursuant to Schedule 1, Column 2, Item 15, of the *Public Sector Management Act 1994* (PSMA) a local government, or regional local government, or the council of a local government or regional government, is not defined as a part of the public sector. However, the Public Sector Commission (PSC) plays a leadership role in guiding, assisting and monitoring compliance with statutory requirements of public authorities, including local governments, in Western Australia.

The PSC has published documents to assist local governments to embed good governance practices. The sections below discuss these PSC documents and their relevance to the City.

5.1 PSC Integrity Strategy for WA Public Authorities 2020 - 2030

5.1.1 Commitment to improve integrity

The PSC Commissions' ultimate benchmark of success is to stamp out misconduct, including fraud and corruption, in the public sector, including local government. To this end the City is required to commit to implementing the Commission's integrity strategy in the organisation and implement the key actions of this strategy, which has four key areas for improvement:

Plan and act to improve integrity

- effective governance systems and frameworks are established

Model and embody a culture of integrity

- a culture of integrity exists and is reinforced and communicated by leaders

Learn and develop integrity knowledge and skills

- individual and organisational integrity knowledge, skills and competence are grown

Be accountable for integrity

- prevention, detection and response to integrity matters are the personal and professional responsibilities of all relevant persons.

The above four key areas are at the core of the integrity model that the PSC has developed for WA public authorities and illustrated in *Figure 3* below.

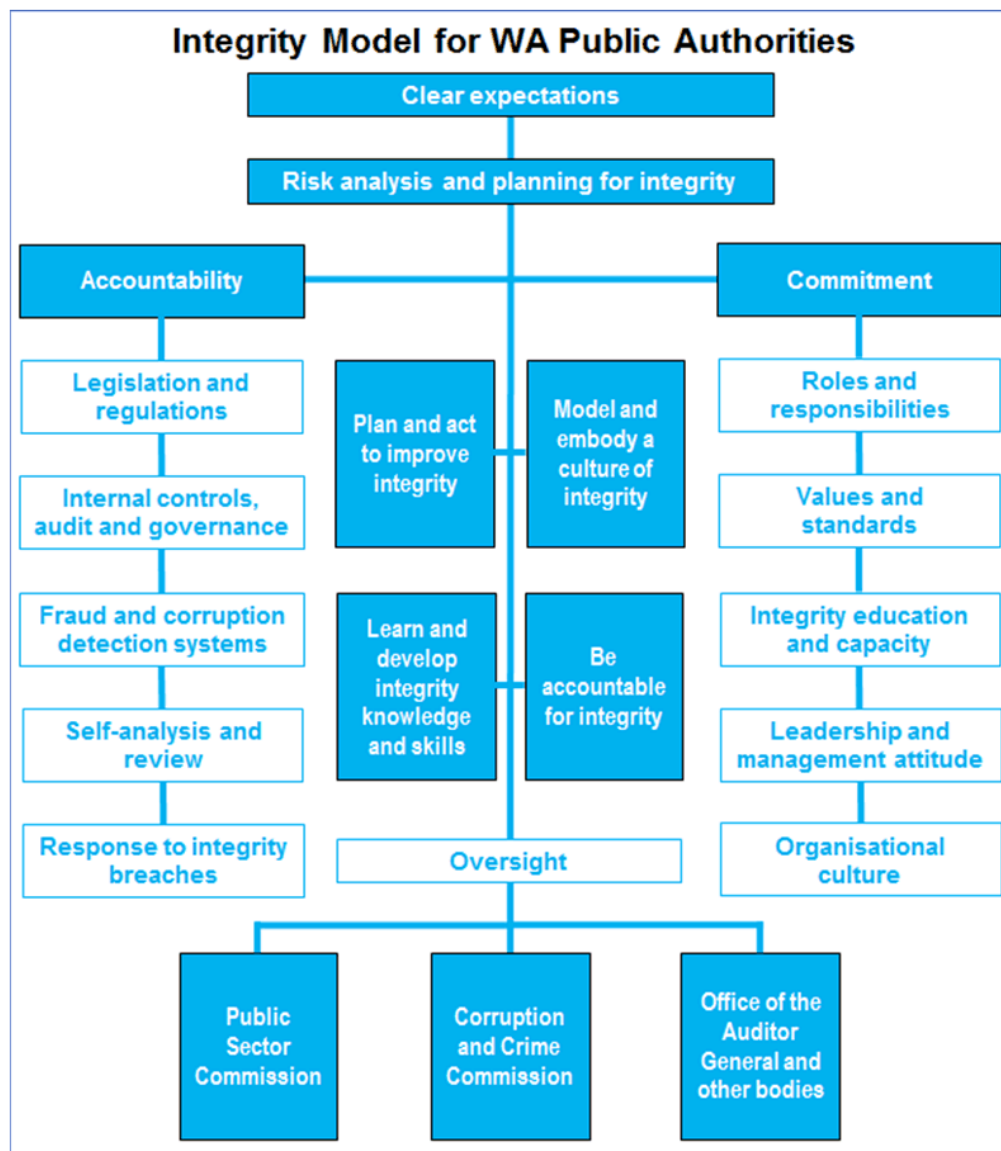


Figure 4: Public Sector Commission Integrity Model for WA Public Authorities

5.1.2 Tool for local government to assess compliance with the PSC's Integrity Strategy

The PSC Commissioner has developed the *Integrity Snapshot Tool* for public authorities to evaluate and benchmark clearly what they have in place to support the PSC's *Integrity Strategy*, and to help them identify, or focus on, areas for development, that should feature in their planning. The alignment of the City's Governance Framework with the four areas of

improvement outlined in the PSC's *Integrity Snapshot Tool* model is summarised as follows:

Clear expectations

- the City's *Code of Conduct for Employees* articulates clear instructions of the expected behaviour of all employees and the consequences for failure to adhere to this code
- inductions for each employee should further impress the importance of following the *Code of Conduct for Employees*.

Risk analysis and planning for integrity

- the City's *Risk Management Policy* states that the City '*...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's *Risk Management Framework* ensures that the integrity of strategies, operations and projects undergo rigorous risk analyses, thus verifying that the community receives value for money and good governance in accordance with legislative requirements.

Accountability

- the City's numerous documented policies, procedures and work instructions for both employees and Council are stored in the City's *Enterprise Content Management (ECM)* centralised storage facility
- the City uses the online cloud-based software *ATTAIN* to effectively control the management of Delegations, Gifts, Travel Contributions and Returns, to increase accountability and ability to monitor trend analysis compliance.

Commitment

- each position in the City's organisational structure refers to the City's values and Code of Conduct
- the *City of Cockburn Council Policy Structure for Administering the City of Cockburn* ensures that all employees in the City are adequately managed and supervised to ensure the community receives value for money and good governance in accordance with legislative requirements.

5.2 PSC Commissioner's Instructions (CI)

5.2.1 Commissioner's Instruction (CI) No.7 – Code of Ethics

This instruction sets out the minimum standards of conduct and integrity to be complied with by all public sector bodies and employees. The City's codes of conduct for Elected Members and employees are in alignment with the specific requirements of this instruction, namely the responsibility for each Elected Member and employee towards personal

integrity; relationship with others; and accountability

5.2.2 Commissioner's Instruction (CI) No.8 – Code of Conduct and Integrity Training

This establishes the requirement for public sector bodies to develop their own code of conduct and to provide training to their employees and board members on accountable and ethical decision-making. The alignment of the City's Governance Framework with the Commissioner's Instruction is summarised as follows:

Code of Conduct

- the City has developed a code of conduct for employees, which is implemented through inductions, promotion on the intranet and enforced by disciplinary action where appropriate
- The Council has adopted a Model Code of Conduct for its Elected Members, who are representative of "board members" in the context of local government.

Accountable and ethical decision making (AEDM)

- City officers are given induction training and, through yearly performance reviews, encouraged to further develop their skill set by attending AEDM training program to support them to make accountable and ethical decisions. The service providers for this type of training are WALGA, Local Government Professionals Australia, the PSC, and the Department of Local Government, Sport and Cultural Industries.

5.3 Management of Breach of Code of Conduct / Misconduct at the City of Cockburn

5.3.1 Compliance with the Public Sector Commission Integrity Model for WA Public Authorities

The City of Cockburn adheres to the PSC's approach to eliminate misconduct, including fraud and corruption and has developed a process to comply with this requirement through a *Fraud, Misconduct Control and Resilience Framework*. This process is summarised below:

Breach of Code of Conduct / Minor misconduct

- Breach of Code of Conduct by Elected Member is reported to the City appointed Complaints Officer, pursuant to the regulation 11 of the *Local Government (Model Code of Conduct) Regulations 2021*
- Minor misconduct by a City employee is reported to the Public Sector Commissioner, pursuant to the requirements of the *Corruption Crime and Misconduct Act 2003* and the *Public Sector Management Act 1994*.

Serious misconduct

- Minor or serious misconduct by an Elected Member and serious misconduct by a City employee are reported to the Corruption and Crime Commission (CCC) pursuant to the requirements of the *Corruption Crime and Misconduct Act 2003*.

This process is illustrated in *Figure 4* below.

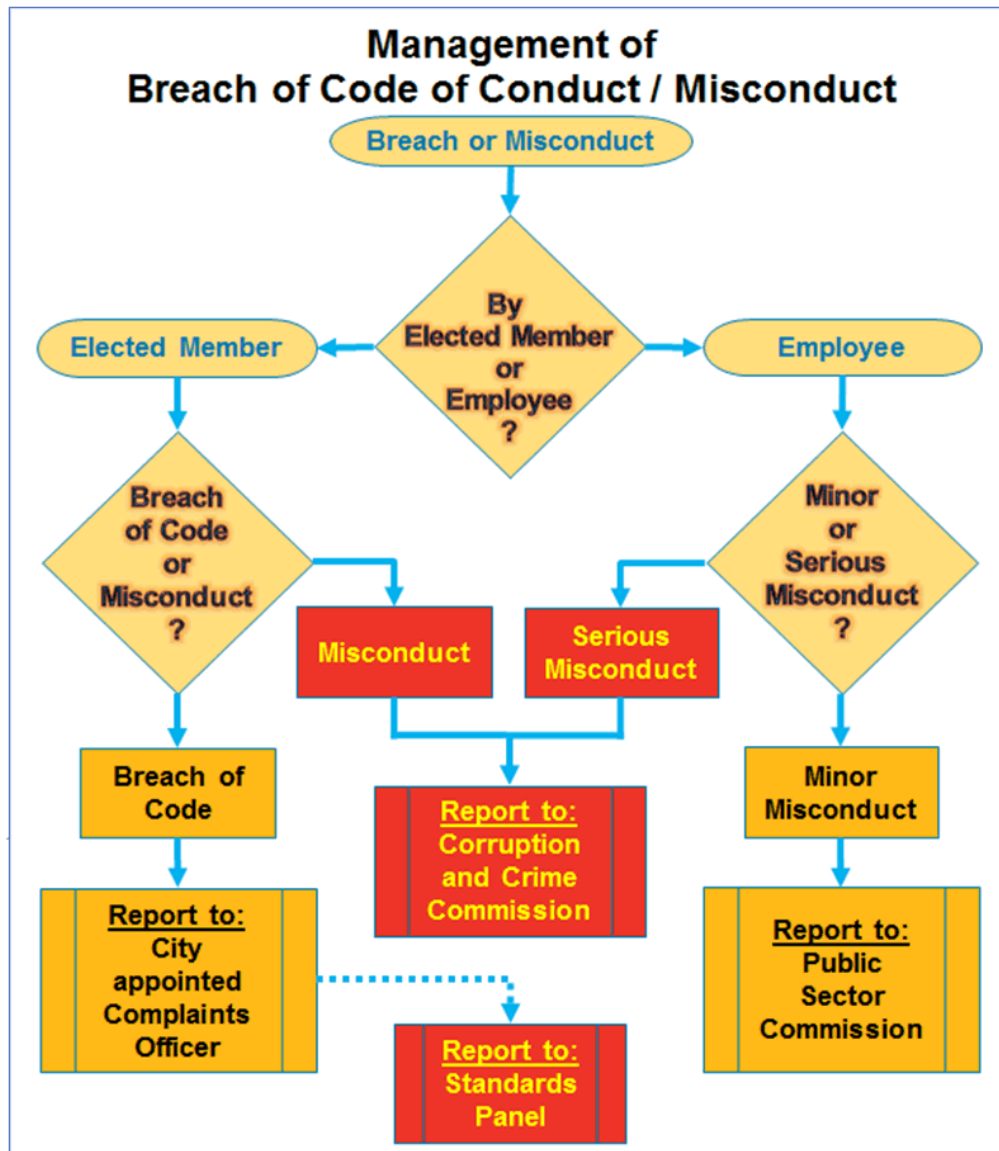


Figure 5: Management of misconduct at the City of Cockburn

6 Public Interest Disclosure (PID)

A Public Interest Disclosure (PID), also known as 'whistleblowing', is a formal complaint anyone can make, pursuant to the *Public Interest Disclosure Act 2003* (the PID Act), which was introduced to facilitate the disclosure of public interest information without fear of reprisal, relating to wrongdoings by public officials such as the City and its Elected Members, employees and contractors when performing a public function.

The City does not accept corrupt or other improper conduct, including mismanagement of public resources, and promotes the detection, response and monitoring of any conduct not aligned with the City's values, and is committed to the aims and objectives of the PID Act.

The City recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made relating to conduct which is potentially corrupt or otherwise improper.

6.1 The *Public Interest Disclosure Act 2003* (the PID Act)

6.1.1 What is in the PID Act?

The PSC Commissioner, in accordance with s.21 of the PID Act, requires public authorities, of which the City is one, to develop internal procedures in relation to public interest disclosures under s.23(1)(e) and s.23(2) and publish this procedure for access by the general public. These procedures must be consistent with the PID Act Guidelines.

6.1.2 What is a Public Interest Disclosure (PID)?

A PID is made when a person discloses information that tends to show past, present or identified proposed future improper conduct, by a public authority, a public officer, or a public sector contractor, in performing a public function (i.e. corruption or irregular conduct).

For the most part, individual issues can be raised and resolved through the usual mechanisms of the City's complaints handling process. However, occasionally an issue may arise which cannot be handled through the usual complaints process. This may be due to:

- the seriousness of the issue, or
- seniority of the person involved.

In cases like this, it may be appropriate to lodge a PID.

6.1.3 What are types of wrong doing?

Disclosures which may require a formal complaint under the PID Act are past, present or identified proposed future serious improper conduct comprising the following:

- corrupt conduct
- dishonest or inefficient administration
- misuse of public resources
- a substantial and specific danger to public health or safety
- a substantial and specific danger to the environment
- a criminal offence.

6.2 Management of Public Interest Disclosure by the City of Cockburn

6.2.1 PSC PID Guidelines for public authorities

The PSC Commissioner has developed the *Public Interest Disclosure (PID) – Guidelines for public authorities*, in accordance with s. 21 of the PID Act to assist public authorities develop their own internal procedures. Pursuant to sections 23(1)(e) and 23(2) the City's CEO is required to prepare and publish internal procedures relating to its obligations under the PID Act.

The City's PID process adheres to the requirements of the PID Act referred to in the *City of Cockburn Fraud, Misconduct Control and Resilience Framework*. This process is embodied in the Framework in Principle 6 – *Public Interest Disclosure*, which is one of the 10 principles model adopted by the Australian National Audit Office (ANAO), as conditions that are essential for a sound fraud, corruption and misconduct response environment.

6.3 Making a Public Interest Disclosure in the City

6.3.1 Reporting a matter to the City

Pursuant to s.23(1) of the PID Act, the following City officers have been appointed by the City's CEO as Public Interest Disclosure Officers (PID Officers) to receive oral and written formal complaints pursuant to the PID Act:

- Risk & Governance Advisor, and
- Governance Officer.

It is important to check whether the information in the claim is true, or is likely to be true. Making false or misleading disclosures is an offence with severe penalties.

6.3.2 Reporting a matter to the City

Information about the PID Act and the reporting protocol is found on the City's webpage. Supporting this information is provided by the *City of Cockburn Guide to Public Interest Disclosure*, and the *City of Cockburn Public Interest Disclosure Form*.

6.3.3 Reporting a matter to an alternate authority

Persons wishing to make a public interest disclosure about the City to an external

independent PID Officer may do so through the:

- Public Sector Commission
- Corruption and Crime Commission (for serious misconduct)
- Western Australia Police (for criminal matters)
- Ombudsman Western Australia (for matters related to governing administration affecting individuals)
- Equal Opportunity Commission Western Australia (for matters regarding discrimination).

The same protections apply to persons making a disclosure through the City or through one of the above alternative avenues.

6.3.4 Confidentiality

The identity of persons wishing to make a public interest disclosure is protected under the PID Act. However, in certain circumstances, the City or alternate authority receiving the complaint may be obliged to disclose information regarding the disclosure.

6.3.5 Protection

The PID Act provides legal protections against workplace reprisals. However, all disclosures must adhere to the PID Act Guidelines and be made through the appropriate channels. Under the PID Act the person making a claim will:

- have their identity protected
- not be subject to any civil, criminal or administrative liability for making a disclosure, unless the disclosure is knowingly false or misleading
- have no contractual or other remedy enforced or sanction imposed on them on the basis of making the disclosure
- have absolute privilege for the purposes of defamation proceedings in respect of the public interest disclosure
- not have a contract, to which they are a party, terminated on the basis of the disclosure.

6.3.6 Sanctions for Reprisal

A person who threatens, victimises or causes another person detrimental action for having made a public interest disclosure, is liable to a fine of \$24,000 or imprisonment for 2 years.

If a person who is the subject of a matter reported, incites another person to threaten or cause detrimental action to the person who reported the matter, that person is also liable to a fine of \$24,000 or imprisonment for 2 years.

6.4 Progress Reporting

In accordance with the PID Act, the City will, on request of the person who reported the matter, report the progress of the investigation through the officer who is investigating the reported matter.

PROPOSED



7 Freedom of Information (FOI)

The *Freedom of Information Act 1992* (the FOI Act) provides individuals, corporations and businesses the right for access to documents held by Public Sector agencies and local government authorities.

7.1 The FOI Act

7.1.1 What is in the FOI Act?

The FOI Act provides for public access to documents, and enables the public to ensure that personal information in documents is accurate, complete, up to date, not misleading, and for related purposes.

The objectives of the FOI Act are to:

- enable the public to participate more effectively in governing the State
- make the persons and bodies that are responsible for State and local government decisions more accountable to the public.

7.1.2 What are the City's responsibilities under the FOI Act?

Pursuant to the FOI Act, the City is required to assist an applicant obtain access to documents at reasonable cost, and to ensure that personal information and records held by the City are accurate, complete, up to date and not misleading.

The City is also required to define the scope of application with the applicant and take reasonable steps to help the applicant to change the scope of the application if the scope is too wide and where a disproportionate amount of resources is required to fulfil the application. The application may be refused in the event the City considers that an unreasonable portion of the City's resources will be diverted from its other operations.

The City may transfer the application to another agency (where appropriate).

The City is also obliged to ensure that reasonable steps have been taken to identify matters that are exempt under the Schedules of the FOI Act.

7.2 Management of the FOI Act by the City of Cockburn

The City's established process for managing FIO requests adheres to the requirements of the FOI Act which is contained in the *City of Cockburn Freedom of Information Procedures Manual* accessible on the City's website.

The City has appointed the following officer to manage the City's processes pursuant to the FOI Act:

- Governance Officer (who is also the FOI Coordinator).

The City's FOI Coordinator has been delegated to monitor the timeframe and to ensure that City officers, especially the decision-makers, involved in a FOI application are aware of their obligations and responsibilities under the FOI Act.

Managers of various sections within the City have been delegated as Decision-Makers to evaluate and determine which documents pertaining to the application are to be granted full or part access or refused release of documents dependant on the exemptions under the FOI Act.

7.3 Progress Reporting

To meet the objectives of the FOI Act local government agencies are required to publish an Information Statement that is updated annually.

This document is available from the City and Council tab, 'Governance and Documents' section of the City of Cockburn website:
(www.cockburn.wa.gov.au).

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



This information is available in
alternative formats upon request.



Paper from responsible sources.

cockburn.wa.gov.au

13.3 (2021/MINUTE NO 0078) MINUTES OF COCKBURN COMMUNITY EVENTS COMMITTEE MEETING - 20 MAY 2021**Author(s)** M La Frenais**Attachment** 1. Minutes of Cockburn Community Events Committee Meeting - 20 May 2021**RECOMMENDATION**

That Council:

- (1) RECEIVES the Minutes of the Cockburn Community Events Committee Meeting held on Thursday, 20 May 2021; and
- (2) ADOPTS the recommendations contained therein.

COUNCIL DECISION

MOVED Cr L Smith SECONDED Cr P Corke

That the recommendation be adopted.

CARRIED UNANIMOUSLY 9/0**Background**

The Cockburn Community Events Committee conducted a meeting on 20 May 2021. 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 was to recommend the adoption of the 2021/2022 Calendar of Events within the below table:

Event Name	Date Time	Budget Ex-GST	Comments Location
Fur Run	17 October 2021 (TBC) 10am-1pm	OP8992 \$10,000	Encourages healthy dogs and promotes good owner and dog behaviour. Manning Park, Hamilton Hill
Teddy Bears Picnic, featuring "Hello Baby"	20 October 2021 (TBC) 10am-1pm	OP 9307 \$30,000	Entertainment and rides for pre - school children, including activities, parenting information and amusements. Manning Park, Hamilton Hill
Side Splitter	October 2021 (TBC)	OP 8854 \$30,000	Comedy Festival Memorial Hall, Hamilton Hill
Seniors Social Evening 1	November 2021 6pm - (TBC) 10.30pm	OP 9492 \$12,000	Different theme each event, buffet meal, raffles and prizes. Tickets are purchased at \$11 each = \$3,000 Dalmatinac Club, Spearwood
Christmas on the Green	4 December 2021 (TBC) 4.30pm-8pm	OP9460 \$33,000	Christmas Carols Legacy Park, Cockburn Central
Australia Day Coogee Beach Festival	26 January 2022 8am-12noon	OP9107 \$84,000	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 2022 7pm-10pm <i>Date is determined by availability of acts</i>	OP 9476 \$162,000	Cockburn Central Concert Victor George Kailis Oval, Cockburn Central (subject to availability). Otherwise Legacy Park, Cockburn Central
Seniors Social Evening 2	February 2022 6pm-10.30pm	OP 8856 \$12,000	Different theme each event, buffet meal, raffles and prizes. Dalmatinac Club, Spearwood Tickets purchased for \$11.00 = \$3,000
Coogee Live <i>Approval for three years requested for tender contract and sponsorship purposes</i>	March 2022, 2023 and 2024 Saturday 10am-9pm (TBC) Sunday 11am-6pm (TBC)	\$239,000, plus sponsorship income	Two day arts and cultural festival Coogee Beach Reserve and Omeo Park, Coogee Request conditional approval for additional 2 years to enable procurement of events management contract
Cultural Fair	9 April 2022 3pm-7pm	OP 9108 \$49,000	Cultural event which includes delivery of Cockburn's Got Talent Harmony Oval, Harvest Lakes, Atwell
Seniors Social Evening 3	June 2022 6pm-10.30pm	OP 8856 \$3,000 (ticket income offset last dance in the season)	Different theme each event, buffet meal, raffles and prizes. Dalmatinac Club, Spearwood Tickets purchased for \$11.00 = \$3,000



Event Name	Date Time	Budget Ex-GST	Comments Location
Marketing and Research		OP 9021 \$116,000	Marketing for all events; Surveys at two events
TOTAL		\$780,000	

Strategic Plans/Policy Implications

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- Provide a diverse range of accessible, inclusive and targeted community services, recreation programs, events and cultural activities that enrich our community.

Budget/Financial Implications

\$780,000, including all event costs, marketing and event market research which is within the Policy parameters and contained in the draft budget.

Legal Implications

N/A

Community Consultation

The 2021 Catalyse Market Community Scorecard research for events showed an overall positive rating of 94% for events and festivals. The research demonstrated the City's strong position for popular events and the reach across multiple demographics.

Risk Management Implications

The risk in not making a decision on the program at the June 2021 Council meeting is:

- A delay in booking acts, which reduces the choice of preferred acts.
- Preventing the events team from being able to plan the events.
- Preventing the events team from being able to market events in a timely way.
- Preventing the City from securing some sponsorship as there would not be a long enough lead in time.

In the case of Lotterywest and Healthway, there are pre-determined time frames. On two previous occasions, officers have received feedback that had the City been able to approach other potential sponsors earlier, they would have been interested, but by the time they were approached, they had allocated their sponsorship budget.



COVID-19

The events team is aware that due to COVID 19, the event season may start later and implications around delivery will need to be considered. It is recommended that for this year's concert performance, the COVID–19 clause be included once again in the artist contracts.

Events and Cultural Services will work with the procurement team to also include this clause in the City's correspondence with events suppliers and contractors.

Advice to Proponent(s)/Submissioners

N/A

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

Nil





City of Cockburn
Cockburn Community Events
Committee
Minutes

For Thursday, 20 May 2021

These Minutes are subject to confirmation

Presiding Member's signature

Date:

CITY OF COCKBURN
SUMMARY OF MINUTES OF THE
COCKBURN COMMUNITY EVENTS COMMITTEE
MEETING HELD THURSDAY, 20 MAY 2021 AT 6.00PM

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CITY OF COCKBURN
MINUTES OF THE
COCKBURN COMMUNITY EVENTS COMMITTEE
THURSDAY, 20 MAY 2021 AT 6.00PM

PRESENT**COMMITTEE MEMBERS**

Ms L Kirkwood	-	Deputy Mayor (Presiding Member)
Mr L Howlett	-	Mayor
Ms P Corke	-	Councillor
Mr T Widenbar	-	Councillor

OBSERVERS

Mr P Eva	-	Councillor (Deputy)
Dr C Terblanche	-	Councillor (Deputy)
Mr K Allen	-	Councillor
Ms C Stone	-	Councillor

IN ATTENDANCE

Mr T Brun	-	Chief Executive Officer
Ms G Bowman	-	Chief of Community Services
Ms L Seymour	-	Head of Library and Cultural Services
Ms M La Frenais	-	Events and Culture Coordinator

1. DECLARATION OF MEETING

The Presiding Member declared the meeting open at 6.18pm.

2. APPOINTMENT OF PRESIDING MEMBER (If required)

N/A

3. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT OF INTEREST (by Presiding Member)

Nil

4. APOLOGIES AND LEAVE OF ABSENCE

Ms S Edgar, Events Officer	–	Apology
Ms C Cooper, Arts and Cultural Coordinator	–	Apology

5. CONFIRMATION OF MINUTES

**5.1 (2021/MINUTE NO 0001) MINUTES OF THE COCKBURN
COMMUNITY EVENTS COMMITTEE MEETING - 21/05/2020**

RECOMMENDATION

That Committee confirms the Minutes of the Cockburn Community Events Committee Meeting held on Thursday, 21 May 2020 as a true and accurate record.

COMMITTEE RECOMMENDATION

MOVED Cr P Corke SECONDED Cr T Widenbar

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



8. COUNCIL MATTERS

8.1 (2021/MINUTE NO 0002) PROPOSED 2021/2022 CALENDAR OF EVENTS

Author(s) M La Frenais

Attachments

1. Coogee Live Report 2021
2. Post Event Report - Side Splitter 2020
3. Cultural Fair Report 2021

RECOMMENDATION

That Council ADOPTS the proposed 2021/2022 Calendar of Events, as identified in the report.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr P Corke
That Council ADOPTS the proposed 2021/2022 Season of Events Calendar, subject to the inclusion of the following artists being considered for the Community concert:

- Alter Boy
- Adrian Dzvuke
- Carla Geneve
- Tame Impala
- Troy Cassar Daley

CARRIED 4/0

Background

Council is required to determine the calendar for the 2021/2022 events season, as per the Corporate Strategic Business Planning and Budget Policy, which states: 'a provisional allocation for community events is to be up to a maximum of 1.0% of rates revenue (excluding the equivalent waste management and community surveillance service charges and interim rates). Council is required to adopt a Calendar of Events.'

Events included in this Policy are generally larger community events and related expenses detailed in the report are funded from this budget.

Other City run events, such as the Spring Fair, Show Off Art Exhibition, Hiroshima Day and ANZAC events are funded from separate budgets.

The Events Team has developed this year's proposal for the 2021/2022 program of events based on:

- A review of the 2020/21 season
- Feedback from surveys (three surveys attached)
- Staff debrief of events
- Feedback from people at events/on social media
- Council needing to have determined the season of events before sponsorship applications are submitted. The applications require approximately four (4) months lead-in time followed by adequate time to feature these organisations on promotional material should sponsorship agreements require.

Submission

N/A

Report

In 2021/22, it is proposed that the Calendar of Events Program follows the same format as the 2020/2021 events season, having introduced a number of new events over the last five years, including Fur Run, Side Splitter Comedy Festival and Coogee Live. The remaining events are extremely popular with the community.

Proposed 2021/2022 Calendar of Events

Below is the proposed 2021/2022 calendar of events which includes events proposed for the coming financial year and their related budget.

The dates are provisional as they are subject to change, due to possible COVID-19 restrictions and artist availability. City officers will advise Elected Members of any date changes.

The concert performance date is also subject to act availability.

Event Name	Date Time	Budget Ex-GST	Comments Location
Fur Run	17 October 2021 (TBC) 10am-1pm	OP8992 \$10,000	Encourages healthy dogs and promotes good owner and dog behaviour. Manning Park, Hamilton Hill
Teddy Bears Picnic, featuring "Hello Baby"	20 October 2021 (TBC) 10am-1pm)	OP 9307 \$30,000	Entertainment and rides for pre - school children, including activities, parenting information and amusements. Manning Park, Hamilton Hill
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Seniors Social Evening 1	November 2021 6pm - (TBC)	OP 9492 \$12,000	Different theme each event, buffet meal, raffles and prizes.



Event Name	Date Time	Budget Ex-GST	Comments Location
	10.30pm		Tickets are purchased at \$11 each = \$3,000 Dalmatinac Club, Spearwood
Christmas on the Green	4 December 2021 (TBC) 4.30pm-8pm	OP9460 \$33,000	Christmas Carols Legacy Park, Cockburn Central
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Marketing and Research		OP 9021 \$116,000	Marketing for all events; Surveys at two events
TOTAL		\$780,000	

All acts are subject to availability and budgets, as staff can only confirm and book them post a Council decision.

The concert date is subject to the availability of acts, which is why it is broadly listed for the month of February, 2022.



It is necessary to consider the events calendar no later than June for the following reasons:

- Marketing for the season needs to start in September and adequate time is required for marketing material to be produced prior. Preparation of the events guide commences in July of each year.
- October-November events are included in Cockburn Soundings October edition, which is prepared in August.
- Event and Cultural Services apply to Lotterywest, Healthway and other entities for funding of Coogee Live. Council needs to have determined the season of events before applications are submitted.

The number of events in this program is designed according to budget and to enable the two events staff to manage them, in addition to the other events that they organise or assist with during the year. These other events include:

- Assistance with Disability Access and Inclusion events (Disability Access and Inclusion),
- Bibra Lake Fun Run (Recreation Services),
- Hiroshima Day (Civic Events)
- Show Off Art Exhibition (Cultural Services)
- Spring Fair (Cultural Services)
- ANZAC events (Youth Services), and
- Ad hoc official openings.

Funding of these other events is not taken from this policy budget.

Event dates have been 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 events, which the City supports.

With the volume of events that occur during the season in the Perth metropolitan area, it is almost impossible not to have some clashes.

School, Resident Group and Cultural Group Events Participation

Early in June the City will write to schools, resident and cultural groups asking them to express interest in taking part in the Christmas on the Green event. If they express interest, City staff will contact them after the July school holidays to confirm and give them time to plan and rehearse performances. Officers will contact them again later in the year regarding Coogee Live and the Cultural Fair.



Community Concert

All performer contracts have a special COVID clause included. If Western Australian borders are closed we will book a local act for the main and support act. The support act choice would be determined by the cost of the main act.

Seniors' Events

The City retains three seniors' evening events. The tickets currently cost the City \$45 per person with each person paying a subsidised cost per ticket, which goes towards prizes and giveaways on the night.

It is proposed to keep the price to \$11 per person for 2021/2022. This is based on the capacity of the Dalmatinac Club and the sale of 270 tickets.

An allocation of one ticket each (ten in total) is made for Elected Members and for up to twenty volunteers from the Seniors Centre.

There is a deadline for these tickets to be requested and if they are not taken up, they are sold.

As the tickets are highly sought after, the process is refined each year to ensure that, as far as possible, only Cockburn residents attend and that there is a waiting list for those who missed out on the previous event.

Summary of Other Events Proposed to Continue Without Change

The following events are retained in the current format due to their popularity and good attendance:

- Fur Run – October 2021 (not vast numbers but a successful, low cost event)
- Teddy Bear's Picnic – October 2021
- Side Splitter Comedy Festival – October 2021
- Christmas on the Green- December 2021
- Australia Day Coogee Beach Festival – 26 January 2022
- Coogee Live- March 2022
- Cultural Fair- April 2022

Coogee Live – Two Day Cultural Event on the Coast

The inception of Coogee Live came from community consultation in 2013 and 2015, whereby the Community suggested it would be good to have a longer more cultural focused event celebrating Cockburn's beautiful coast and heritage.



Originally the concept included the potential for light shows on coastal buildings, however these proved to be too expensive for the event budget.

It is important to note that a light show event that is culturally appropriate and of a high standard, such as the City of Joondalup's Kaleidoscope Festival, would require a \$400k budget plus sponsorship.

City officers still spend hundreds of hours on this event, but it is necessary to outsource the management of it, as an event of this size requires a team to develop and run it.

The event company organises the procurement, risk management plans, traffic management plans, programming, website, marketing, bump in and out, and staffing, all supported and supplemented by City staff. All aspects of the event are approved by relevant officers within the City.

A local event company was engaged, Butler and Brown events, through an RFQ process. Butler and Brown made significant improvements to the event with direction from the Events and Cultural Coordinator and really captured the essence of what the event was trying to achieve.

The independent research of attendees in 2021 shows a marked increase in satisfaction since 2020.

The majority of respondents (86.8% - an increase of 5.2% since 2020) were 'at least' satisfied with the experience they had.

43.0% of these respondents were very satisfied with the experience, with a further 43.8% being satisfied.

11.9% of respondents were neutral in their response.

1.3% of respondents were dissatisfied with the experience, and no respondents were very dissatisfied.

Sponsorship was gained in 2021 totaling \$110k in cash, \$50k in-kind (external) support and \$27,000 in-kind (internal) support, demonstrating a high level of support for this event. Most sponsors returned from the previous year.

It is recommended that Council approve, subject to budget and sponsorship income, the continuation for Coogee Live in 2022 and again in 2023 and 2024. This conditional pre-approval will enable Butler and Brown Events Management company and the City to commence planning for the following year to immediately after the event.

It is very important to gain the same level of sponsorship again in 2022 but as highlighted in the risk area of this report, it may be harder to secure sponsorship due to economic constraints this year.



Additional sponsorship opportunities will be investigated with organisations such as the Water Corporation, Road Wise and those within the resource sector, subject to adherence with the Incoming Sponsorship Policy.

If the level of sponsorship is not secured, the City will reassess expenses and delivery. Coogee Live is proposed to be a two-day festival again, that will showcase the Cockburn coast through creative activities and artistic displays.

Marketing/Insurance/Research/Concept Development

The Marketing Plan will include traditional advertising, use of social media, the annual events brochure mailed to all households, Cockburn Soundings, billboards, posters, and promotion at other events.

Promotion also occurs on Messages on Hold and e-signatures. Event surveys (two events per year), events guide created and mailed to all residents, photography/videography at events (\$116,000).

Healthway Funding

The City was successful in securing \$20,000 for Coogee Live for 2020 and 2021 and will continue to seek this partnership for Coogee Live in future years.

Lotterywest Funding

The City was successful in securing \$50,000 in sponsorship funding for Coogee Live and will continue to seek this partnership for Coogee Live in 2022 and future years.

Strategic Plans/Policy Implications

Corporate Strategic Business Planning and Budget policy refers.

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- Provide a diverse range of accessible, inclusive and targeted community services, recreation programs, events and cultural activities that enrich our community.

Budget/Financial Implications

\$780,000, including all event costs, marketing and event market research which is within the Policy parameters and contained in the draft budget.

Legal Implications

N/A



Community Consultation

General Event Research

The 2021 Catalyse Market Community Scorecard research for events showed an overall positive rating of 94% for events and festivals. The research demonstrated the City's strong position for popular events and the reach across multiple demographics.

Coogee Live Event research

In the survey (attached) conducted of people who attended the event, majority of respondents (86.8% - an increase of 5.2% since 2020) were 'at least' satisfied with the experience they had.

43.0% of these respondents were very satisfied with the experience with a further 43.8% being satisfied.

11.9% of respondents were neutral in their response.

1.3% of respondents were dissatisfied with the experience and no respondents were very dissatisfied.

Cultural Fair Event Research

In the survey (attached) conducted of people who attended the event, the majority of respondents (96.5%) were 'at least' satisfied with the experience they had.

58.7% of these respondents were very satisfied with the experience and a further 37.8% were satisfied.

Only 3.5% of respondents provided a neutral score

Risk Management Implications

The risk in not making a decision on the program at June 2021 Council meeting is:

- A delay in booking acts, which reduces the choice of preferred acts.
- Preventing the events team from being able to plan the events.
- Preventing the events team from being able to market events in a timely way.
- Preventing the City from securing some sponsorship as there would not be a long enough lead in time.

In the case of Lotterywest and Healthway, there are pre-determined time frames. On two previous occasions, officers have received feedback that had the City been able to approach other potential sponsors earlier, they would have been interested, but by the time they were approached, they had allocated their sponsorship budget.



COVID-19

The events team is aware that due to COVID 19, the event season may start later and implications around delivery will need to be considered. It is recommended that for this year's concert performance, the COVID-19 clause be included once again in the artist contracts.

Events and Cultural Services will work with the procurement team to also include this clause in the City's correspondence with events suppliers and contractors.

Risk of Not Securing Sponsorship for Coogee Live

The City contributed \$239,000 to Coogee Live from the budget last year.

In addition the City secured \$110k cash sponsorship through Lotterywest (\$50k), Healthway (\$20k), Auspire (\$10k), Alcoa (\$10k), Fremantle Ports (\$10k) Frasers (\$10k), with an additional \$50k in kind sponsorship (external) and \$27k in kind internal sponsorship.

If sponsorship is significantly reduced, the City will have to reduce the event component to what is affordable within the budget.

Advice to Proponent/Submitters

N/A

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

Nil



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?”

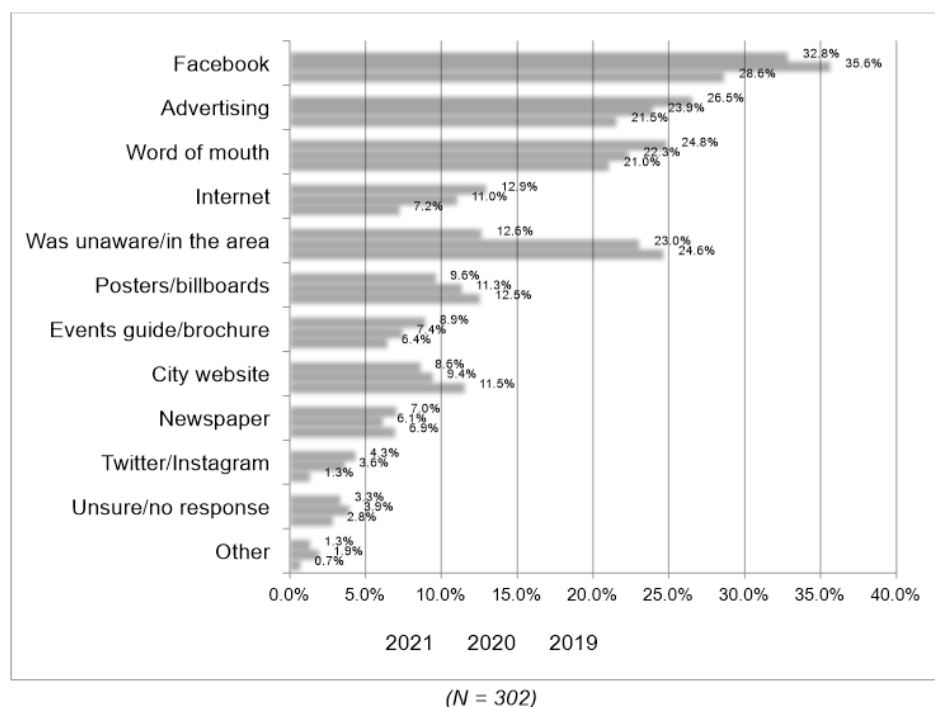
This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. **Respondents provided multiple responses if they had more than one source of awareness, therefore results tally to greater than 100%.**

Graph 3.5.1 shows that respondents became aware of Coogee Live by a variety of means. 12.6% of respondents advised that they were unaware of it and had only attended because they were in the area at the time.

32.8% heard about it through Facebook groups, 26.5% became aware through some form of advertising, 24.8% became aware through word of mouth, 12.9% became aware of it via the internet and 9.6% became aware through posters/billboards in the area. 8.9% became aware through the Cockburn Events Guide, 8.6% became aware via the City of Cockburn website, and 7.0% became aware through the local newspaper. 4.3% became aware through Instagram/Twitter.

3.3% of respondents did not supply a response to this question.

Graph 3.5.1 Method of Festival Awareness



perth market research

**Report on the
City of Cockburn Coogee Live
Survey 2021**



(March 2021)

Prepared by

perth market research
103 Solomon St
FREMANTLE WA 6160
Phone: (08) 9336 7989
Email: info@perthmarketresearch.com.au

**Report on the City of Cockburn
Coogee Live Survey – March 2021**

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APPENDIX	Questionnaire – Intercept/Online Survey	

1.0 METHODOLOGY

From Saturday the 6th (10am to 9pm) to Sunday the 7th (11am to 6pm) of March 2021, the City of Cockburn held the fourth Coogee Live event – the others being held every March from 2018 to 2020. 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. 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 302 respondents participated in the survey, consisting of 64 responses from the intercept interview process and 238 responses from the online survey process. 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).

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 6th (10am to 9pm) to Sunday the 7th (11am to 6pm) of March 2021, the City of Cockburn held the fourth 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 302 respondents participated in the survey, consisting of 64 responses from the intercept interview process and 238 responses from the online survey process. 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).

- **Visitor Numbers**

The estimate for the numbers of visitors to Coogee Live over the two days based on these methodologies is that **between 20,000 and 28,000** people visited the City over this period.

All weather across the weekend was fine in this survey period. Estimates showed an increased Saturday visitation this year. Consequently it was estimated that visitors on each day were:

➤ Saturday	10,000 to 14,000 attendees
➤ Sunday	10,000 to 14,000 attendees

- **Overall Results**

Interviewers noted very positive responses in the 2021 survey period. It was noted that respondents seemed to appreciate the event and that the number of attendees seemed to have increased over the previous year. Responses were very positive and supportive, despite some suggestions for improvement.

- **Method of Transport**

Survey respondents used their car as their primary mode of transport (70.5%). This was followed by 20.2% of respondents who walked, those who rode a bicycle (3.0%), those who caught a bus (2.3%) and those who used an Uber (0.7%). 3.3% of respondents cited 'other' methods of transport. Responses show a decreased use of the car (3.7% decrease) and a corresponding increase in bus and bicycle use in this survey period.

- **Nationality of Visitors**

96.5% of respondents lived in the Perth metropolitan area compared to 3.6% who were visiting from intrastate, interstate or overseas. This represented an increased proportion of local visitors (2.0% increase) compared to a corresponding reduction in the level of intrastate, interstate and overseas visitors. This is expected to be due to the reduced proportion of visitors to the state due to COVID.

- **Locality of Metropolitan Area Visitors**

Survey respondents from the Perth metropolitan area were concentrated within the City of Cockburn. 82.1% of all respondents from the **Perth metropolitan area** lived within the City of Cockburn (decrease of 1.8% since 2020). 37.7% of these respondents came from Coogee and a further 44.4% came from other suburbs within the City of Cockburn. This represented an increase of respondents from inside 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 (7.6% – an increase of 1.1% since 2020). This was followed by respondents from the City of Fremantle (5.6% - an increase of 0.1% since 2020), the eastern suburbs (2.6% - the same as in 2020), the western suburbs (1.4% - a 0.8% increase since 2020) and the northern suburbs (0.7% - a decrease of 0.3% since 2020).

- **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 17 visitors from outside of the metropolitan area 7 came from regional Western Australia (63.6% of all non-metropolitan visitors or 2.3% of all respondents), 4 came from interstate (36.4% of all non-metropolitan visitors or 1.3% of all respondents) and 0 came from overseas (0% of all non-metropolitan visitors or 0% of all respondents).

- **Number of People in Group**

The largest proportion of respondents came to the event in a group consisting of 2 people (35.4%). This was followed by respondents in groups of 5 or more people (24.5%), 3 people (24.2%), 4 people (12.3%) and singles (3.6%).

These results highlight that, while the largest group consists of couples, over 60% of people attending the event did so in groups of three or greater.

- **Visit to Coogee Live**

87.4% of respondents did visit specifically for the event (an increase of 4.2% since 2020), compared to 12.6% who did not visit specifically for the event (a decrease of 4.2% since 2020).

The vast majority of respondents who did not visit specifically for the event did choose to stay for some or all of it (89.5% - or 34 respondents). Only 10.5% chose not to stay (4 respondents).

The results do represent a significantly larger proportion of respondents who chose to stay in this survey period compared to 2020.

Of respondents who did attend in this survey period, 44.7% had attended the event in previous years. 55.3% had not attended the event in previous years

- **Awareness Method for Coogee Live**

12.6% of respondents advised that they were unaware of it and had only attended because they were in the area at the time. 32.8% heard about it through Facebook groups, 26.5% became aware through some form of advertising, 24.8% became aware through word of mouth, 12.9% became aware of it via the internet and 9.6% became aware through posters/billboards in the area. 8.9% became aware through the Cockburn Events Guide, 8.6% became aware via the City of Cockburn website, and 7.0% became aware through the local newspaper. 4.3% became aware through Instagram/Twitter.

- **Promotional Material/Advertising Awareness**

69.2% of respondents were aware of promotional/advertising material for the Coogee Live (a 0.9% increase from 2020). 30.8% advised that they were not aware of any promotional material.

30.1% of all respondents aware of promotional material/advertising listed the Coogee Live Facebook page as a source. This was followed by 26.8% who listed the billboards, 25.8% who listed the City of Cockburn Facebook page and a further 16.9% who listed the City of Cockburn website. 12.9% of respondents listed print advertising as an information source and a further 9.3% listed the Events Guide.

Posters (7.6%) and newspaper articles (7.6%) 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. Twitter (7.0%), the Coogee Live website (6.3%), radio reports (3.6%) and TV reports (3.0%) were the lowest rated response categories.

1.3% 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 other Facebook pages.

- **Event Sponsorship – Unprompted Awareness**

67.2% of respondents advised that they were aware of who the sponsors of Coogee Live were. This represents an increase in sponsor awareness since 2020 (1.8%).

39.9% of all respondents advised that they were aware of the City of Cockburn as a sponsor. This was followed by 31.0% who listed Lotterywest and a further 29.1% who listed LiveLighter. 12.8% of respondents listed Healthway as a sponsor followed by Nova 93.7 (11.3%) and a further 10.8% who listed Fraser's Port Coogee. The Cockburn Gazette (9.4%), Fremantle Ports (7.4%) and Alcoa (4.9%) were also listed. 3.0% 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. 80.5% of respondents recognised the City of Cockburn as a sponsor of Coogee Live, followed by LiveLighter (58.9%), Lotterywest (46.0%), Nova 93.7 (31.1%), Fraser's Port Coogee (27.5%), and Alcoa (26.2%). Healthway was recognised by 14.9% of respondents, followed by the Cockburn Gazette (11.9%) and the Fremantle Ports (9.6%).

- **Days Attended**

For the first time, the largest proportion of respondents attended the event on Saturday (66.2%). This was followed by 64.6% of all respondents attending on the Sunday. 22.8% of respondents attended the event on both days.

- **Favourite Activities/Displays/Events**

The largest proportion of respondents enjoyed the live music/bands/stage entertainment (28.1%), followed by the parkour (20.9%), the mermaids (18.9%), Music at Omeo (14.2%) and the robots (13.6%). Respondents also liked the acrobats/circus (11.6%), the forensics (10.6%) and the dance demonstrations (8.9%). 7.9% appreciated the health check, and a further 6.3% enjoyed the cooking demonstrations. Also appreciated were the Bikewise check/workshop (6.0%), the fairies (4.6%), the camel rides (4.0%) and the pirates (3.6%).

- **Live Lighter**

Just over half of respondents (55.7%) were aware that Coogee Live supports the 'Live Lighter' health message.

Almost nine out of ten respondents (89.1%) believed that there was adequate healthy food and drink options at the event.

- **Satisfaction with Food/Bar Offerings**

Only one out of every two respondents in this survey period 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, healthiness was the individual area that gained the most satisfaction, followed by Quality. 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 the equal lowest dissatisfaction scores.

Fewer than 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), 84.1% were 'at least' satisfied with the offerings (38.7% of all responses). This consisted of 37.4% who were very satisfied and 46.7% who were satisfied. 12.2% of respondents were neutral in their assessment of the Pop-Up Bar offerings (5.6% of all responses). Dissatisfaction was low at an overall 3.7% (1.7% of all responses), with all of these respondents being dissatisfied.

- **Satisfaction with Coogee Live**

There was a significant improvement in satisfaction since 2020. In this survey period the majority of respondents (86.8% - an increase of 5.2% since 2020) were 'at least' satisfied with the experience they had. 43.0% of these respondents were very satisfied with the experience with a further 43.8% being satisfied. 11.9% of respondents were neutral in their response. 1.3% of respondents were dissatisfied with the experience and no respondents were very dissatisfied. This represents a reduction in the dissatisfaction level since 2020 of 1.6%.

- **Description of Overall Experience**

Respondents were asked how they would describe their overall experience of Coogee Live. The key responses were:

➤ Good/very good/excellent	24.2%
➤ Enjoyable/fun	17.2%
➤ Great entertainment	11.3%
➤ Friendly community atmosphere	10.3%
➤ Family-friendly	9.6%
➤ Great activities/displays	8.3%
➤ Good variety of activities	4.0%
➤ Well-organised	3.6%
➤ Relaxing	3.0%
➤ Good music	3.0%
➤ Good location	3.0%

• Coogee Live Descriptors

Respondents were asked what three words they would use to describe Coogee Live. The key responses were:

➤ Fun	26.8%
➤ Live music	24.5%
➤ Free	20.5%
➤ Community	17.5%
➤ Family-friendly	9.6%
➤ Beach	8.9%
➤ Friendly	7.0%
➤ Entertaining	6.3%
➤ Variety	5.3%

• Positive Event Characteristics

Respondents were asked what they liked about Coogee Live. The key responses were:

➤ Free	17.2%
➤ Community event/atmosphere	12.9%
➤ Great event/good idea for an event	10.3%
➤ Activities - great/variety	9.6%
➤ Music/Live music	8.9%
➤ Location – attractive/beautiful	7.6%
➤ Family event	6.6%
➤ Child-friendly	6.3%
➤ Kids' activities	5.6%
➤ Festival atmosphere	5.0%
➤ Everything	4.6%

• Areas for Improvement

Respondents were asked what they thought would improve Coogee Live. The key responses were:

➤ Nothing/fine as it is	30.8%
➤ More shaded areas (rain/sun)	11.6%
➤ More dining areas and tables	8.9%
➤ More water stations	7.6%
➤ More live music	6.3%
➤ More seating	6.0%
➤ More children's' activities	5.6%
➤ More signage to water stations	5.3%
➤ More food trucks/variety	5.0%
➤ Less expensive food	5.0%

• Demographics

- 52.3% of respondents were female compared to 46.4% who were male. 1.3% of respondents preferred not to advise of their gender.

- 28.1% of respondents were in the 35 – 44 age group, 26.2% were between 25 – 34, 25.2% were between 45 – 54, 9.9% between 55 – 64, 7.3% between 18 – 24 and 3.0% were 65 and over. Only one respondent (0.3%) refused to provide their age.
- 48.0% of respondents were employed full-time, 17.5% were part-time employees and 4.6% were employed on a casual basis. 11.3% of respondents were self-employed and 3.3% of respondents were students. 8.3% were not employed and 4.3% were retired.



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 three 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 20,000 to 28,000 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 20,000 and 28,000** people visited the City over this period.

All weather across the weekend was fine in this survey period. Estimates showed an increased Saturday visitation this year. Consequently it was estimated that visitors on each day were:

- **Saturday** 10,000 to 14,000 attendees
- **Sunday** 10,000 to 14,000 attendees

3.2 Transport Method

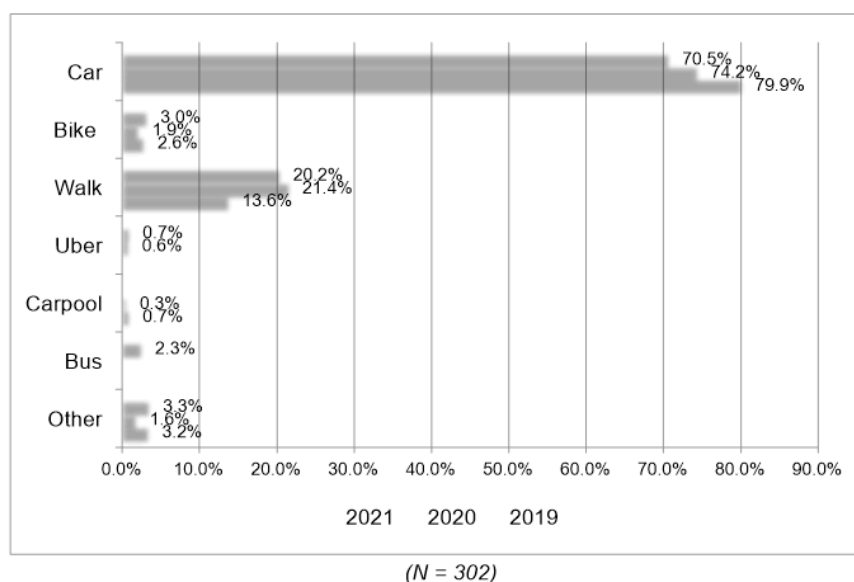
In **question 1**, all survey respondents were asked:

“How did you get to Coogee Live?”

Graph 3.2 shows that respondents used their car as their primary mode of transport (70.5%). This was followed by 20.2% of respondents who walked, those who rode a bicycle (3.0%), those who caught a bus (2.3%) and those who used an Uber (0.7%). 3.3% of respondents cited ‘other’ methods of transport.

Responses show a decreased use of the car (3.7% decrease) and a corresponding increase in bus and bicycle use in this survey period.

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 or bus.
- 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

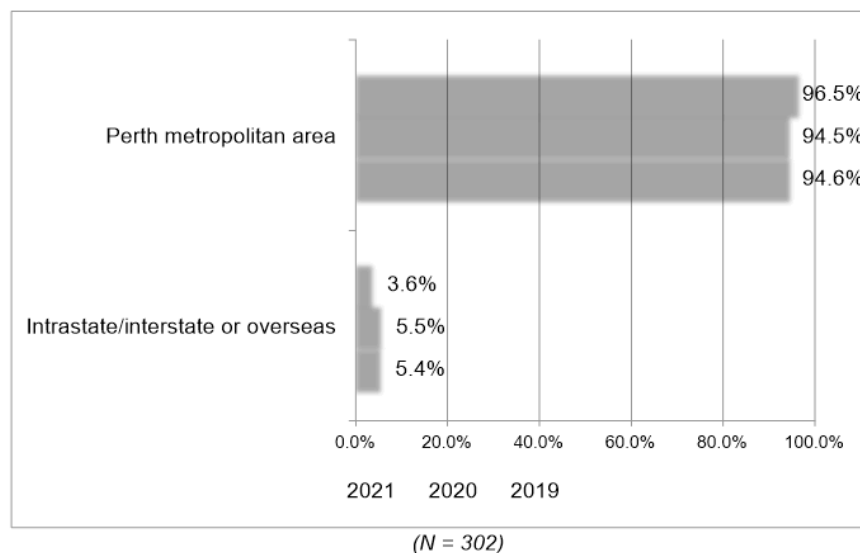
3.3.1 In **question 2**, all survey respondents were asked:

“Do you usually live in the Perth metropolitan area?”

Graph 3.3.1 shows that 96.5% of respondents lived in the Perth metropolitan area compared to 3.6% who were visiting from intrastate, interstate or overseas.

This represented an increased proportion of local visitors (2.0% increase) compared to a corresponding reduction in the level of intrastate, interstate and overseas visitors. This is expected to be due to the reduced proportion of visitors to the state due to COVID.

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:

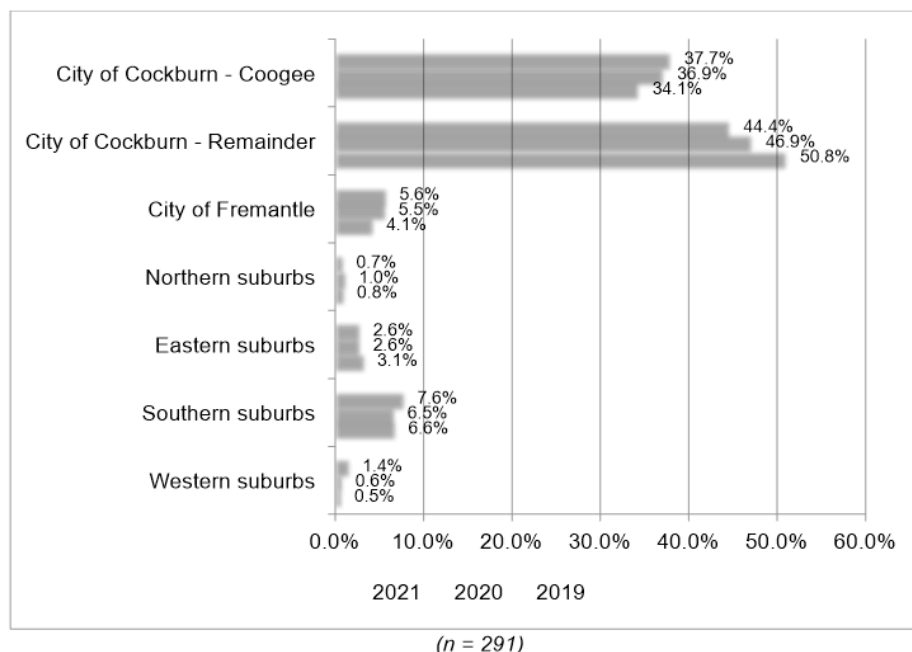
“What suburb do you live in?”

Graph 3.3.2 shows that survey respondents from the Perth metropolitan area were concentrated within the City of Cockburn. 82.1% of all respondents from the **Perth metropolitan area** lived within the City of Cockburn (decrease of 1.8% since 2020). 37.7% of these respondents came from Coogee and a further 44.4% came from other suburbs within the City of Cockburn. This represented an increase of respondents from inside 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 (7.6% – an increase of 1.1% since 2020). This was followed by respondents from the City of Fremantle (5.6% - an increase of 0.1% since 2020), the eastern suburbs (2.6% - the same as in 2020), the western suburbs (1.4% - a 0.8% increase since 2020) and the northern suburbs (0.7% - a decrease of 0.3% since 2020).

These results indicate that visitors to the event are still coming from the City of Cockburn in large proportions, although still with the largest percentage coming 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 (11) 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 17 visitors from outside of the metropolitan area 7 came from regional Western Australia (63.6% of all non-metropolitan visitors or 2.3% of all respondents), 4 came from interstate (36.4% of all non-metropolitan visitors or 1.3% of all respondents) and 0 came from overseas (0% of all non-metropolitan visitors or 0% of all respondents).

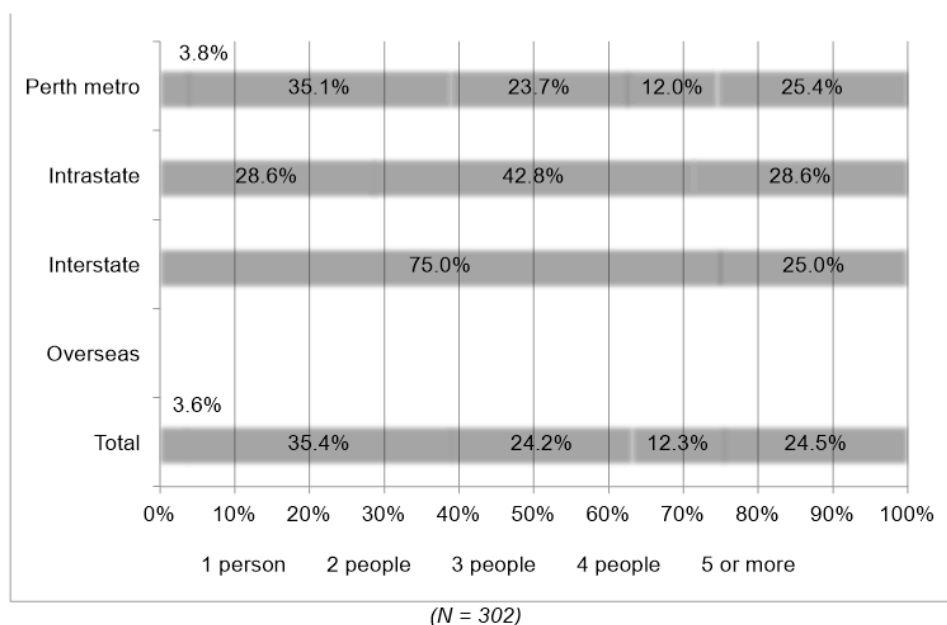
3.3.4 In question 5, all survey respondents were asked:

“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 (35.4%). This was followed by respondents in groups of 5 or more people (24.5%), 3 people (24.2%), 4 people (12.3%) and singles (3.6%).

These results highlight that, while the largest group consists of couples, over 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, 30.1% of all attendees were children attending the event with parents or guardians. This is an increase from 29.3% in the 2020 survey period (an increase of 0.8% in this survey period).

3.4 Visit to Coogee Live

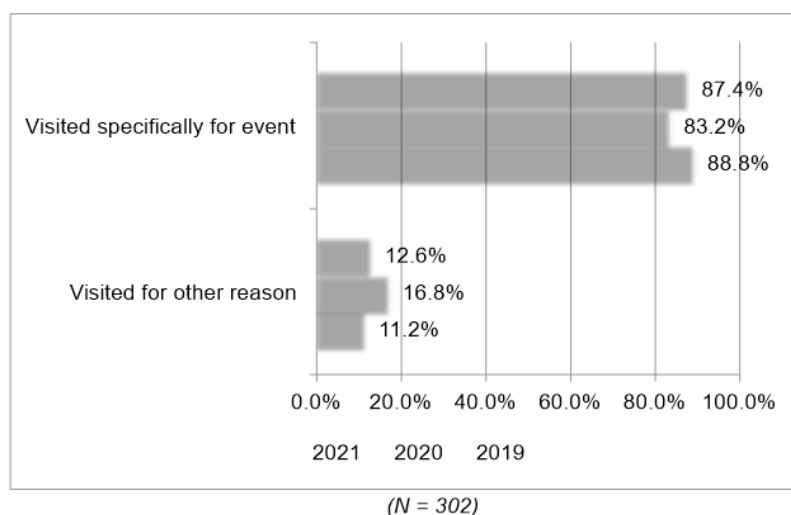
3.4.1 In question 6a, all survey respondents were asked:

“Did you come to this area today specifically for Coogee Live?”

Graph 3.4.1 shows that 87.4% of respondents did visit specifically for the event (an increase of 4.2% since 2020), compared to 12.6% who did not visit specifically for the event (a decrease of 4.2% since 2020).

It would appear that over 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.

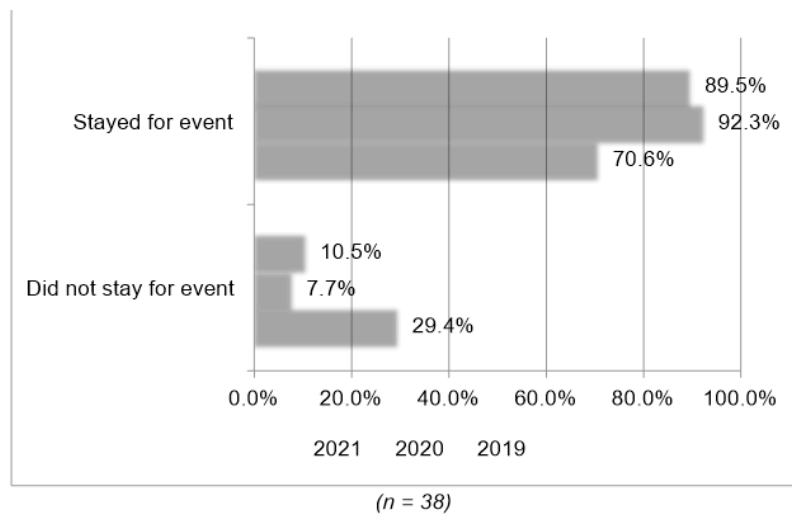
3.4.2 In **question 6b** survey respondents who did not visit the area (Coogee) specifically for the event (38 respondents) were asked:

“If no (to question 6a), did / will you stay for Coogee Live?”

Graph 3.4.2 shows that the vast majority of respondents who did not visit specifically for the event did choose to stay for some or all of it (89.5% - or 34 respondents). Only 10.5% chose not to stay (4 respondents).

The results do represent a similar proportion of respondents who chose to stay in this survey period compared to 2020.

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.

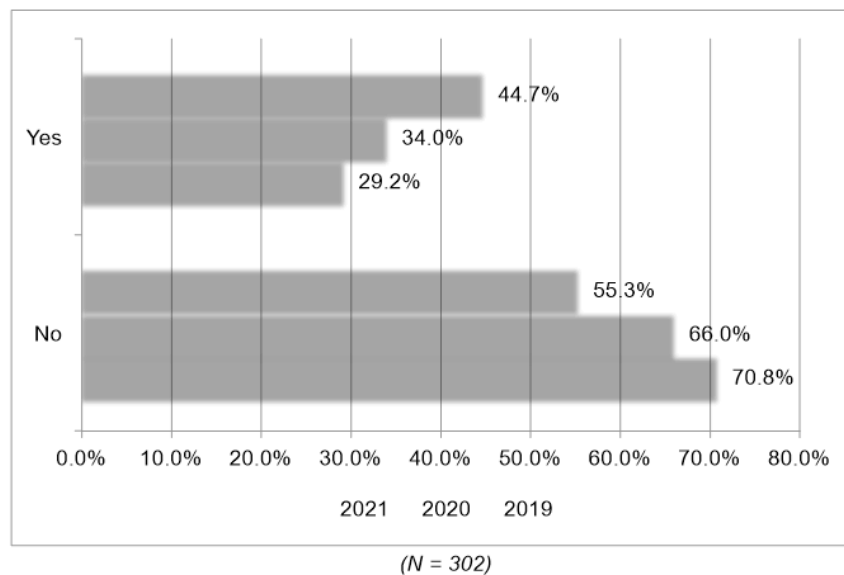
3.4.3 In question 7 all survey respondents were asked:

“Did you attend Coogee Live in previous years?”

Graph 3.4.3 shows that, of respondents who did attend in this survey period, 44.7% had attended the event in previous years. 55.3% had not attended the event in previous years.

The results do represent an increased proportion of respondents who had attended the event previously compared to last year’s results. An additional 10.7% of respondents had been to the event before compared to the results for 2020.

Graph 3.4.3 Attendance of Coogee Live in Previous Years



Demographic Results

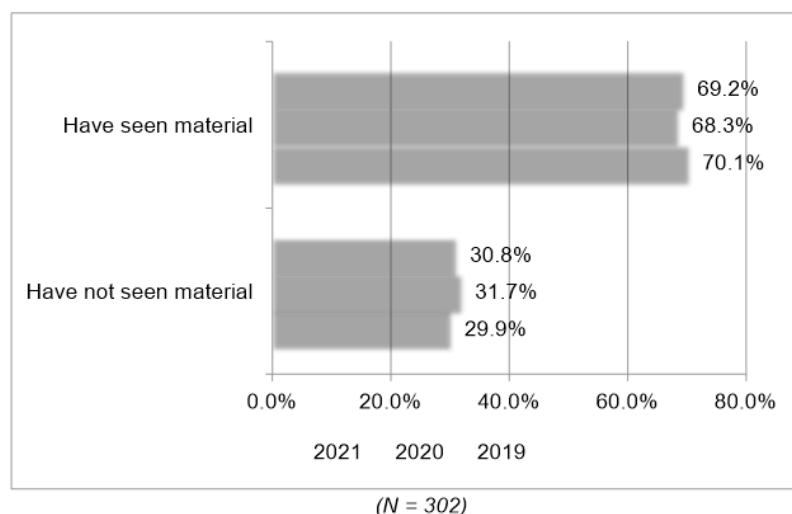
- Respondents who had previously attended the event were more likely to live in the location of the event than respondents in other areas.

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 69.2% of respondents were aware of promotional/advertising material for the Coogee Live (a 0.9% increase from 2020). 30.8% advised that they were not aware of any promotional material.

Graph 3.5.2a Awareness of Promotional/Advertising Material



Survey respondents who claimed that they were aware of promotional/advertising material (209 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 8.

30.1% of all respondents aware of promotional material/advertising listed the Coogee Live Facebook page as a source. This was followed by 26.8% who listed the billboards, 25.8% who listed the City of Cockburn Facebook page and a further 16.9% who listed the City of Cockburn website. 12.9% of respondents listed print advertising as an information source and a further 9.3% listed the Events Guide.

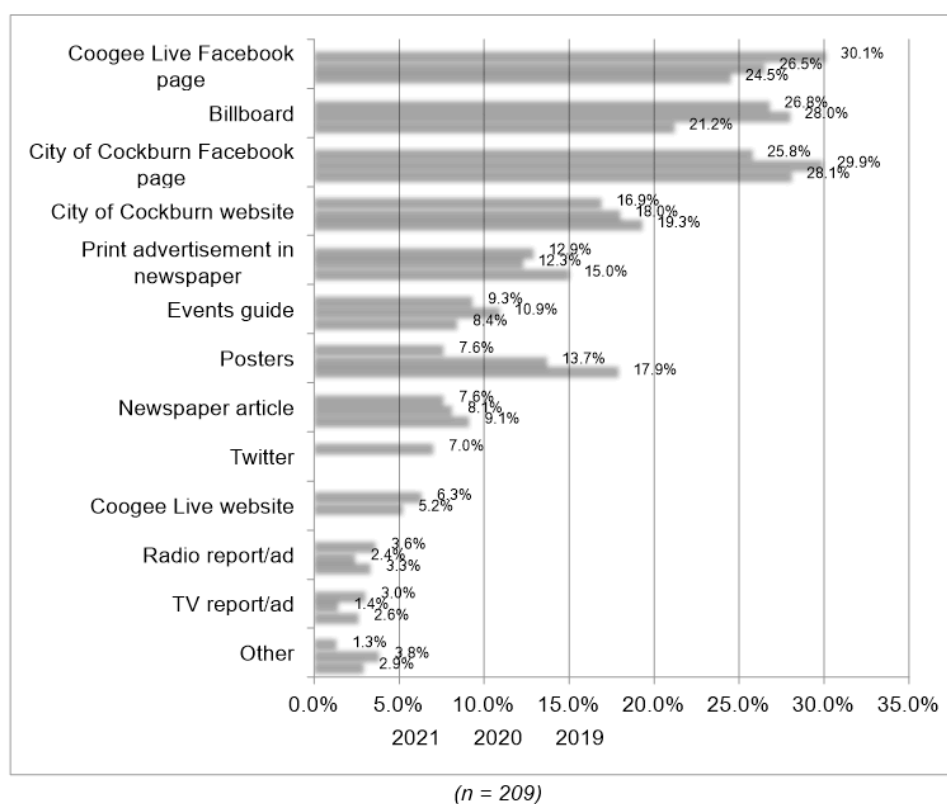
Posters (7.6%) and newspaper articles (7.6%) were also listed as a source of information. Anecdotal results indicate that the Events Guide is a good

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.

Twitter (7.0%), the Coogee Live website (6.3%), radio reports (3.6%) and TV reports (3.0%) were the lowest rated response categories.

1.3% 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 other Facebook pages.

Graph 3.5.2b Source of Promotional/Advertising Material



3.6 Event Sponsorship

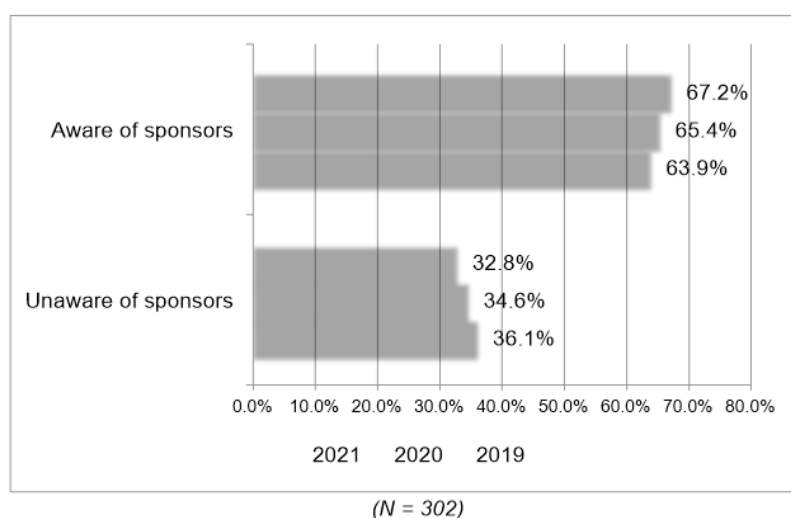
3.6.1 In **question 10**, all survey respondents were asked:

“Are you aware who the sponsors of Coogee Live are?”

Graph 3.6.1a shows that 67.2% of respondents advised that they were aware of who the sponsors of Coogee Live were. This represents an increase in sponsor awareness since 2020 (1.8%).

32.8% 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 (203 respondents) were asked:

“Who do you think the sponsors of Coogee Live are?”

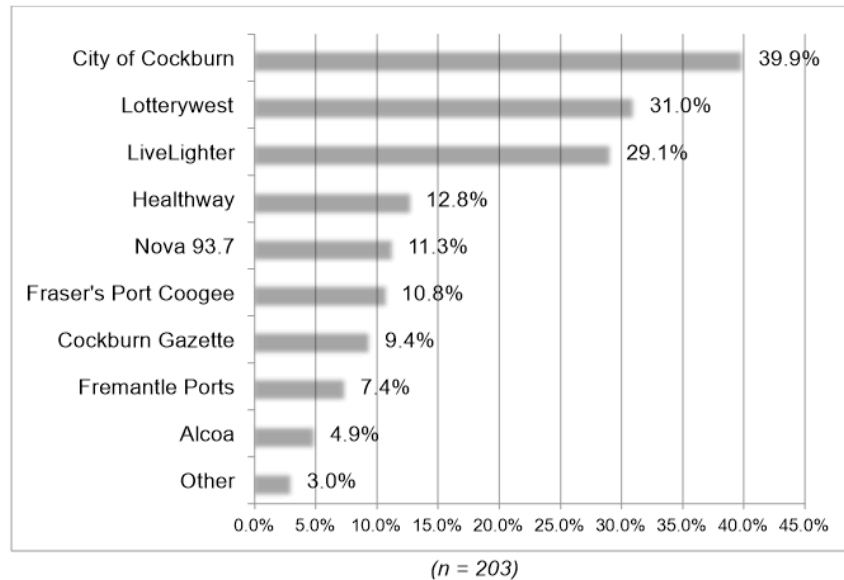
Graph 3.6.1b, presented overleaf, shows where people **who claim to be aware of the sponsors of the event** became aware. Multiple responses were permitted therefore results tally to greater than 100%.

39.9% of all respondents advised that they were aware of the City of Cockburn as a sponsor. This was followed by 31.0% who listed Lotterywest and a further 29.1% who listed LiveLighter. 12.8% of respondents listed Healthway as a sponsor followed by Nova 93.7 (11.3%) and a further 10.8% who listed Fraser's Port Coogee.

The Cockburn Gazette (9.4%), Fremantle Ports (7.4%) and Alcoa (4.9%) were also listed.

3.0% 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.

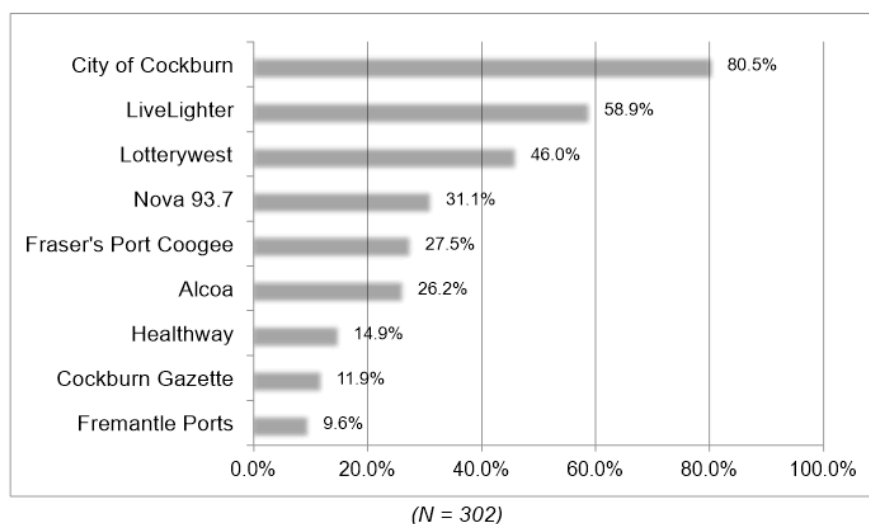
3.6.2 In **question 11**, all survey respondents were asked:

“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 80.5% of respondents recognised the City of Cockburn as a sponsor of Coogee Live, followed by LiveLighter (58.9%), Lotterywest (46.0%), Nova 93.7 (31.1%), Fraser’s Port Coogee (27.5%), and Alcoa (26.2%). Healthway was recognised by 14.9% of respondents, followed by the Cockburn Gazette (11.9%) and the Fremantle Ports (9.6%).

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

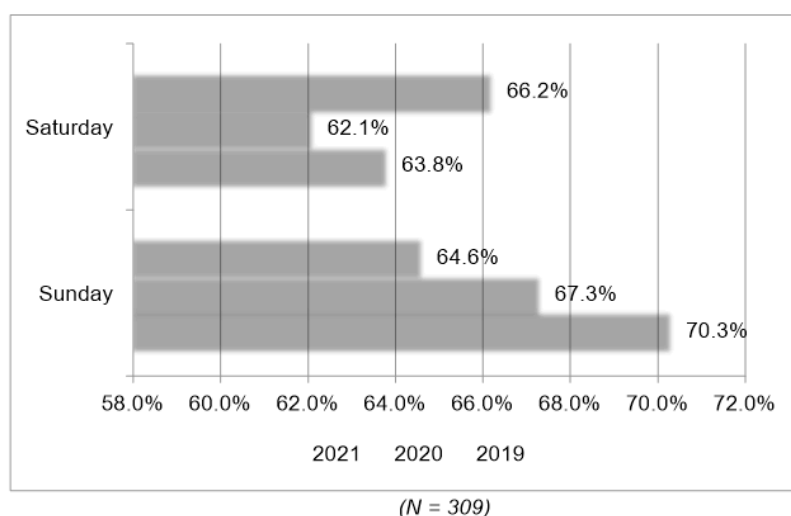
In **question 12**, all survey respondents were asked:

“Which days of Coogee Live did you attend?” (*multiples accepted*)

Graph 3.7.1 shows that, for the first time, the largest proportion of respondents attended the event on Saturday (66.2%). This was followed by 64.6% of all respondents attending on the Sunday.

22.8% 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 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 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/stage entertainment (28.1%), followed by the parkour (20.9%), the mermaids (18.9%), Music at Omeo (14.2%) and the robots (13.6%). Respondents also liked the acrobats/circus (11.6%), the forensics (10.6%) and the dance demonstrations (8.9%). 7.9% appreciated the health check, and a further 6.3% enjoyed the cooking demonstrations. Also appreciated were the Bikewise check/workshop (6.0%), the fairies (4.6%), the camel rides (4.0%) and the pirates (3.6%).

6.3% provided no response to the question.

The key responses were:

Response	Percentage Response	Frequency
Live music/bands/stage entertainment	28.1%	85
Parkour	20.9%	63
Mermaids	18.9%	57
Music at Omeo	14.2%	43
Robots	13.6%	41
Acrobats/circus	11.6%	35
Forensics	10.6%	32
Dance demonstrations	8.9%	27
Health check	7.9%	24
Cooking demonstrations	6.3%	19
Bikewise check/workshop	6.0%	18
Fairies	4.6%	14
Camel ride	4.0%	12
Pirates	3.6%	11
Everything	3.0%	9
Face painting	2.6%	8
Music at the jetty	2.3%	7
Market stalls	2.0%	6

Response	Percentage Response	Frequency
Henna tattoos	2.0%	6
Science stuff	2.0%	6
Cake competition	1.7%	5
Fencing	1.3%	4
Crafting workshop	1.3%	4
Explosion lab	1.0%	3
Childrens' crafts	1.0%	3
Mandala	1.0%	3
African drums	0.7%	2
Koalas	0.7%	2
Other	4.6%	14
No response	6.3%	19
Total	-	302

Image 3.8 Favourite Displays/Activities/Events *



* (results in this image taken from online responses only)

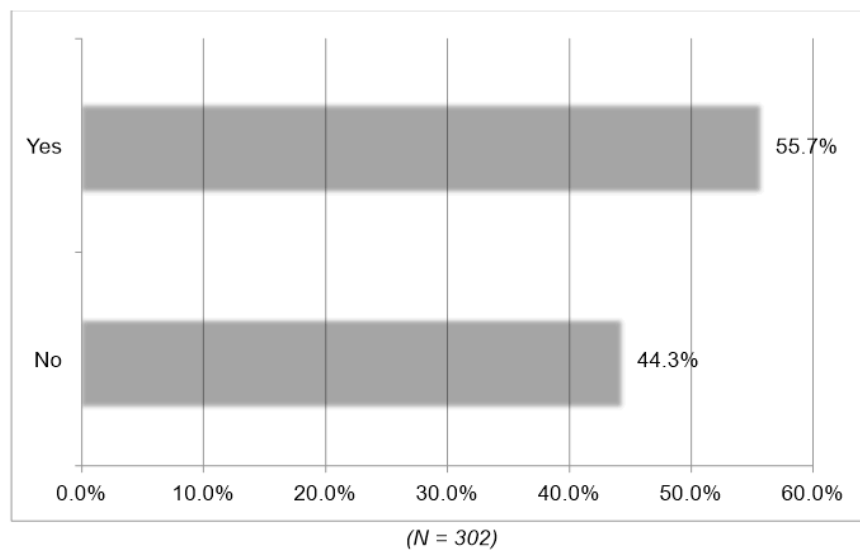
3.9 Live Lighter

3.9.1 In **question 14**, all survey respondents were asked:

“Were you aware that Coogee Live supports the ‘Live Lighter’ health message?”

Graph 3.9.1 shows that just over half of respondents (55.7%) were aware that Coogee Live supports the ‘Live Lighter’ health message.

Graph 3.9.1 Coogee Live Lighter Support Awareness



Demographic Results

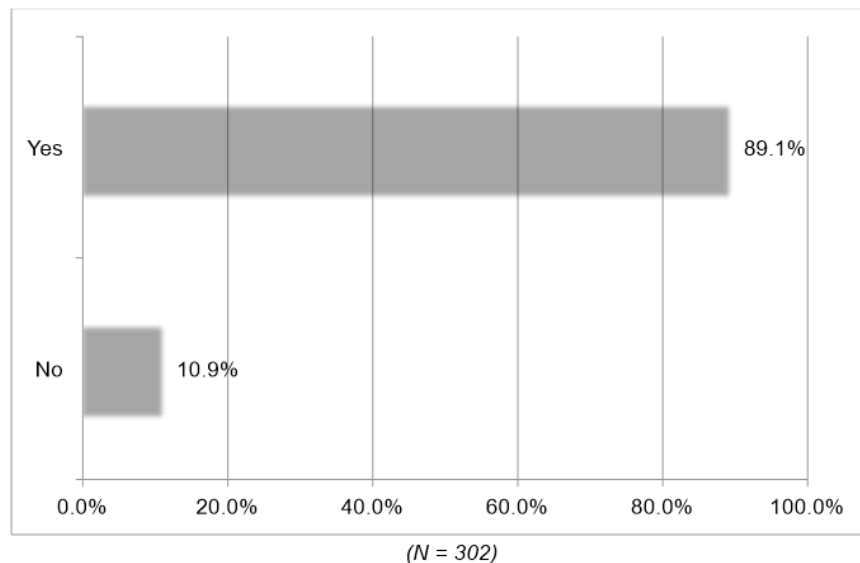
- Responses were generally spread uniformly across the different residential and demographic groups.

3.9.2 In question 15, all survey respondents were asked:

“Coogee Live supports the ‘Live Lighter’ health message. Did you feel there was adequate healthy food and drink options at the event?”

Graph 3.9.2 shows that almost nine out of ten respondents (89.1%) believed that there was adequate healthy food and drink options at the event.

Graph 3.9.2 **Coogee Live Lighter Awareness**



Demographic Results

- Responses were generally spread uniformly across the different residential and demographic groups.

3.10 Satisfaction With Food/Bar Offerings

3.10.1 In question 16, 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:

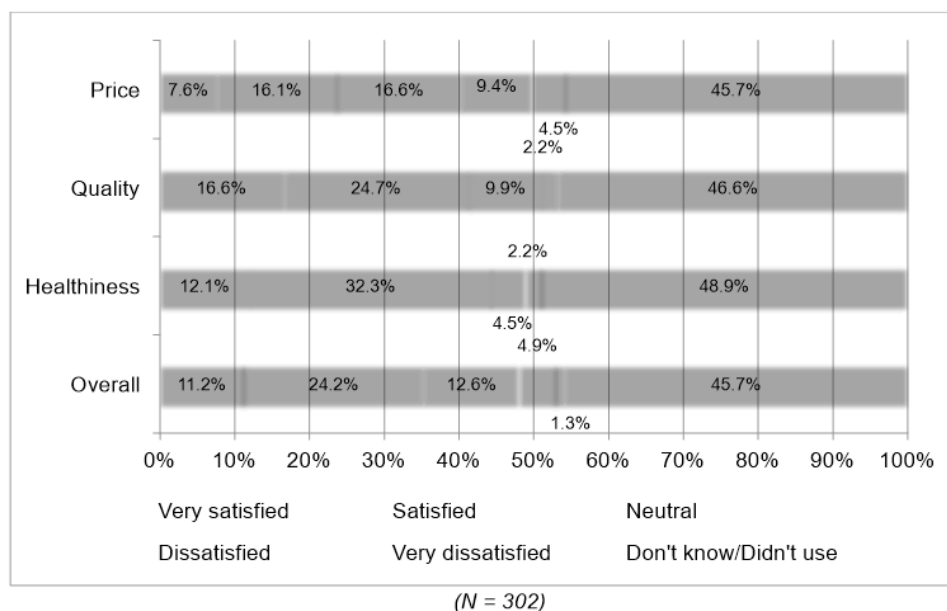
- Price
- Quality
- Healthiness
- Overall

Graph 3.10.1 shows that only one out of every two respondents in this survey period 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, healthiness was the individual area that gained the most satisfaction, followed by Quality. 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 the equal lowest dissatisfaction scores.

Graph 3.10.1 Food Offering Satisfaction Levels

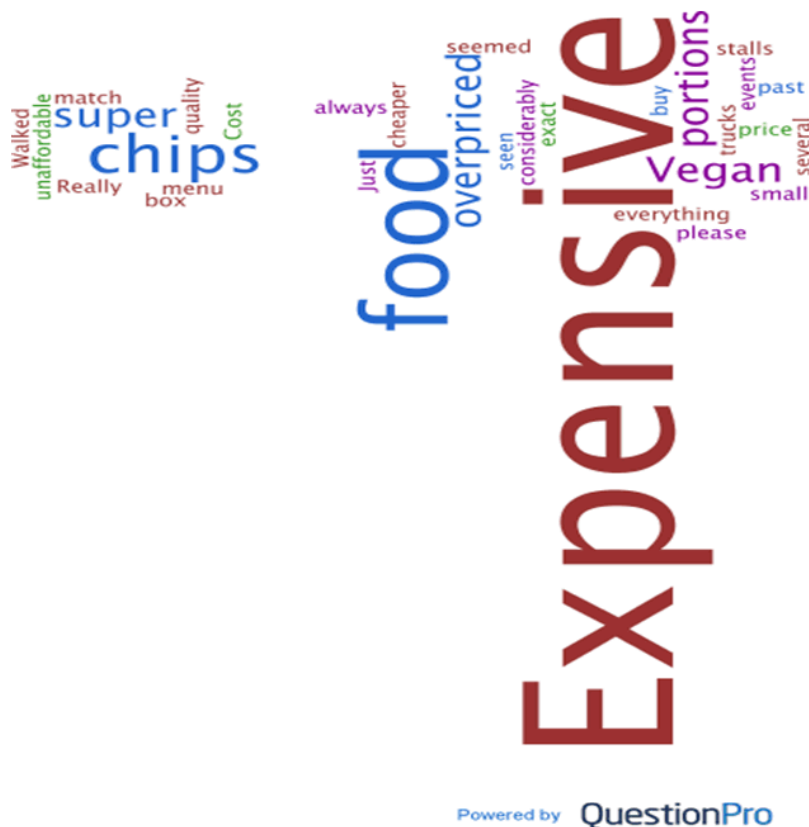


Respondents (34) who indicated they were dissatisfied with the **food offerings** were asked why they felt this way. Responses to this question fell within a limited range of categories that were commented on repeatedly. Some respondents provided more than one response to the question.

The key responses were:

Response	Percentage Response	Frequency
Too expensive / overpriced	33.3%	7
Food is of poor quality	28.6%	6
Lack of healthy food	14.3%	3
Lack of variety	9.5%	2
The same thing every time	4.8%	1
No response	9.5%	2
Total	-	21

Image 3.10.1 Reason for Food Offering Dissatisfaction *



* (results in this image taken from online responses only)

3.10.2 In question 17, 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.

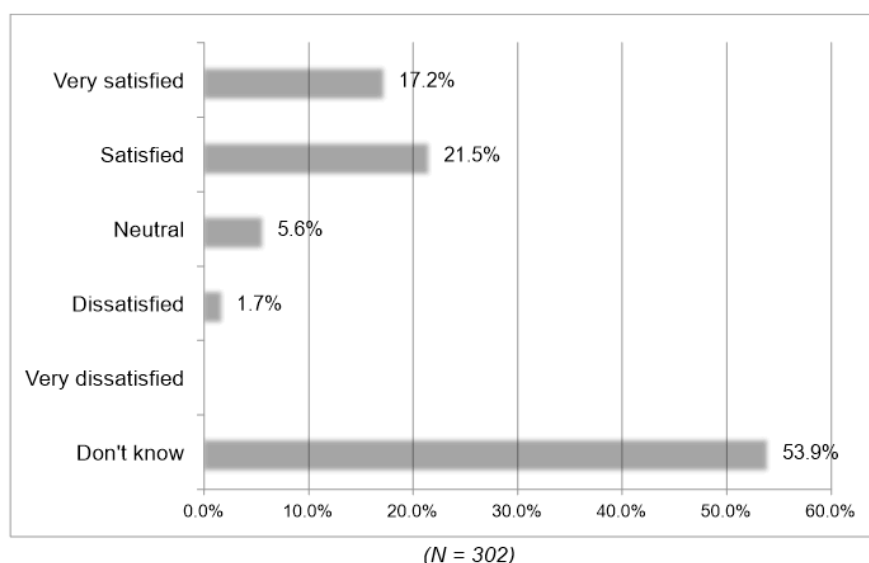
In this survey period graph 3.10.2 shows that just fewer than one out of two respondents felt that they were **able** to provide an opinion on the Pop-Up Bar offerings, either because they had sampled them or had considered a purchase during their time at Coogee Live.

Of those that did offer an opinion on the Pop-Up Bar offerings (with ‘don’t know’ scores excluded), 84.1% were ‘at least’ satisfied with the offerings (38.7% of all responses). This consisted of 37.4% who were very satisfied and 46.7% who were satisfied.

12.2% of respondents were neutral in their assessment of the Pop-Up Bar offerings (5.6% of all responses).

Dissatisfaction was low at an overall 3.7% (1.7% of all responses), with all of these respondents being dissatisfied.

Graph 3.10.2 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 (5 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	60.0%	3
Purchased a cocktail and couldn't taste any alcohol	20.0%	1
No response	20.0%	1
Total	-	5

3.10.3 In question 18, survey respondents were asked:

“What types of food/beverages would you like to see at events like this?”

Table 3.10.3 shows that 25.2% of respondents 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 16 (satisfaction with food offerings) were high.

Of those respondents who did provide a response, 42.1% indicated that they felt the food/beverage offerings were fine as they are. This was followed by 8.3% who would like to see more affordable (family) options being offered at the event, 5.0% who wanted more multicultural food and 4.3% who wanted more vegetarian/vegan options. Also desired were more fresh fruit and vegetables (4.0%), more variety at the bar (3.3%), more/variety of food trucks (3.0%), more Asian food (3.0%), gluten-free options (2.7%), fruit juice (2.7%), a sausage sizzle (2.3%) and more options for children (2.3%).

1.7% of respondents provided ‘other’ responses that could not be classified in the above areas or should not be considered as appropriate responses.

Table 3.10.3 Desired Food/Beverage Offerings

Response	Percentage Response	Frequency
Fine as it is	42.1%	127
More affordable (family) options	8.3%	25
More multi-cultural food	5.0%	15
More vegetarian/vegan options	4.3%	13
More fresh fruit/vegetables	4.0%	12
More variety at the bar	3.3%	10
More variety/food trucks	3.0%	9
More Asian food	3.0%	9
Gluten-free options	2.7%	8
Fruit juice	2.7%	8
More options for children	2.3%	7
Sausage sizzle	2.3%	7
Baked goods	2.0%	6
More water stations	1.7%	5
Salad wraps	1.3%	4
Cool foods – fish, seafood, etc.	1.0%	3
Quick and easy food	1.0%	3
Slushies	1.0%	3
Healthy sliders	1.0%	3
Sushi rolls	0.7%	2
Tasting platters	0.7%	2
Dairy free options	0.7%	2
Halal food	0.7%	2

Response	Percentage Response	Frequency
Other	1.7%	5
No response	25.2%	76
Total	-	302

Image 3.10.3

Desired Food Offerings *



Powered by QuestionPro

* (results in this image taken from online responses only)

3.11 Satisfaction with Coogee Live

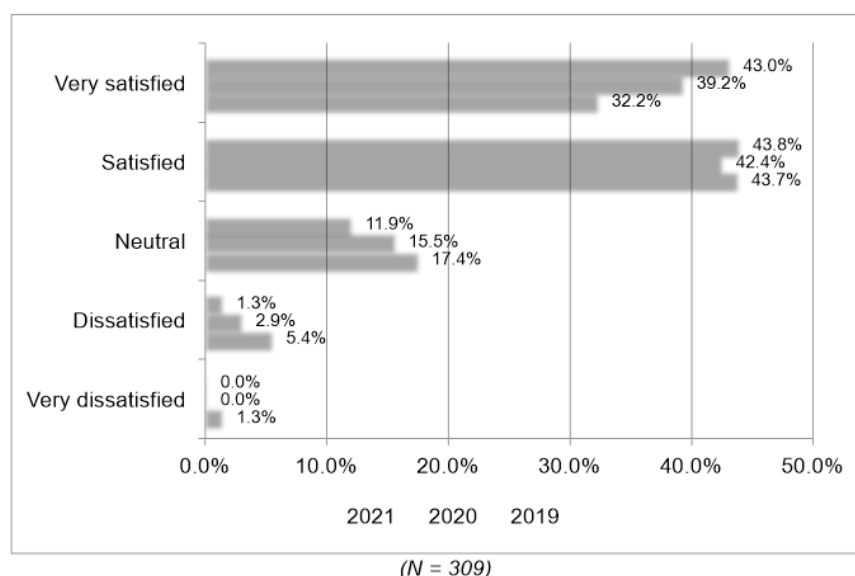
In **question 19**, survey respondents were asked:

“How satisfied are you with the experience you had at Coogee Live?”

Graph 3.11 shows a significant improvement in satisfaction since 2020. In this survey period the majority of respondents (86.8% - an increase of 5.2% since 2020) were ‘at least’ satisfied with the experience they had. 43.0% of these respondents were very satisfied with the experience with a further 43.8% being satisfied. 11.9% of respondents were neutral in their response.

1.3% of respondents were dissatisfied with the experience and no respondents were very dissatisfied. This represents a reduction in the dissatisfaction level since 2020 of 1.6%.

Graph 3.11 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 (4) were asked why they felt this way. The responses were:

Response	Frequency
Needed the activities all in one area	2
Food was not good value for money	2
Total	4

3.12 Event Experience

3.12.1 In **question 20**, 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/excellent (24.2%), followed by respondents who described it as enjoyable/fun (17.2%). This was followed by 11.3% who described it as having great entertainment and a further 10.3% who described it as having a friendly community atmosphere.

9.6% described it as being family-friendly. Respondents also described it as having great activities/displays (8.3%), that it had a good variety of activities (4.0%) and was well-organised (3.6%). 3.0% described it as relaxing followed by having good music (3.0%), good location (3.0%), being entertaining (2.6%) and bringing community together (1.7%).

10.6% of respondents did not provide a response to this question.

The key responses were:

Response	Percentage Response	Frequency
Good/very good/excellent	24.2%	73
Enjoyable/fun	17.2%	52
Great entertainment	11.3%	34
Friendly community atmosphere	10.3%	31
Family-friendly	9.6%	29
Great activities/displays	8.3%	25
Good variety of activities	4.0%	12
Well-organised	3.6%	11
Relaxing	3.0%	9
Good music	3.0%	9
Good location	3.0%	9
Entertaining	2.6%	8
Brings community together	1.7%	5
Gets better each year	1.7%	5
Good environment/atmosphere	1.0%	3

Response	Percentage Response	Frequency
Easy to get to	0.7%	2
Other	2.3%	7
No response	10.6%	32
Total	-	302



3.12.2 In question 21, 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.

As in 2020, the largest proportion of respondents described Coogee Live as fun (26.8%). This was followed by 24.5% who described it as having live music and 20.5% who described it as free.

Another key descriptor of the event was community (17.5%). 9.6% of respondents described it as family-friendly, followed by the word beach (8.9%), friendly (7.0%), entertaining (6.3%) and having variety (5.3%).

4.6% of respondents described it as family-oriented, followed by relaxed (4.6%), well-organised (4.3%), food (3.6%), healthy (3.0%), interesting (2.6%), educational (2.6%), children (2.3%), good (2.3%) and enjoyable (1.7%).

1.3% of responses each described the event as outdoors, vibrant, nice, amazing, popular and active.

A large number of other responses were provided, although these resulted in fewer than 2 responses each, with 6.0% of all respondents providing a word only described once.

12.3% of respondents did not provide a response to this question.

The key responses were:

Response	Percentage Response	Frequency
Fun	26.8%	81
Live music	24.5%	74
Free	20.5%	62
Community	17.5%	53
Family-friendly	9.6%	29
Beach	8.9%	27
Friendly	7.0%	21
Entertaining	6.3%	19
Variety	5.3%	16

Response	Percentage Response	Frequency
Family-oriented	4.6%	14
Relaxed	4.6%	14
Well-organised	4.3%	13
Food	3.6%	11
Healthy	3.0%	9
Interesting	2.6%	8
Educational	2.6%	8
Children	2.3%	7
Good	2.3%	7
Enjoyable	1.7%	5
Outdoors	1.3%	4
Vibrant	1.3%	4
Nice	1.3%	4
Amazing	1.3%	4
Popular	1.3%	4
Active	1.3%	4
Lively	1.0%	3
Beautiful	1.0%	3
Water	1.0%	3
Convenient	1.0%	3
Non-commercial	1.0%	3
Pleasant	1.0%	3
Exciting	0.7%	2
Informative	0.7%	2
Sunset	0.7%	2
Laid-back	0.7%	2
Clean	0.7%	2
Creative	0.7%	2
Other	6.0%	18
No response	12.3%	37
Total	-	302

3.13 Event Perceptions

3.13.1 In **question 22**, 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 free (17.2%), followed by respondents who enjoyed that it was a community event/community atmosphere (12.9%) and that it was a great event/good idea for an event (10.3%). They also enjoyed the activities’ quality and variety (9.6%), that it had music/live music (8.9%), the attractive/beautiful location (7.6%), that it was a family event (6.6%) and that it is child-friendly (6.3%). 6.9% appreciated the kids’ activities (5.6%) and the festival atmosphere (5.0%). Also appreciated was everything about Coogee Live (4.6%), the variety of events (4.6%), the setup/layout of the event (3.0%) and that the event was busy, but not crowded (3.0%).

6.3% of respondents did not provide a response to this question.

The key responses were:

Response	Percentage Response	Frequency
Free	17.2%	52
Community event/atmosphere	12.9%	39
Great event/good idea for an event	10.3%	31
Activities - great/variety	9.6%	29
Music/Live music	8.9%	27
Location – attractive/beautiful	7.6%	23
Family event	6.6%	19
Child-friendly	6.3%	18
Kids’ activities	5.6%	17
Festival atmosphere	5.0%	15
Everything	4.6%	14
Variety of events	4.6%	14
Close to beach	4.0%	12
Good/easy parking	3.6%	11
Setup/layout of the event	3.0%	9
Busy, but not crowded	3.0%	9

Response	Percentage Response	Frequency
Market stalls	2.6%	8
Relaxed	2.6%	8
Fun	2.3%	7
Well organised	2.3%	7
Arts/crafts	2.0%	6
Cooking demonstrations	2.0%	6
Good food	1.7%	5
Exciting	1.7%	5
Great staff	1.7%	5
Performances	1.3%	4
Great way to meet people	1.3%	4
Safe	1.3%	4
Educational	1.3%	4
Easy parking	1.0%	3
Great environment	1.0%	3
Clean/tidy	1.0%	3
Outdoors	1.0%	3
Pop-up shops	1.0%	3
Information booth	0.6%	3
Encourages walking	0.7%	2
Friendly atmosphere	0.7%	2
Multi-cultural	0.7%	2
Casual	0.7%	2
Mermaids	0.7%	2
Better than previous years	0.7%	2
Other	2.3%	7
No response	6.3%	19
Total	-	302

* (results in this image taken from online responses only)

3.13.2 In **question 23**, 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 the event was fine as it is/nothing was needed to improve it (30.8%). This was followed by the issue that more shaded/shelter areas were needed for rain/sun (11.6%).

8.9% of respondents felt that more dining areas and tables would improve the event, followed by more water stations (7.6%), more live music (6.3%) and more seating (6.0%).

Other key responses included wanting more childrens’ activities at the event (5.6%), followed by 5.3% of respondents who wanted more signage to water stations, more food trucks and a better variety of them (5.0%) and less expensive food (5.0%). 3.6% wanted more toilets and 3.3% extended event hours – especially for music. 3.0% of respondents wanted more activities for older kids and 2.6% of respondents wanted easier/better parking.

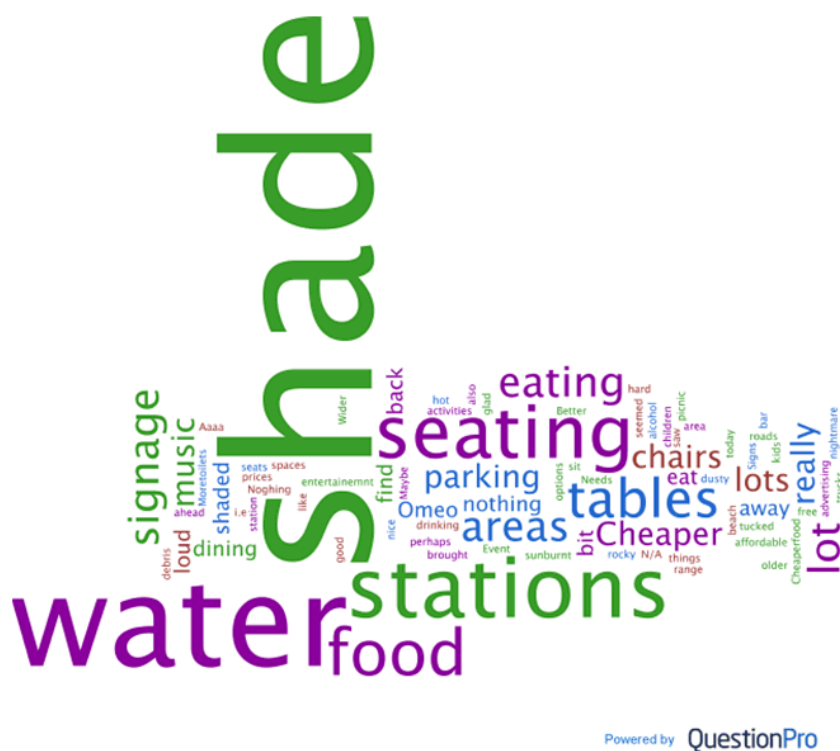
7.9% of respondents did not provide a response to this question.

The key responses were:

Response	Percentage Response	Frequency
Nothing/fine as it is	30.8%	93
More shaded areas (rain/sun)	11.6%	35
More dining areas and tables	8.9%	27
More water stations	7.6%	23
More live music	6.3%	19
More seating	6.0%	18
More children’s’ activities	5.6%	17
More signage to water stations	5.3%	16
More food trucks/variety	5.0%	15
Less expensive food	5.0%	15
More toilets	3.6%	11
Extend the hours (music)	3.3%	10
More activities for older kids	3.0%	9

Response	Percentage Response	Frequency
Easier/better parking	2.6%	8
Wider range of alcohol	2.3%	7
More acts/activities on the beach	2.0%	6
More events/activities	1.7%	5
More markets/stalls	1.3%	4
Music is too loud	1.3%	4
Event is too spread out	1.0%	3
More advertising/promotion	1.0%	3
Confine to one site	1.0%	3
Better signage	0.7%	2
More road signage	0.7%	2
Hold event more often	0.7%	2
Continuous stage entertainment	0.7%	2
Dairy/gluten free ice cream	0.7%	2
Other	2.6%	8
No response/unsure	7.9%	24
Total	-	302

Image 3.13.2 Coogee Live Areas for Improvement *



* (results in this image taken from online responses only)

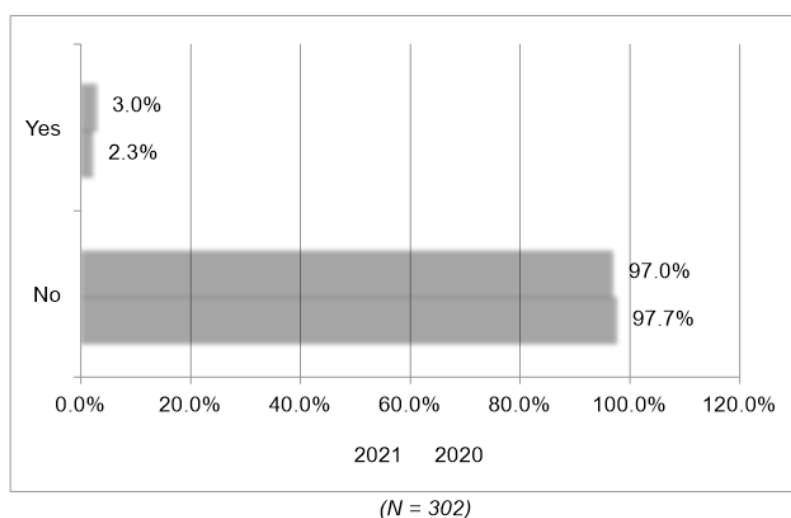
3.14 Disabled Respondents

3.14.1 In **question 24**, all survey respondents were asked:

“Do you, or any person that you’ve come here with today, have a disability?”

Graph 3.14.1 shows that 3.0% of respondents (9 respondents) advised that either they or a person they attended the event with had a disability. 97.0% advised that they or other members in their group did not have a disability.

Graph 3.14.1 Disabled Respondents



In **question 25**, all survey respondents who claimed that they had a disability, or came with someone who had a disability (9 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 respondents)
- Audio Tours (0 respondents)
- Did not use (3 respondents)

In **question 26**, all survey respondents who claimed that they had a disability, or came with someone who had a disability (7 respondents), were asked:

“What other disability services/facilities do you feel would be of benefit?”

Suggestions were offered by three respondents. These were:

- More access for wheelchairs, especially in the beach areas (2 respondents)
- Additional close parking to event for disabled (1 respondent)



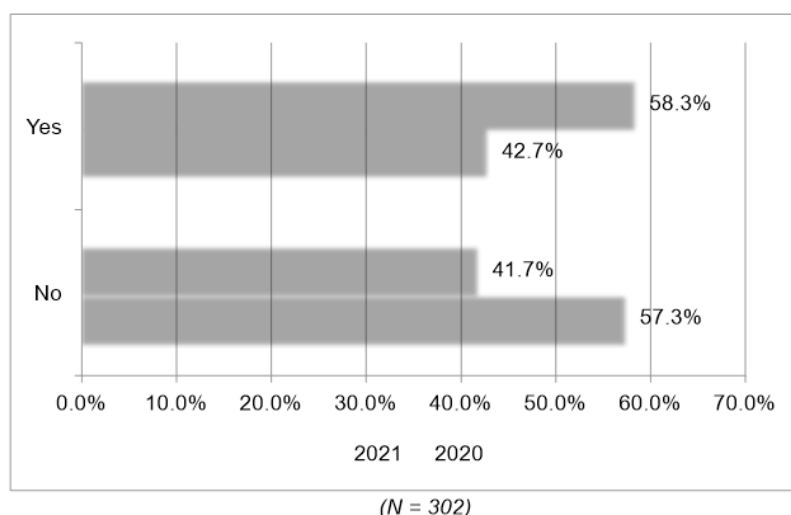
3.15 Carbon Neutrality

3.15.1 In **question 27**, all survey respondents were asked:

“Are you aware what a carbon neutral event is?”

Graph 3.15.1 shows that 58.3% of respondents advised that they were aware of what a carbon neutral event was. 41.7% advised that they were not aware. It is noted that this is a significant increase in awareness from the 2020 survey period.

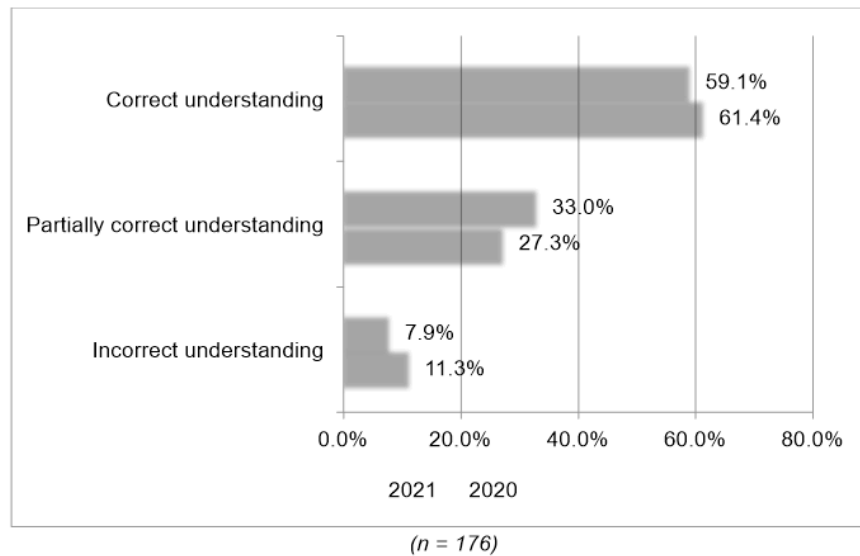
Graph 3.15.1 Awareness of Carbon Neutrality



In **question 27a**, all survey respondents who claimed that they were aware of what a carbon neutral event was (176 respondents) were asked:

“What do you think it is?”

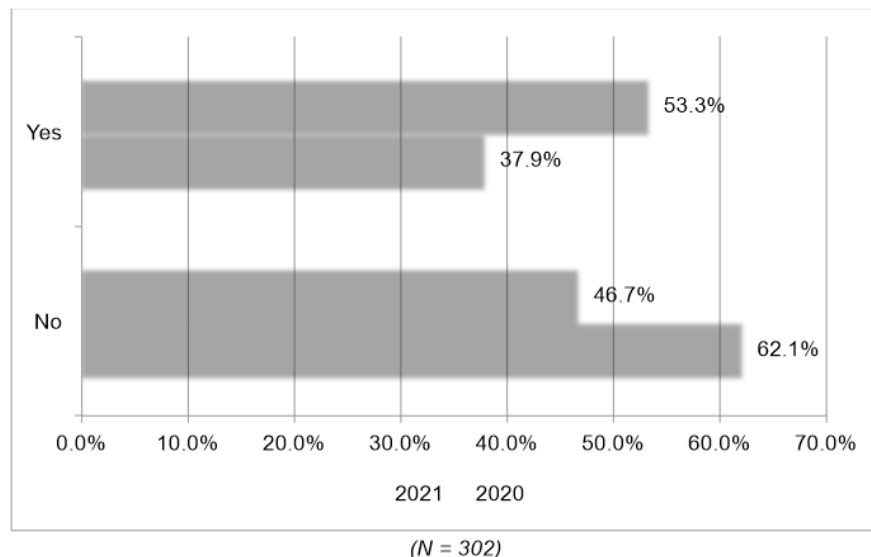
Graph 3.15.2, presented overleaf, shows that 59.1% of respondents who claimed to be aware of carbon neutrality, had a primarily correct understanding of it (34.4% of all respondents). 33.0% demonstrated a partially correct understanding (19.2% of all respondents) and a further 7.9% demonstrated an incorrect understanding (4.6% of all respondents).

Graph 3.15.2 Understanding of Carbon Neutrality

In **question 28**, all survey respondents were asked:

“Would your experience of the event be enhanced if the event were carbon neutral?”

Graph 3.15.3 shows that 53.3% of respondents advised that their experience of the event would be enhanced if the event were carbon neutral. 46.7% advised that they did not feel that way.

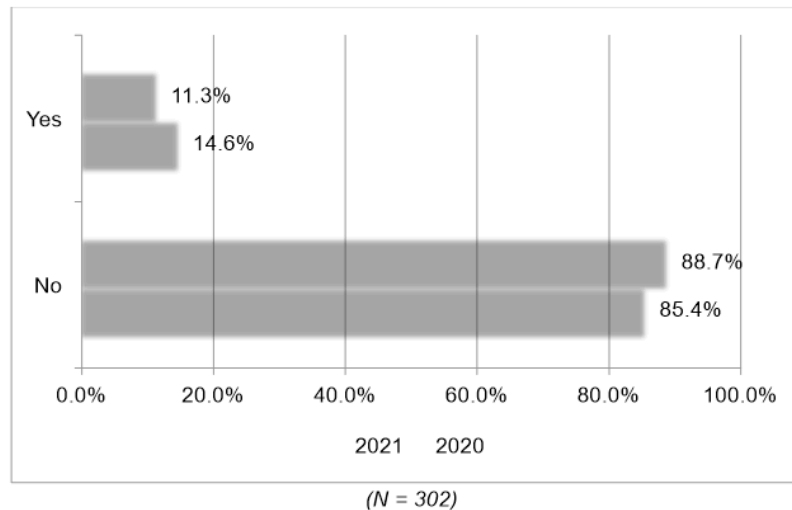
Graph 3.15.3 Enhanced Experience

In **question 29**, all survey respondents were asked:

“Do you own a business?”

Graph 3.15.4 shows that 11.3% of respondents advised that they owned a business. 88.7% advised that they did not own a business.

Graph 3.15.4 Business Ownership



In **question 29a**, all survey respondents who owned a business (34 respondents) were asked:

“Would you be keen to attend a workshop on ‘How to engage your business in becoming carbon neutral?’”

1 respondent (2.9% of business owners) advised that they would be keen to attend a workshop, but were not prepared to provide their contact details to our interviewers.

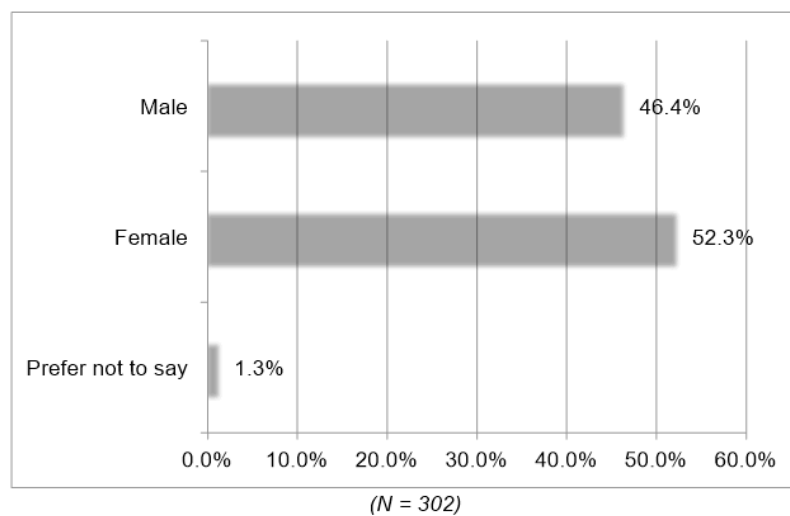
3.16 Demographics

3.16.1 In **question 30**, the interviewers were asked to note the gender of respondents.

Graph 3.16.1 shows that 46.4% of respondents were male compared to 52.3% who were female. 1.3% of respondents preferred not to advise of their gender.

This represents a small decrease in the proportion of males responding to the survey in this survey period.

Graph 3.16.1 **Gender**



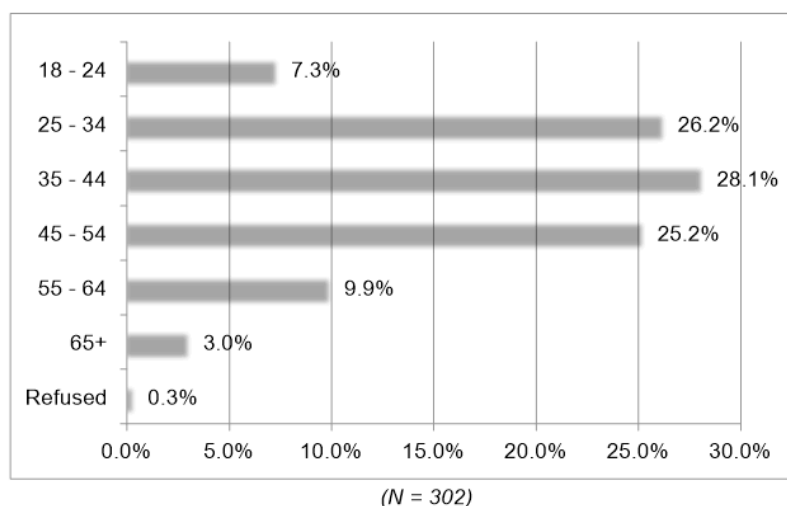
3.16.2 In **question 31**, all survey respondents were asked:

“Which of the following age groups best represents your age?”

Graph 3.16.2 shows age ranges were broadly spread, as would be expected from the general population distribution. 28.1% of respondents were in the 35 – 44 age group, 26.2% were between 25 – 34, 25.2% were between 45 – 54, 9.9% between 55 – 64, 7.3% between 18 – 24 and 3.0% were 65 and over. Only one respondent (0.3%) 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.

Graph 3.16.2 **Age Group**

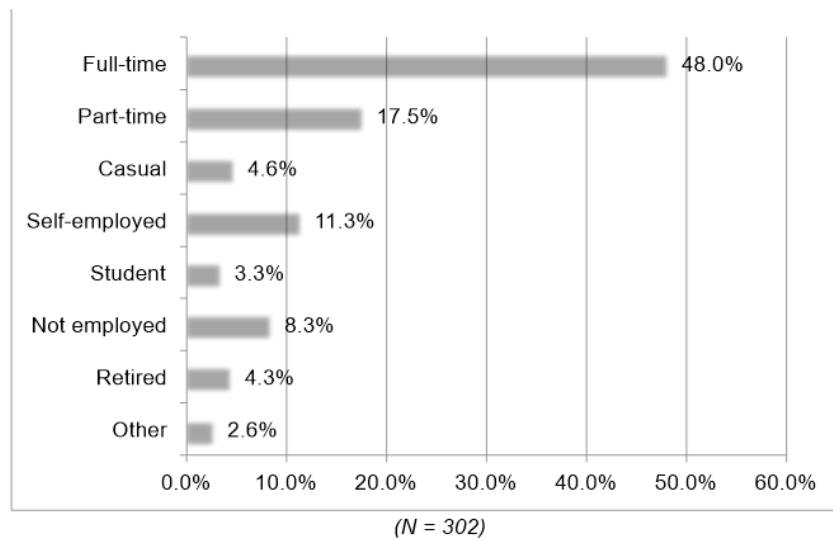


3.16.3 In question 32, all survey respondents were asked:

“Which of the following best describes your current employment status?”

Graph 3.16.3 shows that 48.0% of respondents were employed full-time, 17.5% were part-time employees and 4.6% were employed on a casual basis. 11.3% of respondents were self-employed and 3.3% of respondents were students. 8.3% were not employed and 4.3% were retired.

Graph 3.16.3 Employment Status



Appendix

Questionnaire – Intercept/Online Survey



EUPHORIUM creative & City of **Cockburn**
presents



SIDE SPLITTER

COMEDY FESTIVAL

Post Event Report

Side Splitter Comedy Festival
9-10 & 16-17 October 2020

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Overview



Event Summary

This year's crowds were so excited that the event was going ahead that there was an extra level of anticipation leading up to the event which led to an enthusiastic buzz on opening night. This level of excitement continued throughout the festival.

Like previous years we had a large number of returning customers, many of which have been to every year the festival has been running, and are local to the Cockburn area. We also saw an increase of new attendees. We were also able to locate some of our avid supporters, who we have taken note of and will offer them special deals next year as a thank you for being our biggest supporters.

With a large focus on making sure the audience had a good night out and supporting locals, we made it a priority to communicate the commitment The City of Cockburn had made to make sure the festival was able to run this year. The comedians also gave lots of shout outs to the City as the main supporters and sponsors of the event.

Each year we like to try something new with the bar area, both functionally and style wise. This year we designed standing bars, and erected two of them. They were so popular and where the first part of the bar people went to that we built a third one for the following weekend.

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We were vigilantly keeping up with all the COVID-19 requirements and updates specific to events and theatres. We also wanted to make sure that our efforts were visible to the public. Through market research we did earlier in the year we found that it is important that events and organisations are visibly doing the right things in regards to COVID safety. Around the venue we ensured there were adequate COVID signage (using Government released templates), hand sanitisation stations at all entry points and bar/food areas, and extra cleaning done throughout the evenings. Our pre-event marketing focused on encouraging patrons to use non-contact payment and that it wasn't necessary for them to print tickets. We also encouraged social distancing where possible.

What went well...

- People loved the all night passes.
- We had 11 sold-out shows out of 13
- Great feedback about gala's performers this year as the acts were all local acts
- Due to the City of Cockburn we were able to keep the tickets affordable.
- Marketing starting 6 weeks prior, focused and didn't get lost
- All local vendors where amazing to deal with

What we would do differently...

- Make it extra clear that people need to arrive with time to spare before the show starts
- Change the name to the all night pass, as there was confusion around whether people could attend the extra late night shows that we added
- Put the bulk of programming on the 2nd weekend as word of mouth left us with a larger amount of sales for the 2nd weekend.
- Change our programs to focus on "first time attendees" that tended to come the 2nd weekend.
- Account for Football games in the lead up to the grand final clashing with programming

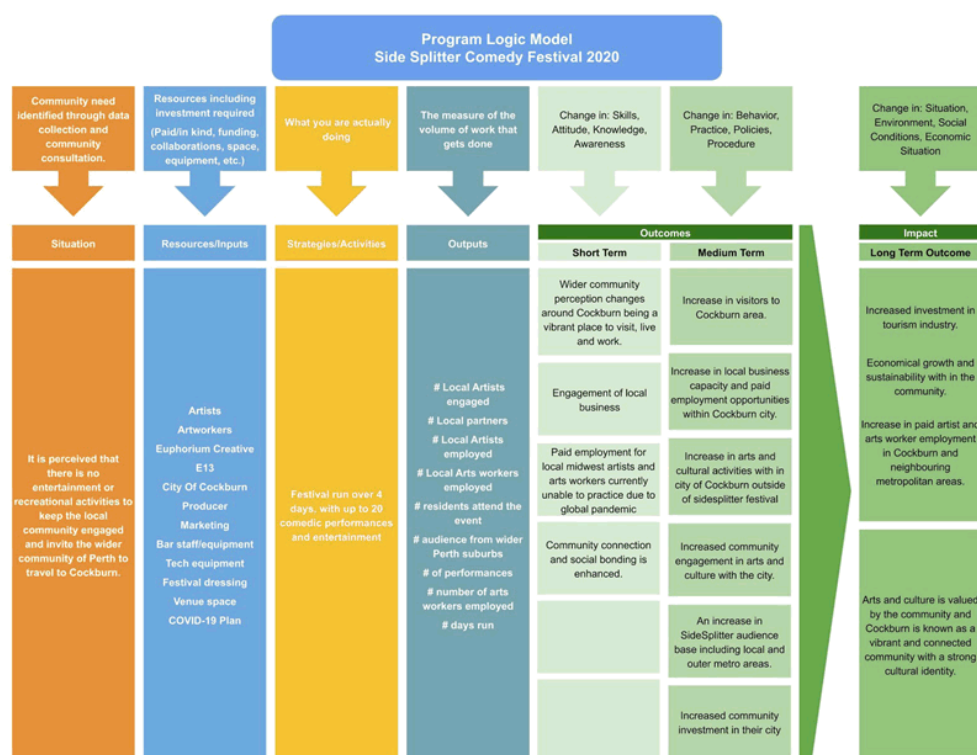
What actions we would take:

- Break down the Census data of the area to have more relevant programming that will have a higher impact.
- Change the name of the "allnighter-ticket" to "package tickets" to reduce confusion on the night

Program Logic Model

Euphorium uses Program Logic models to help provide a simplified map or pathway for a program or initiative from start to finish. A logic model is an explanation of why and how impact is created and evaluated through the implementation of a particular program.

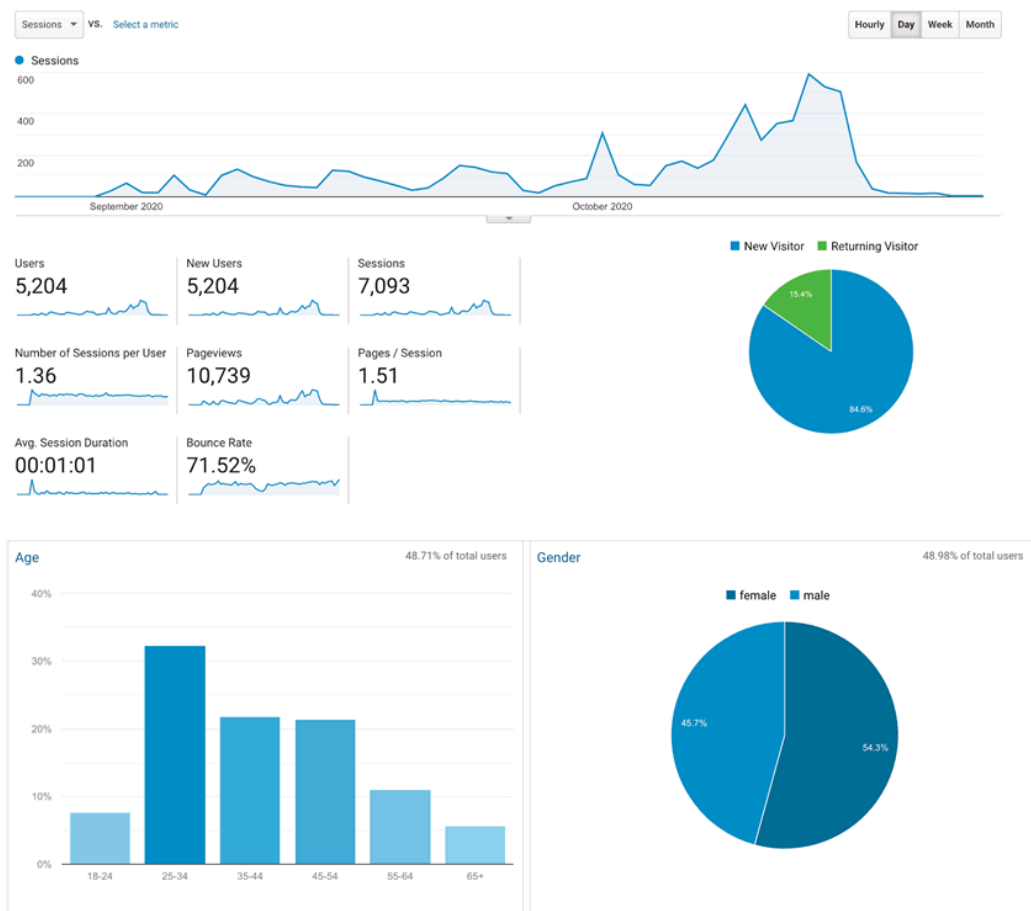
It is a useful tool in communicating the ultimate outcomes and that you're trying to achieve and explains, in step-by-step fashion, how both short to long term impact is going to be created. Program logic models are intended as living breathing documents designed to be modified and updated regularly in response to external factors and evaluation outcomes for ongoing programs or initiatives.



Festival Data

Website Data

Data relates to www.sidesplitter.com.au from 25/08/2020 - 25/10/2020. It should be noted that the unique number of users has increased approximately 2000 from last year, and the total sessions also increased approximately 3000. We were also able to track demographical data for website users which revealed that 82.91% of users were from the Perth region.



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<input type="checkbox"/>	Source / Medium ?	Acquisition
		Users ? ↓
		5,204 % of Total: 100.00% (5,204)
<input type="checkbox"/>	1. m.facebook.com / referral	2,398 (42.35%)
<input type="checkbox"/>	2. (direct) / (none)	1,184 (20.91%)
<input type="checkbox"/>	3. google / organic	780 (13.77%)
<input type="checkbox"/>	4. trybooking.com / referral	385 (6.80%)
<input type="checkbox"/>	5. websitebottraffic.pw / referral	300 (5.30%)
<input type="checkbox"/>	6. l.facebook.com / referral	138 (2.44%)
<input type="checkbox"/>	7. facebook.com / referral	83 (1.47%)
<input type="checkbox"/>	8. lm.facebook.com / referral	66 (1.17%)
<input type="checkbox"/>	9. cockburn.wa.gov.au / referral	60 (1.06%)
<input type="checkbox"/>	10. Events / email	59 (1.04%)
<input type="checkbox"/>	11. weekendnotes.com / referral	47 (0.83%)
<input type="checkbox"/>	12. l.instagram.com / referral	39 (0.69%)
<input type="checkbox"/>	13. intranet.cockburn.wa.gov.au / referral	37 (0.65%)
<input type="checkbox"/>	14. bing / organic	21 (0.37%)
<input type="checkbox"/>	15. facebook / paid	14 (0.25%)
<input type="checkbox"/>	16. experienceperth.com / referral	10 (0.18%)
<input type="checkbox"/>	17. yahoo / organic	10 (0.18%)
<input type="checkbox"/>	18. ecosia.org / organic	8 (0.14%)
<input type="checkbox"/>	19. t.co / referral	5 (0.09%)
<input type="checkbox"/>	20. baidu / organic	4 (0.07%)

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Ticket Sales

Out of the tickets sales 31% of the tickets had some form of incentive to purchase or discount given to community groups of interest from around the City of Cockburn and 6% of tickets were given away for free to local community groups or for media giveaways.

PLEASE NOTE THAT TICKET SALES WERE HEAVILY IMPACTED BY VENUE CAPACITY DUE TO COVID. SALES INDICATE A LARGER DEMAND THEN WE COULD SERVICE.

	Galas	Club Comedian Shows (these are shows not hosted in the main theatre)	Headliner Shows (Peter Rowsthorn, Janelle Konig, Matt Hale)	Total
Friday 9th	120	37	120	277
Saturday 10th	120	40	120	280
Friday 16th	120	NA	70	190
Saturday 17th	120	117	119	356
Totals	480	194	426	1103

Ticket Sales by URL Referrer

Event Name: Side Splitter Comedy Festival 2020

Date Range: All Bookings

URL Referrer	Tickets	Ticket Sales
Side Splitter Comedy Festival 2020		
gopher-kazoo-lfns.squarespace.com	2	70.00
m.facebook.com	6	168.20
www.bing.com	2	100.00
www.google.com	6	164.38
www.google.com.au	2	59.40
www.matthewhale.com.au	7	280.00
www.sidesplitter.com.au	660	22,184.70
www.themotherhoodcomedy.com	2	49.40
www.trybooking.com	144	5,075.50
www.weekendnotes.com	10	327.60
Total	841	28,479.18

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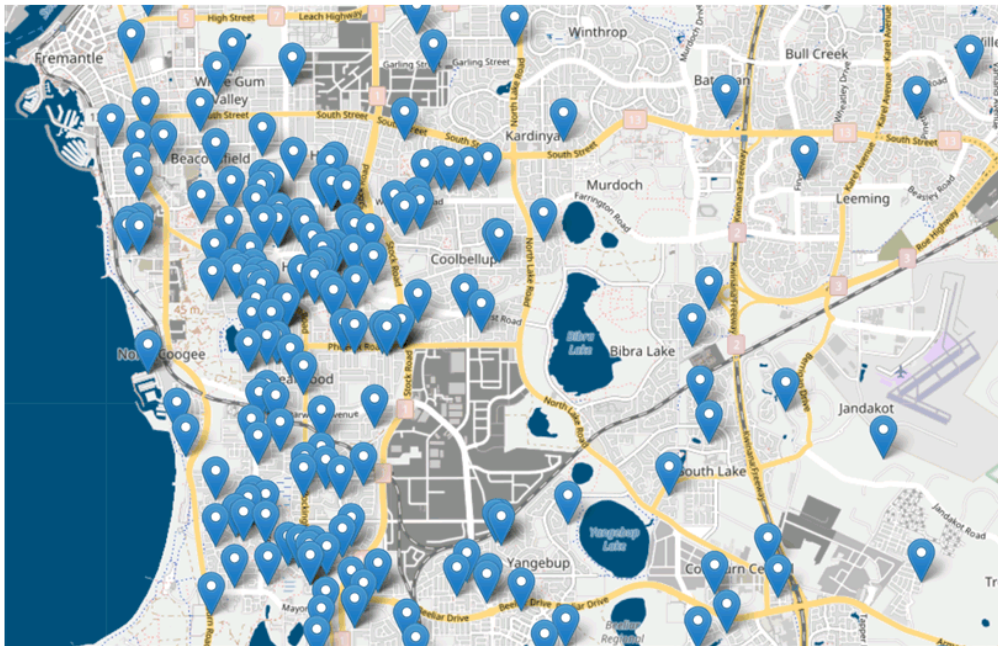
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Note on Patron Data from Trybooking*

We have not been able to yet effectively track demographical data that can be fully trusted, as a large amount of bookings have been done as group purchases.

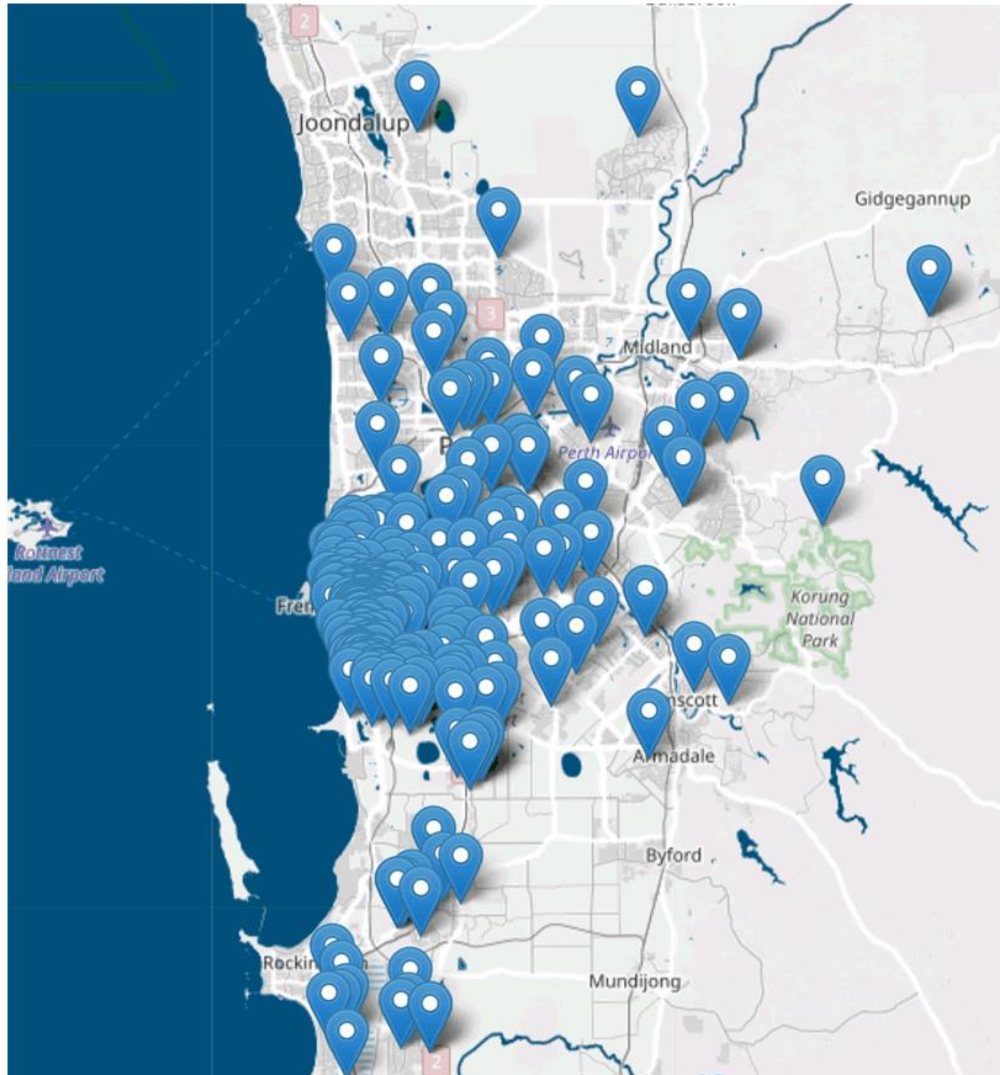
Below are two maps showing the ticket purchases mapped out against addresses.

Ticket Buyers MAP 1 - Wider Perth



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Ticket Buyers Map 2 City of Cockburn

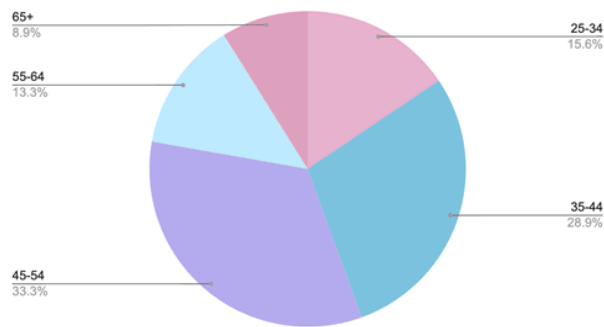
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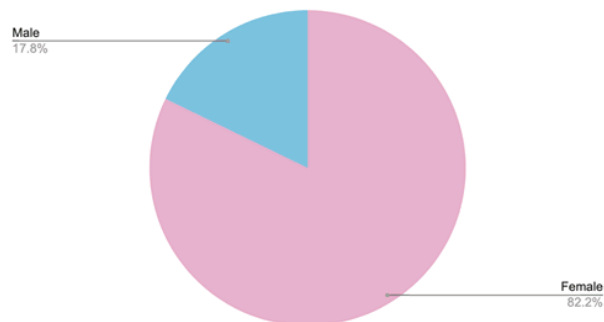
Audience Survey

As part of the impact evaluation component of Sidesplitter, an audience survey was conducted to help us evaluate the outcomes of the festival and ensure we are on track to meeting the goals outlined in the program logic model. The survey had a total of 45 respondents.

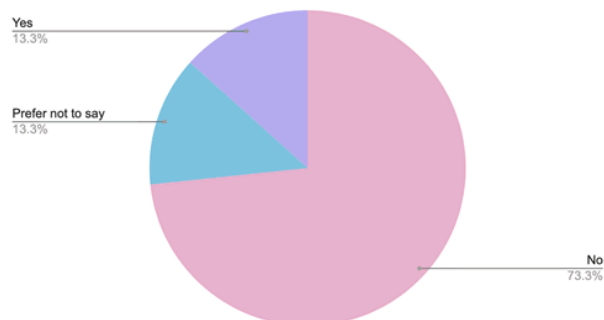
What is your age?



What is your gender?

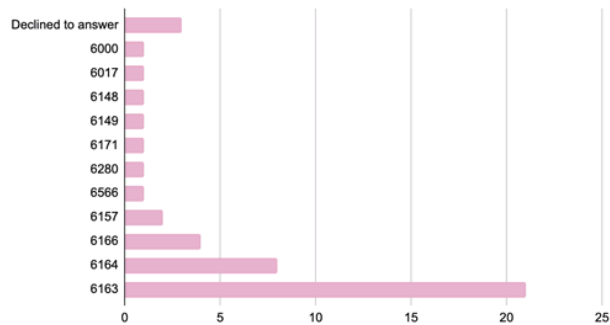


Do you identify as Culturally or Linguistically Diverse?

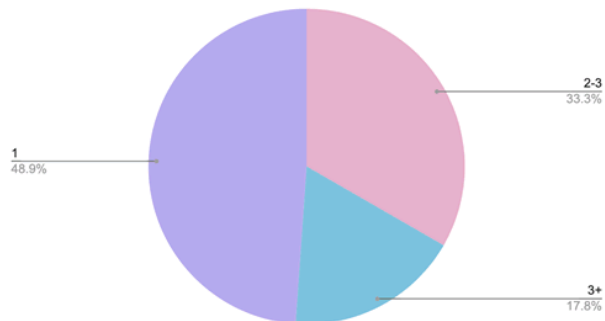


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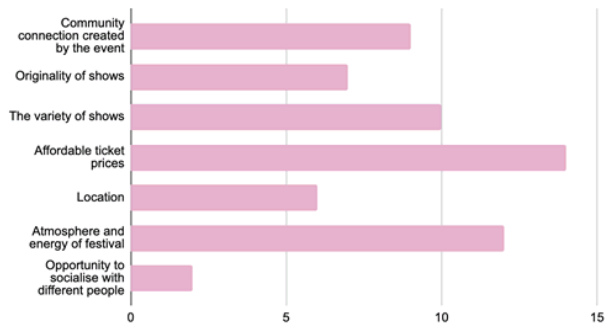
What is your post code?



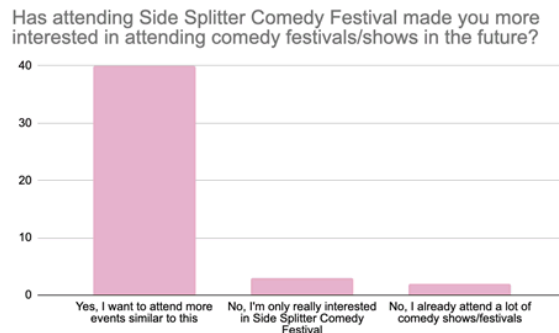
How many times have you attended Side Splitter?



Why do you like attending Side Splitter Comedy Festival?



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Social Impact Scorecards

Attendees were asked to rate how much they agree with each of the following statements using a likert scale (strongly disagree, disagree, neutral, agree, strongly agree).

Feeding back to the City of **Cockburn** Strategic Plan

The statements were created based on **objectives 1.3, 1.6, 3.1, 3.2 & 3.3** of the [City of Cockburn's 2020-2030 Strategic Community Plan](#) to help align Side Splitter Comedy Festival with the aims of the city.

Attendees agree that	Agreement Index Score*
Side Splitter Comedy Festival is important to making Cockburn a more vibrant place to visit, live and work	86
Side Splitter Comedy Festival provides opportunities for local workers, artists and businesses	85
Side Splitter Comedy Festival is inclusive and accessible	86
I feel safe and secure at Side Splitter Comedy Festival	89
I would recommend Side Splitter Comedy Festival to a friend	88
I am likely to attend Side Splitter Comedy Festival in the future	87

*An Agreement Index Score, which is **not** a percentage and instead a value out of 100, is calculated using the formula $(\text{average score} - 1) \div 4 \times 100$. This takes into account the entire scale from strongly disagree to strongly agree, and provides a more accurate representation of how attendees felt.

Open-Ended Feedback From the Survey

The last question of the survey was an open-ended question asking for any other thoughts, feedback or comments. We received some great suggestions, which will be looked into for future years, and some lovely comments. Here are some of the praise and thank you from that question.

"Love how small it is, has a good niche vibe to it!"

"Amazing and close to home. Attend every year"

"Absolutely loved it and would highly recommend "

"Fantastic festival...great atmosphere, food, venue and comedy"

"Well done City of Cockburn. Thank you for fantastic job making this festival possible."

"Great festival look forward to it every year! Everyone very friendly and relaxed atmosphere - great for city of Cockburn "

"What a great range of Western Australia talent we have. Thanks for showing casing them. What an affordable night out. Local no parking costs."

"I love the variety of the acts, the all WA lineup was Killer! Great atmosphere and loved seeing Mandy Knight again. Amazing show, you guys do a fantastic job and its one of the best City of Cockburn supported events of the year."

"It was really good. It was great to be able to leave the kids with the grandparents, walk to the hall and have an entertaining night out. I tried to think of something to complain about but couldn't think of anything! Seating, sound, lighting, music, location, food, prices and the comedy was all outstanding. Thank you to all the City of Cockburn, staff, event organisers and comedians for providing this service to Hamilton Hill."

Marketing and Reach

Click the links to view the supporting documents

[View Full Marketing Plan](#)

[View Full Copy Plan](#)

Paid Social Media Advertising Results

REPORT FROM Distinct Digital Marketing (DDM)

Case Study for 'SideSplitter Comedy Festival 2020'
Euphorium Creative (EC) in partnership with the City of Cockburn

Overview/Brief From Distinct Digital Marketing

Side Splitter 2020 is an annual comedy festival held in Cockburn, Western Australia. The communicated main intent of the festival is to increase the appeal of Cockburn's liveability to young demographics whilst remaining light humoured and entertaining. Early September 2020, Distinct Digital Marketing (DD) was approached by Euphorium Creative (EC) in partnership with the City of Cockburn (CC) to assist in the development of advertising and provide guidance in regards to their social media marketing strategy for Side Splitter 2020.

Campaign Objectives

Goal 1 = More efficient use of Ad Spend comparable to previous year.

Objective = Ticket Sales

Goal 2 = Create 'hype' and 'pride' for a local WA line-up and associated Arts Industry support

Goal 3: Ensure audiences are informed about the event's Covid-19 safety and precautions

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Goal 4 = Enhance the 'vibrancy' and 'attractiveness' of The City of Cockburn via the event's brand imaging.

Key Audiences = 20 - 30 year olds predominantly. Hamilton Hill, Cockburn.

Timeframe = 31 days | 9-10th, 16th-17th OCT 2020

Advertising spend = \$734.41 (As of the completion of event)

Reach = 59, 169 people

Impressions (How many times the Ad was shown) = 111,614

Solution

DD utilised Facebook and Instagram's advertising capabilities to pertain to the goals outlined by EC. In reference to the marketing plan provided, DD targeted the specific audiences and areas that proved to be successful in previous campaigns whilst also experimenting with new audiences, gauging success in an attempt to break new markets and push goal (4) across the board. In relation to age demographic targeting; Facebook and Instagram are deemed the most suitable for advertising due to 1 in 2 users on average logging into Facebook daily, with approximately 64% of these users between the age of 18-39. Multiple campaigns were drafted and launched to account for the evolving and dynamic environment that proved to be ticket sales, with certain events becoming sold out fairly efficiently. As a result, traffic pre-framing became evermore important to ensure customer satisfaction was high in approach to the ticketing landing page.

Ad Drafting. The copy and creatives for the advertisements individually were crafted to pertain to the goals. This was more particular in the copy of the advertisements, ensuring that all relevant information was included in pre-frame to the website's link and call to action. Split testing audiences in conjunction with creatives and copywriting was utilised to attain the highest cost efficiency and results.

Technical. DD installed a relevant Facebook 'pixel' on both ticketing system and event website to track and store audience information and consumer behaviour. The total conversion value and goal to achieve (1) is dependent on the ticketing and website's conversion rate, and so as much as DD can pre-frame audiences and increase traffic to the website, it was up to EC to ensure that the website was converting.

Metric Results. The **direct conversion value** is shown below, however the total conversion value is deemed unmeasurable as it is not possible to track awareness

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based conversion through advertising efforts. However it should be rest assured that if the direct conversion value proves to be ROI (return on investment) positive, the total conversion value should be higher and therefore the campaign can be deemed a success. The data pulled from Facebook can be accessed here. Although the end metric for success was ticket sales, DD only had total control on traffic directed to the website and so DD deemed the metric of success to be Link Clicks and Cost Per Link Click (CPC). The average CPC amongst all industries is \$1.72 (AUD). DD was able to achieve a CPC average of \$0.39 (AUD) highly above average as seen in the data collected. The total Return on Ad-Spend (ROAS) was 2.11 with a total ad-spend of \$734.41. Ad-spend was not completely utilised as tickets sold out before the budget was reached. The campaign reached 59,169 unique people, with the ad showing (impressions) 111,614 times.

CONCLUSION

The project and campaign was deemed successful by DD and EC. Collectively the marketing team were able to achieve all goals successfully. DD has proved to be a profitable investment for Side Splitter. Overall, the team at EC were very easy to work collaboratively with and DD commends them on the execution of the event and the planning/organisational efforts that allowed DD to operate most efficiently.

Organic Social Media

Facebook Insights (Period 25-Aug to 25-Oct)

Total Posts: 55

Organic Reach: 21,307

Paid Reach: 6,837

Viral Reach: 13,513

Post Clicks: 2686

Reactions, Comments & Shares: 1,708

Page Likes: From 786 to 959

Instagram Insights (Period 25-Aug to 25-Oct)

Total Posts: 43

Organic Post Reach: 16,389 (please note this discludes story reach as only 2 weeks of data was available at time of reporting from 14-Oct to 28-Oct, however that period noted a reach of 1,123 unique story visits and it is assumed a further 1,000 unique story visits occurred in the 2 weeks prior to this also.)

Profile Views: 146

Post Likes: 315

We ran 8 weeks of organic content across the festivals facebook and instagram pages that focused on communicating key messages, building hype and interest around the Festival,

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promoting the lineup of comedians and driving ticket sales. Posts with notable high engagement were giving a paid boost.

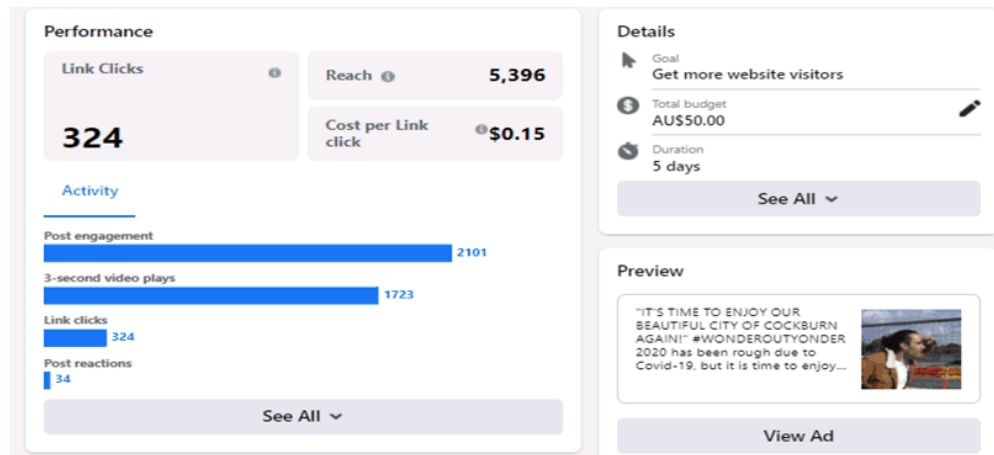
Posts alternated between comedian bios, show information, tickets deals, memes, jokes, general festival information and win ticket competitions, all with a variety of call to actions. Throughout September, most call to actions focused heavily on the lineup announcements, buying early bird tickets and directing customers to the main Side Splitter website (<https://www.sidesplitter.com.au/>) and closer to the festival dates there was more content around flash sales, last minute deals and giving any show that needed it an extra sales push to sell tickets. After festival weekend 1, video footage and photos from the event was heavily used over the following week to build hype for the next weekend. After both events passed, we encourage attendees to leave a FB review and fill in a feedback survey.

Call to actions:	Hashtags:
Buy early bird tickets	#SideSplitter2020
View full line up here	#Cockburn
Win free tickets	#HamiltonHill
Grab a discount/special offers	#ComedyFestival
Enjoy SS2020, leave us a Facebook review and fill in our feedback survey	#Perth

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Adrian Alaberg Cockburn Parody Video

We asked Adrian Alaberg to do another one of his comedic videos for us, similar to the one he did in 2018. The video reached 28.8k people all together, and a whopping 23.4k of that reach was organic. We then boosted the video which meant it reached another 5.4k.



Instagram Snapshot:



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Radio Interviews

- 10 radio interviews across community and commercial stations
- Free event radio reads on CurtinFM, Radio Fremantle, ABC, 6PR, 98five, Capital Radio

Radio Interview Schedule for Radio Fremantle (over phone)

Date	Artist
21/9	Peter Rowesthorn
21/9	Julian Canny
5/10	Peter Rowesthorn
5/10	Julian Canny
5/10	Jodie Lawrence from The Motherhood Comedy
12/10	Janelle Koenig
12/10	Matt Hale



Radio Interview Schedule for RTR (in studio)

Date	Artist
3/10	Chris Shin
10/10	Julian Canny & Matt Hale

Radio Interview Schedule for 6PR Weekend Drive (over phone)

Date	Artist
10/10	Julian Canny

Radio Interview Schedule 96FM (over phone)

Date	Artist
14/10	Janelle Koenig

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Email Marketing Overview

Date	Theme	Recipients	Open rate	Clicks
Wk 1- 4/09/20	Early Bird Tickets	299	45.9 %	13.5 %
Wk 3-14/09/20	Deals, packages, 25% OFF	316	42.9 %	11.9 %
Wk 5- 30/09/20	Limited Tickets	357	40.9 %	6.0 %
Wk 6- 05/10/20	48 HR 25% OFF Flash Sale	364	41.4 %	6.9 %
Wk 7- 13/10/20	Last Chance 15 % OFF	404	30.8 %	4.3 %
Wk 8 -19/10/20	Thanks, wrap up, survey, fb reviews	427	33.1 %	7.1 %

Community Groups

We contacted 24 community groups directly with offers and incentives to support Cockburn community groups. Any offers were also noted to be supported by the City of Cockburn Sponsorship.

The groups that were given offers were:

Disability in the Arts – Fremantle, Fremantle Surf Life Saving Club, Mosman Cricket Club, Cockburn Cobras Cricket Team, Cockburn Cricket Club, Cockburn Cricket club, Get About – Mosman Park (disability service), Cockburn Netball Club, Freo Darts Assoc, The Hub 6163, Hamilton Hill community Group, Fly By Night Musicians Club, Palmyra Meals on Wheels, Cockburn Volunteer Sea Search, Park run – Cottlesloe, Heartwalkers, Coogee Cruisers, Yangebup Striders, Cockburn Mall Walking Group, Phoenix Walkers, Ottey Walkers, South Beach Striders, Port Coogee Walkers, Jandakott Walkers, Artzplace, Phoenix Theatre, Rotary of Cockburn

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Student deals were also offered to:
- 10 Murdoch Uni social groups

Community Facebook Pages

Contacted 6 Facebook community pages/groups - 3 of which ran social media competitions for tickets with their followers.

Media Releases

2 media releases were sent out to 19 notable or local media contacts, with the invitation for media passes to the festival. An up to date media contact list was provided by the City of Cockburn for us to use.

Free Calendar Listings

We had free event calendar listings on Perth Happenings, Event Finda, Eventful and Scoop. We also contacted but had trouble with getting a listing for some reason or another out of our control with the City of Perth / Visit Perth, Experience Perth and My Life in Oz.

Local Vendors

We prioritised utilising vendors and suppliers in the City of Cockburn area, before using outside providers.

Celebrations SuperStore

We have a strong relationship with Gage Road Brewing as a local WA Supplier, we were able to get them to recommend a local independent vendor in Hamilton Hill that we were able to purchase our wholesale liquor from. This year we set up a business account with them to make it easier for both parties. The service was fantastic and one of the best vendors we have dealt with.

Succinic IGA

All supplies and non alcohol products were purchased from local independent business.

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Sidesplitter 2020

Euphorium Creative Pty Ltd

1st July 2020 - 30 June 2021

Project Account: Side Splitter

Account**Trading Income**

OREV Bar Revenue	10,300.46
OREV Sponsorship Revenue	30,000.00
OREV Ticket Revenue	21,733.69
Total Trading Income	62,034.15

Cost of Sales

Artist Fee DC	17,333.18
Bar Stock DC	3,476.16
Catering for projects	1,378.02
Equipment Hire	5,560.07
Event Security	1,660.00
Labour Staff	4,344.55
Legal Requirments for Projects	427.28
Marketing costs for projects	6,205.35
Materials and Equipment	1,541.69
Photographer	400.00
Project Coordinator Artists	2,092.50
Software subscription for projects	77.37
Ticketing Fee	343.83
Travel/Accommodation	2,997.70
Total Cost of Sales	47,837.70

Gross Profit	14,196.45
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Operating Expenses

Bank Fees	193.71
General Expenses	45.45
Wages and Salaries (super included)	8,314.46
Total Operating Expenses	8,553.62

Net Profit	5,642.83
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Thank you!

From all the team at Euphorium, we want to thank you for supporting Side Splitter Comedy Festival 2020 and for being so great to work with! We look forward to continuing this partnership.



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perth market research

**Report on the
City of Cockburn
Cultural Fair Survey 2021**



(April 2021)

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Report on the City of Cockburn
Cockburn Cultural Fair Survey – April 2021

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APPENDIX Questionnaire – Intercept/Online Survey

1.0 METHODOLOGY

On Saturday the 10th of April 2021, the City of Cockburn held its annual Cockburn Cultural Fair from 3pm to 7pm at Harmony Oval, Atwell.

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 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 event, an email with the survey link was sent to these potential respondents for online survey completion.

A total of 201 respondents participated in the survey. The responses have provided a sampling error within +/- 6.5% at the 95% confidence level for all overall results (assuming approximately 4,000 visitors to the event). 31 intercept surveys and 170 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 10th of April 2018, the City of Cockburn held its annual Cockburn Cultural Fair between 3pm and 7pm at Harmony Oval, Atwell. 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 201 respondents participated in the survey. The responses have provided a sampling error within +/- 6.5% at the 95% confidence level for all overall results (assuming approximately 4,000 visitors to the event). 31 intercept surveys and 170 online surveys were completed based on the event.

- **Overall Feedback**

Respondents were highly satisfied with this event and had limited suggestions for improvement. Responses indicated that the event was well-organised and met community requirements for an event that celebrated cultural diversity in the community.

- **Method of Transport**

Survey respondents used their car as their primary mode of transport (70.6%). This was followed by 22.4% of respondents who walked and those who rode a bicycle (5.5%) for transport. 1.5% of respondents cited 'other' methods of transport. These consisted of 1.5% who used public transport.

- **Nationality of Visitors**

97.0% of respondents lived in the Perth metropolitan area compared to 3.0% 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. 87.1% of all respondents from the **Perth metropolitan area** lived within the City of Cockburn (84.6% of all respondents). 49.2% of these respondents came from Atwell and its immediate surrounds and a further 37.9% 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 southern suburbs (6.7%). This was followed by respondents from the eastern suburbs (3.6%), suburbs within the City of Fremantle (1.5%), the northern suburbs (1.0%) and none from the western suburbs (0.0%).

- **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 6 visitors from out of the metropolitan area 5 came from regional Western Australia (83.3% of all non-metropolitan visitors or 2.5% of all respondents) and 1 came from interstate (16.7% of all non-metropolitan visitors or 0.5% of all respondents).

- **Number of People in Group**

The largest proportion of respondents came to the event in a group consisting of 4 people (32.3%). This was followed by respondents in groups of 2 people (26.9%), 3 people (25.4%), 5 or more people (14.9%) and singles (0.5%).

These results highlight that the event is essentially family or community based, with over three of every four groups consisting of more than 2 people.

- **Frequency of Visits**

The largest proportion of respondents came to Harmony Oval twice a week or more (36.3%), followed by on a weekly basis (19.4%) and 'other' frequencies (15.9%). 10.9% of respondents visited annually, 9.5% of respondents visited monthly, with a further 3.0% coming fortnightly. 2.5% visited six monthly, followed by three monthly (1.5%) and bi monthly (1.0%).

- **Reason for Visit to Harmony Oval**

96.5% of respondents did visit specifically for the event compared to 3.5% 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 (71.4%). Only 28.6% chose not to stay (2 out of 7 respondents).

- **Attendance at the Cockburn Cultural Fair**

Almost two out of every 10 respondents were attending the Cockburn Cultural Fair for the first time (39.8%). This was followed by 58.2% who advised that they had attended before.

- **Festival Awareness Methods**

Respondents became aware of the Cockburn Cultural Fair by a variety of means. 43.3% of respondents advised that they were aware because they had attended before and 25.4% became aware through Facebook. 17.9% became aware through word of mouth, 15.4% also heard about it by posters, and 13.4% became aware from billboards. 11.9% became aware

via the City website, 11.4% became aware via the local newspaper, 10.4% saw the event when passing by, 7.5% saw it mentioned in the Events Guide and 9.8% saw it on the Internet. 4.0% mentioned Twitter. 9.0% of respondents did not supply a response to this question.

- **Promotional Material/Advertising Awareness**

64.7% of respondents had seen promotional/advertising material for the Cockburn Cultural Fair. 35.3% advised that they had not seen any promotional material.

39.2% of all respondents aware of promotional material/advertising from Facebook as a source. This was followed by 26.2% who listed posters, 24.6% that listed the City's website, 22.3% who listed billboards, 20.0% of respondents listed print advertising in the newspaper and a further 13.8% who listed the Events Guide as a source. 9.2% listed Twitter. 10.8% of respondents listed 'other' sources of awareness which could not be classified as promotional material or advertising.

- **Food and Entertainment Satisfaction**

Almost one quarter 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 healthiness and then price as the lowest ranked issue. 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 (96.5%) were 'at least' satisfied with the experience they had. 58.7% of these respondents were very satisfied with the experience and a further 37.8% were satisfied.

Only 3.5% of respondents provided a neutral score.

- **Positive Event Characteristics**

Respondents were asked what they liked about the Cockburn Cultural Fair. The key responses were:

➤ <u>Community event</u>	(27.9%)
➤ <u>Things to see and do</u>	(17.5%)
➤ <u>Free event</u>	(17.4%)
➤ <u>Everything about it</u>	(16.4%)
➤ <u>Can experience different cultures</u>	(14.5%)
➤ <u>Good food</u>	(12.9%)
➤ <u>Family event</u>	(12.5%)

- Local event (11.9%)
- Celebrates cultural diversity (10.9%)
- Good entertainment (10.4%)

• Areas for Improvement

Respondents were asked what they thought would improve the Cockburn Cultural Fair at Harmony Oval. The key responses were:

- Nothing/fine as it is (61.2%)
- More/diverse activities (9.5%)
- Continue event into the evening/night (7.5%)
- Cheaper food (7.0%)
- Closer/more parking (6.5%)
- More/better promotion (6.0%)
- More shade needed (5.0%)
- Healthier food (4.5%)
- More activities for children (4.5%)
- Bar/alcohol (4.0%)

• Event Timing

Respondents were asked at what time of day they would prefer to see the Cockburn Cultural Fair held. The key responses were:

- Fine as it is (74.1%)
- Longer hours – continue into the evening/night (10.4%)
- Sunday afternoon (6.5%)
- Same day – earlier start/earlier finish (3.5%)
- Sunday evening (3.0%)
- Earlier in the year/summer (2.5%)

• Demographics

- 41.8% of respondents were male compared to 58.2% who were female.
- Age ranges were broadly spread, as would be expected from the general population distribution. 31.3% of respondents were in the 35 – 44 age group, 26.9% were between 25 – 34, 22.4% were between 45 – 54, 11.4% between 55 – 64, 8.5% between 18 – 24 and 4.5% were 65 and over. No respondents refused to provide their age.
- 34.3% of respondents were employed full-time, 26.9% were part-time employees and 6.5% were employed on a casual basis. 8.0% of respondents were self-employed, 8.5% were not employed and 5.5% of respondents were students. 3.5% were retired.

3.0 RESULTS OF THE INTERCEPT/ONLINE SURVEY

This section summarises the results of the Intercept /online survey of people who actually attended the Cultural Fair. 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'.

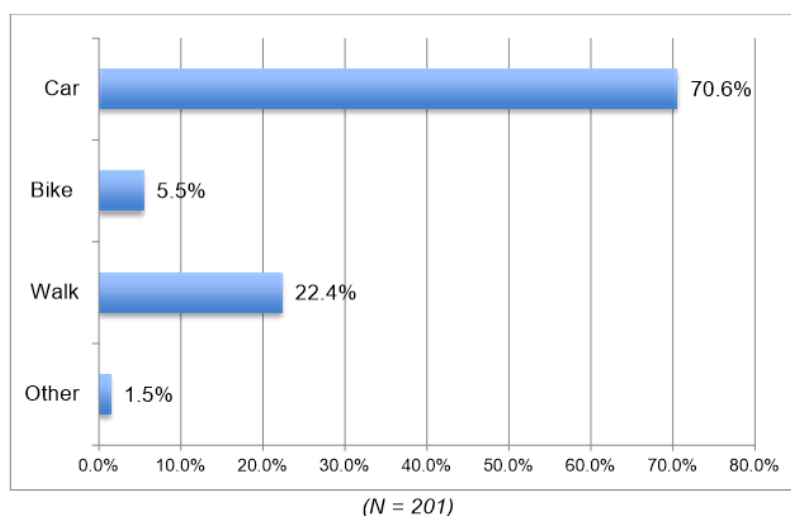
3.1 Transport Method

In **question 1**, all survey respondents were asked:

"How did you get to the Cultural Fair today?"

Graph 3.1 shows that respondents used their car as their primary mode of transport (70.6%). This was followed by 22.4% of respondents who walked and those who rode a bicycle (5.5%) for transport. 1.5% of respondents cited 'other' methods of transport. These consisted of 1.5% who used public transport.

Graph 3.1 Method of Transport



Demographic Results

- A larger proportion of respondents living in Atwell walked or cycled to the event compared to respondents from other areas. Respondents living in further suburbs were more likely to use the car.
- Age had little influence on respondent's mode of transport to the event.
- Employment status had little influence on respondent's mode of transport to the event.



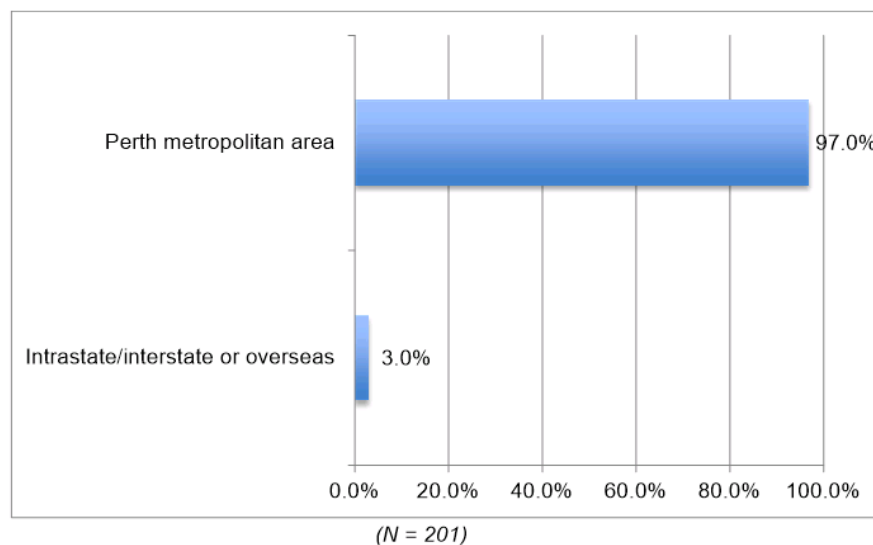
3.2 Origin of Festival Visitors

3.2.1 In **question 2**, all survey respondents were asked:

“Do you usually live in the Perth metropolitan area?”

Graph 3 shows that 97.0% of respondents lived in the Perth metropolitan area compared to 3.0% who were visiting from intrastate, interstate or overseas.

Graph 3.2.1 Origin of Visitors



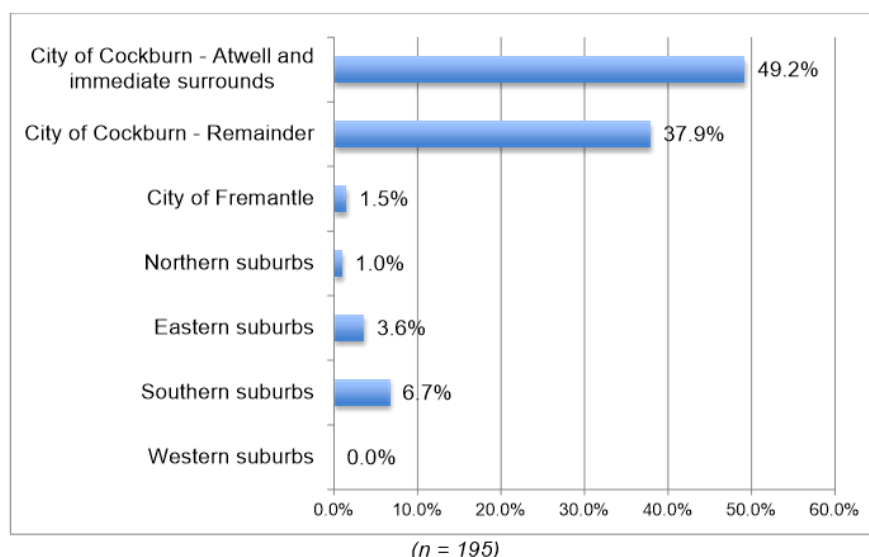
3.2.2 In **question 3** survey respondents who lived in the Perth metropolitan area (195 respondents) were asked:

“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. 87.1% of all respondents from the **Perth metropolitan area** lived within the City of Cockburn (84.6% of all respondents). 49.2% of these respondents came from Atwell and its immediate surrounds and a further 37.9% 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 southern suburbs (6.7%). This was followed by respondents from the eastern suburbs (3.6%), suburbs within the City of Fremantle (1.5%), the northern suburbs (1.0%) and none from the western suburbs (0.0%).

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 (6) 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 6 visitors from out of the metropolitan area 5 came from regional Western Australia (83.3% of all non-metropolitan visitors or 2.5% of all respondents) and 1 came from interstate (16.7% of all non-metropolitan visitors or 0.5% of all respondents).



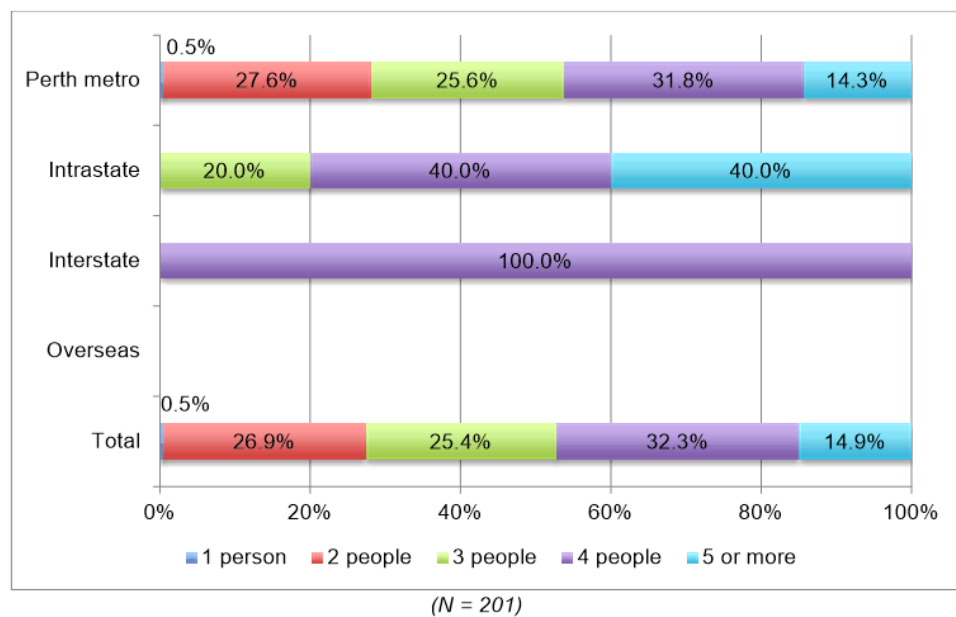
3.2.4 In question 6, all survey respondents were asked:

“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 (32.3%). This was followed by respondents in groups of 2 people (26.9%), 3 people (25.4%), 5 or more people (14.9%) and singles (0.5%).

These results highlight that the event is essentially family or community based, with over three of every four groups consisting of more than 2 people.

Graph 3.2.4 **Number of People in Group**



3.3 Frequency of Visits to Harmony Oval

In question 5, all survey respondents were asked:

“How often do you come to Harmony Oval?”

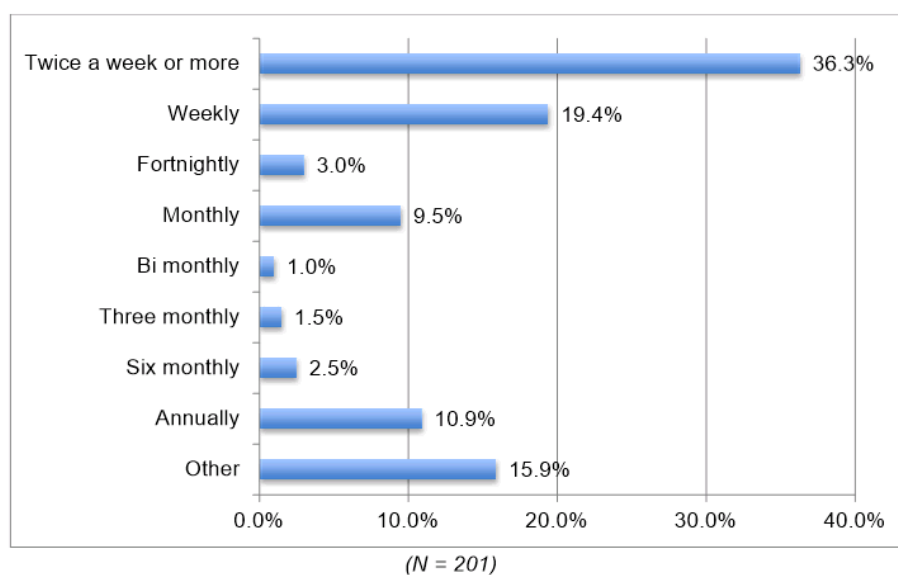
Graph 3.3 shows that the largest proportion of respondents came to Harmony Oval twice a week or more (36.3%), followed by on a weekly basis (19.4%) and ‘other’ frequencies (15.9%).

10.9% of respondents visited annually, 9.5% of respondents visited monthly, with a further 3.0% coming fortnightly. 2.5% visited six monthly, followed by three monthly (1.5%) and bi monthly (1.0%).

The 15.9% of respondents who cited ‘other’ frequencies that they visited Harmony Oval provided the following responses:

- Only for this event/never before (14.4%)
- Seldom (1.5%)

Graph 3.3 Frequency of Visits to Harmony Oval



Demographic Results

- Respondents residing in Atwell and immediate surrounds suburbs in the City of Cockburn were more likely to come to Harmony Oval with greater frequency than other respondent residential groups.
- Respondents outside of the City of Cockburn were less likely to come to Harmony Oval with greater frequency than those within the City of Cockburn.

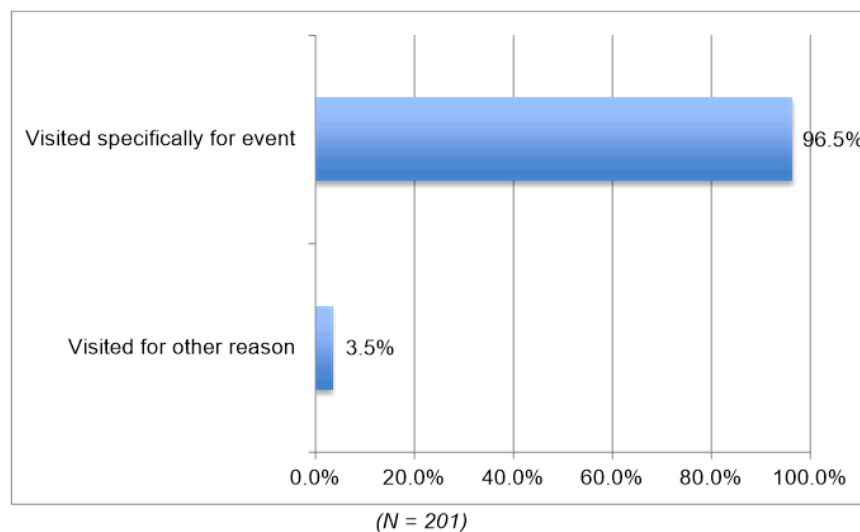
3.4 Visit to Cockburn Cultural Fair

3.4.1 In **question 7a**, all survey respondents were asked:

“Did you come to Harmony Oval today specifically for the Cockburn Cultural Fair?”

Graph 3.4.1 shows that 96.5% of respondents did visit specifically for the event compared to 3.5% who did not visit specifically for the event.

Graph 3.4.1 Reason for Visit to Harmony Oval



Demographic Results

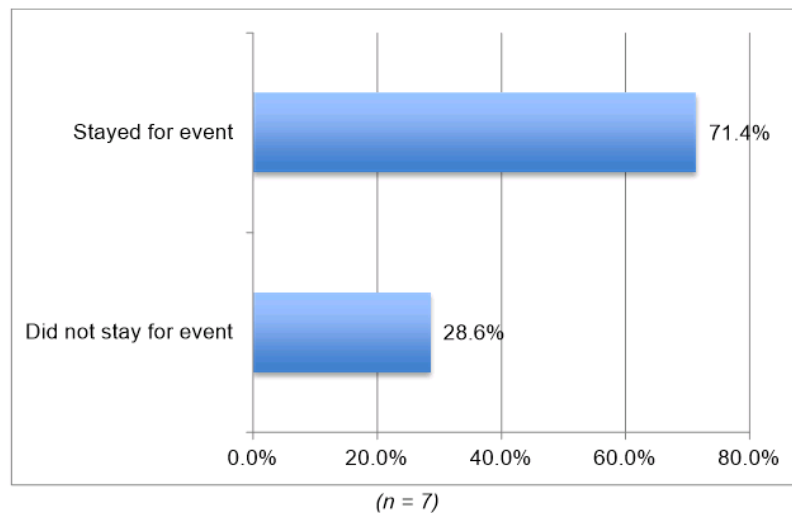
- Numbers for those visiting Harmony Oval, but not specifically for the event, are too small to analyse with any degree of reliability.

3.4.2 In **question 7b** survey respondents who did not visit Harmony Oval specifically for the event (7 respondents) were asked:

“If no (to question 7a), did / will you stay for the Cockburn Cultural Fair?”

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 (71.4%). Only 28.6% chose not to stay (2 out of 7 respondents).

Graph 3.4.2 Did Respondent Stay for the Event



Demographic Results

- Numbers for those visiting Harmony Oval, but not specifically for the event, are too small to analyse with any degree of reliability.

3.5 Attendance at the Cockburn Cultural Fair

In **question 8**, all survey respondents were asked:

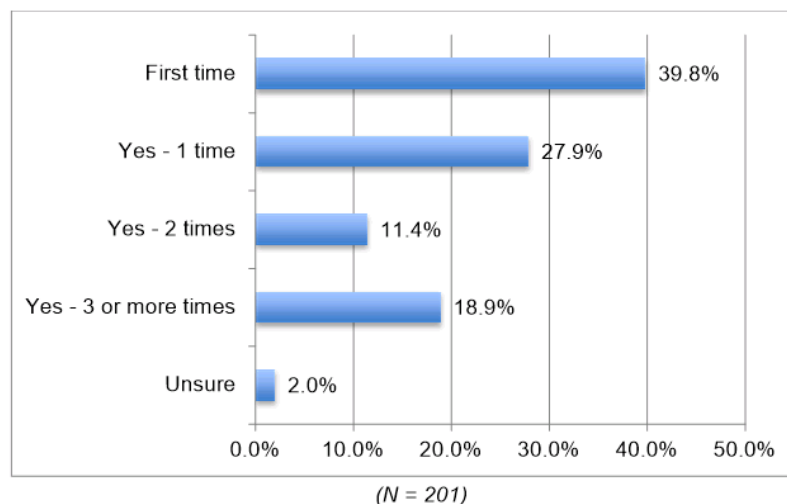
“Have you attended the Cockburn Cultural Fair before?”

(Respondents were asked to nominate the number of times they had previously attended if answering ‘yes’ to this question).

Graph 3.5. shows that just over one third of respondents were attending the Cockburn Cultural Fair for the first time (39.8%). This was followed by 27.9% who advised that they had attended once before.

Of the remaining 14.3% of respondents who advised they had previously attended the Cockburn Cultural Fair more than once, the largest proportion had previously visited 3 or more times previously (18.9 %), followed by 11.4% who indicated that they had previously visited twice previously. 2.0% were unsure of the number of times they had previously visited.

Graph 3.5 Previous Attendance at the Cockburn Cultural Fair



Demographic Results

- Responses showed a marginally higher level of first time attendees from respondents outside the City of Cockburn. While these attendees had a slightly elevated level of first time attendance, respondents from the City of Cockburn still factored prominently in these results.

3.6 Awareness Method for the Cockburn Cultural Fair

3.6.1 In **question 9**, all survey respondents were asked:

“How did you hear about the Cockburn Cultural Fair?”

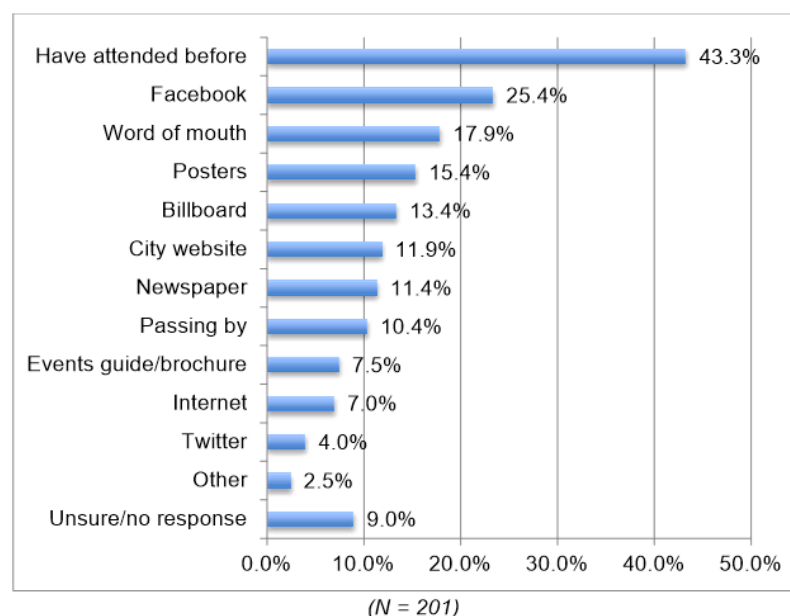
This question was asked through the use of an open-ended format eliciting a ‘top of mind’ response. Respondents were not prompted with a list of response options, indicating that the most important responses are listed rather than a complete list. **Respondents provided multiple responses if they had 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 3.6.1 shows that respondents were made aware of the Cockburn Cultural Fair by a variety of means. 43.3% of respondents advised that they were aware because they had attended before.

25.4% became aware through Facebook, 17.9% became aware through word of mouth, 15.4% also heard about it by posters, and 13.4% became aware from billboards. 11.9% became aware via the City website, 11.4% became aware via the local newspaper, 10.4% saw the event when passing by, 7.5% saw it mentioned in the Events Guide and 9.8% saw it on the Internet. 4.0% mentioned Twitter. 4.0% mentioned Twitter.

9.0% of respondents did not supply a response to this question.

Graph 3.6.1 Method of Cockburn Cultural Fair Awareness

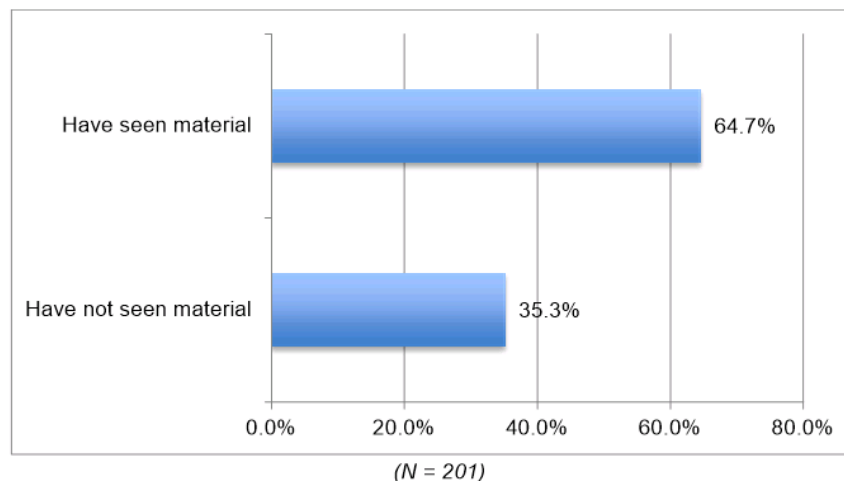


3.6.2 In question 10, all survey respondents were asked:

“Have you seen any promotional/advertising material for the Cockburn Cultural Fair in any media recently?”

Graph 3.6.2 shows that 64.7% of respondents had seen promotional/advertising material for the Cockburn Cultural Fair. 35.3% advised that they had not seen any promotional material.

Graph 3.6.2a Awareness of Promotional/Advertising Material



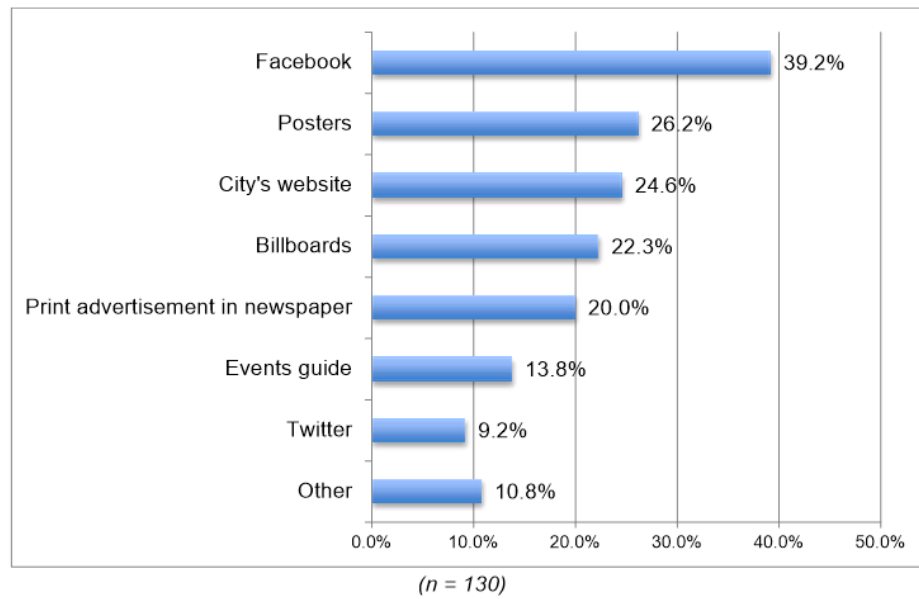
Survey respondents who claimed that they were aware of promotional/advertising material (130 respondents) were asked:

“Please advise which of the following media you saw it in?”

Graph 3.6.2b, 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%.

39.2% of all respondents aware of promotional material/advertising from Facebook as a source. This was followed by 26.2% who listed posters, 24.6% that listed the City’s website, 22.3% who listed billboards, 20.0% of respondents listed print advertising in the newspaper and a further 13.8% who listed the Events Guide as a source. 9.2% listed Twitter.

10.8% of respondents listed ‘other’ sources of awareness which could not be classified as promotional material or advertising.

Graph 3.6.2b **Source of Promotional/Advertising Material**

3.7 Favourite Displays/Activities

In **question 11**, 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 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.

The largest proportion of respondents thought that the camel rides were their favourite (11.4%). This was followed by the wildlife display in terms of popularity (9.5%).

8.5% of respondents liked the face painting, followed by a further 8.5% who liked the fire engine/fire fighting, 7.5% liked the general stalls/market stalls, 7.0% of respondents liked the ambulance and 6.5% liked the Chinese dragons.

5.5% liked the arts and crafts, 4.5% liked the dancing, 4.0% liked the kids activities and 4.0% liked the bikes.

7.0% of respondents were unsure what would improve the Cockburn Cultural Fair.

The key responses were:

➤ Camel rides	(11.4%)
➤ Wildlife	(9.5%)
➤ Face painting	(8.5%)
➤ Fire engine	(8.5%)
➤ Market stalls/general stalls	(7.5%)
➤ Ambulance	(7.0%)
➤ Chinese dragon	(6.5%)
➤ Arts and crafts	(5.5%)
➤ Dancing	(4.5%)
➤ Bikes	(4.0%)
➤ Kids activities	(4.0%)
➤ Food	(3.5%)
➤ Koi fish	(3.5%)
➤ Navy display	(3.5%)
➤ Talent contest	(3.5%)
➤ Singing	(2.5%)
➤ Workshop tent	(2.0%)
➤ Other	(4.5%)
➤ Unsure	(7.0%)

3.8 Satisfaction With Food and Entertainment Offerings

3.8.1 In **question 12**, all survey respondents were asked:

“In each of the following areas, how satisfied were you with the food and entertainment offerings?”

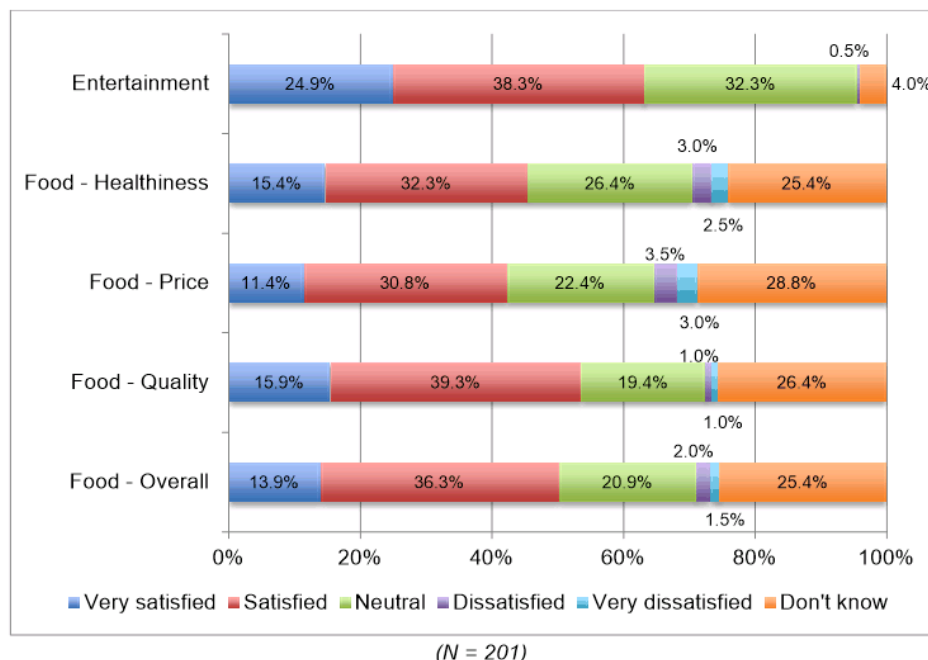
Respondents were asked to rate their satisfaction levels with each of the following aspects of the food offerings at the event:

- Entertainment
- Food - Price
- Food - Quality
- Food - Healthiness
- Food – Overall

Graph 3.8.1 shows that, in most assessment areas, almost one quarter 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 healthiness and then price as the lowest ranked issue. Dissatisfaction was low across all areas, however price raised the greatest level of dissatisfaction, citing a growing concern with value for money.

Graph 3.8.1 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. 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 appear to provide 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, gluten free and/or vegetarian food.

3.8.2 In question 13, survey respondents were asked:

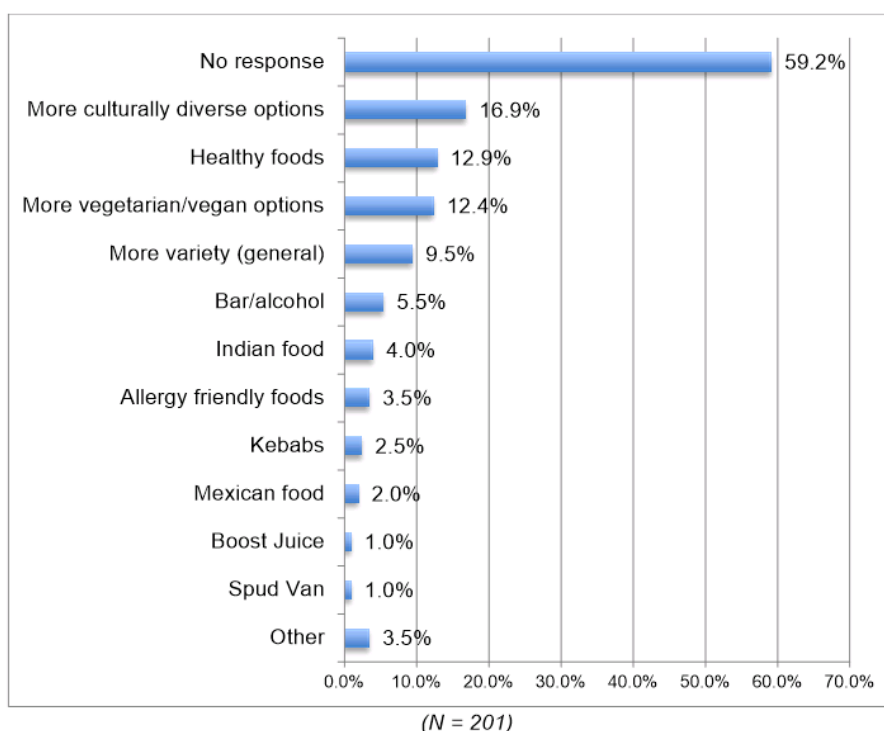
“What types of food would you like to see at events like this?”

Graph 3.8.2 shows that the majority of respondents (59.2%) 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 the majority of satisfaction ratings to question 15 (satisfaction with food offerings) were high.

Of those respondents who did provide a response, 16.9% indicated that they would like to see more culturally diverse options being offered at the event. This was followed by healthy foods (12.9%), more vegetarian/vegan options (12.4%), more variety (general) (9.5%), a bar/alcohol outlets (5.5%) and Indian food (4.0%).

3.5% of respondents provided ‘other’ responses that could not be classified in the above areas and should not be considered as appropriate responses.

Graph 3.8.2 **Desired Food Offerings**



3.8.3 In question 14, survey respondents were asked:

“What types of entertainment would you like to see at events like this?”

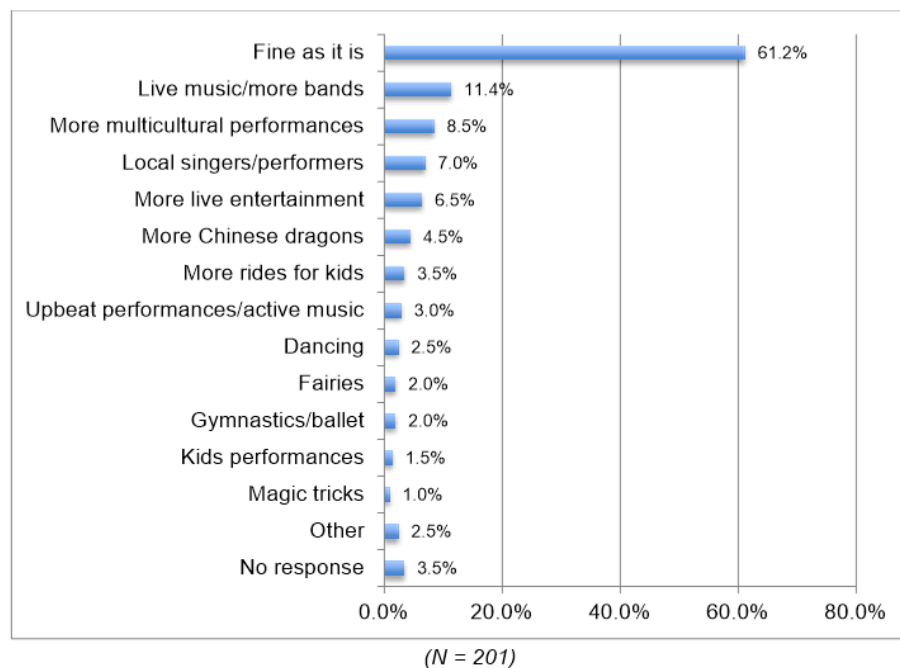
Graph 3.8.3 shows that the majority of respondents (61.2%) thought that the entertainment was fine as it is.

An additional 3.5% did not respond to this question. It is assumed that they did not desire any changes to the entertainment provided.

Of those respondents who did provide a response, 11.4% indicated that they would like to see more live music/bands being offered at the event. This was followed by more multicultural performances (8.5%), more local singers/performers (7.0%), more live performances (general) (6.5%), more Chinese dragons (4.5%), more rides for kids (3.5%), upbeat performances/active music (3.0%) and dancing (2.5%).

2.5% of respondents provided ‘other’ responses that could not be classified in the above areas and should not be considered as appropriate responses.

Graph 3.8.3 Desired Entertainment



3.9 Satisfaction with the Cockburn Cultural Fair

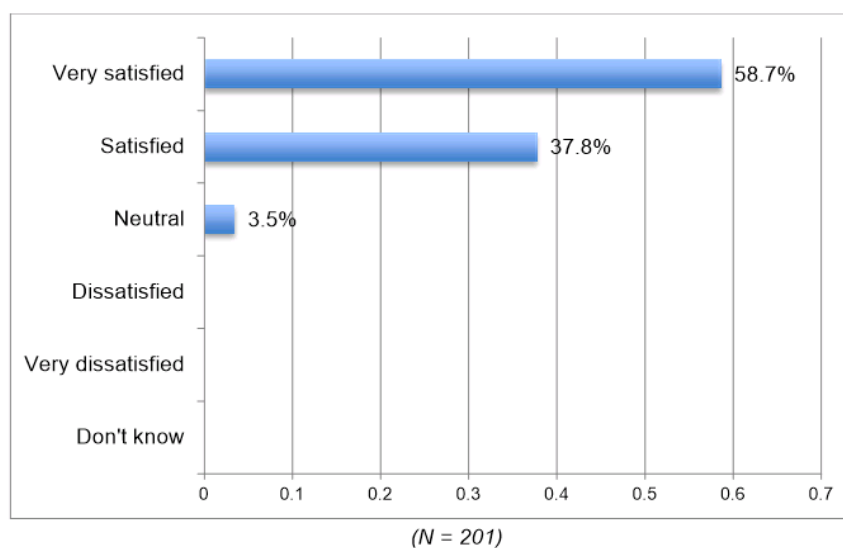
In **question 15**, survey respondents were asked:

“How satisfied are you with the experience you had today?”

Graph 3.9.1 shows that the majority of respondents (96.5%) were ‘at least’ satisfied with the experience they had. 58.7% of these respondents were very satisfied with the experience and a further 37.8% were satisfied.

Only 3.5% of respondents provided a neutral score.

Graph 3.9.1 Festival Satisfaction Levels



No respondents indicated that they were dissatisfied with the event.

Demographic Results

- Overall satisfaction responses were generally spread uniformly across the different residential and demographic groups.

3.10 Event Perceptions

3.10.1 In **question 16**, all survey respondents were asked:

“What did you like about the Cockburn Cultural Fair?”

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 event (29.5%). Also appreciated was that there were activities/displays/events to see and do (17.4%) and that it was a free event (17.4%). 16.4% appreciated everything about it, provided the opportunity to experience different cultures (14.5%), that it had good food (12.9%), was a family event (12.5%), was a local event (11.9%), and celebrated cultural diversity (10.9%). 10.4% appreciated that it provided good entertainment. Respondents indicated that it was well organised (10.4%) and was a place to meet and socialise (8.0%). 7.8% appreciated the ability to go with family and friends (5.5%).

5.5% were unsure of what they liked about the Cockburn Cultural Fair.

The key responses were:

➤ <u>Community event</u>	(27.9%)
➤ <u>Things to see and do</u>	(17.5%)
➤ <u>Free event</u>	(17.4%)
➤ <u>Everything about it</u>	(16.4%)
➤ <u>Can experience different cultures</u>	(14.5%)
➤ <u>Good food</u>	(12.9%)
➤ <u>Family event</u>	(12.5%)
➤ <u>Local event</u>	(11.9%)
➤ <u>Celebrates cultural diversity</u>	(10.9%)
➤ <u>Good entertainment</u>	(10.4%)
➤ <u>Well organised</u>	(10.4%)
➤ <u>Good atmosphere</u>	(9.5%)
➤ <u>Place to meet and socialise</u>	(8.0%)
➤ <u>Able to go with family and friends</u>	(5.5%)
➤ <u>Friendly people</u>	(4.5%)
➤ <u>Child friendly</u>	(3.5%)
➤ <u>No response</u>	(6.0%)
➤ <u>Other</u>	(2.5%)
➤ <u>Unsure</u>	(5.5%)

3.10.2 In question 17, all survey respondents were asked:

“What do you think would improve future Cockburn Cultural Fair 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 Cockburn Cultural Fair events (61.2%).

9.5% of respondents wanted more and/or diverse activities, 7.5% of respondents believed that event should continue event into the evening/night, 7.0% suggested cheaper food, 6.5% of respondents wanted closer/more parking and 6.0% wanted more/better promotion.

5.0% wanting more shade, 4.5% wanted healthier food and 4.5% wanted more activities for children.

4.5% of respondents were unsure what would improve the Cockburn Cultural Fair.

The key responses were:

➤ Nothing/fine as it is	(61.2%)
➤ More/diverse activities	(9.5%)
➤ Continue event into the evening/night	(7.5%)
➤ Cheaper food	(7.0%)
➤ Closer/more parking	(6.5%)
➤ More/better promotion	(6.0%)
➤ More shade needed	(5.0%)
➤ Healthier food	(4.5%)
➤ More activities for children	(4.5%)
➤ Bar/alcohol	(4.0%)
➤ Better choice of food	(3.5%)
➤ More/better seating for stage	(3.0%)
➤ More face painters	(3.0%)
➤ Other	(2.5%)
➤ Unsure	(4.5%)

3.11 Cockburn Cultural Fair Time & Date Preference

In question 18, all survey respondents were asked:

“On which day or time would you prefer to see the Cockburn Cultural Fair held?”

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 a range of responses which tallied to greater than 100%, as more than one response was permitted (noting alternate days, times, etc.). Responses have been coded to represent the main inference of the respondent’s statement.

The largest proportion of respondents thought that the timing of the Cockburn Cultural Fair is fine as it is (74.1%).

10.4% of respondents would prefer that it had longer hours and continued into the evening/night. 6.5% of respondents would prefer it be held on Sunday afternoon and an additional 3.5% of respondents preferred that it be held on the same day – but have an earlier start and earlier finish. 3.0% would like to see it held on Sunday evening, and a further 2.5% in summer/earlier in the year.

0.5% of respondents were unsure when they would like to see it held.

The key responses were:

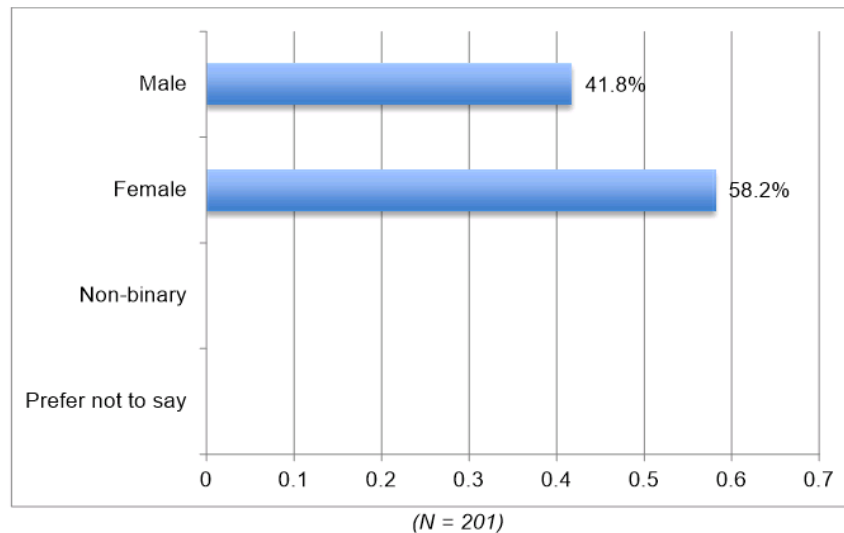
➤ Fine as it is	(74.1%)
➤ Longer hours – continue into the evening/night	(10.4%)
➤ Sunday afternoon	(6.5%)
➤ Same day – earlier start/earlier finish	(3.5%)
➤ Sunday evening	(3.0%)
➤ Earlier in the year/summer	(2.5%)
➤ Other	(1.5%)
➤ Unsure	(0.5%)

3.12 Demographics

3.12.1 In **question 19**, the interviewers were asked to note the gender of respondents.

Graph 3.12.1 shows that 41.8% of respondents were male compared to 58.2% who were female.

Graph 3.12.1 **Gender**



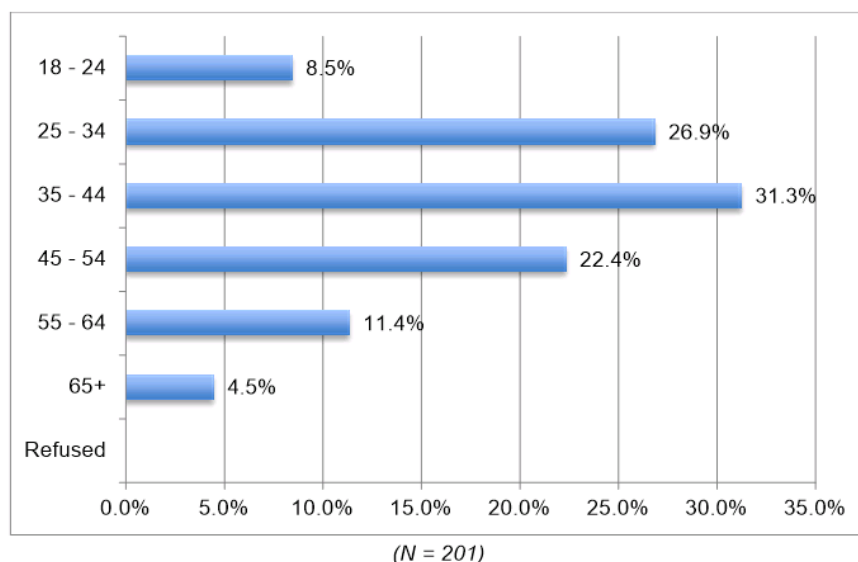
3.12.2 In question 20, all survey respondents were asked:

“Which of the following age groups best represents your age?”

Graph 3.12.2 shows age ranges were broadly spread, as would be expected from the general population distribution. 31.3% of respondents were in the 35 – 44 age group, 26.9% were between 25 – 34, 22.4% were between 45 – 54, 11.4% between 55 – 64, 8.5% between 18 – 24 and 4.5% were 65 and over. No respondents 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.

Graph 3.12.2 **Age Group**

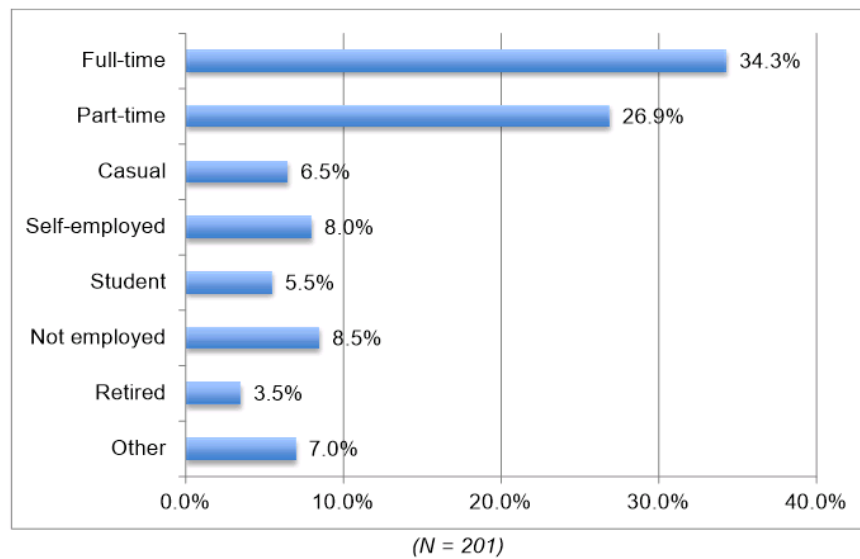


3.12.3 In question 21, all survey respondents were asked:

“Which of the following best describes your current employment status?”

Graph 3.12.3 shows that 34.3% of respondents were employed full-time, 26.9% were part-time employees and 6.5% were employed on a casual basis. 8.0% of respondents were self-employed, 8.5% were not employed and 5.5% of respondents were students. 3.5% were retired.

Graph 3.12.3 Employment Status



Appendix

Questionnaire – Intercept/Online Survey



9. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY MEMBERS OR OFFICERS

Nil

10. CLOSURE OF MEETING

The meeting closed at 6.49pm.



13.4 (2021/MINUTE NO 0079) MINUTES AND CONFIDENTIAL MINUTES OF THE DELEGATED AUTHORITIES AND POLICIES COMMITTEE MEETING - 27 MAY 2021

Author(s) B Pinto

Attachments

1. Delegated Authorities and Policies Committee Meeting - Minutes - 27 May 2021 [↓](#)
2. Delegated Authorities and Policies Committee Meeting - Confidential Minutes - 27 May 2021 (**CONFIDENTIAL**)

RECOMMENDATION

That Council RECEIVES and ADOPTS the recommendations contained therein of the:

- (1) Delegated Authorities and Policies Committee Meeting – Minutes held on 27 May 2021; and
- (2) Delegated Authorities and Policies Committee Meeting – Confidential Minutes, held on 27 May 2021.

8.00pm Cr Lee-Anne Smith left the meeting and returned at 8.01pm.

COUNCIL DECISION

MOVED Deputy Mayor L Kirkwood SECONDED Cr P Eva

That Council:

- (1) ADOPTS the recommendations, subject to the withdrawal of Attachment 6 “Waste Wise Events Policy” of Item 8.5 “Review and Proposed Minor Amendments to Various Council Policies”, which is to be dealt with separately; and
- (2) ADOPTS the “Waste Wise Events Policy”, subject to the following amendments to Clauses (2) “Approved Events” and (3) “Other Events”:
 - (2) Approved Events – Second Paragraph to read:
All approved events shall exclude:
 - Sale or release of balloons
 - The use of balloons outdoors
 - Use of beanbags with polystyrene filling
 - (3) Other Events_- to read:
Other events not subject to City approval shall exclude:
 - The sale or release of balloons of any kind.

CARRIED 5/4

For: Mayor L Howlett, Deputy Mayor L Kirkwood, Cr P Corke, Cr L Smith, Cr P Eva

Against: Cr K Allen, Cr M Separovich, Cr C Stone, Cr T Widenbar

Reason for Decision

To implement such a ban on the use of balloons at approved external and other events shall have a detriment on local businesses who survive off the income of balloons.

Our community hires these community spaces for their use, for example birthday parties, weddings, and various celebrations. Our businesses and community deserve a say on this matter before any such change is made, such as banning the use on balloons.

Rather than just putting a blanket ban on the use of balloons across the City in our community spaces, we should first take a proactive approach to better education on responsible use, alternatives and correct disposal of balloons, working with local business and consumers.

Background

The Delegated Authorities and Policies Committee Meeting conducted a meeting on 27 May 2021. The Minutes and Confidential 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 was to consider the review of the following policies:

- Privacy Management and associated Framework
- Risk Management
- International Relations and Engagement
- Elected Members Appointments – Standing Committees, Reference Groups, Boards and External Organisations
- Approval to Participate in Representative Delegations
- Election - Caretaker Period
- Representation at Council Related Forum
- Fraud and Misconduct Control and Resilience
- Related Party Disclosures
- Wastewise Events
- Asset Management
- Street Verge Improvements
- Awarding Honorary Freeman of the City of Cockburn



- Public Internet Use and Wireless Access
- LPP5.19 – Structure Plans and Telecommunications Infrastructure
- Environmental Conservation
- Landowner Biodiversity Conservation Grant Program
- Sustainability
- Graffiti Management and Response
- Community Gardens
- Installation of Recreational Equipment on Public Open Space
- LPP3.9 – Industrial Development

The Committee also considered the following new Policies:

- LPP5.20 – Development in Local Reserves' (for public comment)
- Executive and Senior Leadership Staff Remuneration and Performance.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Attract, engage, develop, support and retain our employees to provide exceptional services for the community.
- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

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*.

Advice to Proponent(s)/Submitters

N/A

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

Nil





City of Cockburn
Delegated Authorities & Policies
Committee
Minutes

For Thursday, 27 May 2021

These Minutes are subject to confirmation

Presiding Member's signature

Date: 26 August 2021



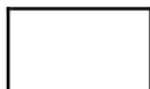
DAP 27/05/2021

CITY OF COCKBURN

SUMMARY OF MINUTES OF THE DELEGATED AUTHORITIES & POLICIES COMMITTEE HELD ON THURSDAY, 27 MAY 2021 AT 6.00PM

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CITY OF COCKBURN**MINUTES OF DELEGATED AUTHORITIES & POLICIES
COMMITTEE
HELD ON THURSDAY, 27 MAY 2021 AT 6.00PM****PRESENT:****ELECTED MEMBERS**

Ms C Stone	-	Councillor (Presiding Member)
Mr L Howlett	-	Mayor
Mr M Separovich	-	Councillor
Ms P Corke	-	Councillor
Dr C Terblanche	-	Councillor (Arr. 6.09pm)
Mr T Widenbar	-	Councillor (Deputy until 6.09pm; Observer from 6.09pm)

IN ATTENDANCE

Mr T Brun	-	Chief Executive Officer (Arr. 6.09pm)
Mr D Green	-	Acting Executive Governance and Strategy
Mr S Downing	-	Acting Chief Financial Officer and Acting Executive People, Culture and Safety
Mr D Arndt	-	Acting Chief of Built and Natural Environment
Mr A Lees	-	Acting Chief of Operations
Mrs G Bowman	-	Acting Chief of Community Services
Ms S Seymour-Eyles	-	Acting Executive Corporate Affairs
Mr J Fiori	-	Risk and Governance Advisor
Mrs B Pinto	-	Governance Officer

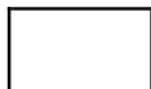
1. DECLARATION OF MEETING

The Presiding Member declared the meeting open at 6.00pm.

2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)

Nil

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

Nil

4. **APOLOGIES & LEAVE OF ABSENCE**

Nil.

5. **CONFIRMATION OF MINUTES**

5.1 **(2021/MINUTE NO 0020) MINUTES OF THE DELEGATED
AUTHORITIES & POLICIES COMMITTEE MEETING - 25/02/2021**

RECOMMENDATION

That Committee confirms the Minutes of the Delegated Authorities & Policies Committee Meeting held on Thursday, 25 February 2021 as a true and accurate record.

COMMITTEE RECOMMENDATION

MOVED Cr M Separovich SECONDED Mayor L Howlett

That the recommendation be adopted.

CARRIED 5/0

For: Cr C Stone, Mayor L Howlett, Cr M Separovich, Cr P Corke
and Cr T Widenbar

Against: Nil

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**

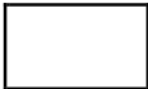
Nil

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AT THIS POINT IN THE MEETING, THE TIME BEING 6.04PM THE FOLLOWING ITEMS WERE CARRIED BY 'EN BLOC' RESOLUTION OF COUNCIL

8.2	9.1	18.1
8.5		



Item 8.1

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8. COUNCIL MATTERS**8.1 (2021/MINUTE NO 0021) PROPOSED NEW POLICY 'PRIVACY MANAGEMENT' AND 'PRIVACY MANAGEMENT FRAMEWORK'****Author(s)** J Fiori and S Seymour-Eyles**Attachments** 1. Proposed New Policy 'Privacy Management' [↓](#)
2. Proposed City of Cockburn Privacy Management Framework [↓](#)**RECOMMENDATION**

That Council:

- (1) RECEIVES the proposed new 'Privacy Management Policy' and associated 'Privacy Management Framework', as shown in the attachment to the Agenda; and
- (2) ADVERTISES the proposed new 'Privacy Management Policy' and associated 'Privacy Management Framework' for public consultation for a period of four (4) weeks, prior to final consideration of the Policy and Framework by Council.

DURING DISCUSSION OF THE ITEM CR C TERBLANCHE AND MR TONY BRUN, CEO JOINED THE MEETING THE TIME BEING 6.09 PM

COMMITTEE RECOMMENDATION

MOVED Cr P Corke SECONDED Cr T Widenbar

That the recommendation be adopted, subject to amending Attachment 2 'Privacy Management Framework - Item 4 'Compliance with Australian Privacy Principles (APP), sub-clause APP4.11 with the appropriate wording, as attached to the Minutes.

CARRIED 5/0**For:** Cr C Stone, Mayor L Howlett, Cr M Separovich, Cr P Corke and Cr T Widenbar**Against:** Nil**Reason for Recommendation**

The information provided in Item 4 'Compliance with Australian Privacy Principles (APP) sub-clause 4.10 was incorrectly duplicated into 4.11 in

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Item 8.1

the Privacy Management Framework. The recommendation is for this to be updated with the correct wording for APP4.11.

Background

In May 2020, the City received the Data and Information (Privacy Impact Assessment) Privacy Audit Report (the Audit Report) conducted by ES2. This audit was identified in the City of Cockburn Strategic Internal Audit Plan 2019-2022.

The Audit Report presented 25 recommendations which have been identified as operational risks and entered into RMSS, the City's online Risk Management Register.

Identified as a *Substantial* risk to the City, recommendation number 7 of the Audit Report was:

'That the City of Cockburn develops, publishes and communicates a Privacy Policy to cover all of the City's dealings with Personally Identifiable Information (PII).

Regardless of the requirement for compliance, this is a requirement to reduce the potential risk to the City's reputation should such information be inadvertently compromised.

Additionally, the Policy would provide a much needed consistency in the way that the City's departments handle and store PII.'

A draft policy has now been developed and is being presented for consideration, to ensure that the City in its collection, use, handling, storage, protection and disclosure of personal information is governed by the privacy principles set out in this policy.

These privacy principles are consistent with key provisions of the Australian Privacy Principles (APP) under the Commonwealth's *Privacy Act 1988* (the Privacy Act).

A draft framework, supporting the policy, has also been developed and is similarly being presented for consideration by Council.

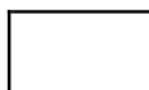
Submission

N/A

Report

As at May 2021, Western Australia does not have specific privacy legislation applicable to local government. The proposed new 'Privacy Management Policy' and associated 'Privacy Management Framework' are new documents designed to guide the City in its collection, use, handling, storage, protection and disclosure of personal information which will position the City at the forefront when State legislation is introduced to deal with privacy and personal information.

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Item 8.1

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The policy documents the City's commitment and objectives regarding managing the collection of data and personal information about the City's stakeholders, being Elected Members, employees, volunteers, ratepayers, residents, contractors, consultants, customers and visitors.

The City in its collection, use, handling, storage, protection and disclosure of personal information is governed by the privacy principles set out in this policy. These privacy principles are consistent with key provisions of the APP. The 13 APP are:

APP1 - Open and transparent management of personal information

APP2 - Anonymity and pseudonymity

APP3 - Collection of solicited personal information

APP4 – Dealing with unsolicited personal information

APP5 - Notification of the collection of personal information

APP6 – Use or disclosure of personal information

APP7 – Direct marketing

APP8 – Cross-border disclosure of personal information

APP9 – Adoption, use or disclosure of government related identifiers

APP10 – Quality of personal information

APP11 – Security of personal information

APP12 – Access to personal information

APP13 – Correction of personal information

The framework provides guidelines for managing personal information in the City's operations and services when personal information is collected, identifying what this personal information is used for, who it is obtained from and disclosed to, and who will have access to it.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.
- Listen to, communicate, consult and engage with our residents, businesses and community in a timely, open and collaborative manner.

Budget/Financial Implications

N/A

Legal Implications

This policy has been reviewed by McLeod Barristers and Solicitors, who made recommendations to ensure that the policy is consistent with the City's purpose in its handling of personal information.

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Item 8.1

A key recommendation was that the term *Personally Identifiable Information* (PII) be changed to *Personal Information* to be consistent with the Privacy Act. This change has been made to both the policy and framework.

This policy is consistent with a person's right, under section 45 of the *Freedom of Information Act 1992*, to apply to the City for amendment of personal information about the person contained in a document of the City if the information is inaccurate, incomplete, outdated or misleading.

Community Consultation

This report recommends that Council advertises the proposed new 'Privacy Management Policy' for public consultation for a period of four weeks. Following that period, the matter will be re-presented to Council for consideration.

Risk Management Implications

In the event that personal information is mishandled, through the lack of a City of Cockburn privacy policy, the following impacts may result:

- Damage to the reputation of the City; and
- Public embarrassment for the City.

In the Audit Report, the above impacts have been identified by the auditor as having a *critical* consequence with a *possible* likelihood, leading to a Substantial risk.

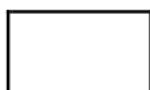
If both the privacy policy and associated framework are implemented, in accordance with the City of Cockburn Risk Management Framework, the consequence reduces to *minor* with a *possible* likelihood, leading to a reduced Moderate risk.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) Local Government Act 1995

N/A



DAP 27/05/2021

Item 8.1 Attachment 1

Title	Privacy Management
-------	--------------------

**Policy Type**

Council

Policy Purpose

The purpose of this policy is for the City to ensure that its collection, use, handling, storage, protection and disclosure of personal information are governed by the privacy principles set out in this policy. These privacy principles are consistent with key provisions of the Australian Privacy Principles (APP) under the Commonwealth's *Privacy Act 1988* (Cth) (the Privacy Act).

Policy Statement

This policy is consistent with a person's right, under section 45 of the *Freedom of Information Act 1992*, to apply to the City for amendment of personal information about the person contained in a document of the City if the information is inaccurate, incomplete, out of date or misleading. Additionally, this policy is consistent with key provisions of the APP to allow stakeholders to know what personal information the City stores about them (subject to some exceptions permitted by law) and permitting stakeholders access to and correction of personal information about them held by the City.

The City will use any personal information collected, whether through electronic or manual means, for the purpose that it was collected, as well as for ongoing research and development of the City's services.

The City collects information for various purposes through various methods, such as:

- personal information of the City's residents / electors /customers, as collected through automated or manual means
- employee's personal information collected through the processes and conditions of employment
- telephone recorded messages advising the user about monitoring the call for the purpose of 'customer service training' including monitoring employees' responses to customer enquiries
- collection or communication of data via third party services such as *Bang the Table*, *DocuSign*, *Google Analytics*, *Kentico*, *Lucky Orange*, *Mailchimp*, etc.
- through the use of CCTV surveillance cameras and automated analytics software installed for recording various activities throughout the City
- social media monitoring which may include personal information and what may at first appear as innocuous information, but when combined or correlated with other sources, the information disclosed is personal
- smart mobile devices which may collect location data (for marketing purposes) and hardware identifiers (for installation of City approved apps)
- community surveys involving the collection of personal data

[1]

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- use of data collected via websites to personalise information presented via the website
- the collection of data through our procurement processes and systems
- information provided by a third-party government agency through the course of collaborative services and information sharing.

The City also provides information to third parties such as:

- organisations or consultants who undertake community engagement and market research on behalf of the City
 - intergovernmental government departments
 - Western Australian Local Government Association (WALGA) and other Local Government.
- (1) All information is data – not all data is information. The terms *Data*, *Information*, *Personal Information* and *Personally Identifiable Information (PII)* are defined and compared below, together with a practical approach to their meanings:

Data	Information	Personal Information	Personally Identifiable Information (PII)
Representations of real world facts, concepts or instructions in a formalised manner suitable for communication, interpretation or processing by human beings or automatic means.	Data (or facts), that are interpreted, organised and structured in such a way as to be meaningful to the person who receives it.	Information or an opinion about an identified individual, or an individual who is reasonably identifiable: (a) whether the information or opinion is true or not; and (b) whether the information or opinion is recorded in a material form or not.	Information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.
Source: AS 5021-2005 (R2016) <i>The language of health concept representation</i> .	Source: AS 5021-2005 (R2016) <i>The language of health concept representation</i> .	Source: Privacy Act section 6(1).	Source: Australian Cyber Security Centre, Australian Signals Directorate, Department of Defence.
<u>In practice:</u> <i>images, sound recordings, text and numbers captured about someone or some matter (sometimes bare</i>	<u>In practice:</u> <i>data (or facts), about someone or some matter, which have being analysed, and can be communicated to</i>	<u>In practice:</u> <i>any information relating to a person, directly or indirectly.</i>	<u>In practice:</u> <i>any information that can be used to distinguish one individual from another.</i>

[2]



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Data	Information	Personal Information	Personally Identifiable Information (PII)
<i>and random), which have not been analysed or processed in any manner.</i>	<i>provide understanding, knowledge or insight about someone or some matter and which generate value in some form.</i>		

Numerous types of information are explicitly recognised as constituting personal information under the Privacy Act, including but not limited to:

1. *Sensitive information* - includes information or opinion about an individual's racial or ethnic origin, political opinion, religious beliefs, sexual orientation or criminal record, provided the information or opinion or otherwise meets the definition of personal information;
2. Health information, which is also personal information;
3. Some types of credit information;
4. Some types of employee record information (subject to exemptions); and
5. Tax file information.

Although not explicitly recognised as personal information under the Privacy Act, information may be explicitly recognised as personal information under other legislation. For example, under the *Telecommunications (Interception and Access) Act 1979* (Cth), certain telecommunications data (sometimes referred to as 'metadata') is taken to be personal information for the purposes of the Privacy Act).

- (2) Personal information collected by the City will be afforded protection consistent with key provisions of the APP. The 13 APP are:
 - APP1 - Open and transparent management of personal information
 - APP2 - Anonymity and pseudonymity
 - APP3 - Collection of solicited personal information
 - APP4 - Dealing with unsolicited personal information
 - APP5 - Notification of the collection of personal information
 - APP6 - Use or disclosure of personal information
 - APP7 - Direct marketing
 - APP8 - Cross-border disclosure of personal information
 - APP9 - Adoption, use or disclosure of government related identifiers
 - APP10 - Quality of personal information
 - APP11 - Security of personal information
 - APP12 - Access to personal information
 - APP13 - Correction of personal information

[3]

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Strategic Link:	Communication Strategy and Action Plan 2018-2022
Category	Governance
Lead Business Unit:	<u>Legal, Governance and Risk Management</u>
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	10322721

DRAFT

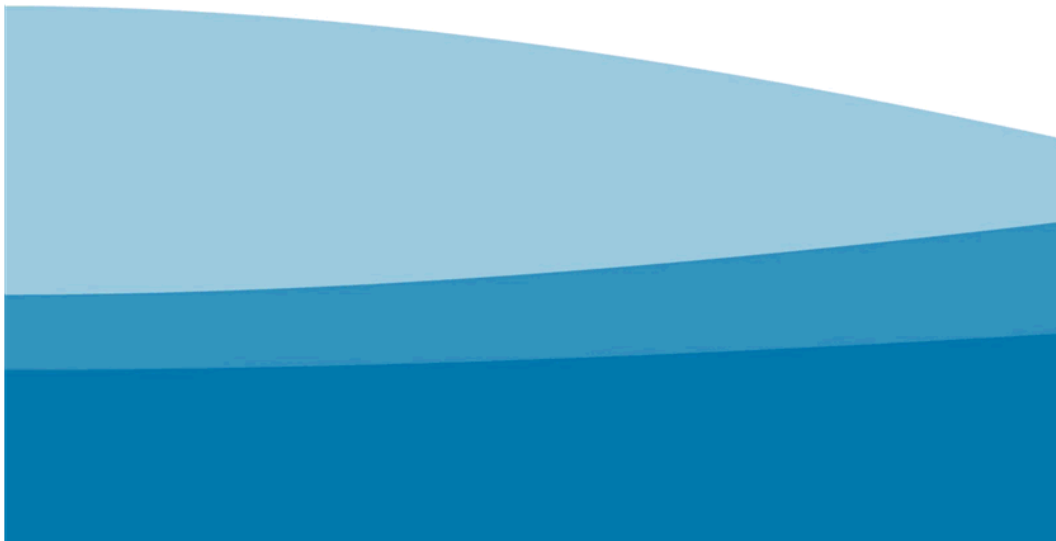
[4]





Privacy Management

Framework



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Document Control

Document Record			
Document title	Privacy Management Framework		
ECM document name	City of Cockburn Framework – Privacy Management		
ECM document set ID	9574837		
ECM Subject Code	199/001		
Review and approval			
Maintained by	Risk & Governance Advisor		
Version number	1	Version date	27 July 2020
Reviewed by	SMT	Date reviewed	August 2020
Approved by	Chief Executive Officer	Date approved	26 November 2020
Frequency of review	Biennially	Next review date	27 July 2021
NOTE: The City of Cockburn will review this framework on a biennial basis, but will also make incremental changes, modifications, and adjustments as conditions warrant, following changes to legislation or business direction, or following significant changes in technology.			
Record of changes / issues			
Version	Date	Comments / reasons for change	Made by
1	27/07/2020	Inaugural document	
Distribution			
Name	Position		
Executive and Management Team	Directors & Senior Managers		
Elected Members	Delegated Authorities & Policies Committee Members		



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1 Introduction

As at May 2021, Western Australia does not have specific privacy legislation applicable to local government.

The purpose of the *City of Cockburn Privacy Management Framework* (the PMF) (this document) is to guide the City of Cockburn (the City) to take all reasonable steps to ensure that the collection, use, handling, storage, protection and disclosure of personal information are governed by the privacy principles set out in the *City of Cockburn Privacy Management Policy* (the Policy). These principles are consistent with key provisions of the Australian Privacy Principles (APP) under the Commonwealth's *Privacy Act 1988* (Cth) (the Privacy Act).

The Policy documents the City's commitment and objectives regarding managing the collection of data and personal information about the City's stakeholders: Elected Members, employees, prospective employees, volunteers, ratepayers, residents, contractors, consultants, customers and visitors.

This PMF provides guidelines for managing personal information in the City's operations and services – when personal information is collected; identifying what this personal information is used for, who it is obtained from and disclosed to, and who will have access to it.

This PMF applies to all City employees and will be reviewed biennially, following changes to legislation or business direction or following significant changes in technology.

The City collects information through various methods, such as:

- personal information of the City's residents / electors, as collected through automated or manual means
- employee's personal information collected through the processes and conditions of employment
- telephone recorded messages advising the user about monitoring the call for the purpose of 'customer service training' including monitoring employees' responses to customer enquiries
- collection or communication of data via third party services including but not limited to organisations or products such as *Bang the Table*, *DocuSign*, *Google Analytics*, *Kentico*, *Lucky Orange*, *Mailchimp*, etc.
- through the use of CCTV surveillance cameras and automated analytics software installed for recording various activities throughout the City
- social media monitoring which may include personal information and what may at first appear as innocuous information, but when combined or correlated with



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- other sources, the information disclosed is personal
- smart mobile devices which may collect location data (for marketing purposes) hardware identifiers (for installation of City approved apps)
 - community surveys involving the collection of personal data
 - use of data collected via websites to personalise information presented via the website
 - the collection of data through our procurement processes and systems
 - information collected by a third party government agency through the course of collaborative services and information sharing.

The City also provides information to third parties such as:

- organisations or consultants who undertake community engagement and market research on behalf of the City
- intergovernmental government departments.

The implementation of this PMF will result in:

- a consistent approach to privacy management across the City
- a structured process for contacting the City to request internal review of collected data and personal and confidential information
- the integration of privacy management across all Business and Service Units of the City.

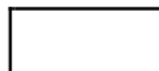
2 Privacy Management Framework Overview

2.1 Common privacy definitions and explanations

Table 1 below provides a summary of the terminology used throughout this PMF:

Table 1: Definitions used in the framework

Term	Definition
Australian Privacy Principles (APP)	13 principles-based laws of the Privacy Act which enable the City to customise personal information handling practices to suit the City's business and diverse needs of individuals.
Confidential information	<p>Information obtained in the course of the performance of functions under the <i>Freedom of Information Act 1992</i> (FOI Act). (Section 82 of the FOI Act).</p> <p>Information of the type that could serve to identify an individual either directly or indirectly. This includes, but is not limited to, such information as:</p> <ul style="list-style-type: none">(a) personal details – name, address, telephone numbers email address, etc.(b) financial details – credit card number, bank account number, credit history, etc.(c) medical history(d) criminal history. <p>('Terms of Reference', <i>Report of an Inquiry into Unauthorised Access and Disclosure of Confidential Personal Information Held on the Electronic Databases of Public Sector Agencies</i>, Crimes and Corruption Commission of Western Australia, September 2005).</p>



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Term	Definition
Sensitive information	<p>(a) information or an opinion [as listed below is also personal information] about an individual's:</p> <ul style="list-style-type: none"> (i) racial or ethnic origin; (ii) political opinions; (iii) membership of a political association; (iv) religious beliefs or affiliations; (v) philosophical beliefs; (vi) membership of a professional or trade association; (vii) membership of trade union; (viii) sexual orientation or practices; (ix) criminal record; <p>(b) health information about an individual</p> <p>(c) genetic information about an individual that is not otherwise health information</p> <p>(d) biometric information that is to be used for the purpose of automated biometric verification or biometric identification</p> <p>(e) biometric templates.</p>
Stakeholders	Elected Members, employees, prospective employees, volunteers, ratepayers, residents, contractors, consultants, customers and visitors.

All information is data – not all data is information. The terms Data, Information, Personal Information and Personally Identifiable Information (PII) are defined and compared in Table 2 below, together with a practical approach to their meanings:

Table 2: Data and information guide

Data	Information	Personal Information	Personally Identifiable Information (PII)
Representations of real world facts, concepts or instructions in a formalised manner suitable for communication, interpretation or processing by human beings or automatic means.	Data (or facts), that are interpreted, organised and structured in such a way as to be meaningful to the person who receives it.	Information or an opinion about an identified individual, or an individual who is reasonably identifiable: (a) whether the information or opinion is true or not (b) whether the information or opinion is	Information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

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Data	Information	Personal Information	Personally Identifiable Information (PII)
Source: AS 5021-2005 (R2016) <i>The language of health concept representation.</i>	Source: AS 5021-2005 (R2016) <i>The language of health concept representation.</i>	recorded in a material form or not. Source: Privacy Act s6(1).	Source: Australian Cyber Security Centre, Australian Signals Directorate, Department of Defence.
<u>In practice:</u> <i>images, sound recordings, text and numbers captured about someone or some matter (sometimes bare and random), which have not been analysed or processed in any manner.</i>	<u>In practice:</u> <i>data (or facts), about someone or some matter, which have being analysed, and can be communicated to provide understanding, knowledge or insight about someone or some matter and which generate value in some form.</i>	<u>In practice:</u> <i>any information relating to a person, directly or indirectly.</i>	<u>In practice:</u> <i>any information that can be used to distinguish one individual from another.</i>

Numerous types of information are explicitly recognised as constituting personal information under the Privacy Act, including but not limited to:

1. *Sensitive information* - includes information or opinion about an individual's racial or ethnic origin, political opinion, religious beliefs, sexual orientation or criminal record, provided the information or opinion or otherwise meets the definition of personal information;
2. Health information, which is also personal information;
3. Some types of credit information;
4. Some types of employee record information (subject to exemptions);
5. Tax file information.

Although not explicitly recognised as personal information under the Privacy Act, information may be explicitly recognised as personal information under other legislation. For example, under the *Telecommunications (Interception and Access) Act 1979* (Cth), certain telecommunications data (sometimes referred to as 'metadata') is taken to be personal information for the purposes of the Privacy Act).



3 Managing Privacy

3.1 Why is privacy management important?

Personal information is the type of information that is generally not known by, or available upon request to, the public. This type of information can potentially:

- identify a particular individual
- carry a risk that – if released or improperly used – could cause harm to the City or a member of the community, or give unfair advantage to someone.

3.2 Duty of confidentiality

The City has a duty to maintain the confidentiality of all information that is directly or indirectly acquired, created or disclosed to it in the course of the course of the City's operations and delivery of services. This duty arises under common law, statute, and in equity, and it underpins the local government relationship between the City and stakeholder. This duty extends to other persons who come into contact with the information as part of the City's operations and delivery of services to the stakeholders.

The duty of confidentiality continues beyond the City's operations and delivery of services, beyond the end of that City operation and service provided, and beyond the death of the stakeholder.

3.3 Breach of confidentiality

A breach of the stakeholder confidentiality may lead to:

- disciplinary action to be taken by the City against the person who made the unauthorised disclosure
- disciplinary action by Department of Local Government, Sport and Cultural Industries, Public Sector Commission and / or Corruption and Crime Commission
- action by the City for damages against the person / organisation who made the unauthorised disclosure
- penalties, including fines, as may be prescribed in a court of law.

4 Compliance with Australian Privacy Principles (APP)

The City will endeavour to comply whenever possible with the requirements of the 13 APPs, as follows:

4.1 APP1 – Open and transparent management of personal information

- (a) The City will manage personal information in an open and transparent way
- (b) In addition to the Policy, the PMF will guide the City to implement key provisions of the APP and enable the City to deal with enquiries or complaints from individuals relating to this policy.
- (c) Both the Policy and the PMF will be available on the City's webpage, and where reasonable in the circumstances, when requested, the City will make a copy of the policy available in an appropriate format.

4.2 APP2 – Anonymity and pseudonymity

- (a) The City will give individuals the option of not identifying themselves, or of using a pseudonym, in relation to a particular matter. This option will not apply, if in relation to that matter:
 - (i) the City is required or authorised under an Australian law, or a court / tribunal order to deal with individuals who have identified themselves;
 - (ii) it is impracticable for the City to deal with individuals who have not identified themselves, or who have used a pseudonym.

4.3 APP3 – Collection of solicited personal information

- (a) No personal information will be collected, unless it is:
 - (i) collected for a lawful purpose that is directly related to a City function or activity;
 - (ii) reasonably necessary for the function or activity.
- (b) The City will not collect personal information about an individual, without the individual's consent, or unless the information is reasonably necessary for, or directly related to none or more of the City's functions or activities, or the collection of personal information is required or authorised under an Australian law, or a court / tribunal order.
- (c) Personal information will be collected from stakeholders through only lawful means, as follows:
 - (i) **electronically** – the City's website and other City used media platforms allow stakeholders to make comments, give feedback and provide information including personal information through the use of various methods;
 - (ii) **manually** – information being provided to the City's customer services or any of the services provided for stakeholders.



- (d) When personal information is collected, it will be only from the individual to whom the information relates, unless:
 - (i) the individual has authorised collection from another party;
 - (ii) the information has been provided by a parent or guardian of a person under the age of 16 years.
- (e) When personal information is collected about an individual, that person will be notified of:
 - (i) the fact that the information is being collected;
 - (ii) the purpose for which the information is collected;
 - (iii) the intended recipients of the information;
 - (iv) whether or not the supply of information is required by law or is voluntary, and any consequences for the individual if the information (or any part of it) is not provided;
 - (v) the name of the organisation that will collect the information and the address where the information will be stored.

4.4 APP4 – Dealing with unsolicited personal information

- (a) The City will not retain, and will destroy unsolicited personal information, in accordance with the *City of Cockburn Records Management Policy* and the General Disposal Authority for Local Government Records (DA 2015-001/1) pursuant to the *State Records Act 2000*.
- (b) If the unsolicited personal information is contained in a document deemed to be a State record, that personal information will be retained within that record in accordance with statutory requirements.

4.5 APP5 – Notification of the collection of personal information

- (a) The City will take such steps (if any) as are reasonable in the circumstances, at or before the time or, if that is not practicable, as soon as practicable after, collecting personal information about an individual, either to notify the individual or to ensure that the individual is aware of any such matters.

4.6 APP6 – Use or disclosure of personal information

- (a) Personal information will not be used for a purpose other than for which it was collected, unless:
 - (i) the individual to whom the information relates has consented to use the information for that other purpose;
 - (ii) the other purpose for which the information is collected is directly related to the purpose for which it was collected;
 - (iii) the use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual to whom that information relates, or of another person.

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- (b) Situations where information may be disclosed without an individual's consent, include where it is:
 - (i) reasonable to believe that the use or disclosure is necessary to reduce, or prevent, a threat to a person's life, health or safety, or a serious threat to public health or safety;
 - (ii) suspected unlawful activity is being investigated or reported;
 - (iii) reasonable to believe that the use is necessary for law enforcement, public revenue protection, prevention and remedying of serious improper conduct, or conducts of court or tribunal proceedings, either by, or on, behalf of an enforcement authority.
- (c) Where a City officer discloses information without consent, the City officer will make a written note of such a disclosure on the information itself.
- (d) Reasonable care will be taken not to disclose personal information, unless:
 - (i) disclosure is directly related to the purpose for which it was collected and there is no reason to believe the individual concerned would object;
 - (ii) the individual has been made aware that this kind of information is usually released;
 - (iii) disclosure is necessary to prevent or lessen a serious or imminent threat to the life of the individual concerned or another person.
- (e) Reasonable care will be taken not to disclose personal information, that relates to:
 - (i) an individual's ethnic or race origin, political opinions, religion or philosophical beliefs, trade union membership, health or sexual activities unless the disclosure is necessary to prevent a serious or imminent threat to the life or health of the individual concerned or another person;
 - (ii) any enquiry from anyone outside the State of Western Australia unless a relevant privacy law applies to personal information in force in that jurisdiction.
- (f) No personal information kept in a public register will be disclosed unless the information is to be used for a purpose relating to the purpose of the register, or legislation under which the register is kept.
- (g) The City will use contact details, or provide contacts details to a third party for ongoing research and development of the City's services. In such instances where the City's operations and services to the community require that information be shared with third party organisations and service providers, information will only be shared where a process of due diligence has been undertaken and where the third party had signed a binding non-disclosure agreement (NDA) with the City.

4.7 APP7 – Direct marketing

The City will not disclose or transfer personal information about an individual to a third party for the purpose of direct marketing, except:

- (i) to Commonwealth government service providers where it forms part of a contract to provide such information;



- (ii) where the collection and disclosure of such information is necessary for the delivery of the service provider.

4.8 APP8 – Cross-border disclosure of personal information

The City will not disclose or transfer personal information overseas, except:

- (a) For the City's Library Services infringement notices, which are contracted to a foreign (USA) based organisation - a prominent statement is available for stakeholders to inform themselves should they incur an infringement.
- (b) Where compelled by Australian legislation to do so.

4.9 APP9 – Adoption, use or disclosure of government related identifiers

- (a) The City will generally not adopt Commonwealth Government identifiers, such as Tax File Number or Medicare Numbers for use as its own identifiers.
- (b) If the City is required to collect a government identifier in providing services to individuals, it will not use this number to identify the individual.

4.10 APP10 – Quality of personal information

- (a) The City will take such steps (if any) as are reasonable in the circumstances to ensure that the personal information collected is accurate, up-to-date and complete.
- (b) The City will take such steps (if any) as are reasonable in the circumstances to ensure that the personal information that it uses or discloses is, having regard to the purpose of the use or disclosure, accurate, up-to-date, complete and relevant.

4.11 APP 11 – Security of personal information

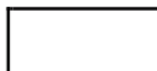
- (a) Personal information will be:
 - (i) used for a lawful purpose and is kept for no longer than is necessary;
 - (ii) stored securely in accordance with the *City of Cockburn Records Management Policy* and the General Disposal Authority for Local Government Records (DA 2015-001/1) pursuant to the *State Records Act 2000*;
 - (iii) protected against loss, unauthorised access, use, modification or disclosure and against all other misuse (as are reasonable in the circumstances) in accordance with the Policy;
 - (iv) disposed of securely in accordance with the *State Records Act 2000*.
- (b) If it is necessary to release the information to a person in connection with the provision of a service to the City, this will be undertaken in accordance with the Policy which includes acquiring a Non-disclosure Agreement (NDA) to prevent unauthorised use or disclosure of the information by the service provider.

4.12 APP12 – Access to personal information

- (a) Any individual may ascertain if the City holds their personal information by submitting a written request.
- (b) Access may be requested by an individual to correct personal information held by the City, if the individual believes that it is incorrect, incomplete or out of date.
- (c) Unless there is a reason why this is not possible, the City will grant access to the individual's personal information
- (d) If personal information is held about any individual, necessary steps will be taken to enable any person to ascertain:
 - (i) whether or not the City holds personal information;
 - (ii) whether or not the City holds information relating to that person;
 - (iii) if the City holds information relating to that person –
 - the nature of that information
 - the main purposes that the information is being used
 - that person's entitlement to gain access to that information.

4.13 APP13 – Correction of personal information

- (a) All reasonable steps will be taken to ensure the accuracy of personal information prior to use, having regard to the purpose it was collected, its proposed use, its relevance, accuracy, whether it is up-to-date, complete and not misleading.
- (b) Any individual who is not satisfied with the accuracy or acceptable use of their personal information kept by the City may request amendments be made to that information by writing to the Chief Executive Officer (CEO).
- (c) Personal information will be used for the purpose that it was collected, and used for any purpose that is directly related to the purpose. Any individual may correct their personal information stored by the City provided it is relevant, up-to-date, complete and not misleading.
- (d) Any individual may correct their personal information stored by the City provided such correction is supported by documented verifiable evidence, for example, a statutory declaration.
- (e) The City has an obligation to take steps to amend personal information where necessary. If the City decides that it will not amend the information, it will add the additional information, so it can be read with the existing information and the individual notified. The individual to whom the information relates is entitled to be notified of the amendments made by the City.



5 Contacting the City

- (a) Any person will be able to ascertain whether or not the City holds their personal information by submitting a request in writing addressed to the CEO.
- (b) Any person who is not satisfied with the accuracy or acceptable use of their personal information kept by the City may request amendments be made to that information by submitting a written request addressed to the CEO.
- (c) The City will take reasonable steps to ensure the accuracy of personal information prior to use, having regard to the purpose it was collected, its proposed use, its relevance, accuracy, whether it is up-to-date, complete and not misleading.
- (d) A person who has requested information from the City and may be allegedly aggrieved by the conduct of the City because, but not limited to:
 - (i) Breach of a privacy principle detailed in the Policy;
 - (ii) Breach of a Code of Conduct that applies to the City;
 - (iii) Disclosure of personal information kept on a public register;may apply in writing, no later than 3 months from the time the individual first become aware of the alleged breach, for an internal review and addressed to:

Chief Executive Officer
City of Cockburn
Po Box 1215
Bibra Lake DC WA 6965

6 Internal Review Process

- (a) Any written application will be considered by the City's CEO, who may complete a review of the matter within 30 days from receipt of the application and offer the following findings:
- (i) Take no further action on the matter, because of the following reasons, but not limited to:
- any action taken may pose a serious or imminent threat to the life or health of any person
 - the privacy of other parties would be unreasonably affected
 - the request is frivolous or vexatious
 - the information relates to existing legal proceedings with the person who is the subject of the information and would not be accessible through discovery
 - any action may prejudice negotiations with the person who is the subject of the information by revealing the City's intentions regarding those negotiations
 - any action would be unlawful or no action may be required or authorised by law
 - any action would be likely to prejudice an investigation of unlawful activity or law enforcement, public revenue protection, prevention and remedying of seriously improper conduct, or preparation or conduct of court or tribunal proceedings, either by or on behalf of an enforcement authority
 - an enforcement authority performing a lawful security function requests denial of access to protect national security.
- (ii) Recommend appropriate remedial action to ensure the issue will not reoccur.
- (b) The person who lodged the written application will be contacted in writing by the City on the completion of the review with:
- (i) The findings from the review with reasons for those findings;
- (ii) Any proposed actions arising from those findings.



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Contact Us

City of Cockburn

9 Coleville Crescent, Spearwood WA 6193
PO Box 1215, Bibra Lake DC Western Australia
6965

Telephone: 08 9411 3444 Fax: 08 9411 3333

Email: Governance@cockburn.wa.gov.au

[City of Cockburn website: cockburn.gov.wa.au](http://cockburn.gov.wa.au)



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Item 8.2

8.2 (2021/MINUTE NO 0022) PROPOSED AMENDMENT TO POLICY 'RISK MANAGEMENT'

Author(s) J Fiori

Attachments 1. Policy - Risk Management - Proposed [↓](#)
2. Policy - Risk Management - Current [↓](#)

RECOMMENDATION

That Council ADOPTS proposed amendments to Policy 'Risk Management', as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr P Corke

That the recommendation be adopted.

CARRIED 5/0

For: Cr C Stone, Mayor L Howlett, Cr M Separovich, Cr P Corke and Cr C Terblanche

Against: Nil

Background

Council adopted the current Policy 'Risk Management' at its 13 June 2019 meeting. The City of Cockburn Legal, Governance and Risk Management Service Unit has recently reviewed the current policy and has proposed changes to the name, scope and wording of the policy.

The current policy was developed in accordance with the principles outlined in Australian Standard AS ISO 31000:2018 *Risk Management-Guidelines* (AS ISO 31000). One of these principles is *Continual Improvement* - the AS ISO 31000 principle and the City policy review frequency requirements drive the current policy proposed amendments.

Submission

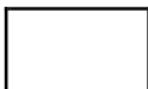
N/A

Report

The proposed changes to the Policy are listed in the table below for consideration by Council.

Policy Section	Proposed Amendments	Reason
Policy Title	Change policy name from current:	This sets the tone of this policy which considers risk in

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Policy Section	Proposed Amendments	Reason
	<i>'Risk Management'</i> to proposed: <i>'Enterprise Risk Management'</i> .	both the strategy-setting process and in driving performance budget. The policy aims to develop a holistic, portfolio view of the most significant risks (that may impact both positively and negatively) to the achievement of the City's most important objectives.
Policy Purpose	Change opening statement from: <i>'To protect the community...'</i> to proposed: <i>'To achieve good governance...'</i> Stating that the policy has been developed in accordance with the requirements of AS ISO 31000 is removed from here.	Risk management is a subset of Governance and this opening statement aligns with the intent of the good governance principles. This proposed amendment provides easier flow to read the policy.
Policy Statement	Stating that the policy is aligned to AS ISO 31000 and Australian Standard AS ISO 22301:2020 <i>Security and resilience-Business continuity management systems-Requirements</i> (AS ISO 22301) is made in this section of the proposed policy. The proposed policy has expanded definitions of risk, risk management and business continuity. <u>City commitments and Employee obligations:</u> The proposed policy has expanded definitions of risk, risk management and	This proposed amendment makes it easier to read the proposed policy which states that good governance is also guided by an implemented business continuity management (itself a subset of risk management.) Whilst the current policy makes a statement on business continuity management it does not reference AS ISO 22301. The current policy did not adequately define these. The proposed policy has reworded these for better legibility.

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Policy Section	Proposed Amendments	Reason
	<p>business continuity.</p> <p><u>Implementation:</u></p> <p>The proposed policy has added a new risk management line: '2. Identified risk will be managed to a level that is tolerable and cannot be reduced further without the expenditure of costs that are disproportionate to the benefit gained, or where the solution is impractical to implement.'</p>	<p>This is a new line in the policy. This risk management approach is used in leading organisations where enterprise risk management has been well imbedded, advancing both risk management in the strategy-setting process and in driving operational performance excellence in those organisations. In particular, the concept is well used in the workplace health and safety regime.</p>

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Deliver value for money through sustainable financial management, planning and asset management.

Budget/Financial Implications

N/A

Legal Implications

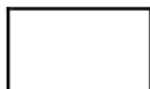
Regulation 17 of the *Local Government (Audit) Regulations 1996* refers.

Community Consultation

N/A

Risk Management Implications

If these changes to the current policy 'Risk Management' are not adopted there is a Moderate risk of non-compliance with City policy review requirement and the AS ISO 31000 policy alignment.



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Further, the opportunity may be missed to update the profile of business continuity and enterprise risk management in the City, and to align the 'Enterprise' intent of the proposed policy with the new structure for administering the City.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Item 8.2 Attachment 1

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Policy	Enterprise Risk Management
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**Policy Type**

Council

Policy Purpose

To achieve good governance by developing, implementing, embedding and maintaining a whole of organisation culture and awareness for effective management of potential opportunities and adverse effects across the City of Cockburn (the City) which may impact on its ability to achieve its strategic community objectives.

This policy applies to all employees of the City and unless otherwise specified, any other worker engaged under the direct management of the City (for example, contractors, consultants, agency resources, labour hire and volunteers).

Policy Statement

- (1) The City will develop, implement, embed and maintain:
1. an enterprise risk management system, aligned to Australian standard AS ISO 31000:2018 *Risk Management—Guidelines* (AS ISO 31000), to ensure that sound risk management practices and procedures are fully integrated into its strategic and operational processes and day to day business practices
 2. a business continuity management system, aligned to Australian standard AS ISO 22301:2020 *Security and resilience—Business continuity management systems—Requirements* (AS ISO 22301), to reduce the impact of disruptions to its delivery of critical 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.
- (2) Definitions
1. **Business continuity:** capability of an organisation to continue the delivery of products and services within acceptable time frames at predefined capacity during a disruption (AS ISO 22301).
 2. **Risk:** the effect of uncertainty on objectives (AS ISO 31000).
 3. **Risk management:** coordinated activities to direct and control an organisation with regards to *risk* (AS ISO 31000).

[1]



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Item 8.2 Attachment 1

Policy	Enterprise Risk Management
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- (3) The City is committed to
1. Managing risk, utilising principles, process and framework within AS ISO 31000.
 2. Responding to any major disruption to its operations and delivery of services by utilising business continuity plans developed in alignment with AS ISO 22301.
 3. Promoting a culture within the City of business continuity awareness and active management of risks.
 4. Providing regular education to its staff in business continuity and risk management practices.
 5. Implementing this policy in the City's operations through business continuity plans and risk management framework.
- (4) Employee obligations
1. Business continuity and risk management will be core responsibilities for all staff and will be incorporated into the employees' key performance indicators.
 2. Business continuity and risk management are subject to continual improvement demanding awareness and a proactive attitude from each of the City's employees and outsourced service providers.
- (5) Implementation
1. Implementation commences with identifying potential threats to the City and the impacts to its business operations those threats, if realised, might cause and which provides a framework for building organisational resilience to deal with disruptive incidents that might otherwise prevent the City from achieving its strategic community objectives.
 2. Identified risk will be managed to a level that is tolerable and cannot be reduced further without the expenditure of costs that are disproportionate to the benefit gained, or where the solution is impractical to implement.

Strategic Link:	Risk Management Framework
Category	Governance
Lead Business Unit:	<u>Legal, Governance and Risk Management</u>
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	13 June 2019
Next Review Due: (Governance Purpose Only)	June 2021
ECM Doc Set ID: (Governance Purpose Only)	4134597

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Item 8.2 Attachment 2

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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]



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Item 8.2 Attachment 2

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)	13 June 2019
Next Review Due: (Governance Purpose Only)	June 2021
ECM Doc Set ID: (Governance Purpose Only)	4134597

[2]

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Item 8.3

8.3 (2021/MINUTE NO 0023) PROPOSED AMENDMENT TO POLICY - INTERNATIONAL RELATIONS AND ENGAGEMENT"

Author(s) D Green

Attachments 1. Proposed Amendment - Policy 'International Relations and Engagement' [↓](#)

RECOMMENDATION

That Council:

- (1) RENAMES the Policy "International Relations and Engagement" to "Sister City and International Relationships"; and
- (2) ADOPTS the proposed changes to the Policy, as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Cr P Corke SECONDED Cr C Terblanche

That the recommendation be adopted.

AMENDMENT TO MOTION

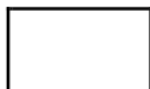
MOVED Cr P Corke SECONDED Cr C Terblanche that:

- (1) the title of the Policy be renamed to 'Sister City Relationships and Engagement';
- (2) the Purpose of the Policy to be read as follows:

This policy applies to all Sister City and international relationships including Friendship City and Memorandum of Understanding. This policy also applies to applications and requests to the City of Cockburn for letters of invitation and for intended visits by Sister City delegations; and
- (3). The first paragraph of the Policy Statement to read as follows:

The City of Cockburn is committed to establishing and maintaining effective relationships with international cities, Western Australian local government cities and shires and Australian local government cities and shires to facilitate sustainability and continuous improvement in the development of its economic, educational, cultural, social and environmental objectives.
- (4) include the following Clause (3)

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(3) Compliance with Foreign Policy

Any requirements of Federal Government legislation related to the Foreign Arrangements Scheme must be complied with for all new and existing Sister City relationships / engagements.

AMENDMENT PUT AND CARRIED 5/0

AMENDED MOTION PUT AND CARRIED 5/0

Reason for Recommendation

Committee decided that the change in title reflects appropriately with the intent of the Policy. The Policy should extend to not only international relationships but also to local and national Sister Cities and Shires.

As new legislation (Foreign Relations (State and Territory Arrangements) Act 2020), has been introduced the Minister for Foreign Affairs has the power to prevent prospective foreign arrangements from proceeding, or could cancel existing arrangements, where that arrangement is inconsistent with foreign policy, hence Committee felt it was appropriate to include an additional condition to the Policy to be met prior to any future Sister City relationships or engagements being developed.

Background

The City of Cockburn has three long standing Sister City Relationships with the following Cities:

- The City of Split, Croatia – since 1998
- The City of Yue Yang, China – since 1998
- The City of Mobile, Alabama, USA – since 2005

The origins of each arrangement are generally associated with the development of the City and remain as a reminder of the historical connections that each international City has with the City of Cockburn.

For example, the relationship with Split is founded upon the market garden culture which is symbolic of the many pioneers who settled in the district and developed the land as major primary industry producers.

The arrangement with Mobile is reflective of the Austal shipbuilding industry which is a major industry and employer in both Cities.

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Each of the arrangements has provided some minor benefits for each party through the promotion of goodwill and personal delegations by the City of Cockburn and vice versa.

During the period since their establishment, these relationships have been central to many diplomatic, cultural and sporting events which have given a level of publicity and promotion to the City which would not have been possible without them.

With this in mind, it is an ideal time to reflect on the value of these arrangements and consider their relevance for the future.

Submission

N/A

Report

The current Policy has been in place for 20 years and has been adapted and modified over time to reflect the intent and purpose of maintaining these relationships.

The Sister City movement is a world-wide organisation which continues to be a relevant way to offer support and promote the ideals of harmony through personal connections and friendship.

While tangible benefits of Sister Cities are difficult to measure, there is no doubt that their existence is a major benefit in allowing personal association between different cultures to be retained and flourish on some occasions.

Accordingly, it is important that the City of Cockburn maintain the connections with its longstanding Sister Cities to reflect the objectives of these arrangements, despite there being no current opportunities for personal visits to be undertaken.

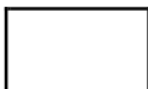
This presents an opportunity for the City's Policy to be refreshed and to return its focus to reflect the aims and objectives of these relationships.

As it is most unlikely that regular international travel will be feasible for at least two years, it is recommended that the City's Policy returns to its original intent to concentrate on arrangements with Cities that have potential to be of benefit both parties, without necessarily attaining outcomes that are measurable in specific terms.

It is still considered important to think of these arrangements as opportunities to achieve specified benefits to each party, but this does not have to represent the only acceptable result.

In this regard, it is recommended that the Policy be refocussed on the establishment and maintenance of current and potential Sister Cities and that the intent of these relationships extends to cover possible

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arrangements being entered into with local governments within Western Australia or Australia.

It is also suggested that any relationship commence as a "Friendship Agreement" to allow the value expected and generated to be monitored over a period of time, before being more formalised, if appropriate.

This also ensures that any potential benefits to both parties are identified initially and that a Memorandum of Understanding containing agreed outcomes becomes part of the initial arrangements.

In closing, it is considered appropriate that this Policy is able to more specifically focus on its processes for connecting with its current Sister City partners and also to be able to identify readily with opportunities on a more localised or national basis in the future.

Strategic Plans/Policy ImplicationsCommunity, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- Provide a diverse range of accessible, inclusive and targeted community services, recreation programs, events and cultural activities that enrich our community.
- Recognise and celebrate the significance of cultural, social and built heritage including local Indigenous and multicultural groups.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

Budget/Financial Implications

The City's Municipal Budget provides for funding availability to undertake Sister City activities, as appropriate.

Legal Implications

The Foreign Relations Act 2020, (Commonwealth) 2020 refers.

Community Consultation

N/A

Risk Management Implications

There is a "Low" level of "Brand/Reputation" risk associated with this item.

Advice to Proponent(s)/Submitters

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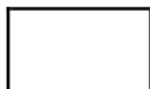
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N/A

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

Nil

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Item 8.3 Attachment 1

Title	Sister City and International Relationships & Engagement
-------	---



Policy Type

Council

Policy Purpose

This policy applies to all ~~Sister City and~~ international relationships, including ~~Sister City~~, Friendship City and Memorandum of Understanding. This policy also applies to applications and requests to the City of Cockburn for letters of invitation and for intended visits by international sister city delegations.

The purpose of the policy is to:

1. facilitate the development and maintenance of effective international relations that promote and enhance Cockburn's triple-bottom line sustainability;
2. outline the rationale and criteria for entering into international and sister city relationships;
3. provide Council with guidelines for initiating and accepting requests to engage in new relationships;

Policy Statement

The City of Cockburn is committed to establishing and maintaining effective relationships with international cities, Western Australian local government cities ~~and shires~~ and Australian national government cities ~~and shires~~ to facilitate sustainability and continuous improvement in the development of its economic, educational, cultural, social and environmental objectives.

All relationship initiatives must contribute to the achievement of at least one of the City of Cockburn Strategic Community Plan strategy objectives. The officer designated by the Chief Executive Officer shall be the central point of coordination and assessment of all relationships.

In establishing a new relationship the Council is to first establish a Friendship Agreement which will be reviewed by Council after a period of five years, or earlier if appropriate, to determine if a Sister City relationship would be beneficial to the ~~City~~.

The friendship is to have demonstrated considerable activity in the areas of trade, tourism, education, cultural and sporting exchanges.

(1) Criteria

A ~~relationship~~ may only be entered into if it is likely to yield one or more of the following outcomes:

[1]

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Item 8.3 Attachment 1

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Title	Sister City and International Relationships & Engagement
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1. Economic
 - (a) Business partnerships and opportunities;
 - (b) Trade, investment and / or export opportunities;
 - (c) Industry attraction and expansion;
 - (d) Introduction of new technologies;
 - (e) Tourism promotion opportunities.
 2. Educational
 - (a) Enhanced education and training opportunities;
 - (b) Attraction of new tertiary institutions and students;
 - (c) Knowledge Intensive, Export Oriented (KIEO) university partnerships.
 3. Environmental
 - (a) Ecosystem and biodiversity research and conservation partnerships;
 - (b) Environmental and climate change adaptation information exchange;
 - (c) Environmental technology and innovation exchange.
 4. Social/Cultural
 - (a) Cultural enhancement;
 - (b) Attraction of sporting competitions and events;
 - (c) Improved governance, leadership and internal standing
- (2) Sister Cities
1. Council will support a visitation program of each of its Sister Cities. Any program of visiting delegations, both inbound and outbound, will be supplemented by an appropriate funding allocation in Council's annual Municipal Budget. The visitation program will allow for annual delegations (incoming or outgoing) to be reciprocated to/by the partner City in the following financial year. The program will be routinely reviewed as a means of assessing the outcomes of the visits and determining their value for the future.
 2. Council will encourage all delegates (both inbound and outbound) to be supplemented with representatives who may be able to assist in furthering the benefits of these relationships, as noted at Clauses (1) 1 – 4 above.
 3. Outbound delegations will be led by the Mayor and accompanied by up to a maximum of three (3) other Councillors and the Chief Executive Officer (CEO) or nominated representative. In the event of the Mayor not being available to attend any outbound delegation, the Deputy Mayor will be nominated to undertake this responsibility.
 4. The principle of selecting Councillors referred to in Clause (2) 3 above will be on the basis of expressions of interest and administered by the CEO as follows:
 - (a) The CEO will arrange a ballot, if required, to which all Councillors participating in the ballot will be invited to attend at the time and place nominated by the CEO,

[2]



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Item 8.3 Attachment 1

Title	Sister City and International Relationships & Engagement
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- (b) If a Councillor has previously joined a delegation, then that Councillor is ineligible to enter the ballot.
 - (c) When or if all Councillors have participated in a delegation, then the process recommences with all previous attendances being disregarded for the future selection process.
 - (d) A register of delegates attending outward delegations is to be established and maintained by the officer designated by the Chief Executive Officer.
5. The Mayor, accompanied by the Chief Executive Officer or his/her delegated nominee and any other person deemed to have relevance to the enhancing of the relationship, may participate in a delegation subject to appropriate provisions being made in the City's adopted budget.

(3) Compliance with Foreign Policy

Any requirements in relation to Federal Government legislation (Foreign Arrangements Scheme) must be complied with for all new and existing Sister City Relationships and Engagements.

The Chief Executive Officer is authorised to make arrangements for official travel under this policy and the expenditure of appropriate funds to meet the costs involved without further reference to the Council.

An Elected Member may, as part of other travel, be provided with a letter of introduction to visit a sister city. Such a visit is not considered to be an official Sister City visit and is not to be funded from the Sister City budget or Council.

Any travel related to Sister Cities that is not in accordance with this policy is required to be formally considered by the Council.

(4) Relationship Types

Model	Purpose	Duration
Sister City	A Sister City relationship is a formal, long-term relationship based on diverse linkages between the two cities, including cultural, educational, tourism, sporting and business links. Sister Cities often have similar demographic and other characteristics; however, this is not a mandatory requirement. The relationship requires a high degree of commitment on both sides.	Long-term commitment.
Friendship City	A Friendship City relationship is less formal than a Sister City relationship and it generally has a lower profile. It is likely to be a long-term relationship, but the level of required community	Generally enduring, but can be set for a specific term

[3]

Item 8.3 Attachment 1

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Title	Sister City and International Relationships & Engagement
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Model	Purpose	Duration
	support and involvement is not as high as for a Sister City relationship. For example, the purpose may be for only a particular sporting event held on an annual basis, cultural diversity, a specific project, specific objectives and opportunities between two cities, mentoring.	
Memorandum of Understanding (MoU)	A MoU is a document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action, and may not imply a legal commitment. It is a more formal alternative to a Statement of Intent, but in some cases, depending on the exact wording, lacks the binding power of a contract.	Generally entered into for a specific term.

Strategic Link:	Strategic Community Plan
Category	Business, Economy & Technology
Lead Business Unit:	Legal, Governance and Risk Management
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	14 March 2019
Next Review Due: (Governance Purpose Only)	March 2021
ECM Doc Set ID: (Governance Purpose Only)	4134016

[4]



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Title	Sister City and International Relationships & Engagement
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Model	Purpose	Duration
Strategic City Alliance	A Strategic City Alliance aims to deliver increased benefits of business and cultural ties between two cities, providing businesses in both cities with an opportunity to explore and develop business ventures and partnerships	Generally 3 years, followed by a review.
Partnership City	A Partnership City relationship is generally a short-term relationship based on a specific project or initiative that two cities share (e.g. an environmental or school project of mutual benefit).	Generally 1-3 years short-term partnership.
Historical City	A Historical City relationship is one based on past or ceremonial links (e.g. links between a group of members in relation to a military unit or conflict).	Generally enduring.

Strategic Link:	Strategic Community Plan
Category	Business, Economy & Technology
Lead Business Unit:	<u>Executive Services</u> <u>Legal, Governance and Risk Management</u>
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	14 March 2019
Next Review Due: (Governance Purpose Only)	March 2021
ECM Doc Set ID: (Governance Purpose Only)	4134016

[5]

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Item 8.4

8.4 (2021/MINUTE NO 0024) PROPOSED AMENDMENT TO POLICY "ELECTED MEMBERS APPOINTMENTS - STANDING COMMITTEES, REFERENCE GROUPS, BOARDS AND EXTERNAL ORGANISATIONS"

Author(s) D Green

Attachments 1. Proposed Amendment - Policy 'Elected Members Appointments - Standing Committees, Reference Groups, Boards and External Organisations' [↓](#)

RECOMMENDATION

That Council ADOPTS the proposed amendments to Policy "Elected Members Appointments – Standing Committees, Reference Groups, Boards and External Organisations", as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Cr P Corke SECONDED Cr M Separovich

That the recommendation be adopted.

AMENDMENT TO MOTION

MOVED Cr C Terblanche SECONDED Cr P Corke that the Policy Statement Clause (2) and (3) be amended to read as follows:

(2) Reference Groups

Third paragraph to read as follows

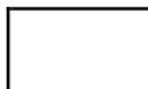
Elected Member appointments to Reference Groups will be considered at the Ordinary Council Meeting following the elections. All memberships lapse on the date of the next ordinary Council elections. Sitting Elected Members who were appointed to a Reference Group and whose tenure remains unaffected by the election cycle will automatically be renominated for the position and first to be considered for appointment, unless they choose to resign as a member of the reference group, until the next ordinary elections are held.

(3) External Organisations

Second paragraph to read as follows:

Elected Member appointments to these organisations will be considered at the first Ordinary Council Meeting following the elections. All memberships lapse on the date of the next ordinary Council elections. Sitting Elected Members who were appointed to an external organisation and whose tenure remains unaffected by the election cycle will automatically be renominated for the

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position and first to be considered for appointment, unless they choose to resign as a Council delegate, until the next ordinary elections are held.

AMENDMENT PUT AND CARRIED 5/0**AMENDED MOTION PUT AND CARRIED 5/0**

For: Cr C Stone, Mayor L Howlett, Cr M Separovich, Cr P Corke and Cr C Terblanche

Against: Nil

Reason for Recommendation

Committee decided that to make it fair to all elected members, that the membership to reference groups and external organisations should lapse at the time of Council elections. When appointments are to be made that the previous appointed delegate who remains an elected member be given preference to reappointment but this must be a decision of Council. Committee felt that this is a fair process that provides the opportunity to be given to either new or previous members. This does not exclude the member from the reference group or external organisation but allows the Council to decide how the appointment is made.

Background

This Policy was presented to the February 2021 meeting of the Delegated Authorities and Policies (DAP) Committee, where it was resolved that it be deferred to a workshop with Elected Members for further discussion. Subsequently, a briefing and workshop with Elected Members was conducted on 25 March 2021 to discuss the manner by which these appointments could be formalised in future.


Submission

N/A

Report

Discussion at the briefing session/workshop on this matter concluded that the process by which members are appointed to Committees and Groups should be structured to enable broader opportunity for all Elected Members to be considered.

There was general consensus among those in attendance that a more consistent methodology for the consideration and appointment of Elected Members to Committees, Reference Groups and as delegates to external organisations should be adopted.

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Accordingly, the proposed amendments to the Policy provide for a more procedural mechanism to be applied when considering these appointments in future.

The proposed Policy also includes the capacity for the appointment of Deputies to ensure that the representative commitments of Council can be maintained.

Another suggestion included in the proposed amended document is for the capacity of Elected Members who are not retiring at an election to retain their appointments to Reference Groups and External Organisations, as these are not subject to the provisions of the *Local Government Act 1995*, which terminates the tenure of Elected Members to Standing Committees, effective from the date of each ordinary elections day.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

Budget/Financial Implications

N/A

Legal Implications

Sections 5.10, 5.11 and 5.11A of the *Local Government Act 1995* refer.

Community Consultation

N/A

Risk Management Implications

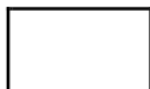
There is a "Low" level of "Compliance" risk associated with this item.

Advice to Proponent(s)/Submitters

N/A

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

Nil



DAP 27/05/2021

Item 8.4 Attachment 1

Title	Elected Members Appointments – Standing Committees, Reference Groups, Boards & External Organisations
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**Policy Type**

Council

Policy Purpose

This policy is to provide the guidance for Council to establish Standing Committees, Reference Groups and to appoint delegates to external committees/groups. It outlines the membership and requirements of such groups. Additionally it covers the broad principles around participation in external committees/groups.

Policy Statement

Generally, appointments to Standing Committees, Reference Groups and external committees/groups will be made biennially, following Council elections. When required, membership changes may be made; new groups may be established and appointments made, and or groups disbanded or membership ceased to external groups.

For all appointments, the Chief Executive Officer, or another officer allocated by the CEO for this purpose, is to seek expressions of interest from Elected Members. In seeking expressions of interest, the Chief Executive Officer is to provide as much information as possible, including frequency / timing of meetings and whether remuneration to members is applicable. The following process for nominations and appointments is to be applied:

(1) Standing Committees

The Local Government Act 1995, Section 5.8, states that a local government may establish committees to assist the Council and exercise the powers and discharge the duties of the local government that can be delegated to committees. Section 5 of the Act refers.

Elected Member appointments will be considered at the first Ordinary Council Meeting following the elections, unless there is a time imposed requirement for any related Committee Meeting to be held prior, in order to facilitate the business of that Committee. In those circumstances, a Special Meeting of Council will consider the appointment of members to the Committee/s.

The Terms of Reference (TOR) for each Standing Committee will be provided to all elected members with the relevant Agenda for the Meeting at which the appointments are to be considered.

Elected Members wishing to be considered for membership of any Standing Committee are to nominate their intent to the CEO, or another officer nominated by the CEO for this purpose, any time following the receipt of the Agenda Papers for the Meeting at which the appointments are to be made. It is allowable for Elected Members to nominate as either a Member, or Deputy Member, of a Committee

[1]

Item 8.4 Attachment 1

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Title	Elected Members Appointments – Standing Committees, Reference Groups, Boards & External Organisations
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**PROCEDURE**

Nominations from Elected Members for appointment to any Standing Committees will be administratively recorded to verify the time each nomination is received by the City.

At 10.00am on the day of the Council Meeting at which the appointments are to be considered, the CEO will ensure that all nominations from Elected Members are documented in the order which they were received.

At the point of the Meeting where nominations are to be considered, the Presiding Member will advise the Meeting of the name/s of the Elected Member/s and, if necessary, order the nominations for each Committee to be considered and put in the form of several motions, pursuant to Standing Orders Clause 10.5.

The sequence of the motions will be put in the order that they were received from each Elected Member and will be voted upon until each nomination is considered, or withdrawn.

(2) Reference Groups

Council may establish reference groups for the purposes of dealing with issues of special focus or nature. These groups have no decision making authority but may provide advice and recommendations to Council.

A Terms of Reference is to be established for each group. The Terms of Reference is to include:

1. Name of the group
2. Purpose of the group
3. Membership of the group
4. Quorum
5. Roles and Responsibilities
6. Accountability (reporting structure and process)
7. Term (if temporary) or planned review of group
8. Meeting information – frequency, records, communication, confidentiality

Elected Member appointments to Reference Groups will be considered at the first Ordinary Council Meeting following the elections. All memberships lapse on the date of the next ordinary Council elections. Sitting Elected Members who were appointed to a Reference Group and whose tenure remains unaffected by the election cycle will ~~remain as the appointed delegate~~ be automatically be renominated for the position and first to be considered for appointment, unless they choose to resign as a member of the Reference Group, until the next ordinary elections are held.

Any other Elected Member wishing to be considered for membership of any Reference Group is to nominate their intent to the CEO, or another officer appointed by the CEO for this purpose, any time following the receipt of the Agenda Papers for the Meeting at which the appointments are to be made.

[2]



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Title	Elected Members Appointments – Standing Committees, Reference Groups, Boards & External Organisations
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The process for dealing with the nominations and having them formally considered by Council will follow the same procedure applicable to Standing Committees, as noted in (1) above

(3) External Organisations

Council may appoint delegates to externally established committees and advisory / reference groups for the purposes of facilitating two way communications.

Elected Member appointments to these organisations will be considered at the first Ordinary Council Meeting following the elections. All memberships lapse on the date of the next ordinary Council elections. Sitting Elected Members who were appointed to an external organisation and whose tenure remains unaffected by the election cycle will ~~remain as the appointed delegate~~ automatically be renominated for the position and first to be considered for appointment, unless they choose to resign as a Council delegate, until the next ordinary elections are held.

Where a vacancy exists on an External Organisation for a Council appointed delegate, any Elected Member wishing to be considered for the position is to nominate their intent to the CEO, or another officer appointed by the CEO for this purpose, any time following the receipt of the Agenda Papers for the Meeting at which the appointments are to be made.

The process for dealing with the nominations and having them formally considered by Council will follow the same procedure applicable to Standing Committees, as noted in (1) above

To ensure that Council appointed delegates to external groups do not compromise or commit Council on issues, delegates are to comply with the following principles.

1. Council appointed delegates to external committees or organisations may provide input and vote on matters under consideration, provided that their input is not, or could be, in conflict with a position of Council and is otherwise considered by the delegate to be in the best interests of the City of Cockburn.
2. Where an issue, or issues, under consideration by an external committee or organisation is known to be, or could be, in conflict with a formal position of Council, it is the responsibility of the Council appointed delegate to present the formal Council position to the committee or organisation at which he or she is representing Council.
3. In cases where a matter under consideration by the external committee or organisation is known in advance and is likely to be of specific interest to Council, the Council appointed delegate should notify the Chief Executive Officer (CEO) of the matter immediately, and prior to the meeting at which the matter is to be discussed, for advice.

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Title	Elected Members Appointments – Standing Committees, Reference Groups, Boards & External Organisations
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4. Where, in the opinion of the CEO, the matter is of a politically sensitive nature, the CEO shall refer the matter to the Mayor to, if appropriate, make a statement on behalf of the City.
5. Where the Mayor speaks on behalf of Council on an issue pursuant to Clause (3) 3 above, this position shall be made known to the Council appointed delegate to convey to the relevant meeting at which the issue is to be considered.
6. Should an issue arise at a meeting of which no previous indication or notice was given, and which is, or could be, of interest to Council, the Council appointed delegate should inform the meeting of that fact and refrain from formally participating in any outcome associated with the issue or committing Council, or presenting an opinion on the matter, on behalf of Council.
7. Where a Council appointed delegate to an external committee or organisation is uncertain whether an item or issue raised at a meeting of the committee or organisation is, or is likely to be, an issue of interest to the Council, the delegate should preface any remarks or action taken in the role of Council delegate that, in the absence of any formal position adopted by the City in relation to the matter, the comments and other participatory action by the delegate are provided to the best of the delegate's knowledge as being in the best interests of the City of Cockburn, but may be subject to being amended or overruled in the future, by decision of the Council.

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Legal, Governance and Risk Management
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	11 March 2021
Next Review Due: (Governance Purpose Only)	March 2023
ECM Doc Set ID: (Governance Purpose Only)	8232349

[4]



Item 8.5

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8.5 (2021/MINUTE NO 0025) REVIEW AND PROPOSED MINOR AMENDMENTS TO VARIOUS COUNCIL POLICIES

Author(s)	B Pinto
Attachments	<ol style="list-style-type: none"> 1. Proposed amendment - Policy 'Approval to Participate in Representative Delegations' ↓ 2. Proposed amendment - Policy 'Election - Caretaker Period' ↓ 3. Proposed amendment - Policy 'Representation at Council Related Forums' ↓ 4. Proposed amendment - Policy 'Fraud and Misconduct Control and Resilience' ↓ 5. Proposed amendment - Policy 'Related Party Disclosures' ↓ 6. Proposed amendment - Policy 'Wastewise Events' ↓ 7. Proposed amendment - Policy 'Asset Management' ↓ 8. Proposed amendment - Policy 'Street Verge Improvements' ↓ 9. No Change - Policy 'Awarding Honorary Freeman of the City of Cockburn' ↓ 10. No Change - Policy 'Public Internet Use and Wireless Access' ↓ 11. No Change - Policy 'LPP5.19 - Structure Plans and Telecommunications Infrastructure' ↓ 12. No Change - Policy 'Environmental Conservation' ↓ 13. No Change - Policy 'Landowner Biodiversity Conservation Grant Program' ↓ 14. No Change - Policy 'Sustainability' ↓ 15. No Change - Policy 'Graffiti Management and Response' ↓ 16. No Change - Policy 'Community Gardens' ↓ 17. No Change - Policy 'Installation of Recreational Equipment on Public Open Space' ↓

RECOMMENDATION

That Council ADOPTS:

- (1) proposed amendments to the following policies:
1. Approval to Participate in Representative Delegations;
 2. Elections – Caretaker Period;
 3. Representation at Council Related Forums;
 4. Fraud and Misconduct Control and Resilience;
 5. Related Party Disclosures;
 6. Wastewise Events;
 7. Asset Management;

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<p>8. Street Verge Improvements.</p> <p>(2) the following policies with no changes:</p> <ol style="list-style-type: none"> 1. Awarding Honorary Freeman of City of Cockburn; 2. Public Internet Use and Wireless Access; 3. LPP5.19 'Structure Plans and Telecommunications Infrastructure 4. Environmental Conservation; 5. Landowner Biodiversity Conservation Grant Program; 6. Sustainability; 7. Graffiti Management and Response; 8. Community Gardens; 9. Installation of Recreational Equipment on Public Open Space. <p>as shown in the attachment to the Agenda.</p>	<p>COMMITTEE RECOMMENDATION MOVED Mayor L Howlett SECONDED Cr P Corke</p> <p>That the recommendation be adopted.</p> <p style="text-align: right;"><u>CARRIED 5/0</u></p> <p>For: Cr C Stone, Mayor L Howlett, Cr M Separovich, Cr P Corke and Cr C Terblanche</p> <p>Against: Nil</p>
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Background

Following the completion of the Policy Review Project, all policies and associated Delegated Authorities are proposed to be reviewed over a two year cycle.

Submission

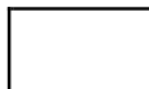
N/A

Report

The following Council Policies have been reviewed, amended and presented for consideration as outlined in the table below:

Policy Title	Description	Comment
Approval to Participate in Representative Delegations	Policy Statement updated	Clarification made in relation to who the policy is applicable to. Reference to 'Council' has been replaced with 'the City', as

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Policy Title	Description	Comment
		appropriate.
Elections – Caretaker Period	Policy Statement updated	Amendments to reflect legislative changes and also minor amendments to Policy content for clarification and formatting purposes
Representation to Council Related Forums	Policy Title and Purpose updated	Clarification made in relation to who the policy is applicable to. Reference to 'Council' has been replaced with 'the City', as appropriate.
Fraud and Misconduct Control and Resilience	Policy Purpose and Statement updated	Grammatical amendment in Policy Purpose. Reference to documents / legislation outlined in full. Updated reference to Staff in accordance with new Organisational Structure.
Related Party Disclosure	Policy Purpose and Statement updated	Correct reference to Accounting Standards Reference to documents / legislation outlined in full. Included reference to the City's compliance system.
Wastewise Events	Policy Statement updated	Policy has been updated to reference the use of balloons to be excluded at events to reduce environmental impacts.
Asset Management	Policy Statement updated	Policy updated to reference new title of the Senior Leadership Team
Street Verge Improvements	Policy Statement updated	Policy has been updated as below: <ul style="list-style-type: none"> Amendment of point (1) 1 is to seek further clarity in positioning and materials used Following requests to enable verge designs to incorporate synthetic turf as a mechanism to reduce

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Policy Title	Description	Comment
		ongoing maintenance and watering requirements. Requests are not for the entire verge area but rather sections which are challenging to landscape, extremely small verges or are separated due to height differences between the lot and the road reservation. Enabling the ability to negotiate on the use of this material will achieve greater outcomes and ensure mitigation of heat island effects.

The following Council Policies have been reviewed and presented with no changes, for consideration as outlined in the table below:

Policy Title	Description	Comment
Awarding Honorary Freeman of City of Cockburn	Nil	No change
Public Internet Use and Wireless Access	Nil	No change
LPP5.19 'Structure Plans and Telecommunications Infrastructure'	Nil	No change
Environmental Conservation	Nil	No change
Landowner Biodiversity Conservation Grant Program	Nil	No change
Sustainability	Nil	No change
Graffiti Management and Response	Nil	No change
Community Gardens	Nil	No change
Installation of Recreational Equipment on Public Open Space	Nil	No change

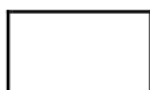
Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

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Budget/Financial Implications

N/A

Legal ImplicationsSections 3.1(1) of the *Local Government Act 1995* refer.**Community Consultation**

N/A

Risk Management Implications

Adoption of the recommendation will ensure Council Policies are aligned to the adopted Policy Framework and provide a consistent approach for the development, review and implementation of policies.

Advice to Proponents/Submitters

N/A

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

Nil

Item 8.5 Attachment 1

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Title	Approval to Participate in Representative Delegations
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**Policy Type**

Council

Policy Purpose

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

Policy Statement

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

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

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

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Executive Support Legal, Governance and Risk Management
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	13 June 2019
Next Review Due: (Governance Purpose Only)	June 2021
ECM Doc Set ID: (Governance Purpose Only)	4132645

[1]



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Item 8.5 Attachment 2

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 Ordinary~~ 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.

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2. The Chief Executive Officer (CEO) 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.
- (4)(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.
- (32) Prevailing Circumstances
- ~~4.~~ 1. - Council Reports;
 - ~~2.~~ 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
 - (g)(h)
 - (i) 2-2. - Council Forums, Workshops or Briefings
 - (h)(i)
 - (i)(k) (a) Where during the Caretaker Period, the CEO determines that

[2]



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Title	Elections – Caretaker Period
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Prevailing Circumstances apply, the CEO may include matters relating to a Major Policy Decision for elected member discussion at Council Forums, Workshops or Briefings

(b) The CEO is required to provide **Council-Elected Members** with advice as to why Prevailing Circumstances apply and how potential electoral impacts will be managed or mitigated. Details of this advice is to be retained, with the Forum, Workshop or Briefing notes, as a Local Government record

(4) (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 are done so under an independent 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-City'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)(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

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material.

3. City of Cockburn Publications

There will be no interviews with Councillors or images of any Councillors in the City's printed material during the Caretaker Period. 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, except the Mayor.
- (c) The Mayor will still be quoted in media responses during the Caretaker Period when providing information as spokesperson on behalf of the City.
- (d) Proactive statements in the media realm will be monitored by-under the direction of 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 already 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 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, in conjunction with the Mayor, 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 a councillor to

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officialiate at a City arranged event / function will be at the discretion of the ~~CEO~~ ~~Chief Executive Officer~~, in conjunction with the Mayor.

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 adopted Model Code of Conduct (Elected Members) ~~and the Local Government (Rules of Conduct) Regulations 2007~~ provide that the City's 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~~ City Held 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~~ City held information accessed must not be used for election purposes.

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3. Information Request Register

An Information Request Register will be maintained by the ~~CEO-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 ~~CEO-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 ~~CEO-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 ~~CEO-Chief Executive Officer~~ may authorise the 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 ~~CEO-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;

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- 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 CEO Chief Executive Officer in 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 conducted by the City 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 dinners and receptions.
- Local Government Caretaker Period** means for local government elections, the

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Title	Elections – Caretaker Period
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period of time from the close of nominations being 37 days prior to the Ordinary 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 CEO Chief Executive Officer or any other designated senior officer, other than a decision to appoint an Acting CEO 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 CEO's 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.

(13) References

- Legislative Requirements: *Local Government Act 1995 Local Government (Election) Regulations 1996*
- *Local Government (Rules Model Code of Conduct) Regulations 2007 2021*
- *Local Law- Standing Orders*
- Model Code of Conduct – Elected Members

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	<u>Legal, Governance and Risk Management</u>
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	11 July 2019
Next Review Due: (Governance Purpose Only)	<u>July 2020</u>
ECM Doc Set ID: (Governance Purpose Only)	8549055

[8]



DAP 27/05/2021

Item 8.5 Attachment 3

Title	Representation at Council <u>City of Cockburn</u> Related Forum
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Policy Type

Council

Policy Purpose

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

Policy Statement

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

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

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Executive Support <u>Legal, Governance and Risk Management</u>
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	13 June 2019
Next Review Due: (Governance Purpose Only)	June 2021
ECM Doc Set ID: (Governance Purpose Only)	4133931

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Item 8.5 Attachment 3

DAP 27/05/2021

Title	Representation at Council <u>City of Cockburn</u> Related Forum
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[2]



DAP 27/05/2021

Item 8.5 Attachment 4

Title	Fraud & Misconduct Control & Resilience
-------	---



Policy Type

Council

Policy Purpose

To articulate the [City of Cockburn's \(the City\)](#) commitment [of the City of Cockburn \(the City\)](#) to a zero-tolerance approach to fraud, misconduct, bribery and corruption (Fraud and Misconduct) and to building resilience through the identification and implementation of strategies to prevent, detect and respond to Fraud and Misconduct.

All Employees will need to be aware of this Policy, the Framework and its implications, together with other stakeholders, including contractors and consultants.

Policy Statement

The City adopts a zero tolerance approach to Fraud and Misconduct and will appropriately deal with all allegations and suspected instances of Fraud and Misconduct. This includes notifying, reporting or referring any such instances to the appropriate authority for investigation and possible prosecution. The City will seek to recover any losses incurred after considering all relevant issues.

The management of Fraud and Misconduct is a collective responsibility of all persons engaged or closely associated with the City in any capacity.

The [City's 'City of Cockburn Information Sheet - Statement of Business Ethics'](#) outlines the integrity and ethical standards expected by the City to ensure business relationships between the City (and its Employees), suppliers and/or service providers exhibit the highest standards of integrity when conducting business.

(1) Implementation

1. The City has adopted a Fraud and Misconduct Control and Resilience Framework (the Framework) that is aligned with the Australian Standard AS8001-2008 *Fraud and Corruption Control*.
2. This Policy along with the [City of Cockburn Employee Code of Conduct](#), the [City of Cockburn Corporate Governance Framework](#), the [City of Cockburn Enterprise Risk Management Framework](#) and the [City's values and culture and its governance and risk management frameworks](#) all operate in synergy to prevent, detect and respond to potential or actual fraud and misconduct.
3. The Framework establishes the strategies and processes by which the City will determine specific practices, plans and procedures to manage the prevention and detection of fraudulent activities, the related investigation and, where appropriate, referral of incidents to the appropriate authorities.
4. The City provides all Employees with education and training in ethics and fraud

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Title

Fraud & Misconduct Control & Resilience



awareness to ensure that all Employees understand their responsibilities and obligations.

4.
(2) Reporting Serious or Minor Misconduct

A Public Officer or any other person may report to the [Corruption and Crime Commission \(CCC\)](#) or the [Public Sector Commission \(PSC\)](#) any matter which that person suspects on reasonable grounds concerns or may concern serious or minor misconduct. Information on reporting to the appropriate authority is available on the City's public website.

(3) Public Interest Disclosure (PID)

1. Any person may make an appropriate disclosure of public interest information to a proper authority (which includes a local government). The legislation which governs such disclosures is the [Public Interest Disclosure Act 2003 \(the PID Act\)](#).
2. A disclosure can be made by anyone and may be made anonymously. If disclosures are made in accordance with the PID Act, the person making them is protected from reprisal. This means that the person enjoys immunity from civil or criminal liability and is protected from any disciplinary action or dismissal.
3. The PID Act requires local governments to appoint a PID Officer to whom disclosures may be made. The PID Officer should be consulted when considering whether to make a disclosure. Information on public interest disclosures and the City's PID Officers are maintained on the City's public website.

(4) Disciplinary and Recovery Action

The City will respond to all instances of Fraud and Misconduct in accordance with its disciplinary process which may lead to termination. The City will also seek to recover any losses it may have suffered through Fraud and Misconduct.

(5) Roles and responsibilities

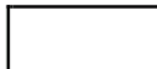
The roles and responsibilities of the Audit and Strategic Finance Committee, CEO, [Chiefs and Executives](#), [Managers/Heads of Business and Service Units](#), [Legal](#), Governance [Business and Risk Management Service](#) Unit, Human Resources [Business Service](#) Unit and all Employees in respect of this Policy are articulated in detail in the Framework.

(6) Dispute Resolution

All disputes in respect of this Policy must be referred to the [Director of Executive Governance and Community Services Strategy](#) in the first instance, and if unresolved, to the CEO.

(7) Relevant Documents

[2]



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Title	Fraud & Misconduct Control & Resilience
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1. [City of Cockburn Fraud and Misconduct Control and Resilience Framework](#)
2. [City of Cockburn Enterprise Risk Management Policy and Framework](#)
3. [City of Cockburn Employee Code of Conduct \(Employees and Elected Members\)](#)
4. [Reporting Serious and Minor Misconduct Policy and Procedures](#)

(8) References

In developing the Policy, reference has been made to relevant guidance and/or legislation as follows:

1. [Australian Standard for Fraud and Corruption Control \(AS8001:2008\) Standards Australia AS 8001-2008 Fraud and Corruption Control](#)
2. [Australian Standards Australia for Organisational Codes of Conduct \(AS8002:2003\) AS 8002-2003 Organizational Codes of Conduct](#)
3. [Australian Standards Australia AS 8004-2003 for Whistleblower Protection \(AS8004:2003\) Programs for Entities](#)
4. Australian National Audit Office – [Fraud Control in Australian Government Entities Agencies](#)
5. Public Sector Commission: [Code Commissioner's Instruction \(CI\) No. 7 Code of Ethics](#)
6. Public Sector Commission [Commissioner's Instructions \(CI\) No. 8 Code of Ethics Principles Conduct Guide and Accountable and Ethical Decision Making Modules and Integrity Training](#)
- 5.7. [Local Government Act 1995 and subsidiary legislation](#)
- 6.8. Corruption & Crime Commission: [Agency Misconduct Management Systems and Misconduct Resistance Framework – An Integrated Governance Approach to Protecting Agency Integrity](#)
- 7.9. [Interest Disclosure Act 2003](#) Public
- 8.10. [Corruption, Crime and Misconduct Act 2003](#) Corru

Term	Definition
Australian Standard	AS8001-2008 – Fraud and Corruption Control
Bribe	The offering, giving, receiving, or soliciting of something of value for the purpose of influencing the action of an official in the discharge of his or her public or legal duties
CCC	Corruption and Crime Commission
CEO	Chief Executive Officer
Code of Conduct	Principles, values, standards, and rules of behaviour that guide the decisions, procedures and systems of the City of Cockburn

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Title	Fraud & Misconduct Control & Resilience
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Term	Definition
Corruption	Dishonest activity in which a director, executive, manager, employee, or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of "corruption" [within this standard] can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity
Employee	A person employed by a local government in accordance with section 5.36 of the LGA-Local Government Act 1995 including the CEO, Directors, Managers, officers, casual and contract employees
Fraud	Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or falsified documentation used or intended for use for a normal purpose or the improper use of information or position for personal financial benefit. The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud' [for the purposes of this standard] (Source: AS8001-2008).
LGA	Local Government Act 1995

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Title	Fraud & Misconduct Control & Resilience
-------	---



Term	Definition
Minor Misconduct	<p>Minor misconduct occurs if a public officer engages in conduct that:</p> <ul style="list-style-type: none"> (a) adversely affects the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or (b) involves the performance of functions in a manner that is not honest or impartial; or (c) involves a breach of the trust placed in the public officer; or (d) involves the misuse of information or material that is in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person; <p>and</p> <p>constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment. (Source: Corruption, Crime and Misconduct Act 2003)</p>
Misconduct	Means when a public officer abuses their position and/or authority for personal gain, to cause detriment to another person, or acts contrary to the public interest (Source: Corruption and Crime Commission)
PID Act	The <i>Public Interest Disclosure Act 2003</i> was introduced to encourage people to report wrongdoing within the State Government, local government and public universities and protect them when they do.
PID Officer	The 'Public Interest Disclosure (PID) Officer' is the person who holds the specified position as the proper authority to receive public interest disclosures within the sphere of responsibility of the public authority. This person is designated by the Principal Executive Officer (PEO) under section 23(1)(a) of the PID Act.
PSC	Public Sector Commission

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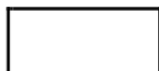
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Title	Fraud & Misconduct Control & Resilience
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Term	Definition
Public Interest Information	<p>means information that tends to show, in relation to its public function a public authority, a public officer, or a public sector contractor is, has been, or proposes to be, involved in:</p> <ul style="list-style-type: none"> (a) improper conduct; or (b) an act or omission that constitutes an offence under a written law; or (c) a substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or (d) an act done or omission that involves a substantial and specific risk of – <ul style="list-style-type: none"> (i) injury to public health; or (ii) prejudice to public safety; or (iii) harm to the environment; <p>or</p> <ul style="list-style-type: none"> (e) a matter of administration that can be investigated under section 14 of the <i>Parliamentary Commissioner Act 1971</i>. (Source: Public Interest Disclosure Act 2003)
Public Officer	Includes a member, officer, or employee of an authority, board, corporation, commission, local government, council, committee or other similar body established for a public purpose under an Act. (Source: Corruption, Crime and Misconduct Act 2003)
Public Authority	Includes an authority, board, corporation, commission, council, committee, local government, regional local government or similar body established under a written law. (Source: Corruption, Crime and Misconduct Act 2003)
Serious Misconduct	<p>Serious misconduct occurs when:</p> <ul style="list-style-type: none"> (a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or (b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or (c) a public officer whilst acting or purporting to act in his or her official capacity commits an offence punishable by two or more years' imprisonment. (Source: Corruption, Crime and Misconduct Act 2003)

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Title	Fraud & Misconduct Control & Resilience
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Strategic Link:	Fraud and Misconduct Control and Resilience Governance Framework
Category	Governance
Lead Business Unit:	Legal, Governance and Risk Management
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	13 December 2018
Next Review Due: (Governance Purpose Only)	December 2018
ECM Doc Set ID: (Governance Purpose Only)	4134601

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Item 8.5 Attachment 5

DAP 27/05/2021

Title	Related Party Disclosures
-------	---------------------------

**Policy Type**

Council

Policy Purpose

To provide guidance in the preparation of [City of Cockburn \(the City\)](#) financial statements to ensure disclosure requirements are met for [the Australian Accounting Standards Board Australian Accounting Standard AASB: 124 Related Party Disclosures \(AASB 124\)](#).

Policy Statement

The objective of AASB 124 is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of "related parties" and by transactions and outstanding balances, including commitments, with such parties.

(1) Identification of Related Parties

AASB 124 provides that the City of Cockburn will be required to disclose in its Annual Financial report, related party relationships, transactions and outstanding balances. "Related Parties" include a person or entity that has significant influence over the reporting entity. The City of Cockburn will therefore be required to assess all transactions made with these persons or entities.

(2) Review of Related Parties

1. The Chief Executive Officer (the CEO) will regularly review Key Management Personnel (KMP) where changes are made to existing persons.
2. For the purposes of determining whether a related party transaction has occurred, the following transactions or provisions of services have been identified as meeting this criterion:
 - (a) Paying fees and charges or any other amount to the Council
 - (b) Use of Council owned or operated facilities (whether charged a fee or not)
 - (c) Attending Council functions that are opened to the public
 - (d) Employee compensation whether it is for KMP or close family members of KMP
 - (e) Lease arrangements for properties (whether for a Council owned property or property sub-leased by the council)
 - (f) Monetary and non-monetary transactions between the Council and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Council
 - (g) Sale or purchase of property owned by the Council to a person identified above

[1]



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Item 8.5 Attachment 5

Title	Related Party Disclosures
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- (h) Sale or purchase of property owned by a person identified above to the Council
- (i) Loan arrangements
- (j) Contracts and agreements for construction, consultancy or services

(3) Required Disclosures and Reporting

For the purposes of determining relevant transactions, Elected Members and KMP, as identified above, will be required to complete a Related Party Disclosures – Declaration [form in ATTAIN \(the City's online compliance register\)](#) for submission to Financial Services.

The notification requirement above does not apply to:

1. Related party transactions that are ordinary citizen transactions not assessed as being material; and
2. For Elected Members, allowances and expenses incurred that are provided to an Elected Member during the financial year, under the *Local Government Act 1995* and [City of Cockburn Policy - Elected Members Expenses-Entitlements – Allowances & Reimbursement Policy](#), the particulars of which are contained in Council's annual report pursuant to the *Local Government Act 1995* and [Local Government \(Administration\) Regulations 1996 Regulations](#).

(4) Register of Related Party Transactions

The City [will uses ATTAIN](#) to maintain and keep up to date a register of related party transactions that captures and records information required for disclosure purposes for each existing or potentially related party transaction (including any ordinary citizen transaction assessed) as being material in nature during a financial year.

Definitions:

AASB 124:	Australian Accounting Standards Board, Related Party Disclosures Standard
Close family members or close members of the family:	<p>In relation to a Key-Management Personnel KMP:</p> <ul style="list-style-type: none"> • Family members who may be expected to influence, or be influenced by, that Key-Management Personnel KMP in their dealings with Council and include: <ol style="list-style-type: none"> (a) that person's children and spouse or domestic partner (b) children of that person's spouse or domestic partner; (c) dependents of that person or that person's spouse or domestic partner. <p>For the purposes of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the Key</p>

[2]

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DAP 27/05/2021

Title	Related Party Disclosures
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	Management Person in their dealings with Council.
Entity:	May include a body corporate, a partnership of trust, incorporated association, or unincorporated group or body.
Control:	Control of an entity is present when there is: <ul style="list-style-type: none"> (a) power over the entity; and (b) exposure or rights to variable returns from involvement with the entity; and (c) the ability to use power over the entity to affect the amount of returns received, as determined in accordance with Australian Accounting Standard AASB 10 Consolidated Financial Statements AASB 10 Consolidated Financial Statements, paragraphs 5 to 18, and Appendices A (Defined Terms) and B (Application Guidance).
Joint Control:	The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
Key Management Personnel (KMP):	<p>Key Management Personnel: Defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.</p> <p>For the purposes of determining the application of AASB 124the standard, the City has identified the following persons as meeting the definition of "Related Party":</p> <ul style="list-style-type: none"> (a) A Council member (b) Key management personnelKMP being a person employed under section 5.36 or 5.37 of the <i>Local Government Act 1995</i> in the capacity of Chief Executive OfficerCEO or Chiefs and ExecutivesSenior Executive. (c) Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner. (d) Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs). <p>The Council will therefore be required to assess all transactions made with these persons or entities.</p>
Materiality:	<p>Management will apply professional judgement in consultation with Council's external auditors to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.</p> <p>In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.</p>

[3]



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Item 8.5 Attachment 5

Title	Related Party Disclosures
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Ordinary Citizen Transactions (OCTs):	Transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities. Examples of ordinary citizen transactions assessed to be not material in nature include: (a) fees and charges approved by Council that are on terms and conditions to the general public and by their nature or amount are not material; (b) using Council's public facilities after paying the corresponding fees.
Related Party:	A person or entity that is related to Council as defined in AASB124, paragraph 9. Examples of related parties are: (a) Council subsidiaries; (b) key management personnel (KMP); (c) close family members of key management personnel (KMP); (d) entities that are controlled or jointly controlled by KMP or their close family members
Related Party Transactions:	Is a transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged?

Strategic Link:	Australian Accounting Standard AASB: 124 Related Party Disclosures Governance Framework
Category	Governance
Lead Business Unit:	Legal, Governance and Risk Management
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	14 March 2019
Next Review Due: (Governance Purpose Only)	March 2021 2023
ECM Doc Set ID: (Governance Purpose Only)	6725236

[4]

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Item 8.5 Attachment 6

DAP 27/05/2021

Title	Wastewise Events
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**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.

The purpose of this policy is to reduce waste from events within the District and to encourage effective resource recovery. This will reduce resource consumption, litter generation and threats to local wildlife.

Policy Statement

The policy applies to:

- 'City Events' - all events coordinated by the City or external organisations engaged 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

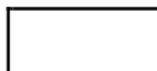
All City events shall include provision of:

- 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.

All City events shall exclude:

- Sale, use or release of balloons;

[1]



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Item 8.5 Attachment 6

Title	Wastewise Events
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- 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:

- Sale, use 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 or use of balloons of any kind.

These events are encouraged to comply with the other recommendations of this policy wherever possible.

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Title	Wastewise Events
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Strategic Link:	Waste Management & Education Strategy Sustainability Strategy
Category	Sustainability & Conservation
Lead Business Unit:	Waste Services Operations and Maintenance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	13 June 2019
Next Review Due: (Governance Purpose Only)	June 2021
ECM Doc Set ID: (Governance Purpose Only)	8503250

[3]



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Item 8.5 Attachment 7

Title	Asset Management
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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.
 3. Manage the infrastructure and assets in a systematic and sustainable manner.

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Title	Asset Management
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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 Leadership Team (SMTSLT).
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.
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 8.5 Attachment 7

Title	Asset Management
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- (b) Set corporate Asset Management Policy with linkage to the Council's Strategic Community Plan and Corporate Business Plan-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 Strategic 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.
- (f) Provide a best practice Asset Management advocacy role with State and Federal Governments and the community.
- 2. Executive and Senior Management-Leadership Team (SLMT)
 - (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.
 - (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.

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3. **Head of Business Units & 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.
 - (h) Promote and raise awareness of asset management to the Council, staff, users and community.
4. **Project & Asset Management Services Manager & Asset Management 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.
 - (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

[4]



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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.
- (e) Communicate with and report on Asset Management to **SMT-SLT** and promote and raise awareness of Asset Management to the Council, staff, users and community.

Strategic Link:	Asset Management Strategy
Category	Assets & Maintenance
Lead Business Unit:	Project-Property & Assets-Services
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	13 June 2019
Next Review Due: (Governance Purpose Only)	June-2024
ECM Doc Set ID: (Governance Purpose Only)	4134033

[5]

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Item 8.5 Attachment 8

DAP 27/05/2021

Title	Street Verge Improvements
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**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 and to assess positioning and materials.
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]



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4. Unacceptable verge treatments include signs, fences, barriers, lighting, unsafe materials that produce a loose or slippery surface, rocks, stakes, 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, synthetic turf, 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.

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(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:	Operations and Maintenance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	13 June 2019
Next Review Due: (Governance Purpose Only)	June 2024
ECM Doc Set ID: (Governance Purpose Only)	8503806

[3]



DAP 27/05/2021

Item 8.5 Attachment 9

Title	Awarding "Honorary Freeman of the City of Cockburn"
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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]

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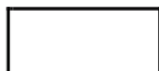
Title	Awarding "Honorary Freeman of the City of Cockburn"
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2. Level of commitment to the field (or fields) of activity.
 3. Personal leadership and conduct.
 4. Benefits to the community of Cockburn and/or State of Western Australia resulting from the 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:	ExecutiveLegal, Governance and Risk Management
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	13 June 2019
Next Review Due: (Governance Purpose Only)	June 2021
ECM Doc Set ID: (Governance Purpose Only)	4133997

[2]



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Item 8.5 Attachment 10

Title	Public Internet Use & Wireless Access
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**Policy Type**

Council

Policy Purpose

The purpose of this policy is to outline the City of Cockburn's commitment to serving the information access needs of the community by providing free access to the internet through its wireless network (Cockburn Free Wi-Fi) and public computers such as those located in the City's libraries (the service).

This policy is also to ensure that users of the City's wireless network and public computers are aware of their obligations when using the service.

Policy Statement

The City of Cockburn (the City) recognises that internet access is of growing importance to an increasingly mobile community and is helping to bridge the digital divide by providing free access to the internet.

The City requires that public users (users) of the service abide by this Policy and the supporting Acceptable Use of Public Wi-Fi Internet Terms and Conditions. By using the public computers and wireless service, users acknowledge that they have read and agree to abide by this Policy and the Terms and Conditions.

Although the internet generally provides access to information that is valuable and enlightening, the user may encounter information that is controversial, offensive, disturbing, inaccurate or illegal. Apart from basic firewall filtration, the City does not actively monitor and has no control over the information available on the internet and is not responsible for the content, accuracy, or quality of information retrieved or images viewed.

The City cannot guarantee the security of the wireless network at all times. The access and use of the internet service is at the user's own risk. Access to the internet by children under the age of 16 is the responsibility of the child's parent or guardian.

The City respects the user's right to privacy and will not capture any personal information while the user is accessing the wireless internet service unless consent is granted.

The service is intended to be used in a fair and "community-minded" manner. The City prohibits use of its public computers and wireless network for illegal purposes. Unlawful activities may result in prosecution.

The following legislative framework underpins the authority of this Policy and the associated Terms and Conditions:

- Privacy Act 1988
- Copyright Act 1968

[1]

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Title	Public Internet Use & Wireless Access
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- Telecommunications Act 1997

Strategic Link:	Information Services Strategy
Category	Business, Economy & Technology
Lead Business Unit:	Information <u>and Technology Services</u>
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	14 March 2019
Next Review Due: (Governance Purpose Only)	March 2021
ECM Doc Set ID: (Governance Purpose Only)	6419269

[2]



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Item 8.5 Attachment 11

Title	Structure Plans & Telecommunications Infrastructure
Policy Number (Governance Purpose)	LPP5.19

**Policy Type**

Local Planning Policy.

Policy Purpose

The purpose of this policy is to:

1. Ensure that telecommunications infrastructure requirements are considered at the earliest stages of planning.
2. Set out the information required to be provided with structure plans to address the forward planning for telecommunications infrastructure.

State Planning Policy 5.2 'Telecommunications Infrastructure' applies throughout Western Australia in respect to above and below ground telecommunications infrastructure, other than those facilities exempted under the *Commonwealth Telecommunications Act 1997*.

SPP 5.2 aims to balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas.

Clause 6.2 (a) of SPP 5.2 states that:

- a) *In the preparation and assessment of structure plans at the local level, consideration should be given to the need for telecommunications services in supporting documentation. Early consideration of wireless and mobile phone telecommunication system requirements allows for them to be incorporated into the design process and mitigate any potential visual impacts to the community.*

This policy sets out requirements to ensure the implementation of this requirement, and to ensure that the earliest consideration of telecommunications infrastructure occurs through the structure planning process to facilitate orderly and proper planning.

Policy Statement

- (1) All structure plans are to be submitted with information regarding telecommunications infrastructure, including the following:
 1. Demonstrated consultation with all telecommunications infrastructure providers.
 2. Information for the subject area regarding telecommunications network coverage, capacity and quality, and the types of telecommunications infrastructure likely to be required.
 3. Details regarding the likely above ground telecommunications requirements for the subject area.

[1]

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Title	Structure Plans & Telecommunications Infrastructure
Policy Number (Governance Purpose)	LPP5.19



- (2) During the advertising period the City will refer structure plans to all telecommunications infrastructure providers seeking information regarding forward planning, which they are obliged to provide pursuant to the *C564:2011 Mobile Phone Base Station Deployment* made under Part 6 of the *Commonwealth Telecommunications Act*.

Strategic Link:	City of Cockburn Town Planning Scheme No. 3
Category	Planning – Town Planning and Development
Lead Business Unit:	Strategic Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	13 December 2018
Next Review Due: (Governance Purpose Only)	December-2021
ECM Doc Set ID: (Governance Purpose Only)	8029590

[2]



DAP 27/05/2021

Item 8.5 Attachment 12

Title	Environmental Conservation
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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]

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Title	Environmental Conservation
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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]



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Title	Environmental Conservation
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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.

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Title	Environmental Conservation
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References

Town Planning Scheme No.3 –

- s4.14 (Native Flora)
- s4.15 (Native Fauna)
- s4.16 (Wetlands)

Strategic Link:	Natural Area Management Strategy
Category	Environment & Sustainability
Lead Business Unit:	Parks and Environment Sustainability and Environment
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	13 June 2019
Next Review Due: (Governance Purpose Only)	June 2021
ECM Doc Set ID: (Governance Purpose Only)	8503481

[4]



DAP 27/05/2021

Item 8.5 Attachment 13

Title	Landowner Biodiversity Conservation Grant Program
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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.

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Title	Landowner Biodiversity Conservation Grant Program
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(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

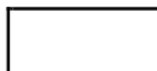
Grant recipients shall be required to complete and submit a final report acquittal form to the delegated officer within twelve months of receiving a grant, confirming that funds have been expended in accordance with the Voluntary Management Agreement and Conditions of Funding form.

(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	Environment & Sustainability
Lead Business Unit:	Parks & Environment Sustainability and Environment
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	13 June 2019
Next Review Due: (Governance Purpose Only)	June 2024
ECM Doc Set ID: (Governance Purpose Only)	4132780

[2]



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Item 8.5 Attachment 14

Title	Sustainability
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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]

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Title	Sustainability
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(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 8.5 Attachment 14

Title	Sustainability
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(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	Environment & Sustainability
Lead Business Unit:	Parks and Environment Sustainability and Environment
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	13 June 2019
Next Review Due: (Governance Purpose Only)	June 2021
ECM Doc Set ID: (Governance Purpose Only)	4134030

[3]

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Item 8.5 Attachment 15

DAP 27/05/2021

Title	Graffiti Management & Response
-------	--------------------------------

**Policy Type**

Council

Policy Purpose

To define a policy by which the repair of vandalism as a result of graffiti to City property and the removal of graffiti from both City property and non-City owned property can be adequately and uniformly addressed in order for the City to demonstrate its commitment to creating an attractive environment.

For the purposes of this policy:

- "City property" refers to all equipment, property and structures that are owned, maintained or managed by the City of Cockburn.
- "Non-City owned property" refers to all property that is owned or managed by any other public or Government authority, or private owner and is located within the Municipality. It only refers to structures or equipment located on a property, which is clearly visible from a public area and where reasonable access is provided to the City's contractor.

Policy Statement

(1) City owned property

1. Graffiti of an offensive nature will be removed from all City property within one (1) working day of notice being provided to Council, if possible.
2. Graffiti of a non-offensive nature will be removed from all City property within three (3) working days of notice being provided to the City, if possible.
3. Vandalism to City property which prevents the equipment from functioning will be made safe and/or repaired within one (1) working day of notice being provided to the City, if possible.
4. Vandal damage to City property of a minor nature will be repaired within five (5) working days of being notified to the City, if possible.
5. The City will provide a Graffiti/Vandalism number for the public reporting of incidents of vandalism and graffiti to City and public property.
6. All cases of graffiti and property damage made known to the City will be reported to the WA Police, through an established administrative process. This will enable Police Department records to be continually updated and susceptible areas targeted for Police response. This reporting process will

[1]



DAP 27/05/2021

Item 8.5 Attachment 15

Title	Graffiti Management & Response
-------	--------------------------------



involve the photography of all graffiti prior to its removal, as evidence for the Police.

7. The City's Civil Infrastructure Road Services Budget will provide funds to remove graffiti from surfaces as deemed necessary.
- (2) Non City owned Property
1. Subject to Clause (3) of this Policy, graffiti of an offensive nature will be removed from all non-City owned property within two (2) working days of notice being provided to the City, if possible.
 2. Subject to Clause (3) of this Policy, graffiti of a non-offensive nature will be removed from all non-City owned property within five (5) working days of notice being provided to the City, if possible.
 3. The City will remove graffiti free of charge (subject to the conditions set out in (4) to private property owners, in circumstances only where the Graffiti is applied to a surface, which is clearly visible from any public area and where the aesthetic of the area is compromised. In these circumstances, the City will require the property owner to provide it with a "Notice of Waiver" to enable the necessary repairs to be undertaken to pre-determined standards, without the potential for liability claims.
 4. The cost of such graffiti removal will not exceed \$400.00 on any single occasion and a maximum of \$1200.00 in any one financial year. Should the costs exceed these stipulated amounts the owner will be required to contribute the outstanding amount or to cause the Graffiti to be removed in accordance with the City's Local Laws.
 5. The City will seek the cooperation of all government or publicly managed service providers for either an annual contribution or an as required pre-determined cost for service towards graffiti removal to their property if the incident results in the damage being able to be viewed from a public place. In these circumstances, the authority to deal with incidents of graffiti to non-City controlled public property will be delegated to the City from each authority involved. The City will endeavour to establish a pro-forma agreement with each authority in order to provide a consistent approach to this arrangement. A suitable costing and accounting system will be administratively established to manage this system.
 6. Subject to the acceptance of the conditions outlined in (5) above by participating public services, the City will attend to the necessary repairs and maintenance associated with making good graffiti to non-City owned public property within the normally accepted time frames associated with this Position Statement.
 7. All cases of graffiti damage made known to the City will be reported to the Police, through an established administrative process. This will enable Police Department records to be continually updated and susceptible areas targeted for Police response. This reporting process will involve the photography of all graffiti prior to its removal as evidence for the Police.

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Item 8.5 Attachment 15

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Title	Graffiti Management & Response
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8. The City's Civil Infrastructure Road Services Unit will ensure that it stringently applies its Local Laws relating to graffiti removal on private property, in instances where a property owner opts not or fails to conform to the City's requirements or standards.
9. The City's Customer Experience Services Unit will support this initiative by ensuring extensive promotion of the City's commitment in addressing incidents of graffiti and encouraging the public and community groups to report such instances through all channels available in accordance with this Policy.

Strategic Link:	Community Safety & CCTV Strategy
Category	Assets & Maintenance
Lead Business Unit:	<u>Engineering Operations and Maintenance Services</u>
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	12 December 2019
Next Review Due: (Governance Purpose Only)	<u>December 2024</u>
ECM Doc Set ID: (Governance Purpose Only)	8967926

[3]



DAP 27/05/2021

Item 8.5 Attachment 16

Title	Community Gardens
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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-Business unit.
- (2) A site assessment of potential locations will be undertaken by the Land and Lease-PropertyAdministration Service unit.
- (3) Community consultation must be undertaken in conjunction with Community Development Service-Business 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-Business unit.
- (5) A risk and safety assessment, management plan and rules of use for the community garden must be prepared in conjunction with the Environment, Parks and Landscape Service unit.
- (6) A draft license agreement for the community garden will be prepared with the City's Land and Lease-PropertyAdministration Service unit. An Elected Members item will be submitted for Council's consideration once the agreement has been established.

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Item 8.5 Attachment 16

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Title	Community Gardens
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- (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
Lead Business Unit:	<u>Parks & Environment Operations and Maintenance</u>
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	13 June 2019
Next Review Due: (Governance Purpose Only)	June 2024
ECM Doc Set ID: (Governance Purpose Only)	4132828

[2]



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Item 8.5 Attachment 17

Title	Installation of Recreational Equipment on Public Open Space
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Policy Type

Council

Policy Purpose

To ensure a consistent and equitable process is implemented for the installation of recreational equipment on public open space. Recreational equipment includes; half court basket-ball, exercise equipment stations, playgrounds (including shade sails) and sports goals.

Skate parks and clay pump track locations are not covered by this policy and are subject to a wider community consultation process

Policy Statement

Council will follow the process as outlined below:

- (1) Install signage for a two week period informing of the proposed active recreation equipment to be installed and the preferred location on the public open space.
- (2) Consultation will be in accordance with the catchment areas for the classification of the specified public open space, as per the Public Open Space Strategy, where the proposed recreational equipment is to be installed.
- (3) If any objections are received alternative locations or landscaping treatments will be identified in order to resolve the concerns.
- (4) The provision of recreational equipment will be in accordance with the Public Open Space Strategy and the provision of playground shade sails will be in accordance with the Playground Shade Sail Strategy.

Strategic Link:	Public Open Space Strategy Playground Shade Sail Strategy
Category	Sport & Recreation
Lead Business Unit:	Operations and Maintenance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	13 June 2019
Next Review Due: (Governance Purpose Only)	June 2024
ECM Doc Set ID: (Governance Purpose Only)	4132779

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Item 9.1

9. PLANNING & DEVELOPMENT DIVISION ISSUES**9.1 (2021/MINUTE NO 0026) PROPOSED NEW LOCAL PLANNING POLICY LPP 5.20 'DEVELOPMENT IN LOCAL RESERVES'****Author(s)** C Da Costa**Attachments** 1. Proposed New Local Planning Policy - LPP 5.20 'Development on Local Reserves' [↓](#)**RECOMMENDATION**

That Council ADOPTS the proposed new Local Planning Policy 5.20 – Development in Local Reserves for the purposes of advertising, in accordance with Clause 4 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr P Corke

That the recommendation be adopted.

CARRIED 5/0**For:** Cr C Stone, Mayor L Howlett, Cr M Separovich, Cr P Corke and Cr C Terblanche**Against:** Nil**Background**

The draft proposed new Local Planning Policy (LPP) for Development in Local Reserves has been drafted to provide guidance for all development proposed on local reserves.

This LPP does not address development on reserves reserved under the Metropolitan Region Scheme (MRS).

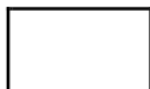
The intent of this LPP is to develop a set of criteria to exempt the requirement of development approval for certain development on local reserves reserved under the City's Town Planning Scheme No. 3 (TPS 3).

Submission

N/A

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The LPP applies to all development reserved as Local Reserve – Parks and Recreation and Local Reserve – Public Purpose.

It is not the intention of this LPP to provide more onerous requirements than the requirements for assessment under TPS 3 and the Regulations.

Where a proposal meets the provisions of the LPP, no development approval is required.

The intent of LPP is to exclude certain types of development from requiring development approval. The LPP also discusses development approval criteria for:

- Minor infrastructure, walls, ablutions, retaining walls, artwork, sea containers, parking, fences and walkways;
- Play equipment, ramps and recreational nets, pillars, goal posts and pitches;
- Seating, sand pits, shade sails bird hides and litterbins;
- Signage;
- Pontoons and stormwater features; and
- Closed-Circuit Television (CCTV).

As this is a proposed new LPP, public consultation will be required as cited further below in this report under the Community Consultation section.

Strategic Plans/Policy Implications

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- Provide community, sport, recreational, and cultural facilities and infrastructure to meet our community needs.

Listening and Leading

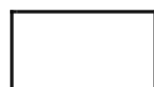
A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.
- Listen to, communicate, consult and engage with our residents, businesses and community in a timely, open and collaborative manner.

Budget/Financial Implications

N/A

Legal Implications



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N/A

Community Consultation

Consultation will be undertaken in accordance with the requirements of Clause 4 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for a minimum period of 21 days.

Risk Management Implications

If the draft LPP is not adopted and therefore not progressed, some inconsistencies would occur in relation to existing practices.

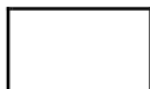
This practice needs to be formalised in a policy for consistency and reliability.

Advice to Proponents/Submitters

N/A

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

Nil

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Item 9.1 Attachment 1

Title	Development on Local Reserves
Policy Number (Governance Purpose)	LPP 5.20



Policy Type

Local Planning Policy

Policy Purpose

Part 61 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) prescribes development which is exempt from the need to obtain development approval.

The intent of this Local Planning Policy (LPP) is to develop a set of criteria to exempt the requirement of development approval for Local Reserves reserved under the City's Town Planning Scheme No. 3 (TPS 3) only and does not address Reserves reserved under the Metropolitan Region Scheme.

This will allow the facilitation of development without development approval under Part 61(1)(i) of the Regulations which allow the carrying out of works as specified in an approved LPP.

The LPP does not negate the requirement for applicants to seek approvals under any other legislation or framework.

(1) Application

This policy applies to all development reserved as Local Reserve – Parks and Recreation and Local Reserve – Public Purpose.

It is not the intention of this LPP to provide more onerous requirements than the requirements for assessment under TPS 3 and the Regulations. Therefore a development may be deemed compliant if it conforms to the provisions of this LPP.

(2) Implementation

1. Where a proposal meets the provisions of this policy, no development approval is required.
2. Where a proposal does not meet the provisions of this policy, development approval is required, and advertising may be required subject to assessment of the impact on adjoining landowners.
3. Where a development approval is required, the application for development form, drawings, justification letter and checklist must be completed. The City will not require a copy of the Certificate of Title or the consent and indemnity form.

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Item 9.1 Attachment 1

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Title	Development on Local Reserves
Policy Number (Governance Purpose)	LPP 5.20



Policy Statement

(1) Provisions

Context	
Development type	Planning requirements and exemptions
Tree & shrub planting	<ul style="list-style-type: none"> No Development Approval required for any tree planting, irrespective of plant size or height.
Footpaths, Dual Use Paths	<ul style="list-style-type: none"> No Development Approval required for footpaths or dual use paths that have obtained approval for their respective locations by either the City's Engineering or Parks Services as required.
Sand pits	<ul style="list-style-type: none"> No Development Approval required.
Earthworks	<ul style="list-style-type: none"> Development Approval is not required for Earthworks applications in line with approved civil drawings by the City, under an approved subdivision, where the land has already been ceded as a local reserve. Development Approval is required where the lot has not been ceded as a local reserve. Development approval is required for Earthworks where native vegetation is proposed to be cleared, unless the native vegetation is located within an easement or within 2m of any lot boundary.
Play and Gym Equipment	<ul style="list-style-type: none"> Manufactured play or gym equipment shall be exempt from Development Approval. Bespoke play or gym equipment shall be assessed by a qualified playground auditor and confirmed to be compliant to be deemed exempt from Development Approval.
Drinking fountains	<ul style="list-style-type: none"> No Development Approval required.
Shade sails	<ul style="list-style-type: none"> No Development Approval is required where replacing shade sails like for like, meaning the exact same location, footprint and height. Development Approval is not required for new shade sails setback 2m from all lot boundaries. Development Approval is required for new shade sails located within 2m of any lot boundary.
Picnic & Barbecue areas and shelters	<ul style="list-style-type: none"> No Development Approval required if setback 2m from all lot boundaries.
Walkway shelters and sheltered roofed structures	<ul style="list-style-type: none"> No Development Approval required if setback 2m from all lot boundaries.

[2]



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Item 9.1 Attachment 1

Title	Development on Local Reserves
Policy Number (Governance Purpose)	LPP 5.20



Pot plants of any size and scale	<ul style="list-style-type: none"> No Development Approval required.
Retaining walls	<ul style="list-style-type: none"> Development Approval is not required for Retaining Wall applications in line with approved civil drawings by the City, under an approved subdivision, where the land has already been ceded as a local reserve and Retaining Walls greater than 2m in height (measured from the Natural Ground Level) are setback 2m from all lot boundaries. Where Retaining Walls greater than 2m in height (measured from the Natural Ground Level) are setback within 2m from all lot boundaries – Development Approval is required. Development Approval is required where the lot has not been ceded as a local reserve.
Free standing walling	<ul style="list-style-type: none"> Development Approval is not required for free standing walls in line with approved civil drawings by the City, under an approved subdivision, where the land has already been ceded as a local reserve and the Free standing walls greater than 2m in height (measured from the Natural Ground Level) are setback 2m from all lot boundaries. Where the Free standing walls greater than 2m in height (measured from the Natural Ground Level) are setback within 2m from all lot boundaries – Development Approval is required. Development Approval is required where the lot has not been ceded as a local reserve.
Seating	<ul style="list-style-type: none"> No Development Approval required.
Litterbins	<ul style="list-style-type: none"> No Development Approval required.
Access roads	<ul style="list-style-type: none"> Development Approval is not required for access roads which are less than 20m in length and constructed from compacted materials (such as limestone) in with approved civil drawings by the City, under an approved subdivision, where the land has already been ceded as a local reserve. Development Approval is required for hard surface access roads which are constructed from asphalt or concrete, and are longer than 20m in length, where the land has already been ceded. Where the lot has not been ceded – development approval is required.
Car parking	<ul style="list-style-type: none"> No Development Approval is required where replacing car parking areas like for like, meaning

[3]

Item 9.1 Attachment 1

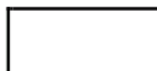
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Title	Development on Local Reserves
Policy Number (Governance Purpose)	LPP 5.20



	<p>the exact same location, footprint and number of bays.</p> <ul style="list-style-type: none"> Development Approval is required for all new car parking bays or car parking areas.
Vehicle charger infrastructure	<ul style="list-style-type: none"> No Development Approval required where locating this infrastructure within an approved car parking area. Development Approval is required for all new car parking bays and car parking areas which proposed vehicle charger infrastructure.
Irrigation systems	<ul style="list-style-type: none"> No Development Approval required.
Bores	<ul style="list-style-type: none"> No Development Approval required.
Sports lights/ floodlighting	<ul style="list-style-type: none"> No Development Approval is required where replacing sports lights, light poles/ floodlights like for like, meaning the exact same location, height and light omission. Development Approval is required for all new sports lights/ flood lights. No Development Approval is required for Shelter and footpath lighting and solar bollards.
Goal posts and practice nets, volleyball posts, nets and cricket nets	<ul style="list-style-type: none"> No Development Approval is required where replacing goal posts and practice nets like for like, meaning the exact same location, height and width. Development Approval is required for all new goal posts and practice nets.
New volleyball courts, crickets pitches, hockey pitches and bowling greens	<ul style="list-style-type: none"> Development Approval required.
Drainage basins and sumps	<ul style="list-style-type: none"> Development Approval is not required for drainage basins and sumps applications in line with approved civil drawings by the City, under an approved subdivision, where the land has already been ceded as a local reserve. Development Approval is required where the lot has not been ceded as a local reserve.
Conversion of stormwater drainage swales into underground detention basins	<ul style="list-style-type: none"> Development Approval required.
Fences (all types)	<ul style="list-style-type: none"> Development Approval is not required for fence applications in line with approved civil drawings by the City, under an approved subdivision, where the land has already been ceded as a local reserve.

[4]



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Item 9.1 Attachment 1

Title	Development on Local Reserves
Policy Number (Governance Purpose)	LPP 5.20



	<ul style="list-style-type: none"> Development Approval is required where the lot has not been ceded as a local reserve.
Entry Statement signage	<ul style="list-style-type: none"> Development Approval required.
Jetty, Pontoons, Groynes and boardwalks	<ul style="list-style-type: none"> Development Approval required.
Skate parks and pump tracks	<ul style="list-style-type: none"> Development Approval is not required where pump tracks and skate parks are constructed from propriety equipment and are setback 2m from all lot boundaries. Development Approval is required for bespoke pump tracks and skate parks construction.
Water play	<ul style="list-style-type: none"> Development Approval is not required for recycled water play where the location is setback greater than 2m to all lot boundaries.
Toilet facility/ Ablutions	<ul style="list-style-type: none"> Development Approval required.
Artwork	<ul style="list-style-type: none"> No Development Approval required for Artwork. Development Approval is required for any Artwork that proposes a variable message sign.
New buildings/ facilities including enclosed bin storage areas	<ul style="list-style-type: none"> Development Approval required.
Bird Hides	<ul style="list-style-type: none"> No Development Approval required.
Closed-Circuit Television (CCTV)	<ul style="list-style-type: none"> Development Approval is not required where CCTV is proposed to be affixed to an approved building or structure. Development Approval is required, where CCTV is proposed on a freestanding pole within 2m from all lot boundaries.
Sea Containers and other Transportable Structures	<ul style="list-style-type: none"> Development Approval required.

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Title	Development on Local Reserves
Policy Number (Governance Purpose)	LPP 5.20



Strategic Link:	Town Planning Scheme No.3
Category	Planning – Town Planning & Development
Lead Business Unit:	Development Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

DRAFT

[6]



Item 9.2

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**9.2 (2021/MINUTE NO 0027) PROPOSED AMENDMENTS TO
LOCAL PLANNING POLICY 3.9 - INDUSTRIAL DEVELOPMENT**

Author(s) R Wallin

Attachments

1. Extract - 10 December 2020 Ordinary Council Meeting Minutes [↓](#)
2. Revised Local Planning Policy 3.9 [↓](#)
3. Proposed Land Use Changes at Australian Marine Complex - Pamphlet [↓](#)
4. Schedule of Submissions [↓](#)

RECOMMENDATION

That Council ADOPTS the draft revised Local Planning Policy 3.9 – Industrial Development, as included in Attachment 2, for final approval in accordance with Clause 5 of the Deemed Provisions for Local Planning Schemes pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015.

COMMITTEE RECOMMENDATION

MOVED Cr P Corke SECONDED Mayor L Howlett

That the recommendation be adopted.

CARRIED 5/0

For: Cr C Stone, Mayor L Howlett, Cr M Separovich, Cr P Corke and Cr C Terblanche

Against: Nil

Background

Council at its Ordinary Council Meeting 10 December 2020 resolved:

“That Council adopt the draft revised Local Planning Policy 3.9 – Industrial Development (LPP 3.9), as included in Attachment 1, for the purposes of community consultation in accordance with Clause 5 of the Deemed Provisions for Local Planning Schemes pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of at least 21 days.”

The background context and history related to Local Planning Policy 3.9 (LPP 3.9) is available in the minutes from this meeting (refer Attachment 1).

In summary:

- LPP 3.9 provides guidance for development within the City's Industry and Mixed Business zones.

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- The advertised draft LPP 3.9 expanded the policy to:
 - include the new Strategic Industry zone which was recently introduced for the Australian Marine Complex (AMC) and provide guidance on application of discretionary land uses within this new zone
 - update and refine guidance on development.

Submission

N/A

Report

The purpose of this report is to consider adopting an amended LPP 3.9 for final approval.

The key advertised changes are summarised as:

- introducing reference to the Strategic Industry zone,
- introducing precinct maps and clauses to guide assessment of discretionary land uses,
- updating development controls to reduce duplication, address implementation issues and improve clarity,
- identifying future desired character for the precinct(s) to guide the assessment of discretion.

Following advertising, a number of further changes are proposed to address comments received (refer Attachment 2 – Draft LPP 3.9 with track changes).

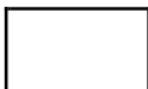
The key changes are summarised as follows:

- rewording of objectives of the Strategic Industry Zone to improve clarity and intent;
- rewording of criteria to needed to support “Educational Establishments” proposals to improve practical application and compliance;
- inserting additional requirements for land uses that encourage general public access such as sales yards to ensure that proposals address security, traffic and safety considerations for the efficient operation and functioning of the locality; and
- inserting an additional clause defining setback requirements where abutting Main Roads controlled roads.

Details of the submissions and recommended responses are detailed below in the community consultation section.

Strategic Plans/Policy ImplicationsLocal Economy

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

- Advocate and attract investment, economic growth and local employment.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.
- Listen to, communicate, consult and engage with our residents, businesses and community in a timely, open and collaborative manner.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

The policy has been advertised above the minimum standards as set out in Clause 4 of Schedule 2 Part 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 which defines the advertising process and requirements for preparing a local planning policy.

In this instance, advertising included:

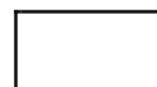
- notice in the local paper,
- a submission period of greater than the minimum 21 days (46 days from 21 January 2021 to 8 March 2021),
- letter drop to all landowners/operators within the AMC with information flyer (refer Attachment 3),
- a public information session (held at the AMC Jakovich Centre).

A total of ten submissions were received, consisting of:

- six (6) from government agencies providing technical advice,
- four (4) from local businesses/ratepayers, including three objections.

Attachment 4 provides a schedule of submissions received and recommended actions. In summary, the objections received relate to:

- potential increase in security and safety risk by supporting uses that encourage the general public into the locality, such as motor vehicle/boat sales,



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- requirements for educational establishments being overly complicated and impractical,
- a general principle of not supporting activities/increased development near the coast.

In relation to the first two dot points, it is proposed to amend the text (refer Attachment 2) to address concerns and reflect suggestions made;

In relation to the last dot point, this goes beyond the scope of the policy to address. The policy only relates to existing zoned land and is limited to guiding built form outcomes and how to apply discretion for assessing land uses within the AMC.

Risk Management Implications

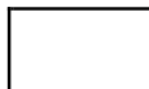
Not proceeding with revision of the policy will result in an absence of control and guidance within the Strategic Industry zone and may result in undesired development outcomes that are inconsistent with the strategic intent of the AMC.

Advice to Proponents/Submitters

The Proponents and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 27 May 2021 Delegated Authorities & Policies Committee.

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

Nil

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9. PLANNING & DEVELOPMENT DIVISION ISSUES

9.1 (2020/MINUTE NO 0024) PROPOSED AMENDMENT TO LOCAL PLANNING POLICY LPP3.9 'INDUSTRIAL DEVELOPMENT'

Author(s) R Wallin
Attachments 1. Draft Amended Local Planning Policy 3.9 - Industrial Development [1](#)
 2. Summary Table of Proposed Changes [2](#)
Location City of Cockburn Industrial and Mixed Business Zones
Owner Various
Applicant City of Cockburn
Application N/A
Reference

RECOMMENDATION

That Council adopt the draft revised Local Planning Policy 3.9 – Industrial Development, as included in Attachment 1, for the purposes of community consultation in accordance with Clause 5 of the Deemed Provisions for Local Planning Schemes pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of at least 21 days.

COMMITTEE RECOMMENDATION

MOVED Cr M Separovich SECONDED Cr P Corke

That the recommendation be adopted subject to amending the numbering format in the Policy as shown in Attachment 1. .

CARRIED UNANIMOUSLY 3/0

Reason for Decision

To ensure consistency in formatting of the document.

Background

The City has a Local Planning Policy 3.9 - Industrial Development that provides guidance for development within the City's Industry and Mixed Business zones.

The City is in the process of introducing a new zone – 'Strategic Industry' through Amendment No. 144 to Town Planning Scheme No. 3 (TPS 3) for land within the Australian Marine Complex (AMC) in Henderson.

It is proposed to review and amend Local Planning Policy 3.9 to expand the policy to:

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- include the new "Strategic Industry" zone and provide guidance on application of discretionary land uses within this new zone; and
- update and refine guidance on development.

Attachment 1 contains the proposed draft revised policy. Attachment 2 provides a summary table of proposed changes.

Scheme Amendment No. 144

Amendment 144 to TPS3 was recently granted Final Approval (subject to modifications) by the Minister for Planning. Amendment 144 proposes, among other things, to:

- Introduce a "Strategic Industry" Zone with the objective "to provide for Strategic Industrial areas of State or Regional significance".
- rezone the AMC from "Special Use" to "Strategic Industry";
- Amend the Zoning Table to widen the use class permissibility's that presently exist in the AMC; and
- Remove the Development Areas and their respective provisions that guided some development standards.

History of AMC

The AMC is a leading marine industrial estate that has been planned and developed by the State Government's land development agency, LandCorp (now Development WA). Since its inception, land use has been restricted to development of marine industry activities and land uses which support the marine industry.

The original subdivision/development vision for the AMC is now sixteen years old and the AMC is almost fully developed.

In 2018, the City undertook workshops for "precincts of interest" to assist in preparing its new Local Planning Strategy. The AMC was identified as a "precinct of interest". This process unearthed the following key points associated with the AMC:

- a) land use controls are overly restrictive and limit potential of effective and productive use/sale and leasing of land; and
- b) uncontrolled on-street/verge parking is impacting on streetscape appeal and safe and efficient vehicular movement.

In response, the City commenced a review of the planning controls for the AMC, starting with Amendment No. 144 to TPS3. To ensure appropriate planning controls guide land use (in particular how discretion will be applied) and development standards within the new 'Strategic Industry' zone, it is necessary to update and amend Local Planning Policy 3.9 – Industrial Development.

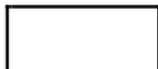
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Submission

N/A

Report

The purpose of this report is to consider adopting an amended Local Planning Policy 3.9 – Industrial Development for the purposes of community consultation.

Proposed changes to the draft policy are summarised in Attachment 2. The key changes include:

- introducing reference to the "Strategic Industry" zone;
- introducing precinct maps and clauses to guide assessment of discretionary land uses;
- updating development controls to reduce duplication, address implementation issues and improve clarity;
- identifying future desired character for the precinct(s) to guide the assessment of discretion.

The following provides commentary on the main changes.

Land use guidance for 'Strategic Industry' zone

A precinct map containing two precincts has been introduced as follows:

Precinct A – Core Strategic Marine and Defence

This precinct contains prime marine industry land parcels with many enjoying direct marine environment frontage. The precinct also contains the Common User Facility which is the largest in the southern hemisphere and also boasts four wharves.

The proposed objectives of this precinct are to:

- To ensure that all uses are directly associated with strategically important marine construction and maintenance industries, resources projects and defence activities;
- To protect the ongoing functioning and viability of key strategic infrastructure, such as the Common User Facility, that support the marine, resource and defence sectors;
- To ensure safe and convenient access and movement within the precinct is maintained; and
- To create a high quality, well designed, attractive and accessible precinct that attracts investment and provides amenity for employees and visitors.

Precinct B - Strategic Industry Frame

This precinct frames Precinct A and is generally located east of the coastal road network and is characterised by a predominance of smaller lots, ranging in size from 2400m² to 3.5ha. This precinct provides

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opportunities to widen the scope of discretionary land uses without eroding the overall effectiveness and importance of the AMC.

The proposed objectives of this precinct are to:

- To provide for specialist land uses that support the delivery of goods and services for the marine, resources and defence sector.
- To provide some flexibility for uses that are not associated directly with shipbuilding and marine focused resource projects where they demonstrate adaptability for those uses in the future; and where they do not compromise those uses in the surrounding area.
- To ensure safe and convenient access and movement within the AMC;
- To ensure land uses do not compromise the ongoing delivery and functioning of State and Nationally important land use activities within Precinct A;
- To create a high quality, well designed, attractive and accessible precinct that attracts investment and provides amenity for employees and visitors.

These precincts are supported by clauses that provide criteria to assess and support land use proposals.

Built Form Controls

It is proposed to undertake a number of minor modifications to existing development provisions. The key changes and reasons are explained below:

Subject	Proposed change	Justification
Car Parking	Increasing car parking bay requirements for multi-tenancy developments from four to five bays per unit.	To ensure there is a suitable supply of on-site parking to accommodate potential future land use changes to address issues with off-site parking generating traffic issues
Passive solar design	delete	To acknowledge that this matter is addressed in the Building Code of Australia
Signage	delete	To acknowledge that this matter is addressed in LPP 3.7 Signs and Advertising and represents an unnecessary duplication
Retaining walls	delete	To acknowledge that this matter is addressed in LPP 5.2 Retaining Walls and represents an unnecessary duplication
Landscaping	Modified to include	To clarify requirements for

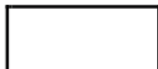
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Subject	Proposed change	Justification
	additional clarification on street tree planting	street tree provision/location and define responsibilities for their on-going maintenance.
Waste management	Modified requirements for bin storage and the need for separate septic systems for wash down areas that cannot be connected to reticulated sewer	To ensure waste management is well located and appropriately designed to minimise impacts on the human health and the environment.
Vehicle Crossovers	delete	To acknowledge that this matter is addressed in City's crossover specifications.

Attachment 2 provides more details on the proposed changes.

Conclusion

In conjunction with Scheme Amendment 144 to TPS3, the proposed draft amended policy will ensure that there is:

- an appropriate level of land use and development control for the long term viability of the strategically important functions of the AMC,
- suitable development control within the City's Industrial and Business Zones.

Strategic Plans/Policy Implications

Local Economy

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

Plan for and facilitate opportunities for local business (including home business and sole traders), local activity centres and industry to thrive.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

Listen to, communicate, consult and engage with our residents, businesses and community in a timely, open and collaborative manner.

Budget/Financial Implications

N/A

Legal Implications

N/A

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Community Consultation

Should the policy be advertised as recommended, there will be opportunity for submissions to be made. Advertising will include letter drops to all impacted landowners/business operators within the AMC as well as relevant government agencies.

Clause 4 of Schedule 2 Part 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 defines the advertising process and requirements for preparing a local planning policy.

A minimum advertising period of 21 days is required. It is noted that a longer time period will be provided to acknowledge the summer holiday period.

Risk Management Implications

Not proceeding with revising the policy will result in an absence of control and guidance within the 'Strategic Industry' zone and may result in undesired development outcomes that are inconsistent with the strategic intent of the AMC.

Advice to Proponents/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 purpose of this policy is to:

- (1) Provide guidance for the development of land in the City of Cockburn's industrial and mixed business zones in an endeavour to achieve coordinated, quality development outcomes; and
- (2) [Support the expansion of Western Australia's defence, marine and resource industry activities at the Australian Marine Complex \(AMC\) as a shipbuilding hub](#) by guiding land use decisions.

Policy Statement

- (1) Scope
 1. This policy applies to all land within the following Town Planning Scheme No. 3 (TPS3) zones:
 - Strategic Industry;
 - Industry;
 - Light and Service Industry;
 - Mixed Business; and
 - Development (where an approved Structure Plan indicates the use as Industry, Light and Service Industry, Mixed Business or similar).
 2. This policy does not apply in the following instances:
 - Where a Local Development Plan (LDP) has been adopted to guide the built form and where provisions of the LDP conflict with this policy.
 - Where there is a conflict between this policy and the 'Cockburn Commercial Park' and 'Phoenix Business Park' Design Guidelines, those area specific design guidelines shall prevail over this policy. However, any provision of this policy that may not be included in the area specific design guidelines shall still apply (for example the Vehicle Access and Parking provisions).
- (2) Strategic Industry zone - Australian Marine Complex (AMC)

The strategic intent of the AMC is to provide for the national and international expansion of Western Australia's defence, marine and resource industry activities; and to facilitate and enhance economic and diversification opportunities created by

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the clustering of these activities. To facilitate this, application of discretionary uses within the Strategic Industry zone shall be considered in accordance with the Precinct Map (Figure 1 - see below).

The Precinct Map contains two precincts: these are:

- Precinct A – Core Strategic Marine and Defence
- Precinct B – Strategic Industry Frame

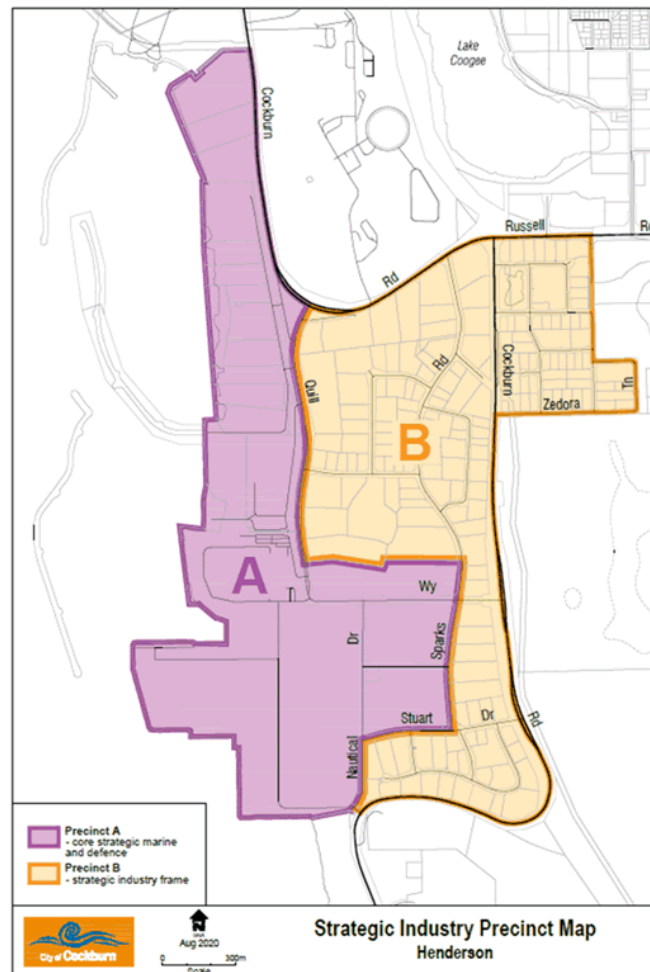


Figure 1 – Strategic Industry Precinct – AMC Map

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1. Precinct A – ~~Core Strategic Marine and Defence~~

(a) Objectives

Precinct A is located adjacent to or within ~~close~~ proximity to the waterfront and includes ~~mostly State owned land including the AMC Common User Facility. Land Uses are to demonstrate direct association with the objectives of the zone. common user infrastructure. It is therefore to be strongly protected for a clustering of uses directly associated with marine, defence and resources projects. In this regard, Precinct A objectives are: In this regard, Precinct A objectives are:~~

- (i) ~~—~~ To ensure that all uses are directly associated with manufacturing, fabrication, assembly, technology, repair and/or maintenance for the marine, defence and resources industries, strategically important marine construction and maintenance industries, resources projects and defence activities;
- (ii)(i) To protect the ongoing functioning and viability of key strategic infrastructure, such as the Common User Facility, that support the marine, resource and defence sectors;
- (iii)(ii) To ensure safe and convenient access and movement within the precinct is maintained; and
- (iv)(iii) To create a high quality, well designed, attractive and accessible precinct that attracts investment and provides amenity for employees and visitors.

(b) Requirements

All discretionary land uses within Precinct A should demonstrate consistency with the objectives of the precinct; and should contribute positively to the intended future character as defined in Appendix A. The following requirements also apply:

- (i) All proposals are to be directly associated with manufacturing, fabrication, assembly, technology, repair and/or maintenance for the marine, defence and resources industries. shipbuilding, marine focused resource projects and the defence sector to protect the strategic intent of the precinct.
- (ii) All proposals must demonstrate that they support key strategic infrastructure, such as the Common User Facility; and that they assist in the support of investment attractiveness of the AMC.
- (iii) Proposals should support safe and convenient pedestrian and vehicular access, and should not compromise existing movement networks and High Wide Loads (HWL) corridors.

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(c) Supporting Information

The following information is to be provided in support of applications for development approval within Precinct A, as relevant:

- (i) All uses are to include details demonstrating a direct relationship with the marine, resource or defence sector.
- (ii) Educational Establishments shall include evidence that the applicant holds a Registered Training Organisation Certificate for the specific purpose of maritime and oil and gas training issued by the Australian Skills Quality Authority or Training Accreditation Council of WA or other similar recognised authority together with a list of the names of the courses to be offered and a curriculum of subjects required to be undertaken within those specified courses, shall include contracts to curriculum timetables linking it to the support or direct relation to the marine industry.

2. Precinct B ~~– Strategic Industry Frame~~(a) Objectives

Precinct B provides for land uses associated with, and/or supporting the delivery of goods and services for the marine, resources and defence sector. In recognition of market and demand changes that will occur over time, some flexibility is provided where the strategic intent of the AMC is not compromised. In this regard Precinct B objectives are:

- (i) To provide for ~~specialist~~ land uses that support the delivery of goods and services for the marine, resources and defence sector.
- (ii) To provide some flexibility for uses that demonstrate adaptability to support delivery of goods and services for the marine, resources and defence sector in the future, where they do not compromise the strategic intent of the AMC are not associated directly with shipbuilding and marine focused resource projects where they demonstrate adaptability for those uses in the future; and where they do not compromise those uses in the surrounding area.
- (iii) To ensure safe and convenient access and movement within the AMC;
- (iv) To ensure land uses do not compromise the ongoing delivery and operationsfunctioning of State and Nationally important land use activities within Precinct A;
- (v) To create a high quality, well designed, attractive and accessible precinct that attracts investment and provides amenity for employees and visitors.

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**(b) Requirements**

All discretionary land uses within Precinct B should demonstrate consistency with the objectives of the precinct; and should contribute positively to the intended future character as defined in Appendix A. The following requirements also apply:

- All proposals are to demonstrate that the land use proposed will not negatively impact on the strategic intent of Precinct A, or to constrain the ability of marine, resource or defence activities to function within the AMC generally.
- Proposals must demonstrate a reasonable level of adaptability for future land uses aligned with the marine, resource or defence sector, including consideration of the built form and parking.
- All car parking requirements are to be accommodated on-site to future-proof the precinct for its strategic purpose; provide for the safe movement of traffic; protect HWL corridors; and allow for attractive and high amenity streetscapes.
- Proposals must not increase any existing short falls for on-site car parking for uses not directly associated with the marine, resource or defence sector.
- To ensure future adaptability, 'Warehouse' land use proposals are to demonstrate there is sufficient space on-site to accommodate car parking spaces calculated at a rate of 'Industry General' as set out in the Scheme.
- Proposals must contribute positively to safe and convenient pedestrian and vehicular access and connectivity.
- In exercising discretion for uses that encourage general public access, such as a "Motor Vehicle, Boat or Caravan Sales", consideration will be given to the following:
- security risk to activities within Precinct A;
- traffic conflicts/congestion and/or impede movement of heavy vehicle traffic servicing Precinct A; and
- ability to restrict direct access to Nautical Drive and Quill Way when alternative road frontages are available.
- In exercising discretion for uses that by their nature have limited adaptability potential for specific marine, defence and resources uses, such as 'Service Station', consideration will be given to the following:
 - Need and demand for the use within the precinct;

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- Impact on the movement network; and
- Contribution it makes toward the provision of amenity for the AMC workforce/visitors over and above that provided by the use itself and in addition to incidental convenience store/fast food services.

(c) Supporting Information

The following information is to be provided in support of applications for development approval within Precinct B.

- (i) Educational Establishments ~~shall include contracts to curriculum timetables linking it to the support or direct relation to the marine industry~~ shall include evidence that the applicant holds a Registered Training Organisation Certificate for the specific purpose of maritime and oil and gas training issued by the Australian Skills Quality Authority or Training Accreditation Council of WA or other similar recognised authority together with a list of the names of the courses to be offered and a curriculum of subjects required to be undertaken within those specified courses
- (ii) Service Station and Fuel Depots shall include a risk assessment prepared by a suitably qualified professional demonstrating that the activity will not compromise the safety and continuity of operations and strategic infrastructure within ~~the AMC Strategic Industry zone~~ Precinct A.
- (iii) Change of land use applications shall demonstrate that any increase in car parking requirements can be accommodated on-site.
- (iv) Transport related uses are to be supported by a traffic study to demonstrate that access and movement can be safely accommodated within the site and on the existing road network, including access to Precinct A and impact on the HWL network.
- (v) For uses not related to marine, defence and resources that do not demonstrate high levels of adaptability potential, such as 'Service Station', information and site plans are to be provided depicting the provision of features for the benefit of the AMC workforce.

(3) General Provisions

1. Land Use

- (a) For developments proposing more than one use within the same building, the building shall be provided with clear physical separation of the uses which may be achieved through a wall or other barrier to the satisfaction of the City. Delineation of uses on plan only with no physical separation will generally not be supported.

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2. Built Form

(a) Building Frontage and Entry

- (i) The main entrance to the building is on the front elevation or close to the front of the building and should be clearly visible, easily accessible and marked with signage.
- (ii) Entrances shall contain a covered portico, awning, canopy or verandah to further emphasise it and provide weather protection.
- (iii) Large expanses of unrelieved sections of wall or roof where seen from the primary street and (if applicable) secondary street, shall not be permitted.
- (iv) Street numbering to be clearly visible.

3. Roofs

- (a) An above roof awning, creating a visual top to the building facade is to be provided where flat, flat skillion or similar roofs are proposed.

4. Materials, Colours and Finishes

- (a) Broad facades are to be broken down into separate sections through different materials, colours and finishes to provide interest and enhance the streetscape.
- (b) External boundary walls that are visible from the street shall be treated appropriately. This may be achieved through colour, score lines or similar. Where an adjoining site is vacant, the treatment shall be for at least half the length of the wall, measured from the portion of wall closest to the street.
- (c) Any development proposal with a construction value exceeding \$500,000 shall include a set of coloured perspectives with the application.
- (d) External fixtures and equipment such as roof ventilation, exhaust towers and plumbing pipes should be effectively screened from the primary street elevation using roof structures and architectural elements.

5. Setbacks

- (a) The minimum primary street setback shall be in accordance with the following table (Table 3).

Table 3 – Setback requirements

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Primary Street Setback or dual road frontage (excluding secondary street)	Secondary Street	Side and rear boundary
15m (may be reduced where it can be clearly demonstrated that it is consistent with the existing streetscape for land zoned outside the Strategic Industry zone).	3m (unless it can be demonstrated that a reduced setback is consistent with the existing streetscape and/or that a reduction will not result in a detrimental impact on the streetscape).	As per the Building Code of Australia.

- (b) The primary and secondary street setback areas shall not be used for any purpose other than vehicle access, car parking, loading or unloading of vehicles and landscaping.
- (c) The main entry and access to the building is to be obtained from the primary street frontage.
- (d) [Where future road widening is required, the setback shall be measured from the Main Roads Western Australia Road Widening Plans.](#)

6. Vehicle Access & Parking

(a) Car Parking

- (i) Car parking provision shall be in accordance with the minimum requirements of Tables 3 and 4 of TPS 3.
- (ii) Notwithstanding 3.4.1.1 above, warehouse proposals shall be required to demonstrate how additional parking can be provided to accommodate more intensive future land uses calculated at 1 car parking bay per 50sqm gla.
- (iii) Any industrial use class as contained in TPS 3, containing more than one tenancy or unit, shall provide a minimum of 5 car parking bays per unit (unless TPS 3 requires more than 5 car parking bays per unit and then TPS 3 requirements shall prevail). (For example a 300m² 'warehouse' shall provide 5 car parking bays).
- (b) All parking calculations shall be rounded up to the nearest number on a per unit/tenancy basis.
- (c) Cash Payment in Lieu of Providing Car Parking Spaces contained in Clause 4.9.6 TPS 3 shall not be applied for discretionary uses.

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- (d) Joint use of car parking facilities in Clause 4.9.7 of TPS 3 shall not be applied for discretionary uses.
- (e) Tandem car parking bays shall generally not be supported unless they are in excess of the minimum parking bay requirements of TPS 3 and this policy.
- (f) Car parking inside an existing building will not be included in calculations for car parking provision. However, purpose-built undercover car parking will be considered.
- (g) Car parking areas shall be designed and constructed in accordance with the most recent version of Australian Standard AS2890.1 (as amended).

7. Bicycle Parking

- (a) In addition to the requirements of TPS 3, bicycle parking facilities shall provide weather protection via an awning or similar and shall consist of rails, stands, locker or any other type of equipment designed for this purpose in accordance with Australian Standard AS2890.3-2015.

8. Service, Loading & Delivery Areas

- (a) Delivery and/or loading bays may be considered inside a building adjacent to a suitable opening however this area shall be marked, signed, easily accessible and available in perpetuity for deliveries to the building or tenancy.

9. End of Trip Facilities

- (a) All developments that are required to provide **five** or more bicycle parking bays in accordance with the minimum provisions of TPS 3 are required to provide End of Trip Facilities, which are to be designed in accordance with the following criteria:
 - A minimum of one female shower and one male shower, located in separate change rooms or a minimum of two separate unisex shower and change rooms;
 - Additional shower facilities to be provided at a rate of one female shower and one male shower for every additional 10 bicycle parking bays, to a maximum of five female and five male showers per development;
 - The showers must dispense both hot and cold water;

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- The end of trip facilities shall include non-slip surfaces, hooks and/or benches for peoples belongings, adequate lighting and ventilation;
- The end of trip facilities should be located as close as possible to the bicycle parking facilities;
- Secure change rooms capable of being locked; and
- A locker for every bicycle parking bay provided.

10. Fencing

- (a) The minimum standard of fencing shall be black PVC coated chain/link mesh with black support posts and a height of 1.8m. Additional security may be provided through the provision of a maximum "3-barb" wire on top of chain/link mesh fence equivalent. All gates, posts, and fittings shall be black galvanised steel.
- (b) Fencing which exceeds the minimum standard shall complement the building and landscaping design.

11. Stormwater Management

- (a) Development shall be designed to contain all stormwater on site.
- (b) Specific drainage requirements shall be in accordance with the Building Code of Australia.
- (c) Stormwater drainage plans shall be lodged up front at the development application stage.

12. Landscaping

- (a) General
 - (i) A detailed landscape plan shall be submitted with a development application.
 - (ii) The area of landscaping to be provided shall be in accordance with the requirements of TPS 3.
 - (iii) Trees shall be a minimum of 2m in height (approx. 45 litre pot size at time of planting).
 - (iv) Landscaping to be irrigated and maintained by landowner/occupier.

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- (v) Landscaping proposals which seek a reduction in accordance with TPS 3 shall be required to include the verge landscaping in the landscape plan.

13. Verge Improvements

- (a) Verges are to be improved in accordance with the City of Cockburn 'Verge Improvement Guidelines'
- (b) Verge trees shall:
- (i) Be a minimum of 2m in height (approx. 45 litre pot size at time of planting);
 - (ii) Be planted on the correct utility alignment;
 - (iii) be positioned to allow space for bin presentation;
 - (iv) Consider tree height at maturity if under power lines; and
 - (v) Provide a shade canopy.
- (c) The verge trees shall be irrigated by the landowner/occupier until established. As the verge trees become an asset of the City's verge, the City will be responsible for any pruning of the verge tree. The maintenance of all other forms of landscaping to the verge shall be the responsibility of the landowner /occupier.
- (d) The maintenance of shrub planting, turf or any improvement other than the trees shall be the responsibility of the landowner/occupier.
- (e) The verge shall not be used for car parking purposes unless approved by the City of Cockburn.

14. Waste Management

- (a) Every proposal shall include internal or external bin storage provisions for each tenancy or an appropriate shared bin storage area for unit developments may be permitted sized according to the waste generation rates of the on-site activities.
- (b) Internal bin storage shall be adequately sized to contain all waste bins and consist of a concrete wash-down pad of at least 2sqm graded to a 100mm diameter industrial floor waste with a hose cock, and connected to sewer.
- (c) External bin storage enclosures shall be adequately sized to contain all waste generated in one week and be a minimum of 1.8m high, fitted

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with a gate and graded to a 100mm diameter industrial floor waste with a hose cock, and connected to sewer.

- (d) External bin storage enclosures shall be located behind the building alignment and be screened from view of the street and roofed when greater than 20sqm.
 - (e) A secondary treatment system will be required where reticulated sewerage cannot be reasonably be connected and any wash down bays required will be constructed and maintained to the satisfaction of the City.
15. Staged Development
- (a) Future stages of any development shall be considered and included on the site plan along with any necessary expansion to vehicle parking.
16. Future Road Networks
- (a) Proposals on land subject to a future road network shall ensure that provision of the future road network and vehicle access forms part of the proposal.
 - (b) Proposals on land which is required for a future road network shall ensure that road reserves are ceded as part of a development application or subdivision application, whichever comes first.
 - (c) Proposals incorporating road networks or as otherwise determined by the City, shall demonstrate integration with adjoining development.
17. Vehicle Crossovers
- (a) Crossovers are to be located, designed and constructed in accordance with the "City of Cockburn Vehicle Crossover Specification and Forms".

Strategic Link:	Town Planning Scheme No.3
Category	Planning – Town Planning and Development
Lead Business Unit:	Statutory Planning Development, Assessment and Compliance
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	12 December 2019
Next Review Due: (Governance Purpose Only)	December 2024

[12]



DAP 27/05/2021

Item 9.2 Attachment 2

Title	Industrial Development
Policy Number (Governance Purpose)	LPP 3.9



ECM Doc Set ID: (Governance Purpose Only)	4517879
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[13]

Item 9.2 Attachment 2

DAP 27/05/2021

Title	Industrial Development
Policy Number (Governance Purpose)	LPP 3.9



APPENDIX A: INTENDED FUTURE CHARACTER – AUSTRALIAN MARINE COMPLEX

PRECINCT A	
1.0 Streetscapes	1.1 The majority of the precinct is designed to maximise the functionality of the precinct for marine, defence and resources, however public road reserves are to include street trees and landscaping to enhance the appearance of the precinct and offer amenity for pedestrians and cyclists wherever possible.
2.0 Land use	2.1 A clustering of uses associated with marine, defence and resources adjacent to and within close proximity to the waterfront.
3.0 Built form	3.1 Where built form addresses a public street it contributes positively to an attractive streetscape.
4.0 Amenity	4.1 Development undertaken in a way that supports the amenity of the precinct and the needs of employees to the greatest extent possible.
5.0 Movement network	<p>5.1 A safe and efficient movement network that includes High Wide Load (HWL) routes that are that is permanent and protected from on street parking and inappropriate development.</p> <p>5.2 A safe and connected pedestrian network that:</p> <ul style="list-style-type: none"> Enhances the amenity of the precinct. Enhances the health and wellbeing of visitors and employees of the precinct. <p>5.3 Parking accommodated on site to the greatest extent possible, ensuring that safe traffic movement and verges are not compromised.</p>
PRECINCT B	
1.0 Streetscapes	1.1 Attractive streetscapes that include street trees and offer high levels of amenity for pedestrians and cyclists, and contribute to the City's tree canopy cover wherever possible.
2.0 Land use	2.1 Land uses that support the amenity of the precinct and the needs of employees without compromising the strategic intent of the AMC and the long term ability for the area to be used wholly for marine, defence and resources projects.
3.0 Built form	<p>3.1 Built form that contributes to attractive streetscapes.</p> <p>3.2 Built form that demonstrates adaptability to accommodate future marine, defence and resources uses</p>
4.0 Amenity	2.2 Land uses that by their nature have limited adaptability potential for specific marine, defence and resources include features/facilities that contribute positively to the amenity for the AMC workforce/visitors over and above that provided by the use itself.

[14]



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Item 9.2 Attachment 2

Title	Industrial Development
Policy Number (Governance Purpose)	LPP 3.9

**PRECINCT B**

- 5.0 Movement network**
- 5.1 A safe and efficient road network that includes High Wide Load (HWL) routes that is are permanent and protected from on street parking and inappropriate development.
- 5.2 A safe and connected pedestrian network that:
- Enhances the amenity of the precinct.
 - Enhances the health and wellbeing of visitors and employees of the precinct.
- 5.3 Parking accommodated on site, ensuring that safe traffic movement and verges are not negatively impacted.

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Item 9.2 Attachment 3

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What is a Local Planning Policy?

Local Planning Strategy

Provides overall long-term direction and vision for the City of Cockburn

Town Planning Scheme

- Provides legal power to implement the Local Planning Strategy
- Identifies different zones within the City
- Explains each zone's objectives and acceptable uses
- Allows for the creation of Local Planning Policies

Changes were made to the Town Planning Scheme in 2020, introducing a wider range of possible land uses at AMC

Local Planning Policy

- Sets clear expectations and outlines acceptable development standards for specific zones within the City
- Endeavours to achieve coordinated, quality development outcomes
- Includes guidelines on aspects such as land use, setbacks, vehicle access, parking, built form, and landscaping
- Provides direction on how the City is likely to make decisions on planning applications

The proposed amendments to Local Planning Policy 3.9 define two precincts at AMC and detail acceptable land use and development standards in each.

Find Out More



View the current and proposed
Local Planning Policy 3.9

comment.cockburn.wa.gov.au/AMC



Visit a Planning Officer

City of Cockburn
Administration Building,
9 Coleville Crescent, Spearwood
Monday to Friday 8.30am–4.30pm



Contact the City of Cockburn

08 9411 3444
customer@cockburn.wa.gov.au



Information Session

Thursday 18 February 2021, 7.30–9am
AMC Jakovich Centre
4 McGrath Road, Henderson

Make a Submission

You are invited to make a submission about the proposed amendments by 5pm, Monday 8 March 2021.



Online

Complete the submission form at
comment.cockburn.wa.gov.au/AMC



In Writing

stratplanning@cockburn.wa.gov.au
Chief Executive Officer,
City of Cockburn, PO Box 1215,
Bibra Lake WA 6965



Proposed Land Use Changes at Australian Marine Complex

Important information that
impacts you and your business



DAP 27/05/2021

Item 9.2 Attachment 3

Background

2018 Workshops held with land owners and businesses in the Australian Marine Complex (AMC) found that land use controls within the AMC were overly restrictive, limiting potential for use, sale and leasing of land.

2020 As a result, the City's Town Planning Scheme was changed to introduce a new wider range of possible land uses at the AMC.

2021 To reflect the changes to the Town Planning Scheme, the City's Local Planning Policy 3.9 now needs to be amended to:

- Provide land owners and developers with specific direction on acceptable land use and development standards.
- Guide the City's decision-making on new developments and proposed changes to land use.

The public is invited to inspect and comment on the proposed amendments to Local Planning Policy 3.9.

What Changes Are Proposed?

The key proposed changes to Local Planning Policy 3.9 include:

- Introducing two precincts within the AMC to guide acceptable land use
- **Precinct A:** Core Strategic Marine and Defence
- **Precinct B:** Strategic Industry Frame
- Introducing development standards for the AMC to address areas including car parking, setbacks and built form outcomes.
- Including guidelines for intended future character.

Who Will Be Impacted By The Proposed Changes?

The proposed changes to Local Planning Policy 3.9 will apply when:

- A new development is proposed within the AMC
- A change in land use is proposed within the AMC.

The proposed changes will not affect existing businesses in the AMC (unless the business applies for a change in land use or a new development).

Land owners wanting to develop their land, or change the use of their land/buildings, would need to prepare a development application showing how the proposed land use is consistent with the objectives and requirements of Local Planning Policy 3.9.

Precinct A
- core strategic marine and defence

Precinct B
- strategic industry frame

Precinct A

- Will protect viability of key strategic infrastructure such as common user facility
- Located near waterfront, includes common user infrastructure
- All users required to be directly associated with marine, defence and resources projects.

Precinct B

- Will provide some flexibility for uses not directly associated with marine, defence or resources sector where they do not jeopardise the future of the AMC
- Provide for land uses associated with/supporting the delivery of goods and services for the marine, resources and defence sector.

Item 9.2 Attachment 4

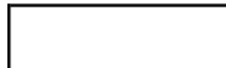
DAP 27/05/2021

File No. 104/001

SCHEDULE OF SUBMISSIONS
PROPOSED LOCAL PLANNING POLICY 3.9 – INDUSTRIAL DEVELOPMENT

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	Water Corporation	SUPPORT: The Corporation has no concerns with the proposed changes to the Local Planning Policy listed	Note
2	Confidential	OPPOSE: I'd like to see a reduction in activities anywhere near the ocean as there's already too much erosion on beaches in the area. Ratepayers have to lose access to their beaches for a month every year, pay for the rehabilitation, and despite all this the erosion continues. We're building closer and closer to the ocean and at the same time the erosion is spreading further inland - soon we won't have beaches as we know them any more.	Note. This policy is to provide guidance on land use and development within existing Industrial and mixed business zoned land. In considering new developments within existing zoned land it is also necessary to comply with existing planning controls that specifically address coastal/environmental issues.
3	Confidential	We are wondering about section (ii) under the Objectives for Precinct B. (page 88) Should "shipbuilding and marine focused resource" perhaps read 'marine, resources and defence' as per section (i) above it ?	Agree. Changes to text are recommended.
4	Civmec	OPPOSE: For and on behalf of Civmec, I attended the information session held this morning at the AMC Jakovich Centre regarding the Proposes Land Use Changes at the Australian Marine Complex. The session was very informative but did raise some questions in regards to some of the proposals.	Note. Note.

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NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>I noted that for Precinct B the restrictions were being "relaxed" to a General Industry standard albeit understanding that there would still have to be a link/connection of any business/industry back to any of the 3 core AMC industries of Marine, Defence or Resources. An example given was for caravan and boat sales and saying that given there would be boat sales so this links to marine then approval would most likely be given for any such a development. The concern with this, as an example and I'm sure there would be numerous other examples, is one of safety and practicality.</p> <p>A caravan/boat sales area would mean a lot of general public traffic not only during weekdays but at weekends as well. With a lot of heavy vehicle traffic in the area and a lot of areas of the AMC having none or poor pavements this is a major safety hazard and one that needs serious consideration if such development relaxation proposals are passed.</p> <p>This is just one example of many.</p> <p>Whilst we encourage the development of the AMC and as you would know are a major contributor to such developments and improvements of the area, we would like to express our concerns from a safety and practical level of some of the relaxations being proposed.</p> <p>In particular we note that Precinct B borders the Civmec facilities at Nautical Drive and Stuart Drive. We have a lot of heavy vehicle traffic movements in/out of our facilities and high security requirements and as such would ask consideration to be given to amending of the Precinct B area to North of Stuart Drive. If there are businesses that are open at weekends to the public (such as boat/caravan sales and service stations etc.) in this area then this is a major safety and potentially security issue that needs further due consideration.</p>	<p>Agree. Changes to the text (relating to Precinct B requirements) are recommended to add further guidance on assessing planning applications to take into account potential impacts on traffic safety, risk and potential for land use conflict with existing strategic industries.</p> <p>Agree. See above.</p> <p>Agree. See above.</p> <p>Agree in part. It is recommended to include an additional provision within Precinct B requirements to address access, safety and potential conflicts with existing strategic industries.</p>

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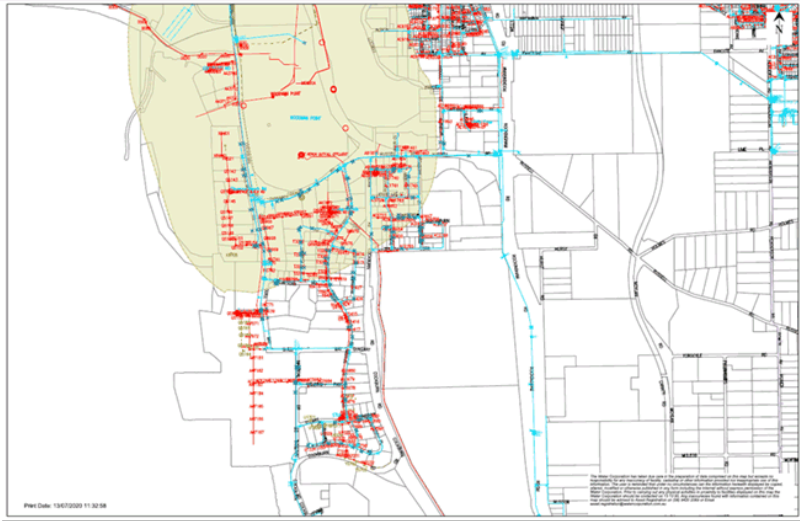
NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
5	Dept of Biodiversity, Conservation and Attractions	The Department of Biodiversity Conservation and Attractions - Swan Region Office has no comments on the application.	Note
6	Water Corporation – Land Planning	<p>We offer the following comments in regard to this proposal. <u>Water</u></p> <p>Reticulated water is currently available to the subject area. All water main extensions, if required for future development, must be laid within the existing and proposed road reserves, on the correct alignment and in accordance with the Utility Providers Code of Practice.</p> <p>If there is an increase in demand from future development, upgrading of the current system may be required. When the proposed demands are provided, we can then review the need for upgrades.</p> <p>Our long-term water planning for the subject area indicates that a future DN1200 Transfer Main is planned to be constructed in 2029. A route for this headworks main will be required, up to 20 metres wide. The route should be in the form of a road reserve. The route thru the subject area may be Russell Road.</p> <p><u>Wastewater</u></p> <p>Reticulated sewerage is currently available to the subject area. All sewer main extensions, if required for future development, should be laid within the existing and proposed road reserves, on the correct alignment and in accordance with the Utility Providers Code of Practice.</p> <p>If there is an increase in flows from future development, upgrading of the current system may be required. When the proposed demands are provided, we can then review the need for upgrades.</p> <p>Our long-term wastewater planning for the subject area indicates that a future DN1600 Main is planned to be constructed in 2051. A route for this headworks main will be required, up to 20 metres wide. The route should be in the form of a road reserve. The route thru the subject area may be Cockburn Road.</p> <p>It should be noted that a large number of existing sewerage mains are located within the subject area on private property. Most of them are protected by easements and reserves. Due consideration will be required when developing in these areas. The developer is required to fund the full cost of protecting or modifying any of the existing infrastructure which may be affected by the proposed development.</p> <p>The Woodman Point Wastewater Treatment Plant is located adjacent to the northern</p>	<p>Note. New development will need to be connected to appropriate services reflecting demands generated by the proposal.</p> <p>Note. New development will need to be connected to appropriate services reflecting demands generated by the proposal.</p>

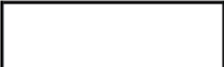


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NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>boundary of the subject area. Wastewater pumping stations are also located within the subject area. Under normal operating conditions there may be an odour emanating from the treatment plant and pumping stations, however, during maintenance and abnormal operating or weather conditions, an increased level of odour may occur that will be of nuisance to persons within the odour buffer area. The plan attached to the email shows the existing assets and the odour buffer around the wastewater treatment plant.</p> <p>General Comments</p> <p>Any future developer is expected to provide all water and sewerage reticulation if required. A contribution for water and sewerage headworks may also be required. In addition, any future developer may be required to fund new works or the upgrading of existing works and protection of all works.</p> <p>The information provided above is subject to review and may change. If the proposal has not proceeded within the next 12 months, please contact us to confirm that this information is still valid.</p> <p>Should you have any queries or require further clarification on any of the above issues, please do not hesitate to contact the Enquiries Officer.</p>	<p>Note. Future developments will be required to be appropriately serviced.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
			
7	DFES Land Use	Given the proposal seeks to amend LPP 3.9 to reflect recent changes to the zoning and	Note. All new



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NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Planning, 20 Stockton Bend COCKBURN CENTRAL 6164	<p>discretionary land use opportunities for the AMC as per your correspondence, which may not be considered an intensification of land use, the application of <i>State of Planning Policy 3.7 Planning in Bushfire Prone Areas</i> (SPP 3.7) may not be required, in this instance.</p> <p>Please note that the application of SPP 3.7 is ultimately at the discretion of the decision maker.</p> <p>Thank you for providing us with the opportunity to make a submission, DFES has no further comments.</p>	<p>developments and land use proposals that require assessment under SPP3.7 will need to demonstrate compliance.</p>

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NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION												
8	Dept of Jobs, Tourism, Science & Innovation, Level 11, 1 William St PERTH	<p>The Department has reviewed the proposed policy and is generally supportive of the provision of guidance concerning discretionary land uses at the Australian Marine Complex (AMC). The Department has provided specific comments in Attachment 1. Given the strategic importance of the AMC, and the range of land uses made discretionary under Amendment 144 to the City's Town Planning Scheme No. 3, the Department request that the Local Planning Policy 3.9 is further revised to include a requirement to refer development applications within Precinct A and B to the Department for comment.</p> <p>The Department recommends that the City review <i>Appendix A: Intended Future Character - Australian Marine Complex</i> for consistency in the level of detail and language used for the categories between Precinct A and B.</p> <table><tr><th>Section</th><th>Comment</th></tr><tr><td>Policy Purpose</td><td>Support the expansion of Western Australia's defence, marine and resource industry activities at the Australian Marine Complex (AMC) by guiding land use decisions.</td></tr><tr><td>Precinct A/B</td><td>Suggest removing the titles and retaining only 'A/B'. There are already a number of precincts in the AMC including Shipbuilding, Fabrication, Support reflected most recently in the State's AMC Strategic Infrastructure and Land Use Plan. Rather than define new precinct titles under the City's local planning policy, it is recommended that A/B be used as administrative precinct labels to guide the City's application of discretion when considering alignment of land uses to the Strategic intent of the AMC. .</td></tr><tr><td>Precinct A (a) Objective</td><td>Precinct A is located adjacent to or within close proximity to the waterfront and includes mostly State owned land including the AMC Common User Facility. Land Uses are to demonstrate direct association with the objective of the zone.</td></tr><tr><td></td><td>(i) To ensure that all uses are directly associated with manufacturing, fabrication, assembly, technology, repair and/or maintenance for the marine, defence and resources industries.</td></tr><tr><td>(b) Requirements</td><td>(i) All proposals are to be directly associated with manufacturing, fabrication, assembly, technology, repair and/or maintenance for the marine, defence and resources industries.</td></tr></table>	Section	Comment	Policy Purpose	Support the expansion of Western Australia's defence, marine and resource industry activities at the Australian Marine Complex (AMC) by guiding land use decisions.	Precinct A/B	Suggest removing the titles and retaining only 'A/B'. There are already a number of precincts in the AMC including Shipbuilding, Fabrication, Support reflected most recently in the State's AMC Strategic Infrastructure and Land Use Plan. Rather than define new precinct titles under the City's local planning policy, it is recommended that A/B be used as administrative precinct labels to guide the City's application of discretion when considering alignment of land uses to the Strategic intent of the AMC. .	Precinct A (a) Objective	Precinct A is located adjacent to or within close proximity to the waterfront and includes mostly State owned land including the AMC Common User Facility. Land Uses are to demonstrate direct association with the objective of the zone.		(i) To ensure that all uses are directly associated with manufacturing, fabrication, assembly, technology, repair and/or maintenance for the marine, defence and resources industries.	(b) Requirements	(i) All proposals are to be directly associated with manufacturing, fabrication, assembly, technology, repair and/or maintenance for the marine, defence and resources industries.	Agree. It is recommended that the policy be updated to reflect the text changes proposed as they improve clarity and reflect the intended outcomes of the policy.
Section	Comment														
Policy Purpose	Support the expansion of Western Australia's defence, marine and resource industry activities at the Australian Marine Complex (AMC) by guiding land use decisions.														
Precinct A/B	Suggest removing the titles and retaining only 'A/B'. There are already a number of precincts in the AMC including Shipbuilding, Fabrication, Support reflected most recently in the State's AMC Strategic Infrastructure and Land Use Plan. Rather than define new precinct titles under the City's local planning policy, it is recommended that A/B be used as administrative precinct labels to guide the City's application of discretion when considering alignment of land uses to the Strategic intent of the AMC. .														
Precinct A (a) Objective	Precinct A is located adjacent to or within close proximity to the waterfront and includes mostly State owned land including the AMC Common User Facility. Land Uses are to demonstrate direct association with the objective of the zone.														
	(i) To ensure that all uses are directly associated with manufacturing, fabrication, assembly, technology, repair and/or maintenance for the marine, defence and resources industries.														
(b) Requirements	(i) All proposals are to be directly associated with manufacturing, fabrication, assembly, technology, repair and/or maintenance for the marine, defence and resources industries.														

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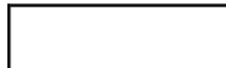
NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION								
		<table><tr><td>Precinct B (a) Objective</td><td>(I) marine, services and resources industries. Suggest removing 'specialist' unless the City is going to define 'specialist land uses'.</td></tr><tr><td></td><td>(ii) To provide some flexibility for uses that demonstrate adaptability to support delivery of goods and services for the marine, resources and defence sector in the future, where they do not compromise the strategic intent of the AMC.</td></tr><tr><td></td><td>(IV) To ensure land uses do not compromise the operations of State and Nationally significant land use activities within Precinct A.</td></tr><tr><td>(c) Supporting Information</td><td>Suggest reworking the wording of point (ii), as applications for Service Station / Fuel Depots should not compromise the safety and operations of industry throughout the AMC, rather than just for Precinct A.</td></tr></table>	Precinct B (a) Objective	(I) marine, services and resources industries. Suggest removing 'specialist' unless the City is going to define 'specialist land uses'.		(ii) To provide some flexibility for uses that demonstrate adaptability to support delivery of goods and services for the marine, resources and defence sector in the future, where they do not compromise the strategic intent of the AMC.		(IV) To ensure land uses do not compromise the operations of State and Nationally significant land use activities within Precinct A.	(c) Supporting Information	Suggest reworking the wording of point (ii), as applications for Service Station / Fuel Depots should not compromise the safety and operations of industry throughout the AMC, rather than just for Precinct A.	
Precinct B (a) Objective	(I) marine, services and resources industries. Suggest removing 'specialist' unless the City is going to define 'specialist land uses'.										
	(ii) To provide some flexibility for uses that demonstrate adaptability to support delivery of goods and services for the marine, resources and defence sector in the future, where they do not compromise the strategic intent of the AMC.										
	(IV) To ensure land uses do not compromise the operations of State and Nationally significant land use activities within Precinct A.										
(c) Supporting Information	Suggest reworking the wording of point (ii), as applications for Service Station / Fuel Depots should not compromise the safety and operations of industry throughout the AMC, rather than just for Precinct A.										
9	Andrew Pawluk 9/50 Hastings Street SCARBOROUGH WA 6019	<p>OPPOSE: We oppose a particular section of the draft policy as detailed in the supporting document. Lodged by West Coast Plan (Andrew Pawluk) on behalf of Murphy and Williams owners of 61 Quill Way and pending tenant Maritime Industry Training Inc.(MITI)</p> <p>We object to the requirement of Sections 1 (c) (ii) on page 4 and 2 (c) (i) on page 5 relating to supporting information required to be provided specifically for Educational Establishment applications, which reads:</p> <p><i>"Educational Establishments shall include contracts to curriculum timetables linking it to the support or direct relation to the marine industry."</i></p> <p>It is not clear what the requirement of providing a "contract to curriculum timetables" actually means. We have discussed this requirement with the potential tenant who is a specialist</p>	<p>Agree. It is recommended to modify the wording associated with Educational Establishment. The suggested text provides a practical method of meeting the intended outcome to ensure that Educational Establishments provides courses that relate directly to servicing the strategic industries associated with marine,</p>								

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NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>maritime training organisation and they also do not understand exactly what is meant by "contract to curriculum timetables".</p> <p>The first issue is that no student contracts can be signed until the premises is operating or about to operate.</p> <p>We acknowledge from our discussion with the City's planning staff that the intention of that requirement is for any Educational Establishment application to clearly demonstrate that the training is limited to marine and oil and gas specific training and is to be provided by a maritime and oil and gas training specialist company and that its students are enrolled in maritime (oil and gas) courses. This latter part is to ensure that the courses are only attended by students currently working in or intending to work in the marine and/or oil and gas industry.</p> <p>In regard to the last concern of "what's stopping anyone from doing the course(s), they might enrol in firefighting but not be in the maritime industry". All courses and the individual subjects within them are designed for maritime and oil and gas specific situations. The firefighting course is therefore designed to be marine and oil and gas situation(s) specific and is not a generic firefighting subject. The first aid subject is also designed specifically to marine and oil and gas situations, however, it is a standard acceptance that any first aid course anywhere in Australia is available to anyone as it is a community service. We are advised by MITI that in practice only few non marine course based students enrol in their first aid classes. Given the location of the complex within the middle of the AMC we see it unlikely for any significant number if any students to be enrolled in the first aid subject outside of the enrolled marine course students and workers within the AMC area.</p> <p>Given the above and based on our understanding, we suggest the sections read as follows:</p> <p><i>"Educational Establishment applications shall include evidence that the applicant holds a Registered Training Organisation Certificate for the specific purpose of maritime and oil and gas training issued by the Australian Skills Quality Authority or Training Accreditation Council of WA or other similar recognised authority together with a list of the names of the courses to be offered and a curriculum of</i></p>	resources and defence.



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NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p><i>subjects required to be undertaken within those specified courses."</i></p> <p>We believe this evidence will remove any doubt that a bona fide operator is applying for the Educational Establishment approval.</p> <p>We are generally supportive of the remainder of the draft policy.</p>	
10	Main Roads WA PO Box 6202 EAST PERTH	<p>In response to your correspondence received on 28 February 2021, the below comments are provided.</p> <ul style="list-style-type: none"> Main Roads does not support development within the Primary Regional Road Reservation (PRRR). The City must ensure development is located outside the PRRR. The primary setback, as proposed by the proposed by the Local Planning Policy could be interpreted to occur within the PRRR. <p>Such development encroachment would be contrary to forward planning for the road network and compromise strategic transport planning. This comment is in response to section 3 and 5 of the Local Planning Policy, which proposes reduced setbacks to the PRRR.</p> <p>Land Protection Plans 1.5234 and 201232-0133 identify the land requirement for the State Road (see attached plans).</p> <ul style="list-style-type: none"> It is recommended the City ensure the setback is measured from the edge of the land requirement identified in the PRRR Land Protection Plans. 	<p>Noted. Existing lot boundaries do not intrude into the Primary Regional Road reservation (PRRR). The policy only applies for zoned land.</p> <p>Any works abutting the PRRR will require referral to MRWA for comments. Any development within the PRRR will require approval from MRWA.</p> <p>Noted.</p> <p>Agree. It is recommended to insert text to ensure any future development does not impact on strategic road planning.</p>

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NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<ul style="list-style-type: none"> If forward planning protection measures are not implemented, opportunities for future infrastructure provision may be compromised. Crossovers on State Roads will require Main Roads approval via a preliminary access approval and subsequently a formal Working on Roads application prior to construction. Access should be rationalised. <p>The text of the Local Planning Policy shall be amended as follows (amendments in green- see next page):</p> <p>3) Setbacks</p> <ol style="list-style-type: none"> The minimum primary street setback shall be 15m unless it can be clearly demonstrated that a reduced setback is consistent with the existing streetscape. The minimum secondary street setback shall be 3m unless it can be demonstrated that a reduced setback is consistent with the existing streetscape and/or that a reduction will not result in a detrimental impact on the streetscape. Where a lot has frontages to two streets (excluding the secondary street) then both setbacks shall be 15m. Setbacks other than those to the street shall be in accordance with the Building Code of Australia. The primary and secondary street setback areas shall not be used for any purpose other than vehicle access, car parking, loading or unloading of vehicles and landscaping. Where future road widening is required the setback shall be measured from the Road Widening Plan. <p>5). Setbacks (a) The minimum primary street setback shall be in accordance with the following table (Table 3).</p> <p>Table 3 – Setback requirements</p>	<p>Noted.</p> <p>Noted.</p> <p>Agree. Discussion with MRWA has indicated that there are minor variations with lot boundaries near proposed truncations/intersections. It is recommended that the text be amended to ensure road widening plans are considered.</p> <p>Noted. The proposed modification recommended above addresses this point without the need to</p>

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NO.	NAME/ADDRESS	SUBMISSION			RECOMMENDATION
		Primary Street Setback or dual road frontage (excluding secondary street)	Secondary Street	Side and rear boundary	amend Table 3.
		15m (may be reduced where it can be clearly demonstrated that it is consistent with the existing streetscape for land zoned outside the Strategic Industry zone). (measured from the Road Widening Plan frontage or Primary Street Setback or dual road frontage)	3m (unless it can be demonstrated that a reduced setback is consistent with the existing streetscape and/or that a reduction will not result in a detrimental impact on the streetscape). (measured from the Road Widening Plan frontage or Primary Street Setback or dual road frontage)	As per the Building Code of Australia.	
		Further engagement between Main Roads and the City is formally requested, especially if the City does not support the above modifications. (Plus attachments)			

DAP 27/05/2021

10. FINANCE & CORPORATE SERVICES DIVISION ISSUES

Nil

11. ENGINEERING & WORKS DIVISION ISSUES

Nil

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

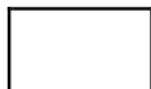
**16. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY
MEMBERS OR OFFICERS**

Nil

**17. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT
DEBATE**

Nil

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DAP 27/05/2021

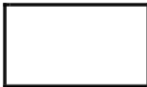
18. CONFIDENTIAL BUSINESS**18.1 (2021/MINUTE NO 0028) EXECUTIVE AND SENIOR LEADERSHIP
STAFF REMUNERATION AND PERFORMANCE POLICY**

This report and its attachments are **CONFIDENTIAL** in accordance with Section 5.23(2) (a) and (c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (a) *a matter affecting an employee or employees.*
- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

19. CLOSURE OF MEETING

The meeting closed at 7.04pm.

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14. PLANNING AND DEVELOPMENT DIVISION ISSUES

14.1 (2021/MINUTE NO 0080) STRUCTURE PLAN - LOT 50 BARFIELD ROAD, HAMMOND PARK

Author	R Wallin
Attachments	1. Extract of Structure Plan Map ↓ 2. Schedule of Submissions ↓
Location	Lot 50 Barfield Road, Hammond Park
Owner	Glenbrook Civil Engineering Contractors Pty Ltd
Applicant	Rowe Group Design
Application Reference	110/214

Recommendation

That Council:

- (1) ADOPTS the Schedule of Submissions prepared in respect to the proposed Structure Plan;
- (2) Pursuant to Schedule 2, Part 4, clause 20 of the deemed provisions of *Planning and Development (Local Planning Schemes) Regulations 2015*, RECOMMENDS to the Western Australian Planning Commission the proposed Structure Plan for Lot 50 Barfield Road, Hammond Park be approved subject to the following modifications:
Appendix 4 Transport Noise Assessment being updated to include:
 - i) future traffic and noise predictions to comply with the 20 year forecasting requirement of the current version (September 2019) of SPP 5.4;
 - ii) noise monitoring results that include locations, dates and durations. No measurements at the development site shall be older than 2 years of the submitted report; and
 - iii) reference that noise walls must have a minimum surface mass of 15kg/m2, as per SPP 5.4 Guidelines.
- (3) ENDORSES the Bushfire Management Plan prepared by Emerge Associates in respect of the proposed structure plan and dated April 2021.
- (4) ADVISES the applicant to discuss the requirement to refer the proposal with the Federal Department of Sustainability, Environment, Water, Population and Communities in accordance with the *Environmental Protection and Biodiversity Conservation Act 1999*.
- (5) ADVISES the landowners within the Structure Plan area and those who made a submission of Council's recommendation accordingly.

COUNCIL DECISION

MOVED Cr L Smith SECONDED Cr P Corke

That the recommendation be adopted.

CARRIED UNANIMOUSLY 9/0



Background

The proposed Structure Plan is being presented for a recommendation for final approval to the Western Australian Planning Commission (WAPC).

Submission

N/A

Report

The Structure Plan site (refer Figure 1) is located at Lot 50 Barfield Road, Hammond Park (subject site), which is located north of Rowley Road and west of the Kwinana Freeway.

The site is adjacent to the existing structure planned area for the Vivente Estate which is currently being constructed. Land immediately to the east is located within Special Use 23 which contains power line infrastructure.

The subject site is 1.86ha in area and is vacant. The site contains remnant vegetation and slopes from 37m AHD in the north eastern corner to 27m AHD to the southern edge.



Figure 1: Subject site (outlined in red)



The proposed Structure Plan map is shown in Attachment 1. As shown in Figure 2, structure planning in the immediate locality has occurred to the south and west.

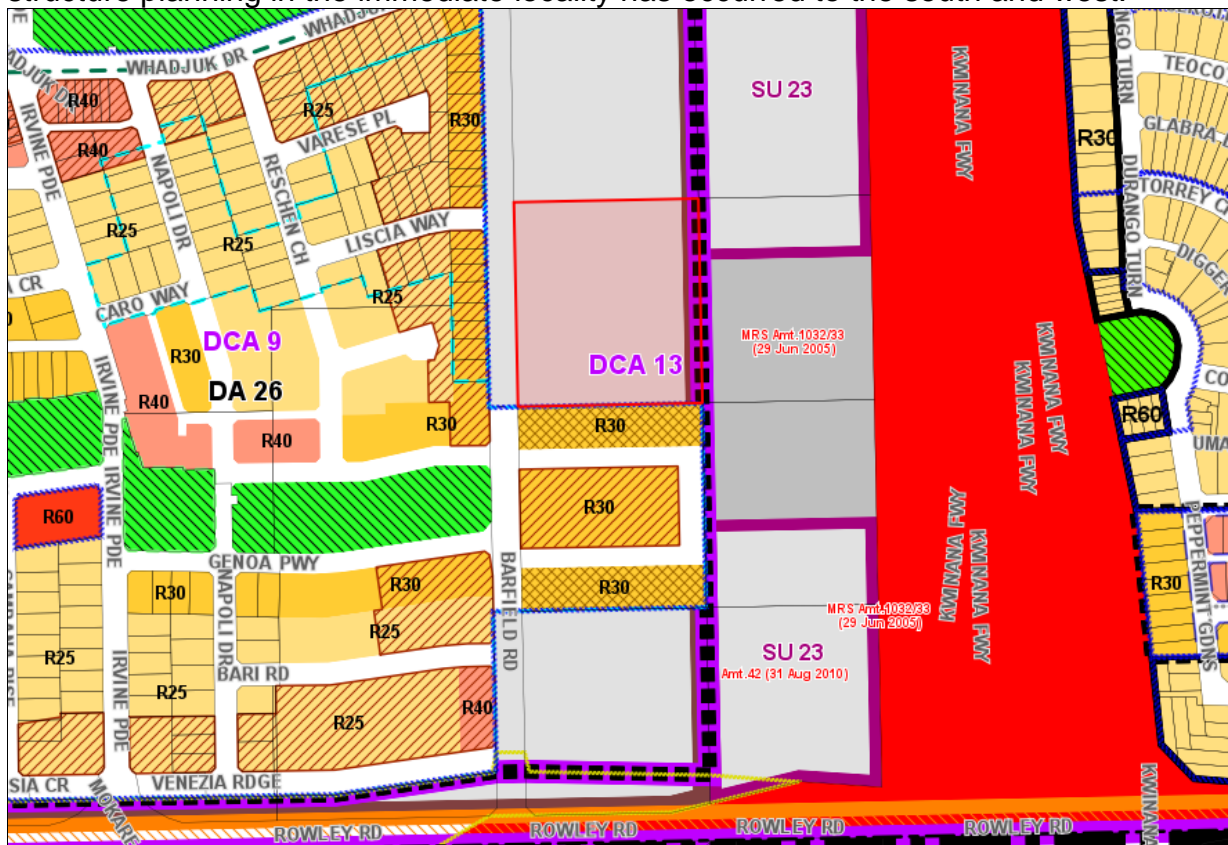


Figure 2: Structure Planning adopted in the immediate surrounding area.

The Structure Plan is supported by an indicative subdivision concept (see Figure 3). The design shows:

- 32 residential lots ranging in size from 313m² to 735m²;
- Public Open space of 1921m² with 1535.8m² being unrestricted;
- A local road that provides two access points to Barfield Road; and
- Setback controls along the northern and eastern edges to address bushfire risk requirements.

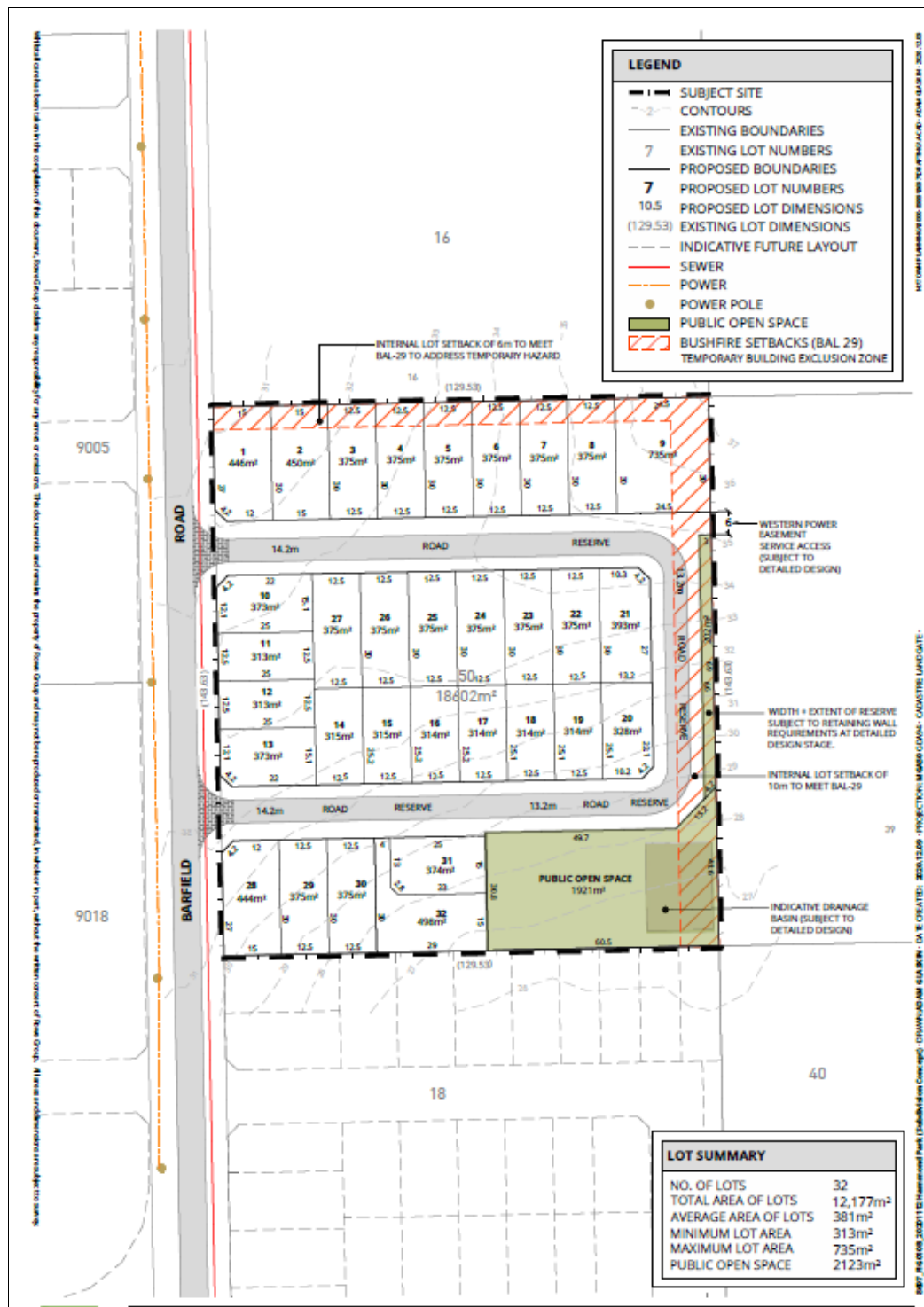


Figure 3: Subdivision Concept.

Prior to advertising, the City discussed alternative design options to consider a more centralised and accessible public open space site and potential for connectivity to the north.

These options were explored and determined to not be practical due to:

- Site levels in respect to adjoining properties being fixed for the lot to the immediate south and lots further to the north; and



- The south eastern portion of the site being the only practical drainage location (low point on site).

Strategic Plans/Policy Implications

Environmental Responsibility

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

- Provide accessible high-quality open spaces and parks for community benefit.

City Growth and Moving Around

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

- Plan to provide residents with great places to live, activated social connections and high quality open spaces.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

The proposal was advertised for a period of 42 days. This occurred over two separate periods to accommodate recent changes in the Planning Regulations that increased advertising requirements from 21 days to 42 days. Advertising occurred between 4 March 2021 and ending 25 March 2021 and 27 April 2021 and 17 June 2021.

Advertising consisted of a newspaper advertisement in the Cockburn Gazette and letters to surrounding landowners and affected government agencies.

A total of eight submissions were received, consisting of government agencies providing technical advice. No submissions were received from the general public. All of the submissions and recommended responses are contained in Attachment 2 – Schedule of Submissions.



In summary, the key issues raised and recommended responses are detailed below:

Issue/Comments	Recommended Response
Servicing requirements for reticulated water and sewer	No action required as will be addressed at subdivision stage. Future lots will be connected to reticulated water and sewer services.
Modifications to Bushfire Management Plan to ensure site conditions are reflected correctly and remove inconsistency with text and design	An updated Bushfire Management Plan has been provided to address comments.
Ensuring traffic noise predications and monitoring complies to standards specified in State Planning Policy 5.4	Recommended that the Traffic Noise Assessment (Appendix 4) be updated to reflect standards contained in State Planning Policy 5.4.
Need to ensure referral to Commonwealth for listed Threatened Ecological Communities (Banksia woodlands of the Swan Coastal Plain).	Recommended to advise applicant of the need to refer proposal to the Federal Department of Sustainability, Environment, Water, Population to comply with the Environmental Protection Biodiversity Conservation Act. This approach has been confirmed in discussion with the Department of Biodiversity, Conservation and Attractions.

Risk Management Implications

The Officer Recommendation takes into consideration all relevant planning factors associated with this proposal. It is considered that the Officer Recommendation is appropriate.

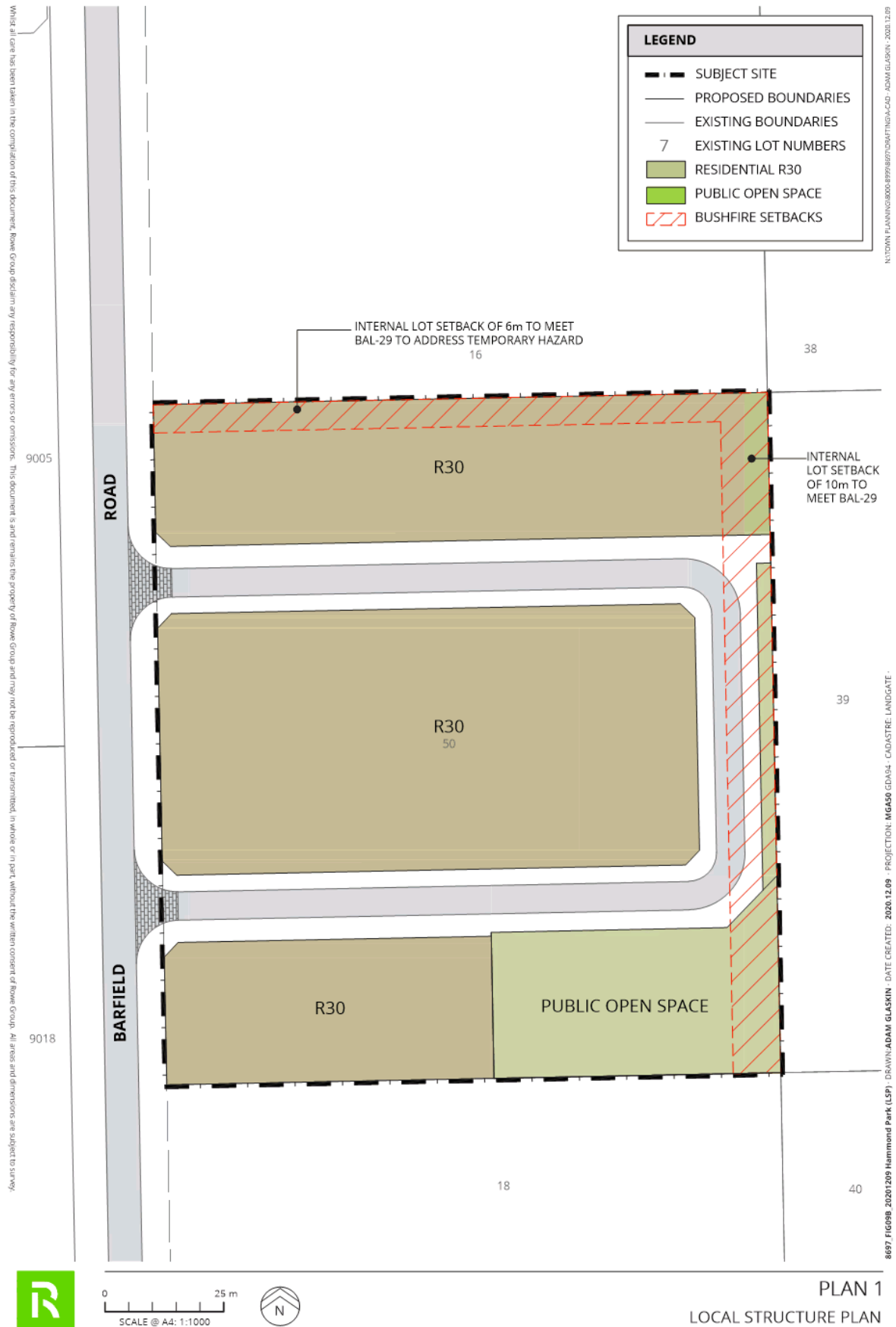
Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 10 June 2021 Ordinary Council Meeting.

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

Nil





File No. 110/214

SCHEDULE OF SUBMISSIONS
PROPOSED STRUCTURE PLAN : Lot 50 (No. 193) Barfield Road, Hammond Park

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	DWER PO Box 332, Mandurah	<p>COMMENT: Thank you for providing the proposed structure plan for the Department of Water and Environmental Regulation (the Department) to consider. The Department has reviewed the structure plan and wishes to provide advice on the following issues.</p> <p>Issue: Better Urban Water Management Recommendation</p> <p>Consistent with <i>Better Urban Water Management (BUWM)</i> (WAPC, 2008) and policy measures outlined in <i>State Planning Policy 2.9: Water Resources</i>, the proposed structure plan should be supported by an approved Local Water Management Strategy (LWMS) prior to finalising the structure plan.</p> <p>The Department has previously reviewed the <i>Local Water Management Strategy Lot 50 Barfield Road, Hammond Park</i> (Emerge, November, 2020) and it was deemed suitable. Thus, the Department has no objections to the proposed structure plan.</p> <p>In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
2	DPLH, 140 William St, PERTH	Thank you for your referral of the Structure Plan for Lot 50 Barfield Rd, Hammond Park. I note that there are no places	Noted.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		included in the State Register of Heritage Places in the vicinity of the structure plan area. As such we have no comment to make in relation to the plan.	
3	Water Corp PO Box 100 LEEDERVILLE	<p>The subject land is located within an area that is covered by the Water Corporation's water and sewer infrastructure planning. The Corporation's conceptual planning provides a guide to land developers and it can be varied and staged as needed in consultation with the Corporation's Development Services business unit.</p> <p>The site adjoins other subdivisions and the proposed subdivision of this land can be serviced by the developer undertaking extensions of water and sewerage reticulation from the surrounding networks to the west.</p> <p>The limit of gravity water supply from the Thompsons Lake reservoir is 38mAH in this area. The finished site development levels must be no more than 38mAH. The Corporation's sewer planning indicates that a small portion of the site along the southern boundary of the will need to be slightly filled to achieve satisfactory sewer grades. The cut and fill requirements are noted in Item 1.1 and 1.4 of the structure plan servicing report and will need to be addressed in more detail by the proponent's consulting engineer at the subdivision stage.</p> <p>The proposed underground drainage storage tanks detailed on the Subdivision Concept Plan (Appendix 2) need to be detailed and demonstrated at the subdivision design stage. The proposed location in the northern road verge may interfere with the alignments for water mains and gravity sewers and other underground services. The location and size of the tanks will need to comply with the <i>WA Utility Providers' Code of Practice</i> and allow for sewer junctions and</p>	<p>Noted.</p> <p>Noted. Reticulated services will be provided at the subdivision stage.</p> <p>Noted. The maximum existing level is RL 37.00 ensuring that the design will comply with this requirement. Further, there is opportunity to refine grades (if necessary) at the subdivision design stage.</p> <p>Noted. Drainage can be piped to the basin in the POS, removing the need for any underground storage tanks. However, if the piped solution is not possible (subject to further detailed engineering), then any underground storage tanks can be positioned to avoid any conflict with other services in the verge, or otherwise located under the road pavement.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		water services to be provided to the boundaries of the lots adjacent to the tanks. Alternatively, the storage tanks could be located under the road pavement surface.	Details can be addressed/reviewed at the UWMP stage.
4	DFES 20 Stockton Bend Cockburn Central	<p>I refer to your email dated 25 February 2021 regarding the submission of a Bushfire Management Plan (BMP) (Version A), prepared by Emerge Associates and dated 13 December 2019, for the above structure plan. The BMP was included as technical appendix 2, in the report titled <i>Structure Plan Lot 50 (No. 193) Barfield Road Hammond Park</i>, prepared by the Rowe Group, dated 8 December 2020.</p> <p>It should be noted that this advice relates only to <i>State Planning Policy 3.7 Planning in Bushfire Prone Areas</i> (SPP 3.7) and the <i>Guidelines for Planning in Bushfire Prone Areas</i> (Guidelines). It is the responsibility of the proponent to ensure that the proposal complies with all other relevant planning policies and building regulations where necessary. This advice does not exempt the applicant/proponent from obtaining necessary approvals that may apply to the proposal including planning, building, health or any other approvals required by a relevant authority under other written laws.</p> <p><u>Assessment</u></p>	



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION									
		<p>1. Policy Measure 6.3 a) (II) Preparation of a BAL Contour Map</p> <table><tr><th>Issue</th><th>Assessment</th><th>Action</th></tr><tr><td>Vegetation classification</td><td>Plot 9 includes excluded areas north, east and south of the proposal reliant on a 3m firebreak. DFES does not accept fire break notices on adjoining land as part of the vegetation management required to achieve an APZ or low-threat status. Fire break notices may only apply for part of the year and may be varied from year to year by the local government. The proponent is to provide a performance principle-based solution to achieve the required APZ should the APZ rely on the management of vegetation on adjoining land.</td><td>Modification to the BMP is required.</td></tr><tr><td>Vegetation classification</td><td>The BMP assumes the POS area (plot 10) will be maintained as low threat vegetation as per AS3959 by the City. However, no evidence is provided to justify the vegetation exclusion. The BMP should be amended to demonstrate how and who will maintain the POS area to 'low threat' as per AS3959 (in accordance with the Guidelines Appendix 4, Element 2 and Schedule 1). This should also be included in the implementation section of the BMP.</td><td>Modification required.</td></tr></table>	Issue	Assessment	Action	Vegetation classification	Plot 9 includes excluded areas north, east and south of the proposal reliant on a 3m firebreak. DFES does not accept fire break notices on adjoining land as part of the vegetation management required to achieve an APZ or low-threat status. Fire break notices may only apply for part of the year and may be varied from year to year by the local government. The proponent is to provide a performance principle-based solution to achieve the required APZ should the APZ rely on the management of vegetation on adjoining land.	Modification to the BMP is required.	Vegetation classification	The BMP assumes the POS area (plot 10) will be maintained as low threat vegetation as per AS3959 by the City. However, no evidence is provided to justify the vegetation exclusion. The BMP should be amended to demonstrate how and who will maintain the POS area to 'low threat' as per AS3959 (in accordance with the Guidelines Appendix 4, Element 2 and Schedule 1). This should also be included in the implementation section of the BMP.	Modification required.	<p>Agree. A revised BMP has been prepared to remove reliance on the firebreak to provide an asset protection zone (APZ). The APZ is to be accommodated by an internal lot setback, implemented through a restrictive covenant applied at the subdivision stage.</p> <p>Noted. Vegetation within the POS will be designed, developed and maintained as "low threat vegetation" and will ultimately form part of the City's managed POS assets.</p>
Issue	Assessment	Action										
Vegetation classification	Plot 9 includes excluded areas north, east and south of the proposal reliant on a 3m firebreak. DFES does not accept fire break notices on adjoining land as part of the vegetation management required to achieve an APZ or low-threat status. Fire break notices may only apply for part of the year and may be varied from year to year by the local government. The proponent is to provide a performance principle-based solution to achieve the required APZ should the APZ rely on the management of vegetation on adjoining land.	Modification to the BMP is required.										
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NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION																
		<table><tr><td>Vegetation classification</td><td>DFES accepts the exclusions of non-vegetated areas and developed urban land surrounding the site. However, areas of Plot 9 have been excluded without justification. It is unclear in the BMP regarding the development status of land south of the proposal to support classification of 'non-vegetated' or 'low threat'. If unsubstantiated, the vegetation classification should be revised to apply the worst-case scenario as per AS 3959, or the resultant BAL ratings may be inaccurate.</td><td>Insufficient information. The decision maker to be satisfied with the vegetation exclusions and vegetation management proposed.</td></tr></table> <p>2. Policy Measure 6.3 c) Compliance with the bushfire protection criteria</p> <table><tr><th>Issue</th><th>Assessment</th><th>Action</th></tr><tr><td>Location, and Siting and Design</td><td>A1.1 & A2.1 – not demonstrated The BAL ratings cannot be validated, as the vegetation classification inputs require clarification/modification as per the above table. In addition, the BMP recognises areas of BAL40 / BALFZ affecting the residential zoned land. The BMP and structure plan report depicts setbacks for future residential areas located north and east of the proposal. This is not supported, as per policy measure 6.7 which states the strategic planning proposal should be located in an area of BAL-29 or below. The strategic planning stage provides opportunity to ensure that this can be achieved. DFES recommend the structure plan design be revised to demonstrate compliance with this Element.</td><td>Modification to the BMP is required.</td></tr><tr><td>Vehicle access</td><td>A3.4 – not demonstrated Battle-axe legs should be avoided in bushfire prone areas. The BMP has incorrectly stated A3.4 is not applicable to the proposal. However, figure 7 of the structure plan report provides an indicative battle-axe design. The BMP does not consider options to avoid the battle-axe lot, and justification has not been provided. Further information should be provided to demonstrate compliance; or to justify a performance principle-based solution.</td><td>Modification required.</td></tr></table> <p>3. Policy Measure 6.7 Strategic planning proposals, subdivisions or development applications in areas where an extreme BHL and/or BAL-40 or BAL-FZ applies</p> <table><tr><th>Assessment</th><th></th></tr><tr><td>Extreme bushfire hazard and/or BAL-40/ BAL-FZ applies</td><td>The introduction or intensification of development or land use that has, or will on completion have, an extreme bushfire hazard and/or BAL-40/BAL-FZ is not considered suitable for development unless it meets the definition of unavoidable development.</td></tr></table> <p>Recommendation – not supported modification required The BMP does not adequately address the policy</p>	Vegetation classification	DFES accepts the exclusions of non-vegetated areas and developed urban land surrounding the site. However, areas of Plot 9 have been excluded without justification. It is unclear in the BMP regarding the development status of land south of the proposal to support classification of 'non-vegetated' or 'low threat'. If unsubstantiated, the vegetation classification should be revised to apply the worst-case scenario as per AS 3959, or the resultant BAL ratings may be inaccurate.	Insufficient information. The decision maker to be satisfied with the vegetation exclusions and vegetation management proposed.	Issue	Assessment	Action	Location, and Siting and Design	A1.1 & A2.1 – not demonstrated The BAL ratings cannot be validated, as the vegetation classification inputs require clarification/modification as per the above table. In addition, the BMP recognises areas of BAL40 / BALFZ affecting the residential zoned land. The BMP and structure plan report depicts setbacks for future residential areas located north and east of the proposal. This is not supported, as per policy measure 6.7 which states the strategic planning proposal should be located in an area of BAL-29 or below. The strategic planning stage provides opportunity to ensure that this can be achieved. DFES recommend the structure plan design be revised to demonstrate compliance with this Element.	Modification to the BMP is required.	Vehicle access	A3.4 – not demonstrated Battle-axe legs should be avoided in bushfire prone areas. The BMP has incorrectly stated A3.4 is not applicable to the proposal. However, figure 7 of the structure plan report provides an indicative battle-axe design. The BMP does not consider options to avoid the battle-axe lot, and justification has not been provided. Further information should be provided to demonstrate compliance; or to justify a performance principle-based solution.	Modification required.	Assessment		Extreme bushfire hazard and/or BAL-40/ BAL-FZ applies	The introduction or intensification of development or land use that has, or will on completion have, an extreme bushfire hazard and/or BAL-40/BAL-FZ is not considered suitable for development unless it meets the definition of unavoidable development.	<p>Noted. No changes are required to the BMP as vegetation clearing occurred prior to 26 August 2019 and the lot has remained non-vegetated since.</p> <p>Agree. The BMP has been updated in Table 4 (summary of bushfire protection criteria) that refers to planning controls that prevent construction within areas BAL-40 and BAL-FZ. Part 1 of the Structure Plan document requires notifications to be placed on titles to enforce compliance.</p> <p>Agree. The BMP has been updated to acknowledge that a battleaxe lot is proposed. The battleaxe design is considered reasonable on the basis that it provides passive surveillance to POS, has a short leg (less than 20m), enjoys proximity to multiple road access options and is located within an area classified as BAL-Low.</p> <p>Noted. Restrictive Covenants will be placed on future titles which will prevent any habitable buildings being developed within areas classified as BAL-40 or BAL-FZ.</p> <p>Noted. The BMP has been modified to address matters raised above to ensure that bushfire</p>
Vegetation classification	DFES accepts the exclusions of non-vegetated areas and developed urban land surrounding the site. However, areas of Plot 9 have been excluded without justification. It is unclear in the BMP regarding the development status of land south of the proposal to support classification of 'non-vegetated' or 'low threat'. If unsubstantiated, the vegetation classification should be revised to apply the worst-case scenario as per AS 3959, or the resultant BAL ratings may be inaccurate.	Insufficient information. The decision maker to be satisfied with the vegetation exclusions and vegetation management proposed.																	
Issue	Assessment	Action																	
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Vehicle access	A3.4 – not demonstrated Battle-axe legs should be avoided in bushfire prone areas. The BMP has incorrectly stated A3.4 is not applicable to the proposal. However, figure 7 of the structure plan report provides an indicative battle-axe design. The BMP does not consider options to avoid the battle-axe lot, and justification has not been provided. Further information should be provided to demonstrate compliance; or to justify a performance principle-based solution.	Modification required.																	
Assessment																			
Extreme bushfire hazard and/or BAL-40/ BAL-FZ applies	The introduction or intensification of development or land use that has, or will on completion have, an extreme bushfire hazard and/or BAL-40/BAL-FZ is not considered suitable for development unless it meets the definition of unavoidable development.																		

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		requirements of SPP 3.7 and the Guidelines DFES has assessed the Structure Plan and accompanying BMP. Several issues need to be addressed prior to support of the proposal (refer to the tables above).	risk is suitably addressed.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
5	Main Roads PO Box 6202 EAST PERTH	<p>In response to your correspondence received on the 25 February 2021, Main Roads has no objections to the proposal and provide the following comments</p> <ol style="list-style-type: none"> 1. The Transport Noise Assessment prepared by Lloyd George Acoustics (ref: 19105234-01b) dated 7 October 2020 should be updated to include the following information: <ol style="list-style-type: none"> a. Future traffic and noise predictions must comply with the 20-year forecasting requirement of the current version (September 2019) of SPP 5.4. b. Noise monitoring results must be presented, including locations, dates and durations. No measurements at the development site must be older than 2 years of the submitted report. c. The report must state that noise walls must have a minimum surface mass of 15 kg/m², as per SPP 5.4 Guidelines. 2. At subdivision state notifications on title in the form of a Section 165 of the <i>Planning and Development Act 2005</i>, should be applied to the lots effected by road and rail noise to reflect the requirements of State Planning Policy 5.4. <p>Should the City disagree with any of the above comments Main Roads requests an opportunity to meet and discuss the application further, prior to a final determination being made.</p>	Agree. It is recommended that the changes are reasonable and required to reflect relevant State policy.
6	Dept of Transport Level 8, 140 William St PERTH	The Department of Transport (DoT) has review the submitted information and has no comment for the local structure plan.	Noted.
7	Dept of Education 151 Royal Street EAST PERTH	The Western Australian Planning Commission's Development Control Policy 2.4- School Sites and draft Operation Policy 2.4 - Planning for School Sites generally requires one primary school site for every 1,500 residential dwellings. Current projections indicate that the notional student enrolment catchment area for the future East Wattleup Primary School is likely to accommodate significantly more than 1,500 dwellings. As such, there is	Noted.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>some level of concern surrounding the ability for the future school site to be able to adequately deliver the educational needs of the students within its catchment area.</p> <p>Notwithstanding these concerns, the projected residential dwelling yield generated from the proposed LSP is not expected to place additional strain on the enrolment capacity of the future primary school beyond what has previously been planned for. The projected 52 dwellings within the proposed LSP is generally consistent with the previous projections for the subject site. The Department also notes that the proposed LSP is generally consistent with the Southern Suburbs Stage 3 District Structure Plan.</p> <p>The Department requests that careful consideration is given to future local structure planning and subsequent subdivision applications for the remaining undeveloped land within the notional catchment area for the primary school site. The Department will continue to monitor the situation to ensure that the scale of residential development will not unduly impact on the operation of the future primary school site.</p>	<p>Noted. The proposed design/land use reflects the Southern Suburbs District Structure Plan – Stage 3 Hammond Park/Wattleup which allocated school sites for the wider locality.</p> <p>Noted. All future structure planning proposals in the locality will be referred to the Education Department for comment.</p>
8	Department of Biodiversity, Conservation and Attractions	<p>In reference to your correspondence dated 24 February 2021, the Parks and Wildlife Service of the Department of Biodiversity, Conservation and Attractions (the department) provide the following comments.</p> <p>Fauna Management Plan The Structure Plan outlines that a Fauna Management and Relocation Plan will be undertaken at subdivision stage. The proponent will need to submit an application to DBCA for a Fauna taking (relocation licence) under the <i>Biodiversity Conservation Act</i></p>	<p>Noted.</p> <p>Noted. This will require addressing at the subdivision stage.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>(2016) for the proposed fauna relocation.</p> <p>Matters of National Significance The proposed development may result in the loss of habitat for Carnaby's Black Cockatoo, Baudin's Black Cockatoo, and the Forest Red-tailed Black Cockatoo as defined in the Commonwealth <i>Environmental Protection and Biodiversity Conservation Act</i> (EPBC Act) referral guidelines for threatened black cockatoo species. These species are listed as 'Endangered' and 'Vulnerable' respectively under the <i>Environmental Protection and Biodiversity Conservation Act 1999</i> (EPBC Act 1999). These species are also listed as 'Specially Protected' under the <i>Western Australian Wildlife Conservation Act 1950</i>.</p> <p>The Structure Plan identified the presence of the <i>Banksia woodlands of the Swan Coastal Plain</i>, which is listed by the Commonwealth as a Threatened Ecological Communities (TEC) (Endangered) under the EPBC Act.</p> <p>The proposal should be discussed with the Federal Department of Sustainability, Environment, Water, Population and Communities as there may be a requirement to refer the proposal under the EPBC Act.</p>	<p>Noted.</p> <p>Noted.</p> <p>Agree. Discussion with Department of Biodiversity, Conservation and Attractions has indicated that it is the responsibility of the applicant to undertake referral prior to starting works on the site. This can occur prior to subdivision. It is recommended that applicant be advised of this requirement.</p>



14.2 (2021/MINUTE NO 0081) DEVELOPMENT APPLICATION - DA21/0199 - 7 BELLIER PLACE, HAMILTON HILL - CHANGE OF USE FROM GROUPED DWELLINGS TO TOURIST ACCOMMODATION

Author(s)	A Pinto
Attachments	<ol style="list-style-type: none"> 1. Location Plan ↓ 2. SU15 0004 Approved Subdivision Plan (CONFIDENTIAL) 3. DA15 0009 Approval (CONFIDENTIAL) 4. DA17 0082 Approval (CONFIDENTIAL) 5. DA19 0114 Approval (CONFIDENTIAL) 6. Management Plan ↓ 7. Submissions Schedule ↓ 8. DA21 0199 Proposed Plans ↓
Location	7 (Units 1-8, 17, 19, 21) Bellier Place, Hamilton Hill
Owner	Bellier 702 Pty Ltd
Applicant	Planning Solutions
Application Reference	DA21/0199

RECOMMENDATION

That Council:

- (1) GRANTS temporary Planning Approval for Tourist Accommodation at 7 (Units 1-8, 17, 19, 21) Bellier Place, Hamilton Hill, in accordance with the attached plans and subject to the following conditions and footnotes:

Conditions

1. Development must be carried out only in accordance with the details of the application as approved herein and any approved plan.
2. Approval for the Tourist Accommodation is valid for one (1) year only from the date of approval.
3. The development shall thereafter be maintained in accordance with the approved Management Plan.
4. Approval for the Tourist Accommodation is subject to the implementation of the approved Property Management Plan.

Footnotes

- (a) This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health and engineering requirements of the City, with any requirements of the City of Cockburn Town Planning Scheme No. 3, or the requirements of any other external agency.
- (b) You are advised that any extension of this approval is dependent on how the development affects neighbouring properties. If you wish to continue using the dwellings as a Tourist Accommodation beyond the period specified in this approval, a new development application will need to be submitted to

the City for determination.

- (c) You are advised a sign licence or building permit may be required to be submitted to the City. Details of the sign's sizes, locations and wording are to be provided.

(2) NOTIFY the applicant and those who made a submission, of Council's Decision.

COUNCIL DECISION

MOVED Cr P Corke SECONDED Cr P Eva

That the recommendation be adopted.

CARRIED 8/1

For: Mayor L Howlett, Deputy Mayor L Kirkwood, Cr K Allen, Cr M Separovich, Cr P Corke, Cr L Smith, Cr P Eva and Cr T Widenbar

Against: Cr C Stone

Background

The application received for 7 Bellier Place, Hamilton Hill (Units 1-8, 17, 19, 21) is for a change of use for 11 of the 21 grouped dwellings to tourist accommodation units.

The subject site is fully developed, containing 21 grouped dwellings with common property, the total site area is 4,872.1m². To the north of the site is a Local Reserve which contains the BP Oil Refinery Pipeline. The land to the west and south of the subject site is zoned Residential R30 and to the east is an R40 aged persons complex (refer Attachment 1).

The Western Australian Planning Commission (WAPC) granted an amalgamation/subdivisional approval (refer Attachment 2) on 8 April 2015 to amalgamate and amalgamate two lots into one, and then subdivide it into 21 lots and associated common property.

Three development approvals have been issued for the subject site. The first (DA15/0009) was approved under delegated authority on the 23 February 2015, for the construction and development of the 21 grouped dwellings (refer Attachment 3). This approval includes the dwellings, the landscaping, the common property and communal bin stores.

The second (DA17/0082) was a modification to the previously approved DA, whereby minor amendments were made to the designs – approved 7 February 2017 (refer Attachment 4). The development was constructed in accordance with this approval.

The third (DA19/0114) was a retrospective change of use application for two grouped dwellings (Units 19 and 21) on the site to be used as Tourist Accommodation. This was approved under delegated authority, and was a temporary approval for a period of 12 months (refer Attachment 5).



Submission

N/A

Report

The proposal is to utilise 11 of the 21 grouped dwellings on site for tourist accommodation.

Each dwelling is has been built in accordance with State Planning Policy 7.3 - *The Residential Design Codes*, with four bedrooms, and three bathrooms, with a double garage and enough space to accommodate one extra parking space externally [within the strata lot boundary], and potentially a second extra parking space if parked parallel to the garage.

This would allow for potentially four (4) parking spaces per individual lot and thus not impact on the shared parking space requirements of the other dwellings or rely on street parking.

The applicant has provided a Management Plan (refer Attachment 6), which details how management of the dwellings for tourist accommodation is proposed to occur. The following points summarise the Management Plan:

- Maximum of six (6) occupants per dwelling,
- Minimum three (3) night stay and maximum is an 89 day stay,
- 2pm check in and 10am checkout,
- 24 hour access, 7 days a week,
- Guests register with identifying documents online,
- Controls for noise and anti-social behaviour (including that parties and functions are strictly prohibited),
- Property management details to be provided to adjoining properties,
- Relevant complaints management
- Record keeping to be kept permanently.

Legislation and Policy*Metropolitan Region Scheme (MRS)*

The site is zoned "Urban" under the MRS. "Urban" is defined as:

Areas in which a range of activities are undertaken, including residential, commercial, recreational and light industry.

City of Cockburn Town Planning Scheme No. 3

The subject site is zoned "Residential R40".



Under Town Planning Scheme 3, the objective of residential zones is as follows:

- “(i) To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
- “(ii) To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- “(iii) To provide for a range of non-residential uses, which are compatible with and complementary to residential development.”*

Tourist Accommodation is an ‘A’ land use within the residential zone. An ‘A’ use means that the use is **not permitted unless** the local government has exercised its discretion and has granted planning approval, after giving special notice in accordance with *clause 64(3)* of the deemed provisions.

Tourist Accommodation is defined as:

“means land and buildings used for the purpose of short term accommodation primarily for tourists visiting the district and includes cabins, chalets, short stay self-contained accommodation and similar forms of tourist accommodation, together with uses ancillary to the primary use, but does not include a caravan park, hotel, bed and breakfast or motel.”

Consultation/Advertising

The proposal was advertised for a period of 21 days occurring from 6 April 2021 to 28 April 2021.

A total of 8 letters were sent advising of the proposal to the adjoining residents. The proposal and plans were provided with the advertising letters.

The City received 2 submissions, both of which were objections, the rest are assumed to have no objection. The Submissions Schedule (refer Attachment 7) provides details of the submissions and the City’s response.

The objections raised the following main concerns:

- Land use
- Traffic
- Management issues (anti-social behaviour and noise)

These topics are discussed below within the assessment report.



Assessment*Local Planning Policy 1.15 – Tourist Accommodation*

An assessment against the City's Local Planning Policy for Tourist Accommodation is set out below:

Section	Requirement	Proposal	Compliance
Part 2 – Management Plan	All proposals for tourist accommodation and other uses outlined in the purpose section of this policy shall include the lodgement of a management plan which shall address: 1. Control of Noise and other disturbances; 2. Complaints management procedures; 3. Security of guests, visitors and neighbours; 4. Control of anti-social behaviour and potential conflict between tourists/guests/visitors and permanent residents of the area; 5. Car parking for guests and visitors; 6. Number of bedrooms and beds; and 7. Contact details of owner and keeper/manager	A Management Plan has been submitted with the application that addresses the points raised (refer Attachment 6).	Complies. The Management Plan is discussed further in this report. See relevant Management section.
Part 3 - Tourist Accommodation Cl.1	A keeper/manager is not required to reside at the premises whilst it is being used for tourist accommodation purposes	No manager or keeper to reside at the premises.	Complies.
Part 3 - Tourist Accommodation Cl.2	The use of one or more existing multiple or grouped dwellings within a complex for the purposes of tourist accommodation shall generally not be supported.	All dwellings proposed for tourist accommodation are existing grouped dwellings	Does not comply.
Part 3 - Tourist Accommodation Cl.3	Proposals including a mix of uses, including permanent residential and tourist accommodation within the same development, should provide sufficient separation of the uses to ensure the amenity of permanent residents is adequately protected.	Separation between tourist accommodation and permanent residents is not achieved in all cases here.	Does not comply.
Part 3 - Tourist	Proposals for tourist	No apartments	Complies

Section	Requirement	Proposal	Compliance
Accommodation Cl.4	accommodation in the form of apartments on residential zoned land shall be designed so that the building height generally accords with the maximum, building height permitted for multiple dwelling development.	proposed.	
Part 3 - Tourist Accommodation Cl.5	Proposals for tourist accommodation in the form of apartments shall include an entrance/foyer with a reception desk attended by staff during check-in and check-out times.	No apartments proposed.	Complies
Part 3 - Tourist Accommodation Cl.6	Car parking for tourist accommodation shall be located on-site and in accordance with the TPS 3 provision.	Three to four car bays are provided per dwelling as per the TPS 3.	Complies

Land Use

Concerns are raised as to whether the land use is appropriate for the area in which it is located, with some submitters stating that these properties were intended for “residential development” and that the tourist accommodation compromises this intent.

In terms of determining whether the land use is appropriate and of benefit to the community, the City has assessed it against the relevant planning framework documents and guidelines issued by both the City of Cockburn and the Western Australian Planning Commission.

The City’s *2012 Local Commercial and Activity Centres Strategy* (LCACS) identifies that the Phoenix District Centre, less than 1km south west of the subject site (refer Location Plan – Attachment 1) is “below average” in “intensity”, “diversity” and “economic activation” compared to other activity centres. The centre is ranked as having “average”; “employment” and “urban form”.

The proposed development would have a direct positive impact in terms of:
 “Intensity” - increased density (R40) within five minute drive to the centre (i.e. more people in the locality that are able to access the shops and support the local economy. The ability for tourists to occupy the short term stay accommodation would allow for more short stay visitors to the area, given its proximity to the coast and Fremantle.

1. “Diversity” – The assessment has suggested diversity around and in this district centre is below average (poor), the proposed land use would increase the economic options in the area, improving the diversity of the locality and what benefits can be offered to the community at large.



2. “Economic Activation” – Demand analysis suggests the centre may be under trading indicating that the intensity of development and land use in the area is not high enough. The proposed use will contribute to additional customers within close proximity, as well as the encouragement of more in the future.

Furthermore, the City’s *2014 Economic Development Directions Strategy (EDDS)* identified the Phoenix District Centre as [then] requiring diversification and intensification of services.

It is expected that a transient population is likely to spend more locally due to their need for access to goods and services as quickly as possible, as opposed to a long-term occupier who has less pressure to access goods and services in a timely manner, meaning they could travel further and elsewhere, therefore supporting the nearby local centre.

The City’s *2018 Housing Affordability and Diversity Strategy (HADS)* states that overall in the City of Cockburn, Hamilton Hill should expect an increase in population by 48.5% by the year 2031, though this figure has likely increased as the intensification and popularity of South Fremantle has rapidly grown in recent years. This increase in popularity and intensification of nearby suburbs would suggest eventually this will also move into Hamilton Hill and North Coogee, naturally being the next suburbs south of Fremantle along the coast.

The *WAPC 2014 Tourism Planning Guidelines WA* identifies that tourist accommodation is usually established in non-dedicated and non-tourist specific areas or zones, as is the case with this proposal. This directly responds the above mentioned concerns raised by the submitter.

The same guideline discusses how flexibility is important given the forever changing market demand with a tourist accommodation unit and its ability to be used for other purposes, like that of a permanent residence.

As the use of the dwelling(s) as grouped dwellings does not need re-approval from the City, approval could give the developer the flexibility to provide both permanent and a transient tourist population within the 21 dwelling complex. This aligns with the objective of the residential zone under the City’s TPS: “(iii) *To provide for a range of non-residential uses, which are compatible with and complementary to residential development.*”

Therefore, a tourist accommodation in a suburban setting is expected to assist the City to achieve the strategic visions as set out under *LCACS* and the *WAPC 2014 Tourism Planning Guidelines WA*.

The *WAPC 2009 Holiday Homes Guidelines* discusses that should any approval be granted, it should be for a limited period of one year, to ensure there is minimal impact on amenity of adjoining areas.



Thereafter the initial approval may be subject to a three to five year renewal. As the dwellings have been constructed, and a significantly greater amount of tourist accommodation is proposed compared to the previous two units under the previous approval, one year is considered reasonable for a temporary approval.

Should Council approve the application, a condition should ensure that the approval is granted for a period of one year after which time the approval lapses and the applicant would be required to reapply.

Traffic

Both objections relate to increased traffic caused by this proposed change of use proposal.

The City notes the construction of the 21 grouped dwellings and/or subdivision into 21 individual lots was supported by a Traffic Impact Assessment (TIA) from a qualified Transport Engineer.

This TIA was reviewed by the City's Engineers at the time of submission and it was determined that the road network is capable to support the amount of traffic generated and the current road standards are adequate.

The trip generation under the *Perth and Regions Travel Surveys (PARTS)* states an ordinary suburban dwelling with 2.6 persons generates eight vehicular trips per day - the leaving and arrival of two persons twice a day.

The City's Transport Engineers are of the opinion that tourist accommodation would generate less vehicular movements than an ordinary dwelling because visitors such as overseas or interstate tourists, tend to not have vehicles at their disposal and/or are more inclined to take other modes of transport (walking or public transport) to reach their destination.

Therefore, traffic generated by this change of use is not seen to be an issue and no additional modifications to the road network (other than the already mandated deceleration lane) or standards would be required to support this proposal.

Parking

Both objections outlined parking to be a potential issue. As outlined earlier, each four bedroom dwelling contains a double garage allowing for two parking spaces. The requirement under Town Planning Scheme for parking in Tourist Accommodation is one parking space per unit.

Each unit in this case complies. Each unit also has sufficient space for one extra parking space in the front area of each unit, as well as the potential for a fourth parking space if parked parallel to the garage, which exceeds the requirements for this land use.



Management

Both objections relate to the ability to manage the complex of tourist accommodation units, the [potential] noise generated and [potential] anti-social behaviour that the land use may bring.

The City has reviewed the proposed Management Plan (refer Attachment 6) compared to the standard as set by existing approved tourist accommodations within the City and other forms of temporary accommodation.

The City supports the three night minimum stay, noting one or two nights of such a large and frequent transient population can, in the view of the City, potentially diminish the sense of place of a suburb.

With regards to maximum stays, providing an agreement is in place, there is generally no limit to a maximum stay for the purposes of a holiday, under Part 1, s5 Cl.4 of the *Residential Tenancies Act 1987*.

The applicant proposes 89 days to be the maximum; the City is agreeable to this, noting it can be used also for permanent occupation under its current approvals. As mentioned above, this translates into improving housing diversity options within the locality.

Identity of guests will be pre-confirmed via an online portal where guests will provide a copy of an Australian drivers licence or [inter]national passport.

The City supports the applicant's proposal to have the Code of Conduct displayed in each of the living rooms, along with the contact details of the owner/manager at the front of each unit, in case someone would like to make a complaint.

This should be reflected in the Management Plan, should Council approve the development.

Management – Noise

With regards to noise, tourists generally are not within the dwelling for extensive periods of time and the use of the dwelling is generally no different to an ordinary occupier of a dwelling.

In the unlikely event of the subject site resulting in noise on the subject site the management plan provides a complaint procedure to ensure compliance. In addition, any resident in the City of Cockburn is required to comply with the noise regulations. This development is subject to the same statutory requirements.

Notwithstanding the above, the City outlined in the Land Use section of this report that units could be occupied by a mix of tourist and permanent residents, meaning, permanent residents may be directly adjoining one or more tourist accommodation units.



One objection received during advertising for this application, outlined that registered complaints were made regarding noise at Unit 19 under the previous approval (DA19/114) for tourist accommodation. No evidence can be found of registered complaints on the City's records with regards to noise relating to Unit 19.

Management – Anti-social behaviour

With regards to anti-social behaviour, the City is unaware of any documented evidence to suggest a correlation between 'tourist accommodation' and 'crime rates'.

The City understands the concerns raised by residents that unknown people with no connection to the suburb and place could generate anti-social behaviour.

The City reiterates the importance of verifying the identity of occupants to ensure it is known who exactly is staying in the relevant tourist accommodation unit, together with appropriate record keeping and the ability to contact management, and believes this should abate concerns.

The strategic planning objectives as outlined under the planning framework assessment of this report is considered to address the need for this proposal in line with the big picture objectives of Council. On this basis the concerns raised by the community, whilst understood, can be managed via the above mentioned conditions and advice notes.

Conclusion

Overall, the proposal is considered to be appropriate in its context and setting to surrounding development.

The tourist accommodation will support Hamilton Hill's strategic direction which is important to note as part of the decision making process.

Noting that the City did receive two objections in relation to the proposal, which outline concerns from the community. In response to these community concerns the City considers the potential issues as raised above can be addressed by appropriate conditions. Should the owners not comply with these conditions the City can take compliance action in relation to the owners/ tenants.

To provide extra security the temporary nature of the site allows the City to evaluate the compliance of this site in 12 months' time (should the owner seek an extension).

Based on the above it is recommended that Council approve this application subject to the above mentioned conditions.



Strategic Plans/Policy ImplicationsCommunity, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- Foster local community identity and connection through social inclusion, community development, and volunteering opportunities.

City Growth and Moving Around

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

- Sustainably revitalise urban areas to deliver high levels of amenity and to cater for population growth.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

The City undertook consultation in accordance with clause 64(3) of the deemed provisions within the *Planning and Development (Local Planning Schemes) Regulations 2015*. The proposal was advertised for a period of 21 days occurring from 6 April 2021 to 28 April 2021. The City received two (2) submissions of which two (2) were objections. Please see Consultation section of the report above for further details.

Risk Management Implications

Should Council resolve to refuse the application (against the officer recommendation) the applicant has a right to review by the State Administrative Tribunal. Should a review be sought, there may be financial implications for the City, particularly where legal counsel is required to defend Council's decision.

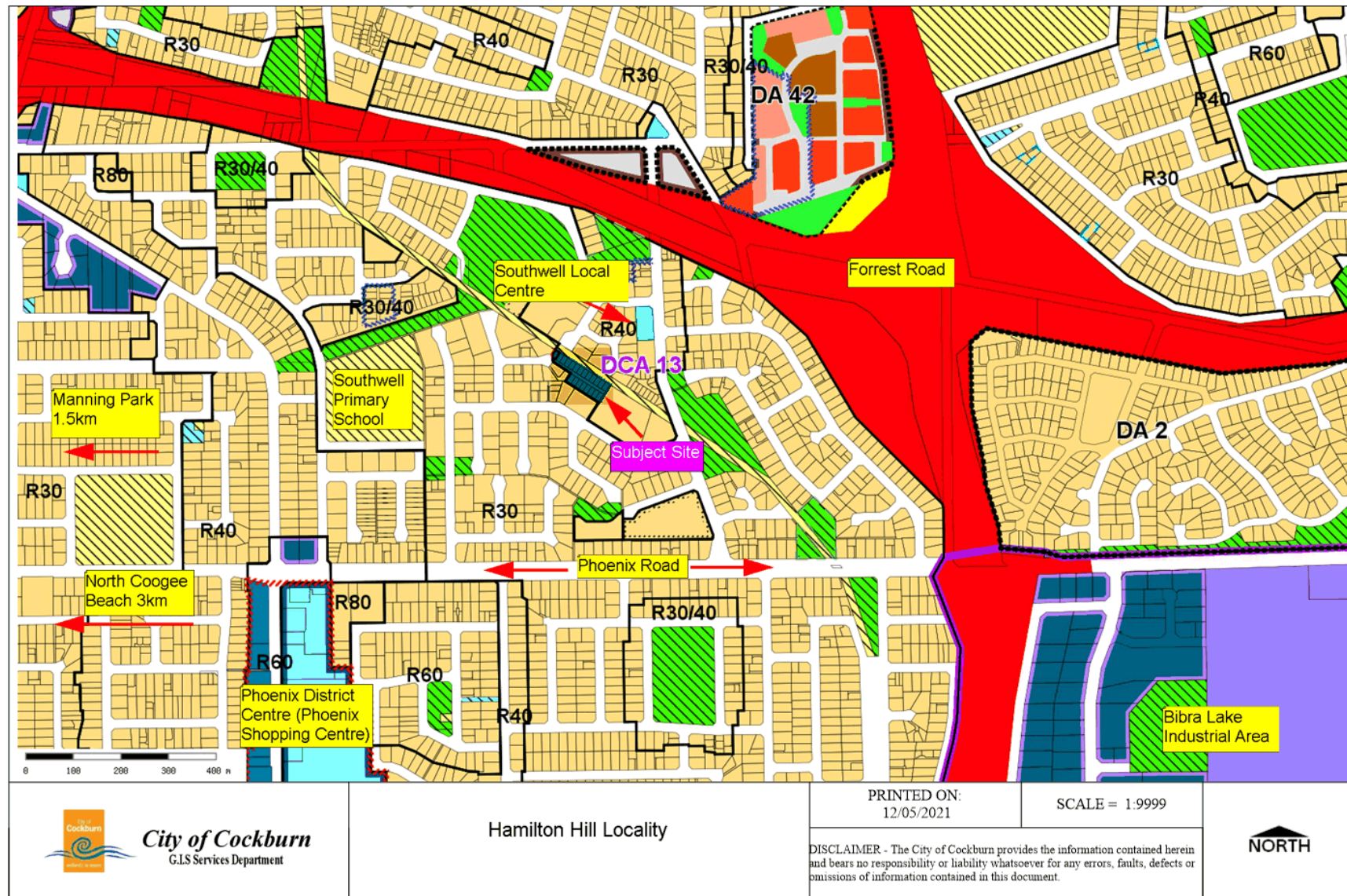
Advice to Proponents/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 10 June 2021 Ordinary Council Meeting.

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

Nil





Management Plan

Prepared by: Planning Solutions

Job No: 5127

Date: 24 February 2021

Subject site: Units 1-8, 17, 19 and 21 - 7 Bellier Place, Hamilton Hill

Preamble

A development application has been prepared seeking approval for Units 1-8, 17, 19 and 21 of 7 Bellier Place, Hamilton Hill to allow the units to be used or let out for short-term (as well as long-term) accommodation. This Management Plan has been prepared for the purpose of managing short-term accommodation.

The operation of short-term accommodation at the subject site shall be in accordance with the Management Plan provisions below.

Management Plan

1. Management arrangements

The short-term accommodation shall be provided through a dedicated short-term accommodation provider, such as Yaran Suites.

2. Access

Persons occupying the short-term accommodation units will be able to access the properties 24 hours per day, 7 days a week. No noise is permitted by persons accessing or egressing the units.

3. Occupancy requirements

Each three-bedroom unit shall have a maximum number of 6 adult occupants.

4. Minimum / maximum lengths of stay

The minimum stay is 3 nights and the maximum short-stay is 89 nights. Bookings for more than 89 nights will be conducted under a normal residential tenancy agreement.

5. Check-in / Check-out times and procedure

Check-in time is strictly 2pm and check-out time is strictly 10am. Each guest will be granted access to a lockbox on-site where they can pick up the keys to the accommodation. Following check-out, the guest will deposit the keys back into the lockbox. The cleaner then arrives at the property at approximately 10:30am and commences cleaning of the accommodation.

6. Identity of guests

All guests are required to fill out an online form prior to receiving the check-in guide. This form requires guests to upload a valid Australian drivers' licence; or, if they are an overseas guest they are required to upload a photo of their passport. The form can be viewed via the link below:

<https://www.jotform.com/YaranSuites/yaran-suites---guest-information>

7. Visitors

Visitors are allowed at the property, however, they are not registered or identified as the main guest. The main guest is responsible and liable for the actions of their guests/visitors, as is the case with a normal residential tenancy agreement.

8. Control of noise and anti-social behaviour

Short term occupants must comply with the strata by-laws and the City of Cockburn requirements in relation to noise and anti-social behaviour. The Yaran Property Group Code of Conduct details the expected behaviour of short stay accommodation occupants in order to minimise any impact on adjoining properties. The Code of Conduct can be viewed via the following link: <http://www.yaran.com.au/yaran-suites-terms-conditions/> and will be provided on a sign displayed within the living rooms of the units.

9. Complaints management

The owners leasing units for short term accommodation must provide their and their property manager's contact details to the Strata Manager prior to occupancy. The Strata Manager shall provide those contact details to all owners and occupants within the complex and to the owners and occupants of adjoining properties. The contact details of the property manager or landowner will also be displayed on an external sign at the front of the units. Any complaints which are not resolved with the owner or property manager shall be directed to the Strata Manager who is to take all reasonable actions to resolve the issue. Complaints are typically forwarded directly to suites@yaran.com.au.

10. Property management and record keeping

Units are to be managed either by the owners, or by a property manager approved by the Council of Owners. The property manager / owner is responsible for maintenance and security of units. Records of guests are kept permanently. Yaran uses an online software that manages all our guests called Newbook, permanently storing all information that has been logged.

11. Car parking management

Persons occupying a unit for short term accommodation shall have access to the car bays allocated to the particular unit only.

12. Guest register

A register of all persons occupying the short-term accommodation shall be kept by each owner. The register shall show the name and address of every person staying within the apartment. The register shall be provided to the Strata Manager on request.

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Item 0.0 Attachment 7

Submission	Date of contribution	Survey Response					City's comment/response
		Your name:	Your suburb:	Do you support or oppose the proposal for tourist accommodation -7 Bellier Place, Hamilton Hill?	Please let us know why:	Let us know if you would like your details to be kept confidential.	
1	13 April 2021	Luke Andrew	Hamilton Hill, WA	Oppose	Unit 9 was purchased on the assumption this was a residential development. Cul-de-sac location was preferred on the grounds that traffic would be minimised to owners. Although units have 3 Bedrooms, this does not usually mean 3 couples with 3 cars which is far more likely to be the case in a tourist rental. There is a danger private residences become a "party zone". People who rent for 3 days, will not be concerned about upsetting neighbours in the way long term renters or owners might be. Tourist rental means people are on holiday, not going off to work. The communal driveway is too narrow to support constant comings and goings. Shared walls on both sides means violation of noise will affect quiet nights required for people who work Monday to Friday, which is more likely with long term occupants. Everyone tries to tolerate extra noise on Friday or Saturday nights, but not 7 days a week. The fact there were registered	No	1.1 – Land Use Please see Land Use Section of the report. 1.2 – Traffic Please see Traffic of the report. 1.3 – Parking Please see Parking of the report. 1.4 - Anti-social behaviour. Please see Management Section of the report. 1.5 - Noise. Please see Management Section of the report.

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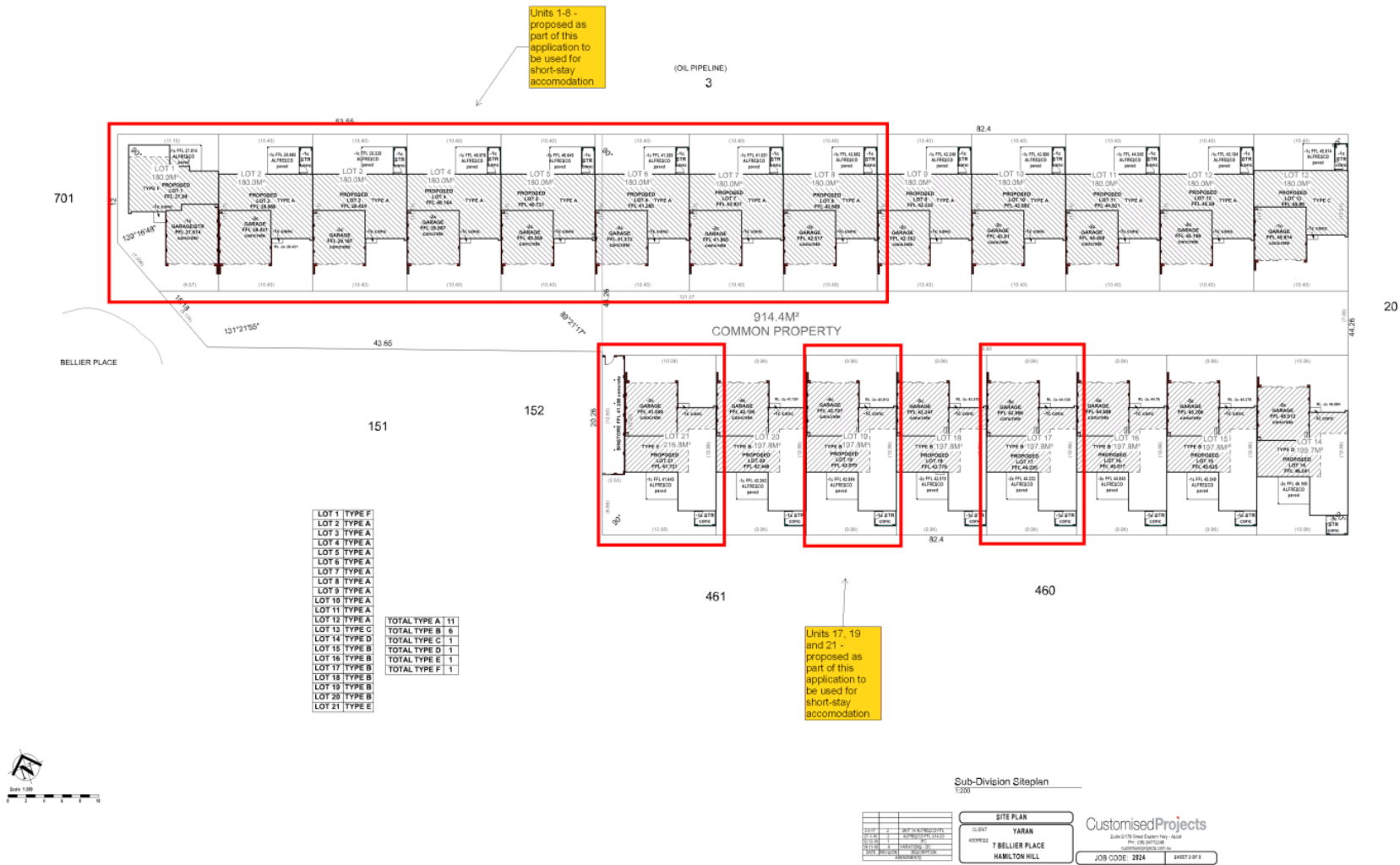
Item 0.0 Attachment 7

					complaints about no. 19 when it was used as an Air BNB is a bad sign off what the future could become.		
2		John Cooper Dixon	Hamilton Hill, WA	Oppose	<p>under the City of Cockburn Local Planning Policy [1.15] section 2 and 3 is not permitted under Cockburn Council Policy LPP 1.15 Section 3 pp 2&3 Tourist accommodation. The use of one or more existing multiple or grouped dwellings within a complex for the purposes of tourist accommodation shall generally not be supported.</p> <p>Proposals including a mix of uses including permanent residential and tourist accommodation within the same development should provide sufficient separation of the users to ensure the amenity of permanent residents is adequately protected.</p> <p>Tourist accommodation impacts the residential amenity and reduces the once quiet enjoyment of adjoining landowners/residents under the Residential Tenancies Act. I am resident/owner of 12A Belliar Place Hamilton Hill which directly adjoins Unit 21. The boundary parapet wall including adjoining building and courtyard, which provides no sound barrier to courtyard activities my own personal amenity and enjoyment is directly affected. Emergency vehicle access is limited/entry/exist to complex. This is especially important in the case of fire. The other consideration in case of fire is the spread of fumes or fire to adjoining properties.</p>	No	<p>1.1 – Land Use Please see Land Use Section of the report.</p> <p>1.2 – Traffic Please see Traffic of the report.</p> <p>1.3 – Parking Please see Parking of the report.</p> <p>1.4 - Anti-social behaviour. Please see Management Section of the report.</p> <p>1.5 - Noise. Please see Management Section of the report.</p>

OCM 10/06/2021

Item 0.0 Attachment 7





Declaration of Interest

The Presiding Member advised the following Declarations of Interest had been received for Item 14.3:

1. Mayor Howlett submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021*. Nature of the Interest is that Mayor Howlett is the owner of a home in the Woodman Point Holiday Village and has a sub-lease with Discovery Parks, who manage the Coogee Beach Caravan Park.
2. Cr Separovich submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021*. Nature of the Interest is that Cr Separovich's paraphrased comments published in the local papers could give the appearance of his impartiality in this item.

14.3 (2021/MINUTE NO 0082) COOGEE BEACH HOLIDAY PARK - BUSINESS PLAN

Author(s) L Gatt and P Denholm

Attachments

1. Coogee Beach Holiday Park - Submissions Table [↓](#)
2. Coogee Beach Holiday Park - Petitions and Response [↓](#)
3. [Coogee Beach Foreshore Management Plan 2020 to 2070 – October 2020](#) [↓](#)

RECOMMENDATION

That Council:

- (1) PROCEEDS with the transaction as proposed in the Business Plan for the Coogee Beach Caravan Park (the Park) with consideration given to the submissions and petitions received, subject to the following amendments to the Business Plan:

1. The commencement date of the Redevelopment Works to commence when the Development Application is approved instead of at the commencement date of new Lease; and
2. The redevelopment works to be substantially completed within seven years (the timeframe detailed in the Business Plan) and the remainder of the works within thirteen years of the commencement date of the new Lease.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

MOVED Cr M Separovich SECONDED Cr P Eva

That the recommendation be adopted.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 9/0



Background

The City of Cockburn (the City), is the authority vested with the care, control and management of Reserve 29678. This Reserve accommodates the Coogee Beach Caravan Park (the Park), on the foreshore of Cockburn Sound.

The Park is currently leased to Colorado Parks Land Co Pty Ltd, who operate within the Discovery Holiday Parks Group (Discovery Parks).

The current Lease commenced on 1 July 2002 and the first term expired on 30 June 2012. There were two options available to the lessee of five years each, both of which have been taken up. The final expiry date is 30 June 2022.

The City has been undertaking the necessary administrative tasks to present a proposal for Council to consider entering into a new Lease prior the current Lease expiring.

The proposal qualifies as a major land transaction and has invoked the requirement of the preparation of a Business Plan to satisfy s3.59 of the *Local Government Act 1995*. The Business Plan is required to be advertised for a period of six weeks for public comment.

Advertising of the Business Plan for public comment commenced on 11 February 2021 and closed on 26 March 2021.

Submissions

Table of submissions and responses can be reviewed at Attachment 1.

Table detailing the wording of all 18 petitions, and a response can be reviewed at Attachment 2.

Report

Discovery Parks acquired the leasehold from the Aspen Group in 2016. The previous lessee and Discovery Parks have both in the past ten years requested the ability to undertake considerable investment upgrades to the Park.

To enable the strategic investment in the Park, a longer term lease was required that would provide the appropriate return on capital investment.

To achieve a longer term lease, an amendment to the Management Order (MO) was required to extend the ability to Lease the Reserve from 21 years to 42 years.

To achieve the amendment to the Management Order, the Department of Planning, Lands and Heritage (DPLH) required the City to prepare a Foreshore Management Plan that took into consideration longer term coastal inundation and erosion, based on current projected sea level rise estimates. The Coogee Beach Foreshore Management Plan (CBFMP) was adopted by Council in November 2020.



The updated Management Order has been granted which provides the City with the ability to lease Reserve 29678 for a period of 42 years, subject to Ministers consent, a 10 yearly coastal hazard risk assessment being undertaken, and clauses included in any Lease that any structures/infrastructure will be relocated should it fall within a revised coastal setback based on the CBFMP.

A Request for Proposal for the Park was publicly advertised on 15 September 2018. The proposal submitted by Discovery Parks was determined to be the most satisfactory proposal received.

Discovery Parks were advised on 15 May 2019 that their proposal was preferred, subject to satisfactory public advertising in accordance with s3.59 of the *Local Government Act 1995* and Council determination.

From a strategic alignment perspective, the City in its highest level strategy – the Community Strategic Plan (2020-2030), identifies the need to facilitate a thriving tourism and ecotourism industry, and this is to be achieved by supporting and promoting opportunities for local tourism.

The Discovery Parks proposal is based on the assumption that this area will be developed as a strategic tourist destination and caravan park. The future redevelopment of the Park will be assessed by the State Government and amongst other statutory requirements, such as the Department of Planning Lands and Heritage SPP 2.6 – Coastal Planning, be assessed against the guidelines of Planning Bulletin 49 - Caravan Parks. Planning Bulletin 49 provides that redevelopment meets the objective of ensuring the long term retention of the caravan park as a form of short-stay (affordable) accommodation primarily for leisure tourists. Where there is any long-stay accommodation, this should complement sites which are primarily for short-stay accommodation that are located on those areas of the site providing the highest tourism amenity.

Discovery Parks has advised it has earmarked the land on the western beach front of the Park for redevelopment. This will potentially impact on 40 of the 138 long-stay tenants.

The Discovery Parks proposal qualifies as a major land transaction and is subject to the statutory requirements of s3.59 of the *Local Government Act 1995*.

Section 3.59 requires that before a Local Government enters into a land transaction that is preparatory to entry into a major land transaction, a local government is to prepare a Business Plan. Extract from the *Local Government Act 1995* below:

“The local government is to —

- (a) give State-wide public notice stating that —*
 - (i) the local government proposes to commence the major trading undertaking or enter into the major land transaction described in the notice or into a land transaction that is preparatory to that major land transaction; and*

- (ii) *a copy of the business plan may be inspected or obtained at any place specified in the notice; and*
- (iii) *submissions about the proposed undertaking or transaction may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*
- (b) *a copy of the business plan is to be made available for public inspection in accordance with the notice; and*
- (c) *publish a copy of the business plan on the local government's official website."*

After the last day for submissions, the local government is to consider any submissions made and may decide to proceed with the undertaking or transaction as proposed or so that it is not significantly different from what was proposed.

The Business Plan was advertised in accordance with the requirements of s3.59 *Local Government Act 1995* for public comment on 11 February 2021 for a period of six weeks, closing on 26 March 2021.

Advertising was undertaken in the West Australian Newspaper (State-wide advertising), on the City's website, on the Comment on Cockburn website, hard copies were made available at all City Libraries and at the City's front counter and advertised in the Cockburn Gazette on 4 March 2021.

It should be noted that advertising the business plan does not constitute a poll of residents rather it provides the opportunity for the public to make submissions regarding the Business Plan.

The City received 488 submissions in response to the public advertising. Of the 488 submissions 78 (16%) are residents from the Park and 231(47%) are City of Cockburn residents.

The majority of the concerns detailed in the submissions are related to the:

- timeframe for the redevelopment works to be completed
- insecurity of park home owners related to their tenure and potential impact on their financial circumstances;
- relocation of 40 of the 138 park homes;
- community use of the foreshore;
- demographic of future users of the Park;
- inability of Discovery Parks and City to confirm the future design and timing of the redevelopment;
- parking and traffic;
- flora and fauna;
- heritage and cultural value.

The submissions and responses can be reviewed in Attachment 1.



Eighteen identical petitions were received in response to the public advertising. The 18 petitions detailed 705 signatures, 646 valid signatures which is 91.63%. The petitions:

- requested that clauses be included in the new Lease that will safeguard the interests of the long term residents of the CBHP;
- raised concerns about the future tourist precinct;
- commented that 40 of the park homes would be evicted from the Park; and
- included an extract from Hansard dated 13 April 2021.

The petition summary and response can be reviewed in Attachment 2.

The City's administration has considered the comments received from the submissions and petitions and have made proposed amendments (detailed below) to the Business Plan aimed at reducing some of the impact of the redevelopment on the residents of the Park.

- 1) The commencement date for the redevelopment works will be deferred until the date that the Development Application is approved by the State Government; and
- 2) The timeframe for the redevelopment works to be completed will be extended to enable the substantial works to be completed by year seven, with final completion scheduled for year thirteen.

Subject to Council consenting to the Business Plan including the proposed amendments, the Heads of Agreement (HoA) and Lease which are the subject of further reports to Council, will be amended to include these two clauses.

The City has also requested further amendments to the proposed HoA and Lease:

- that Discovery undertakes detailed discussions with the residents impacted by the redevelopment; and
- an indicative redevelopment plan be included in the draft Heads of Agreement.

Further if Council consents to the new lease, Discovery will be in a position to enter into new tenancy agreements with individual tenants as Discovery Parks will have tenure granted past June 2022.

The City has received advice that the proposed amendments to the Business Plan are not considered to be significantly different to what was advertised and Council can consider the Business Plan including these amendments.

The purpose of this report is to seek an Absolute Majority decision following Council's consideration of the proposal including the amendments, responses to the submissions and petitions, and if satisfied, resolve to consent to proceed with the transaction.



Strategic Plans/Policy Implications

Local Economy

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

- Facilitate a thriving tourism and ecotourism industry.
- Advocate and attract investment, economic growth and local employment.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.
- Deliver value for money through sustainable financial management, planning and asset management.

Budget/Financial Implications

- Investment in the Park is to be funded by Discovery Parks who will invest \$9.5m and an additional \$4m on behalf of the City for specific infrastructure upgrades and improvements.
- The rent to be received from the Discovery Parks will be the greater of either Turnover Rent (10% of net income received over an annual year) or Base Rent of \$300,000pa. The rent will increase in accordance with an agreed formula contained in the lease reflecting CPI and other economic factors.
- The City will also receive from Discovery Parks payments over the first four years of the lease that will equate to a total of \$5.05m, which will be reserved to address the works required by the adopted Coogee Beach Foreshore Management Plan (CBFMP) and the Land Management Order.
- All funds received will be quarantined into a reserve for the specific purpose of maintaining the foreshore, as required by the Management Order and directed under the CBFMP. This will ensure that ratepayers should not have to pay for the coastal works that will be required under the CBFMP, which are anticipated to be a considerable cost for the City.
- The level of investment, coupled with the extent of regional based events like Coogee Live will see patrons being drawn to this location.
- The proposal is likely to influence the need to upgrade Cockburn Road and therefore contribute strategically to support the City advocating for the upgrade of Cockburn Road (a State Government Road) to facilitate better access for a range of activities and businesses along the coastal route including Coogee Beach and the Australian Marine Complex, and broader Cockburn Coast.
- The City is developing the locality for a range of tourism and community uses including a proposed revitalisation of the Coogee Beach Café, the new Surf Club Facility, the Coogee Beach Dive Trail, the new marina at Port Coogee and the Manning Park redevelopment. This proposal is an important contributor to these facilities and initiatives.



Legal Implications

In accordance with the requirements of s3.59 of the *Local Government Act 1995* the Business Plan was advertised for public comment on 11 February 2021 for a period of six weeks, closing on 26 March 2021.

Community Consultation

The Business Plan advertisement was placed in the West Australian Newspaper (state-wide advertising), on the City's website, on the Cockburn website, and hard copies were made available at both City Libraries and at the City's front counter. It was also advertised in the Cockburn Gazette on 4 March 2021.

Risk Management Implications

If Council chooses to not proceed with the Business Plan as advertised, or requests that significant changes be made, the City will be required to prepare a revised Business Plan and undertake advertising the proposal for a further six week period for public comment.

This will create further delays to the commencement of a new Lease which is required to commence prior to the expiry of the current Lease in June 2022 and create further insecurities for the residents of the Park.

Advice to Proponents/Submitters

The Proponents and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 10 June 2021 Ordinary Council Meeting.

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

Nil

File No. 10215129

**SCHEDULE OF SUBMISSIONS
BUSINESS PLAN TO ENTER INTO A MAJOR LAND TRANSACTION
COOGEE BEACH CARAVAN PARK**

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	Roberta Reed	<p>I'm not interested as to what tourism you're getting nor do the residents</p> <p>IF ANYTHING IT SHOULD BE LEFT AS IS and What about parking for people trying to get to the beach, what's left of a beach@!!!!GOD this is UNREAL!!! Start listening to the PUBLIC that live in the area!!!!</p> <p>One more thing. My family live just behind Cockburn Sound for 15yrs, so I know the area well.</p> <p>What I've seen happen with all the development down on the beach front is disgusting, You've destroyed the beaches and there seems no stopping you. Tell me where are people going to swim, Where??Please, build somewhere in Spearwood!!</p> <p>Or that's right you've run out of room! Well Build in Albany, that's big enough isn't it?!!</p>	<p>The foreshore is an area of high community use that has significant and sometimes competing social, environmental and economic values. However, the foreshore is predicted to experience coastal inundation and erosion in the longer term, based on current projected sea level rise estimates, placing further pressures on some assets and the natural environment. The City has prepared the Coogee Beach Foreshore Management Plan (CBFMP) which was adopted by Council in November 2020.</p> <p>The funds received from this proposal will be quarantined in a reserve for the specific purpose of maintaining the foreshore, as required under CBFMP. This will ensure the ratepayers should not have to pay for the coastal works that will be required under the CBFMP, which are anticipated to be a considerable cost for the City.</p> <p>As a result, the Coogee Beach Holiday Park Business Plan proposal has significant social and environmental benefits for Cockburn's community and coastline.</p>
2	Michelle Abbott	Why nowhere in Business Plan have you not titled the land	The description of the land is Class A Reserve

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	De Rivera	<p>title correctly being Reserve A class 79648??</p> <p>How do you propose to fund Foreshore Management Plan if MO isn't approved to do major land transaction?</p> <p>Where did you source your information on Coogee Beach Caravan Park in regards to how that land can be used.</p> <p>How do you manage to sleep at night trying to destroy heritage land bequeathed to the COMMONWEALTH? Have you consulted with The Queen with this grandeur mismanaged plan you (coc) propose?</p> <p>At what time have you been consulting and discussing future plans with residents on this project **</p> <p>Too much supporting evidence to upload...</p>	<p>29678.</p> <p>The <i>Local Government Act 1995</i> provides the guidance on how a major land transaction is to be undertaken by a Local Government.</p> <p>The Management Order is not the vehicle that provides the ability to undertake a major land transaction. The land is owned by the State of Western Australia and the State provides the City with a Management Order which vests the care, control and management of Reserve 29678 for the purpose of a caravan park.</p> <p>All funds received from this Business Plan proposal will be quarantined into a reserve for the specific purpose of maintaining the Foreshore, as required under Coogee Beach Foreshore Management Plan (CBFMP). If the proposal does not proceed the funding of the works required under the CBFMP will be required from Municipal Funds and any grants that may become available at the time.</p> <p>The land is owned by the State of Western Australia and the State provides the City with a Management Order which vests the care, control and management of Reserve 29678 for the purpose of a caravan park.</p> <p>In accordance with the <i>Local Government Act 1995</i> the Business Plan was advertised for public</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
			<p>consultation for six weeks.</p> <p>The City and Discovery Parks continue to communicate with the residents of the Coogee Beach Holiday Park.</p> <p>Four hard copies of the entire Business Plan have been provided to the Residents Association at Coogee Beach Holiday Park. Hard copies are available for review at both Libraries and the City of Cockburn Administration Building.</p>
3	Confidential	Why do long term residents have to be disturbed by development in the park when there is enough land to build new dwellings some of these residents are of late age and should be respected enough to live out their lives in peace instead of being tossed aside.	<p>The City will do everything, within its power, in its negotiations with Discovery Parks, to ensure that the lease brought to Council for consideration in June 2021 does everything it can to minimise the impact on affected residents. The City is not a party to the tenancy arrangements between Discovery Parks (DP) and their tenants and cannot guarantee the terms of the future Tenancy Agreements that will be offered to the residents of the Coogee Beach Holiday Park. However importantly the current lease between the City and DP expires in June 2022 and when a new lease with DP is finalised DP will be in a position to offer tenancy agreements passed the expiry date of June 2022.</p> <p>A caravan park is defined as an area of land contained for the parking of caravans or the erection of camps. Caravans are further defined as a vehicle designed, or fitted, or being capable of use, as habitation or for dwelling or sleeping</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
			<p>purposes. The key component is that a caravan is designated as a vehicle (i.e. which has wheels and is moveable).</p> <p>Long-stay parks, such as residential parks, park home parks, lifestyle villages or a mix of these park types are not considered caravan parks and are not permitted under the Management Order (Note: this is not a discretion Council has the power to over-ride). It must be noted that while people have resided in the Park for many years, these have always only been periodic short-term arrangements.</p> <p>The future redevelopment of the Park will be required to also follow the guidance provided by the Western Australian Planning Commission within the Caravan Parks Planning Bulletin including meeting the objective of ensuring the development and long term retention of caravan parks as a form of short-stay (affordable) accommodation primarily for leisure tourists and where there is any long-stay accommodation, this should complement the short-stay sites with priority given to locating short-stay accommodation on those areas of the site providing the highest tourism amenity.</p> <p>Discovery Parks has advised that it has earmarked the land on the western beach front of the Park for redevelopment. This will potentially impact on approximately 40 of the 138 long-stay lessees.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
			<p>Discovery Parks has indicated there are a number of potential options for these tenants that will be considered, including the opportunity to offer residents the option of an alternative location within the Coogee Beach Park/Woodman Point Park or the offer of alternative sites within the Discovery Parks network although it acknowledges that such an outcome is not guaranteed.</p> <p>Discovery Parks have previously and still are communicating with their tenants. They have undertaken one on one meetings with the tenants who are likely to be impacted by the proposed redevelopment of the Park.</p>
4	Jillian Spruyt 104/3 Powell Road Coogee WA 6167	<p>Will the City of Cockburn honour their commitment to make sure the one on one discussion with residents of the DP Coogee caravan park, with the DP CEO and staff, will be carried out, and not to the detriment of the residents. Prior to a head lease, redevelopment plan, be signed by Councillors?</p> <ol style="list-style-type: none"> 1. The City's expectation is that Discovery Parks (DP) contacts the park's residents and commences discussions with them on what their intentions are on the potential redevelopment of the park. In particular that they have one-on-one discussions with individual residents who would be directly impacted by any potential redevelopment and identify how those residents could be accommodated within either the park or the Discovery Parks network. 2. The City has noted that the meeting on 18 February was with only residents who would be directly impacted by any potential redevelopment. There were 	<p>The City has been advised that the one-on-one meetings commenced mid - March 2021. However, until Discovery Parks has some certainty to their future tenure arrangements, they will not be able to discuss relocations in the form of where or when.</p> <p>An indicative redevelopment plan will be included in the Heads of Agreement which will be part of the City's report to the June Council meeting. Further to that any redevelopment of the site will also need to be approved by the State Government.</p> <p>The final redevelopment plan will include details of staging of works and estimated timeframes to carry those out, detailing which areas of the park will have works and approximately when those works would occur.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>no resolutions reached at the meeting as that was not the stated purpose of the meeting. DP's advice to the City was that the purpose of the meeting was to explain the current tenure situation and what DP's intentions were for potentially redeveloping the park, should they be offered a lease.</p> <p>3. The City has yet to receive a detailed proposal on how DP intend to redevelop the park or what the timeframe/staging of the redevelopment would be. At the meeting DP did indicate that they were prepared to have one-on-one discussions with individual residents to determine what those resident's needs and expectations were, in relation to any potential redevelopment, with the aim to work on an amicable solution to how they could be accommodated.</p>	
5	Wendy Wright	Will the Cockburn Council guarantee that Discovery Parks on obtaining the proposed lease from the Council will offer the same lease conditions to all the remaining long term residents?	The City will do everything, within its power, in its negotiations with Discovery Parks, to ensure that the lease brought to Council for consideration in June 2021 does everything it can to minimise the impact on affected residents. The City is not a party to the tenancy arrangements between Discovery Parks (DP) and their tenants and cannot guarantee the terms of the future Tenancy Agreements that will be offered to the residents of the Coogee Beach Holiday Park. However importantly the current lease between the City and DP expires in June 2022 and when a new lease with DP is finalised DP will be in a position to offer tenancy agreements passed the expiry date of

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
6	Kate Lawson, Resident at Site 147 Coogee Caravan Park	<p>With respect to the above proposed redevelopment and the information session with Discovery Parks CEO Grant Wilckens , my response is the following:</p> <ol style="list-style-type: none"> 1) There was no detailed plan of what the development would look like beyond images of tourist accommodation, swimming pool(s) and a playground. The few photos we were shown, were similar to promotional shots of many other resorts Australia-wide, if not globally, which failed to capture the unique character of this park. I realise that the proposed development has not yet reached the detailed planning and artist's impression stage but when it does, it seems it will be unlikely to fit the original vision for the Class A reserve on which the designated caravan park sits. 2) The proposed redevelopment under this plan – as it stands now - would involve the complete removal of approximately 40 plus permanent residents' homes. Leaving aside the permanent trauma, distress and financial hardship this move would bring to residents, not a few of whom have lived here for over 25 years, the physical removal of these homes would in turn involve significant destruction to the surrounding environment (e.g. trees, bush and habitats of and for native species). This would be further exacerbated when other planned infrastructure was installed, especially the mooted swimming pool(s). 3) Both the City and Discovery have informed our residents that all citizens of Cockburn would benefit from this development due to the increased tourist potential it 	<p>June 2022.</p> <p>An indicative redevelopment plan will be included in the Heads of Agreement which will be part of the City's report to the June Council meeting. Further to that any redevelopment of the site will also need to be approved by the State Government.</p> <p>The final redevelopment plan will include details of staging of works and estimated timeframes to carry those out, detailing which areas of the park will have works and approximately when those works would occur.</p> <p>Discovery Parks has advised that it has earmarked the land on the western beach front of the Park for redevelopment. This will potentially impact on approximately 40 of the 138 long-stay lessees. Discovery Parks has indicated there are a number of potential options for these tenants that will be considered, including the opportunity to offer residents the option of an alternative location within the Coogee Beach Park/Woodman Point Park or the offer of alternative sites within the Discovery Parks network although it acknowledges that such an outcome is not guaranteed.</p> <p>Once prepared the Redevelopment Plan will be subject to the City's approval as the Landlord and then a Development Application will be lodged that will be subject to the required State Government statutory processes that will consider environmental impacts.</p>

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		<p>would have for the area. How the citizens and ratepayers of the Shire of Cockburn, let alone the residents of the caravan park, would actually benefit is unclear. Access to the beach at peak times because of limited parking within walking distance is already limited for families who want to get to the beach with all the paraphernalia they regularly bring for swimming or to picnic in the park. Many large groups also enjoy the green sward adjacent to the entrance to the caravan park and these seem to be comprised of local or nearby Cockburn residents. As a result of the growing popularity of this area, at peak times traffic is congested at the main exit on to Cockburn road and due to this bottleneck, cars and caravans experience delays in exiting the park area for a considerable time. Further, no emergency vehicle could enter or exit freely at such times.</p> <p>4) As with similar resort-style parks, the proposed redevelopment of the Coogee Caravan Park will allow access to resort's facilities ONLY to paying guests of the park/resort. This would preclude the existing permanent residents and even the campers and caravan people from gaining free access to the resort facilities as well as the broader community. The City also stated that this particular redevelopment by Discovery is "consistent with the tourist and economic objectives" in which "the assumption [is that] this area will be developed as a strategic tourist destination and caravan park". (Press release 6/2/2020). I am certain that many residents and visitors to the Coogee Beach area as well as the citizens of Cockburn in general are unaware of this particular</p>	<p>Please see the response at submission 1.</p> <p>Determination as to how short and long stay sites, playgrounds and community spaces are incorporated in the Park will be considered in the Redevelopment Plan with consideration given to the Department of Planning, Lands and Heritage Planning Bulletin 49 and managed in the future by the Operator's management program. The City of Cockburn has a state-of-the-art integrated aquatic, recreation, education and elite-athlete training facility. Which is one of the largest developments of its kind in Australia, the project represented the new benchmark for a modern day recreation, elite sporting and education facility development that encompasses universal access and environmentally sustainable design features. The City's highest-level strategy – the Community Strategic Plan (2020-2030) identifies the need to facilitate a thriving tourism and ecotourism industry and this to be achieved by supporting and promoting opportunities for local tourism. The proposal being considered is to contribute directly to this plan.</p> <p>The City recognises the importance of the Coogee Beach Reserve which the Park is located within and as a result the City has undertaken considerable planning and commenced a number of works to enhance and promote the potential of the public reserve. This includes the preparation</p>

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		<p>objective and indeed, it is not easy to find where this is articulated as an objective on the Council website.</p> <p>5) Many of the residents and citizens of Cockburn already enjoy the beautiful beaches and the parks that the council have created but fear that further development will lead to further loss of the unique character of the area. Feedback that many of us have received from interested local parties is that there is already enough (if not too much) development along the coastal strip of land managed by the Shire of Cockburn and that development fatigue amongst local residents has set in (see the many comments in the recently commissioned survey report "Community Values and Future Management Priorities, in the Business Plan (11/2/21) pp 121-221. Further, the existing roads and carparks are inadequate to deal with the increase in traffic due to the large new residential developments already under way. It is noted that there is a proposed new entrance to the caravan park in the recently released Business Plan but the congestion has already started and will only get far worse by the time all the roadblocks for proposed four-lane development of Cockburn is completed. (refer to the proposed development which became Port Coogee – the road mooted ten years ago and still waiting).</p> <p>6) However, progress seems inevitable and a way forward to accommodate a growth in population and for future generations. But not all progress involves clearing out all vegetation and infrastructure deemed beyond useful life. In many countries, the cities, towns, villages and communities have had great foresight and developed</p>	<p>of a Coogee Beach Masterplan which has provided guidance to the works that can be undertaken in this location. Also, the foreshore is an area of high community use that has significant and sometimes competing social, environmental and economic values. The foreshore is predicted to experience coastal inundation and erosion in the longer term, based on current projected sea level rise estimates, placing further pressures on some assets and the natural environment. The City has prepared the Coogee Beach Foreshore Management Plan (CBFMP) which was adopted by Council in November 2020. The funds received from the proposal as detailed in the Business Plan will be quarantined in a Reserve to undertake the works required in the future in line with the CBFMP. The City understands the concerns around the roads and has stated in the Business Plan that the proposal is likely to influence the need to upgrade Cockburn Road. The City will use this opportunity to contribute strategically to support the City to continue and further advocate for the upgrade of Cockburn Road (a State Government Road).</p> <p>The land is owned by the State of Western Australian. The City is vested with the care control and management of the land under the Management Order (MO) for the purpose of a caravan park. The City does not have the ability to change the purpose of the MO.</p>

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		<p>alternative visions of progress by turning back to the heritage of their area. Most of the developed world has used this model to protect, preserve and promote areas of natural beauty, heritage and cultural value. They have recognised that once these areas are bulldozed, cleared and replaced, they are gone forever.</p> <p>7) To prevent this outcome for the unique history of the Coogee beach area, the Council could promote a different vision for the redevelopment of a Coogee Beach Village caravan park. Caravan parks are part and parcel of Australia's history and heritage and provide an experience that no modern resort equal. As a traveller and camper around most of the country and coastal areas of NSW and Queensland, some parts of WA and Tasmania in particular, I cannot emphasise enough the charm and pleasure many of the oldest and humblest caravan parks hold in store for a holiday with a difference. For the Coogee Village caravan park, the theme could evolve around the heritage and history of the area, similar to developments south of Busselton. Coogee has a rich, interesting and quite unique history of which the bushland, the native animals and birds, the remains of old infrastructure and the Coogee Beach Caravan park itself are vital components. The existing caravan park is a living part of that heritage, as is the development of the old Coogee Hotel opposite. If it ceased to exist as a caravan park and became a resort, a valuable part of the area's heritage would be gone for good and it would become just another resort destination.</p>	

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		<p>Once the Park is promoted as a Heritage Village, the following could happen:</p> <p>a) The Heritage Village could be marketed to a different target audience which would include: grey nomads and grandparents who want to give the grandchildren an old-fashioned beachside holiday; groups or couples who are seeking a spiritual retreat or restoration; people who want to get away from the rat-race within an easy commute; people who just want to relax, swim and bushwalk; nature lovers who enjoy the dawn chorus and the night herons; the list goes on. There are many places down south which market to these same demographics and there is usually something unique to each destination e.g. Margaret River, Nannup and Denmark to name just three.</p> <p>b) The existing tourist accommodation could be renovated and rejuvenated and maintained to a much better standard in keeping with the overall theme. The grounds could be maintained in the same theme.</p> <p>c) The residents' homes (for those who did not want to move) could remain where they are subject to their grounds and surrounds are kept tidy. It should be noted that the residents care for many so-called common areas and keep them in a much better order than some park managers have in the past.</p> <p>d) As residents do leave, their sites could either be designated camping or caravan sites depending on their situation in the park. There would be no need to strictly separate tourist areas from permanent residents, as is</p>	



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		<p>the case in many parks around Australia. The addition of short term stay cabins could easily be integrated into the overall plan for the park in a staged development – as finally suggested by Discovery's Grant Wilckens at the end of his presentation.</p> <p>e) Discovery's participation and involvement need not be summarily dismissed but their vision of the future development could evolve into a new vision as roughly outlined above. There would be majority support amongst the Cockburn community at large for an historically themed village approach to the new Head Lease.</p> <p>f) The local tourist information centre could promote local heritage destinations and attractions so that the historical aspect can be developed. There are people who live in the park and nearby who would be keen to be involved.</p> <p>g) Tourist "attractions" which could be promoted in the area would be Yoga in the Park, Tai Chi sessions, evening meditations on the beach, (there used to be African drumming in the dunes for Yoga students), guided tours of the flora and fauna by local Wadjuk Noongar elders (or youngsters), a walking trail with signage and artworks & etc.</p> <p>All these suggestions would mark the Village out as something special, which it is. Instead of rigidly separating the Tourist (or Guest) accommodation from the residents, they could be integrated by using some of the existing residents' homes as niche accommodation (which is presently being</p>	

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		<p>done in a few locations). When residents and guests mix freely, the holiday experience is richer and more satisfying, as many of our existing guests have expressed as they stroll around our homes, noting and commenting on the homes, and gardens bidding good day or good evening to residents and others doing the same.</p> <p>If many of the perceived liabilities of this park were rethought of as assets, there are many in the community at large who would be more than interested to support its makeover, as is implied in the hundreds of comments which appear in your Business Plan February 2021.</p> <p>I hope you can receive these suggestions positively and work with the residents here in the village and other Cockburn citizens who see this as a positive step forward in the beautification and carefully staged improvements to this beautiful area.</p>	
7	Confidential	<p>OPPOSE: I am all for the development of our coast that will bring positive change to our City however there is no protection for the residents at the Coogee Caravan Park and I do believe they need protection.</p> <p>Their lease should allow them to stay until they leave or receive compensation in regards to their home to relocate to another site. They need options and some may be very happy to receive an upgrade others may wish to remain where they are and they need protection in order to do so.</p> <p>I have no connection to the anyone living at the park but I do feel for those residents especially the elderly and someone needs to stand in for our vulnerable community members.</p>	<p>The Foreshore is an area of high community use that has significant and sometimes competing social, environmental and economic values. The Foreshore is predicted to experience coastal inundation and erosion in the longer term, based on current projected sea level rise estimates, placing further pressures on some assets and the natural environment. The City has prepared the Coogee Beach Foreshore Management Plan (CBFMP) which was adopted by Council in November 2020.</p> <p>Income received by the City from the Lease to Discovery Parks will be quarantined in a reserve to</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
			<p>undertake the works recommended by the CBFMP in the future. As a result, the Discovery Parks proposal has significant social and environmental benefits for Cockburn's community and coastline.</p> <p>The City will do everything, within its power, in its negotiations with Discovery Parks, to ensure that the lease brought to Council for consideration in June 2021 does everything it can to minimise the impact on affected residents. The City is not a party to the tenancy arrangements between Discovery Parks (DP) and their tenants and cannot guarantee the terms of the future Tenancy Agreements that will be offered to the residents of the Coogee Beach Holiday Park. However importantly the current lease between the City and DP expires in June 2022 and when a new lease with DP is finalised DP will be in a position to offer tenancy agreements passed the expiry date of June 2022.</p> <p>Discovery Parks has advised that it has earmarked the land on the western beach front of the Park for redevelopment. This will potentially impact on approximately 40 of the 138 long-stay lessees. Discovery Parks has indicated there are a number of potential options for these tenants that will be considered, including the opportunity to offer residents the option of an alternative location within the Coogee Beach Park/Woodman Point Park or the offer of alternative sites within the Discovery Parks network although it acknowledges that such</p>

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			an outcome is not guaranteed.
8	Ms Eileen Preston 124/3 Powell Road Coogee WA 6166	<p>My husband and I are residents of Coogee Caravan Park. This past week has been upsetting for residents of our park, as it has been for all West Australians. The 5 day lockdown has demonstrated to us, how once again this pandemic we are living under, can reappear and force us to reassess how we go about our daily lives and the bushfires in the east of our city have shown us how quickly families can lose their houses and possessions to something beyond their control. Therefore, I am sure you will understand the added consternation and worry that we, the residents of the caravan park are living under.</p> <p>We bought our park home in 2014, when my husband realised that health issues would prevent him from working into the future. We sold our family home and relocated to the caravan park, after numerous visits and conversations with park residents. We are members of the social club, enjoying bus trips, barbecues and use of the amenities in the clubroom. It is a community in the true meaning of the word. However, the news of Discovery Parks proposals has had a major impact on peoples wellbeing.</p> <p>I wonder if you are aware of the makeup of our parks members? The majority of the people are over the age of 75 and are in no position to move, either emotionally or financially. These people have little if any Superannuation and rely on their pensions to get by from week to week. Their houses are small yet looked after with pride, as are their small gardens. It upset me to read the letter from Discovery stating, "While the park is set on some of the most picturesque coastline in WA, its appearance has</p>	<p>The City will do everything, within its power, in its negotiations with Discovery Parks, to ensure that the lease brought to Council for consideration in June 2021 does everything it can to minimise the impact on affected residents. The City is not a party to the tenancy arrangements between Discovery Parks (DP) and their tenants and cannot guarantee the terms of the future Tenancy Agreements that will be offered to the residents of the Coogee Beach Holiday Park. However importantly the current lease between the City and DP expires in June 2022 and when a new lease with DP is finalised DP will be in a position to offer tenancy agreements passed the expiry date of June 2022.</p> <p>Discovery Parks has advised that it has earmarked the land on the western beach front of the Park for redevelopment. This will potentially impact on approximately 40 of the 138 long-stay lessees. Discovery Parks has indicated there are a number of potential options for these tenants that will be considered, including the opportunity to offer residents the option of an alternative location within the Coogee Beach Park/Woodman Point Park or the offer of alternative sites within the Discovery Parks network although it acknowledges that such an outcome is not guaranteed.</p> <p>The City has been advised that the one-on-one meetings commenced mid - March 2021.</p>

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		<p>become tired and needs enhancement." I would suggest to Discovery, that the 'tired look' of our park is mainly due to their lack of interest in maintaining the park and not from lack of interest and endeavour from our park inhabitants. As time has gone on, less and less has been done at our park. Roads and driveways are uprooted because of tree roots, branches overhang roofs, jobs such as taking out bins have been handed over to residents and practically all lawn mowing duties are performed by members of the park. If anyone questions why, the attitude of those in charge can be rude and dismissive and smacks of bullying. With an attitude like this, I hold little hope that Discovery would even have the slightest interest or intent to concern itself with our futures.</p> <p>I realise that progress is expected to happen and we have a pristine beach at our doorstep, however I think you need to consider the moral and ethical issues that moving these residents will cause. As I stated in my opening paragraph, 86 homes have been lost to that terrible February bushfire and I count that over 41 houses that will be lost if the proposal for our park comes to fruition. My adjacent neighbour is a Vietnam Veteran, many of the people here rely on walking frames or mobility scooters to move around. They feel safe and valued in their environment, however I can see that their mental health is being affected by these issues.</p> <p>If anything that 2020 has taught us, surely it is: that the mental health of a community is as important, if not more so, than even its physical health. I thought the City of Cockburn councillors paid greater heed to the needs of its citizens and placed greater emphasis on being morally conscious when it</p>	<p>However, Discovery Parks has advised that until there is some certainty to their future tenure arrangements, they will not be able to discuss relocations in the form of where or when.</p> <p>As part of the future redevelopment of the site Discovery Parks will prepare a Redevelopment Plan for the City's consideration. Any redevelopment will consider items but not be limited to items such as the roads and all statutory improvements.</p> <p>An indicative Redevelopment Plan will be included in the Heads of Agreement which will be part of the City's report to the June Council meeting. Further to that any redevelopment of the site will also need to be approved by the State Government.</p> <p>The final Redevelopment Plan will include details of staging of works and estimated timeframes to carry those out, detailing which areas of the park will have works and approximately when those works would occur.</p> <p>The extract from Hansard - Wednesday 13 April 2011 is related to the closure and sale of caravan parks such as the Jandakot Caravan Park. The Jandakot Caravan Park was owned in freehold and has subsequently been developed.</p> <p>The land where the Coogee Beach Holiday Park is located is owned by the State of Western Australia</p>

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		<p>came to making decisions, compared to other councils.</p> <p>I have enclosed an extract from Hansard that I trust you will read as I think it is pertinent to my letter.</p> <p>Finally, thank you for taking the time to read my letter. I look forward to hearing from you.</p> <p>Extract from Hansard [ASSEMBLY - Wednesday, 13 April 2011] p2988d-3014a Mr Mark McGowan; Acting Speaker; Mr David Templeman; Ms Rita Saffioti; Dr Mike Nahan; Mr Bill Johnston; Ms Adele Carles; Mr Andrew Waddell; Mr Paul Miles; Mr Mick Murray; Ms Andrea Mitchell; Mr John McGrath; Mr Fran Logan; Mr Tony Krsticevic; Mr Troy Buswell</p> <p>F.M. LOGAN (Cockburn) [6.15 pm]: My contribution to this debate will be short because I have guests in the gallery whom I have already arranged to meet. I want to put on the record my views about this matter, which I raised numerous times when I had shadow ministerial responsibility for this area.</p> <p>There are three caravan parks in my electorate, Cockburn-namely, Woodman Point Holiday Park, Coogee Beach Holiday Park and Jandakot Caravan Park.</p> <p>Woodman Point Holiday Park and Coogee Beach Holiday Park are leased from the Department of Environment and Conservation by the Aspen Group as part of the Woodman Point A-class reserve. Therefore, there is no threat to residents of those parks being moved on.</p> <p>Mr T.R. Buswell: Member, I suspect that will be the model</p>	<p>and is an A class Reserve for the purpose of a Caravan Park. The Park is being redeveloped not sold for redevelopment.</p> <p>The State Government has since reviewed the <i>Residential Parks (long-stay tenants) Act 2020</i> and amendments have received royal assent. It is not known when the regulations will be drafted or take effect.</p>



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		<p>that eventually most caravan parks will be.</p> <p>Mr F.M. LOGAN: I think that is a good model; to look at that land that is already part of a reserve that can be leased to –</p> <p>Mr T.R. Buswell: It takes the value of the land out of the proposition.</p> <p>Mr F.M. LOGAN: It also provides a level of certainty for the residents who move there. The minister is right: it takes the value of the land out of the equation and stops speculators from trying to drive people out because of the increasing land value. Jandakot Caravan Park is subject to possible change in the future, not at the very moment, but it has been surrounded by suburbia so we know that ultimately there will be pressure on that caravan park.</p> <p>As the minister knows from his previous role as Minister for Commerce, the Park Home Owners Association has raised this issue of the needs and desires of long-stay residents in caravan parks. Firstly, it is about their certainty of investment in their home. As the minister knows, those caravans are not caravans as such. They are not mobile homes; they are homes. The only way those homes would be mobile is if we were to pick them up and put them on the back of a low-loader. They are large permanent dwellings-</p> <p>Mr T.R. Buswell: Some wouldn't even survive that.</p> <p>Mr F.M. LOGAN: That is right, because of the way in which they have been constructed. However, they are large permanent dwellings that cost between \$110 000 and \$250 000, depending on where the home is, and it is literally a</p>	

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		<p>person's home. It is a place that is affordable for those people who are downsizing and whose family have left home. These parks are a great community. If members have ever been to them, they know that the social fabric of those parks is fantastic and that they are a community, made up of mainly elderly retired residents. These residents need certainty for their investment, but they do not have any certainty.</p> <p>They do not even have the same certainty for the rental of their piece of land that people get from the Residential Tenancies Act for the rental of private accommodation, for example.</p> <p>One of the key issues the Park Home Owners Association has called on-which I believe was in the bill but was taken out, as the member for Wanneroo said, by way of amendment in the upper house-is the issue of eviction without reason.</p> <p>That is in the act. I could not point to any use of "eviction without reason" in my constituency, but I know there have been examples of that used elsewhere in Western Australia. It is that threat that hangs over their heads they wish to remove.</p> <p>The other consistency needed for investment in property is the need for a fixed term lease. At the end of the day, what are people renting? They are only renting the piece of land under their home. It is not, as I have said, a piece of property that can be hitched up behind a four-wheel-drive vehicle and driven off up the road. It is not just a caravan; it is a large immobile permanent home.</p> <p>Residents need security of tenure over the piece of land</p>	



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		<p>under their home. That needs to be achieved by way of a fixed-term lease.</p> <p>When residents are threatened with removal from their property as a result of the sale of a caravan park, what the act does not deal with, and what the Park Home Owners Association is calling for, is adequate relocation compensation.</p> <p>If another place cannot be found, caravan owners need a place to live. In locations where caravan parks have closed down within this government's term, I think it was the minister who said, "We'll have to find Homeswest accommodation for these people."</p> <p>Mr T.R. Buswell: As I said to the member for Rockingham, without trying to be facetious, the facts are that a lot of people actually do not qualify for Homeswest homes.</p> <p>Mr F.M. LOGAN: That is right. Their income levels do not allow them to qualify anyway.</p> <p>Mr J.E. McGrath: It is a lifestyle thing.</p> <p>Mr F.M. LOGAN: That is right. As the member for South Perth points out, it is a lifestyle thing.</p> <p>would Mr T.R. Buswell: Even if the Homeswest home was in a park home, they not qualify.</p> <p>Mr F.M. LOGAN: I know for a fact they would not qualify anyway because of their accumulated savings. But let us say someone did qualify, they would not want to go into a Homeswest property because of where they are moving from</p>	

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		<p>and what they are moving to. They are very happy where they are, in the type of community and environment they live in. If those people cannot be relocated, they need to be compensated for being effectively forcibly evicted from their property and forced into a fire sale of their property, because that is what would happen. If the park home closed down, they would be forced into a fire sale of their permanent property. They would be effectively evicted. The act does not deal with adequate compensation. That is a key issue.</p> <p>The fourth thing the Park Home Owners Association argues is that rent should be controlled by the consumer price index. Obviously the Caravan Industry Association Western Australia strenuously argued against that view. In a lot of its leases, rent is determined by CPI for one year and then market rate for another. I certainly know that at Coogee Beach and Woodman Point Holiday Parks they have alternate years where they have CPI one year and the market rate for the other. The problem is of course, what is the market rate? Caravan parks in my electorate are right opposite houses in Coogee. Houses in Coogee start at \$1.5 million. So what is the market for a caravan park home in that area? If we took into account the Valuer-General's view, it would be related to the \$1.5 million to \$3 million houses across the other side of Cockburn Road. That is entirely inappropriate.</p> <p>Residents at Woodman Point Holiday Park were the first in Western Australia to use the Residential Parks (Long-stay Tenants) Act to take the Aspen Group to the State Administrative Tribunal to test the act and to challenge the 14 per cent increase in rent that Aspen decided was the market rate. They won, minister. They did not get exactly what they</p>	

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		<p>wanted in terms of a percentage increase, but they certainly got a reduction from the 14 per cent and back payment of rent already paid. Again, people had to find a valuer to determine what an acceptable market rate was in order to determine the rent increase. People should not be put in that position. Retirees and long-term residents of caravan parks should not be put in a position of having to spend a considerable amount of money just to prove what the market rate is over their rent increases. There has to be a better way to do it. The Park Home Owners Association says that the easiest way to do it is to base the rent on CPI.</p> <p>Another issue is the provision in the act relating to the first right of refusal on the sale of the home to the park owners themselves. The Park Home Owners Association finds that unacceptable and believes that, if on the one hand, park owners and operators are arguing for a market rate in terms of the rent that should be paid, they should also get their nose out of the market for a caravan park home sale by being locked into a first right of refusal to the park operator itself. They cannot have it both ways. That is what the act allows them to do.</p> <p>I ask that those five key points raised by the Park Home Owners Association be considered at length by the minister. As many members have already said, this has dragged on. It is now four to five years since the act was passed. It really is time to make a change and to deliver certainty for these residents.</p>	
9	Jillian Spruyt 104/3 Powell Road Coogee WA 6167	<p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease</p> <p>Request the City of Cockburn includes Clauses into the new Head Lease over Coogee Beach Caravan Park,</p>	<u>Safeguard the Interests of Long-Term Residents in the New Head Lease</u>

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		<p>which safeguard the interests of long-term Residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large scale development.</p> <p>b) Protect the Life-Savings of Long Term Residents</p> <p>Request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings by causing them financial hardship.</p> <p>c) Protection of the A-Class Reserve and it's Trees, Bushland and Native Species</p> <p>Request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and habitats for native species, by a large scale Development involving removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>d) Reduced Access to Coogee Beach Caravan Park and the Beachfront</p> <p>Request the City of Cockburn ensures the residents and citizens of Cockburn will still be able to access the Coogee Beach Caravan Park and the beachfront after the proposed development and tourist precinct.</p> <p>e) Development Fatigue Amongst Local Residents</p> <p>Many of the residents and citizens of Cockburn already enjoy the beautiful beaches and the parks that the</p>	<p>Please see response to Submission 5 above.</p> <p><u>Protect the Life-Savings of Long Term Residents</u> Discovery Parks has indicated that where possible it will work with these lessees to find alternative accommodation within the Discovery Parks network although it acknowledges that such an outcome is not guaranteed.</p> <p><u>Protection of the A-Class Reserve and it's Trees, Bushland and Native Species</u> The Redevelopment Plan will be subject to the City's approval as the Landlord and then subject to the required statutory processes which assesses if any flora will be impacted. The City does not have the ability to change a Class A Reserve purpose which in this case it is for a caravan park.</p> <p><u>Reduced Access to Coogee Beach Caravan Park and the Beachfront</u> Access to the Coogee Beach Holiday Park will remain and the City will continue to lobby the State Government for the improvement of Cockburn Road.</p> <p>There are currently several access points for people to reach the Coogee Beach coastline.</p> <p><u>Development Fatigue Amongst Local Residents</u> Income received by the City from the Lease to Discovery Parks will be quarantined in a reserve to</p>

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		<p>Council have created but fear that further development will lead to further loss of the unique character of the area. Many interested local parties believe there is already enough (if not too much) development along the coastal strip of land managed by the Shire of Cockburn and that development fatigue amongst local residents has set in (see the many comments in the recently commissioned survey report "Community Values and Future Management Priorities, in the Business Plan (11/2/21) pp 121-221.</p> <p>f) Limited Parking and Traffic Congestion</p> <p>Access to the beach at peak times because of limited parking within walking distance is already limited for families. Many large groups also enjoy the greensward adjacent to the entrance to the caravan park and these seem to be comprised of local or nearby Cockburn residents. As a result of the growing popularity of this area, at peak times traffic is congested at the main exit onto Cockburn road and due to this bottleneck, cars and caravans experience delays in exiting the park area for a considerable time. Further, no emergency vehicle could enter or exit freely at such times. It is noted that there is a proposed new entrance to the caravan park in the recently released Business Plan but the congestion has already started and will only get far worse by the time all the roadblocks for proposed four-lane development of Cockburn is completed (refer to the proposed development which became Pot Coogee – the road mooted ten years ago and still waiting).</p> <p>g) Alternative Visions of Progress – Natural Beauty,</p>	<p>undertake the works recommended by the CBFMP in the future. As a result, the Discovery Parks proposal has significant social and environmental benefits for Cockburn's community and coastline.</p> <p>Future developments relating to the coastal strips in the City will be assessed by the State Government.</p> <p><u>Limited Parking and Traffic Congestion</u> Parking and traffic congestion matters are included in the statutory planning assessment of developments, as administered by the Western Australian Planning Commission (WAPC). For current traffic management concerns, please liaise directly with Main Roads WA (MRWA), the Managing Authority for Cockburn Road. The City will continue to lobby MRWA regarding the widening of Cockburn Road and the access to the Coogee Beach Caravan Park.</p> <p><u>Alternative Visions of Progress – Natural Beauty, Heritage and Cultural Value</u> The Foreshore is an area of high community use that has significant and sometimes competing social, environmental and economic values. The Foreshore is predicted to experience coastal inundation and erosion in the longer term, based on current projected sea level rise estimates, placing further pressures on some assets and the natural environment. The City has prepared the</p>

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		<p>Heritage and Cultural Value</p> <p>Although progress seems inevitable and a way forward to accommodate a growth in population and for future generations, not all progress involves clearing out all vegetation and infrastructure deemed beyond useful life. In many countries, the cities, towns, villages and communities have had great foresight and developed alternative visions of progress by turning back to the heritage of their area. Most of the developed world has used this model to protect, preserve and promote areas of natural beauty, heritage and cultural value. They have recognised that once these areas are bulldozed, cleared and replaced, they are gone forever.</p> <p>To prevent this outcome for the unique history of the Coogee Beach area, the Council could promote a different vision for the redevelopment of a Coogee Beach Village caravan park. Caravan parks are part and parcel of Australia's history and heritage and provide an experience that no modern resort equal. There is a charm and pleasure many of the oldest and humblest caravan parks hold in store for a holiday with a difference. For the Coogee Village caravan park, the theme could evolve around the heritage and history of the area, similar to developments south of Busselton. Coogee has a rich, interesting and quite unique history of which the bushland, the native animals and birds, the remains of old infrastructure and the Coogee Beach Caravan Park itself are vital components. The existing caravan park is a living part of that heritage, as is the development of the old Coogee Hotel opposite. If it ceased to exist as a caravan park and became a resort, a valuable part of the</p>	<p>Coogee Beach Foreshore Management Plan (CBFMP) which was adopted by Council in November 2020.</p> <p><u>An Old-Fashioned Beachside Holiday</u> The land is owned by the State of Western Australian. The City is vested with the care control and management of the land under the Management Order for the purpose of a caravan park. The City does not have the ability to change the purpose of the Management Order.</p> <p>The City is the Managing Body for the Coogee Beach Caravan Park site, which allows the land to be used for 'caravan park' only. The ability of an individual to use or reside within a caravan park is not impacted by considerations such as age, income or family/marital status – the use relates to tourism.</p> <p>The City's Community Strategic Plan (2020-2030) identifies the need to facilitate a thriving tourism industry that is to be achieved by supporting and promoting opportunities for local tourism. Discovery Park's proposal directly contributes to this objective.</p> <p>Determination as to how short and long stay sites, playgrounds and community spaces are incorporated in the Park will be considered in the Redevelopment Plan with consideration given to the Department of Planning, Lands and Heritage</p>

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		<p>area's heritage would be gone for good and it would become just another resort destination.</p> <p>h) An Old-Fashioned Beachside Holiday</p> <p>Coogee Beach Caravan Park could be marketed to a different target audience which would include grey nomads and grandparents who want to give their grandchildren an old-fashioned beachside holiday, groups or couples who are seeking a spiritual retreat or restoration, people who want to get away from the rat-race within an easy commute, people who just want to relax, swim and bushwalk, nature lovers who enjoy the dawn chorus and the night herons, the list goes on. There are many places down South which market to these same demographics and there is usually something unique to each destination e.g. Margaret River, Nannup and Denmark to name just three.</p> <p>i) Niche Accommodation – Residents and Guests Mixing Freely</p> <p>Instead of rigidly separating the Tourist (or Guest) accommodation from the residents, they could be integrated by using some of the existing residents' homes as niche accommodation (which is presently being done in a few locations). When residents and guests mix freely, the holiday experience is richer and more satisfying, as many of our existing guests have expressed as they stroll around the caravan park, noting and commenting on the homes and gardens, bidding good day to residents and asking advice on nearby places of interest, cafes or transport options. If many of the perceived liabilities of</p>	<p>Planning Bulletin 49 and managed in the future by the Operator's management program.</p> <p><u>Niche Accommodation – Residents and Guests Mixing Freely</u> See further above.</p>

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		this park were rethought of as assets, there are many in the community at large who would be more than interested to support it's makeover, as is implied in the hundreds of comments which appear in the City of Cockburn's Business Plan February 2021.	
10	Brian Higgins 3 Powell Road Coogee	<p>Coogee Holiday Park (CHP) is a Class A natural reserve mandated to operate as a caravan park. My cabin is a relocatable home i.e. on wheels, has no fixed foundations. I wish to bring your attention to the periodic site only agreement Division 4 – General Items, page 16, item 24 Repositioning of a Relocatable Home. "The Park Operator reserves the right to the tenets relocatable home to a comparable site in the park if necessary".</p> <ol style="list-style-type: none"> 1. Why is the City of Cockburn allowing Discovery Parks to ignore this agreement? 2. If relocatable homes are to be removed from Coogee Holiday Park as they are now deemed to not be a "caravan" why has the City allowed the buying/selling/renting of these relocatable homes on an area they are responsible for the leasing of for the past 40 odd years? Where is the Cities "duty of care"? 3. How does the City propose DP will redevelop a Class A natural reserve without destruction to the environment? 4. Why is the City allowing DP to cause long-term residents financial loss due to the redevelopment? 5. Why is City allowing DP to cause long-term residents mental stress and anguish of being forced out of the homes and onto the street? 6. Would the City allow this to happen to their families and relatives? 7. If DP are redeveloping Woodman's Point the same as CHP what will differentiate CHP as a holiday destination? 	<p>Please see responses to Submission 3, 6, 19</p> <p>The land is owned by the State of Western Australian. The City is vested with the care control and management of the land under the Management Order for the purpose of a caravan park. The City does not have the ability to change the purpose of the Management Order.</p> <p>Discovery Parks is owned by Australian families and the largest Australian Superannuation Fund.</p>

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		<p>8. Why can't CHP be managed as "an historical old fashioned holiday" destination to differentiate it from Woodman Point?</p> <p>9. How are City proposing DP manage the risk of asbestos during the redevelopment? Eg Telstra Communication pits, cabins themselves, etc</p> <p>10. Why is the City allowing a large off shore profit driven company to manage DP where all profits will go off-shore and not into the local community?</p> <p>11. Why are City looking to shift the pragmatic and responsible financial management of the investment require for the redevelopment of critical CHP infrastructure to a large off shore profit driven company (where the profits are funnelled off-shore)?</p>	
11	Confidential	<p>OPPOSE: The business plan does not take into account the following:</p> <p>Residents will lose their homes. Many of these residents are elderly & have bought these cabins with the long term plan of securing a place to live throughout their ageing and retirement years. Some are disabled. The residents feel safe & secure in the Holiday Park community.</p> <p>The business plan appears to be taking into account the financial needs of the council over and above the residents. This will cause existing residents mental angst going forward. We absolutely need to take into account the welfare of our ageing citizens who live at Coogee Holiday Park. This is not in the best interest of the existing residents and I feel there is a sense of neglect on the council's part. Exploitation for profit.</p> <p>Also to consider is the loss of bird life, rabbits and wildlife. The Night Herrons have lost their habitat already. Let's not</p>	<p>The City will do everything, within its power, in its negotiations with DP, to ensure that the lease brought to Council for consideration in June 2021 does everything it can to minimise the impact on affected residents. The interests of existing long-term residents are afforded protection by the provision of State Government legislation, which governs the operation of Caravan Parks within Western Australia. The lease agreement cannot amend the operation of this legislation. The City continues to encourage DP to engage with their stakeholders throughout the process.</p> <p>The Foreshore is an area of high community use that has significant and sometimes competing social, environmental and economic values. The Foreshore is predicted to experience coastal inundation and erosion in the longer term, based on current projected sea level rise estimates,</p>

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		disrupt and take away the wildlife home environment any further. What makes Coogee Holiday Park unique is not only is it a beautiful place for the existing residents but also for the local community. Offering the uniqueness of the beach meets bush land is rare & this uniqueness should be embraced and not destroyed. It's a place of peace & tranquillity. This is how I feel every time I visit Coogee Holiday Park. It's a perfect place to stay & live as is. "Keep Coogee Holiday Park from commercial exploitation".	<p>placing further pressures on some assets and the natural environment. The City has prepared the Coogee Beach Foreshore Management Plan (CBFMP) which was adopted by Council in November 2020.</p> <p>The City and Discovery Parks (DP) continue to finalise the terms of a long-term lease that allows sufficient commercial viability to ensure that the caravan park can be modernised, with upgrades to the infrastructure and facilities intended. Any Development Application submitted by DP for the redevelopment of the caravan park will be assessed by the State Government.</p>



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12	Ghita Kockernack 115 Yangebup Rd Yangebup 6164	<p>I the undersigned support the proposed long-term lease for the Coogee Beach Caravan park with an appropriate Caravan Park operator, who is prepared to upgrade infrastructure, facilities, and modernise the Park, while preserving the unique heritage, environment, and native species habitat of the area, and safeguarding the interests, financial life-savings, and health, of existing long term residents of the Park, consistent with the stated Corporate Vision and Values of the City, and the Park Operator.</p> <p>Support the preferred vision for the development of the Coogee Caravan Park as a Heritage Village Caravan Park, consistent with a market focus on the Seniors, older, dual income no kids (DINKY) segment of the tourist market, which would complement the proposed development of the Woodman Point caravan Park as a Tourist Resort for the family market, while transitioning to a ratio of at least 50% short term accommodation, and 50% long term accommodation at the Coogee Beach Caravan Park</p>	<p>The City and Discovery Parks (DP) continue to negotiate to finalise the terms of a long-term lease that allows sufficient commercial viability to ensure that the caravan park can be modernised, with upgrades to the infrastructure and facilities intended. Any Development Application submitted by DP for the redevelopment of the caravan park will be assessed by the State Government.</p> <p>The City will do everything, within its power, in its negotiations with DP, to ensure that the lease brought to Council for consideration in June 2021 does everything it can to minimise the impact on affected residents. The interests of existing long-term residents are afforded protection by the provision of State Government legislation, which governs the operation of Caravan Parks within Western Australia. The lease agreement cannot amend the operation of this legislation. The City continues to encourage DP to engage with their stakeholders throughout the process.</p> <p>The decision on how to develop Woodman Point Caravan Park involves separate commercial considerations to the development of Coogee Beach Caravan Park. The City is not the Managing Body for the Woodman Point and cannot comment on the future development of the site or its strategic vision.</p> <p>The City is the Managing Body for the Coogee Beach Caravan Park site, which allows the land to</p>

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			<p>be used for 'caravan park' only. The ability of an individual to use or reside within a caravan park is not impacted by considerations such as age, income or family/marital status.</p> <p>The City's Community Strategic Plan (2020-2030) identifies the need to facilitate a thriving tourism industry that is to be achieved by supporting and promoting opportunities for local tourism. Discovery Park's proposal directly contributes to this objective.</p> <p>Determination as to how short and long stay sites are incorporated in the Park will be considered in the Redevelopment Plan with consideration given to the Department of Planning, Lands and Heritage Planning Bulletin 49 and managed in the future by the Operator's management program.</p>
13	Mayanne Coleman Unit 76/3 Powell Rd Coogee 6167	<p>I have been residing as a resident at Coogee Caravan Park for the last eight years.</p> <p>Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart.</p> <p>I request the City of Cockburn makes this stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays.</p> <p>Let Woodman Point attract younger tourists with families.</p> <p>The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval</p>	<p>The City is the Managing Body for the Coogee Beach Caravan Park site, which allows the land to be used for 'caravan park' only. The ability of an individual to use or reside within a caravan park is not impacted by considerations such as age, income or family/marital status.</p> <p>The decision on how to develop Woodman Point Caravan Park involves separate commercial considerations to the development of Coogee Beach Caravan Park. The City is not the Managing Body for the Woodman Point and cannot comment on the future development of the site or its</p>



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		<p>include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p> <p>The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired.</p> <p>Promote Coogee Beach as a Traditional Community Caravan Park.</p> <p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers - a mostly older and quieter clientele.</p> <p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none"> • the ever increasing number of retired and semi-retired travellers looking for places to stay a while • parents and grandparents who want a simple beachside holiday with their children and grandchildren • a calming retreat for those among us seeking health and wellbeing • numerous tracks for all who like bushwalking • interesting stories and landmarks for anyone interested in Coogee's historical heritage 	<p>strategic vision.</p> <p><u>Safeguard the Interests of Long Term Residents in the New Head Lease</u> The City will do everything, within its power, in its negotiations with DP, to ensure that the lease brought to Council for consideration in June 2021 does everything it can to minimise the impact on affected residents. The interests of existing long term residents are afforded protection by the provision of State Government legislation, which governs the operation of Caravan Parks within Western Australia. The lease agreement cannot amend the operation of this legislation. The City continues to encourage DP to engage with their stakeholders throughout the process.</p> <p><u>Protect the Life-Savings of Long Term Residents</u> The City understands that long stay residents have committed significant personal funds in their park homes. These transactions are done in an open property market by willing buyers and sellers with many factors being considered prior to a purchase. It is clear to the City that some tenants did not seem to be aware of the fact that the periodic tenancy agreements that they have, have only ever been a periodic tenancy, and that some residents had not sought legal advice on their agreements. The City will seek to ensure that the future operator is very clear on these facts with existing and future tenants when issuing new tenancy agreements.</p>

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		<ul style="list-style-type: none"> • nature lovers who would enjoy exploring and identifying our many coastal bird species • people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public playgrounds, each with cafés nearby, are very close to Coogee Beach Caravan Park.</p> <p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease I request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large-scale development.</p> <p>b) Protect the Life-Savings of Long Term Residents I request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p> <p>c) Protection of the A-Class Reserve and it's Trees, Bushland and Native Species</p>	<p><u>Protection of the A-Class Reserve and it's Trees, Bushland and Native Species</u></p> <p>The land where the Coogee Beach Holiday Park is located is owned by the State of Western Australia and is an A class Reserve for the purpose of a Caravan Park. The Park is being redeveloped not sold for redevelopment.</p> <p>The City and Discovery Parks (DP) continue to finalise the terms of a long-term lease that allows sufficient commercial viability to ensure that the caravan park can be modernised, with upgrades to the infrastructure and facilities intended. Any Development Application submitted by DP for the redevelopment of the caravan park will be assessed by the State Government. The assessment will consider trees, bushland and native species.</p> <p>The City has commissioned the Coogee Beach Foreshore Management Plan (CBFMP) to assess the coastal region alongside/inclusive of the caravan park site. The CBFMP was adopted by Council in November 2020. The City will continue to consider methods to mitigate coastal erosion guided by the CBFMP. There are currently several access points for people to reach the Coogee Beach coastline.</p> <p><u>Heritage and Cultural Value</u></p>

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		<p>I request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executers of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, and cleared of its natural vegetation, many of the residing animals, reptiles and birds will be displaced.</p> <p>d) Heritage and Cultural Value</p> <p>I request the City of Cockburn embraces and promotes the historical heritage of this area. We have the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious developers.</p> <p>A booklet on the history of the Coogee coastline could include a map of walking trails and promote the indigenous connections of this land.</p> <p>e) Leaving our Existing Community as Unscathed as Possible</p>	<p>The City and Discovery Parks (DP) continue to finalise the terms of a long-term lease that allows sufficient commercial viability to ensure that the caravan park can be modernised, with upgrades to the infrastructure and facilities intended. Any Development Application submitted by DP for the redevelopment of the caravan park will be assessed by the State Government with consideration given to all statutory requirements such as heritage assessments.</p> <p>The City has commissioned the Coogee Beach Foreshore Management Plan (CBFMP) to assess the coastal region alongside/inclusive of the caravan park site. The CBFMP was adopted by Council in November 2020. The City will continue to consider methods to mitigate coastal erosion guided by the CBFMP. There are currently several access points for people to reach the Coogee Beach coastline.</p> <p>The suggestion regarding a booklet being created that includes both the history of the Coogee coastline including a map of walking trails, promoting indigenous connections of this land, is noted. However, this is not the subject of this consultation (the Coogee Caravan Park development) and is not dealt with in this report. is noted.</p> <p><u>Leaving our Existing Community as Unscathed as</u></p>

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		<p>I request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities.</p> <p>We want –</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require. • the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West accommodation, aged care or medical facilities etc. <p><u>Overview:</u></p> <p>I Support the proposed long-term lease for the Coogee Beach Caravan Park with an appropriate Caravan Park Operator. A Caravan Park Operator who is prepared to upgrade the infrastructure, facilities, and modernise the Park, while preserving the unique heritage, environment, and native species habitat the area. It is imperative to safeguard the interest, life-savings, and health of existing long term residents of the Park, consistent with the stated Corporate Vision and Values of the City, and the Park</p>	<p><u>Possible</u></p> <p>See Response above.</p> <p>The City is the Managing Body for the Coogee Beach Caravan Park site, which allows the land to be used for 'caravan park' only. The ability of an individual to use or reside within a caravan park is not impacted by considerations such as age, income or family/marital status.</p> <p>The City's Community Strategic Plan (2020-2030) identifies the need to facilitate a thriving tourism industry that is to be achieved by supporting and promoting opportunities for local tourism. Discovery Park's proposal directly contributes to this objective.</p> <p>Determination as to how short and long stay sites, playgrounds and community spaces are incorporated in the Park will be considered in the Redevelopment Plan with consideration given to the Department of Planning, Lands and Heritage Planning Bulletin 49 and managed in the future by the Operator's management program.</p> <p>An indicative redevelopment plan will be included in the Heads of Agreement which will be part of the City's report to the June Council meeting. Further to that any redevelopment of the site will also need to be approved by the State Government.</p>

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		<p>Operator.</p> <p>Woodman Point Caravan Park currently provides facilities aimed and catered towards families. The proposal in the expansion of the Coogee Caravan Park would be a costly duplication of these type of facilities and a potentially inappropriate use of funds.</p> <p>I support the vision of the developments of the Coogee Caravan Park as a Heritage Village Caravan Park. This is consistent with a market focus on Seniors and Dual Income No Kids (DINKY) segment of the tourist market. This would complement the proposed development of the Woodman Point Caravan Park as a Tourist Resort for the family market, while transitioning to a ratio of at least 50% short term accommodation, and 50% long term accommodation at the Coogee Beach Caravan Park.</p> <p><u>Closing</u></p> <p>In closing, I support all of the above statements. When I purchased my property 8 years ago, my son, in his due diligence on my behalf, contacted Cockburn Council and enquired as to the security of Coogee and the Caravan Park. He was informed by the Council that the park was classified as an A3 Reserve situated on Crown Land, bequeathed to the state and therefore unable to be redeveloped in the future for housing and was to be kept in its natural state in the interest of the people. On this premise I bought the unit which came up for sale at Coogee Caravan Park.</p> <p>My feelings on this proposed development is one of intense</p>	<p>The final redevelopment plan will include details of staging of works and estimated timeframes to carry those out, detailing which areas of the park will have works and approximately when those works would occur.</p> <p>Discovery Parks has advised that it has earmarked the land on the western beach front of the Park for redevelopment. This will potentially impact on approximately 40 of the 138 long-stay lessees. Discovery Parks has indicated there are a number of potential options for these tenants that will be considered, including the opportunity to offer residents the option of an alternative location within the Coogee Beach Park/Woodman Point Park or the offer of alternative sites within the Discovery Parks network although it acknowledges that such an outcome is not guaranteed.</p>

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		concern regarding my future financial security and whether I will have a roof over my head in the years to come. At my age I have moved around many times, and believed I was secure in the knowledge that this would be my final home.	
14	James & Shirley Lynn 121/3 Powell Rd Coogee WA 6166	<p>I the undersigned support the proposed long-term lease for the Coogee Beach Caravan Park with an appropriate Caravan Park Operator, who is prepared to upgrade infrastructure, facilities, and modernise the Park, while preserving the unique heritage, environment, and native species habitat of the area, and safeguarding the interests, financial life-savings, and health, of existing long term residents of the Park, consistent with the stated Corporate Vision and Values of the City, and the Park Operator.</p> <p>Support the preferred vision for the development of the Coogee Caravan Park as a Heritage Village Caravan Park, consistent with a market focus on the Seniors, older, dual income no kids yet (DINKY) segment of the tourist market, which would complement the proposed development of the Woodman Point Caravan Park as a Tourist Resort for the family market, while transitioning to a ratio of at least 50% short term accommodation, and 50% long term accommodation at the Coogee Beach Caravan Park.</p> <p>This proposal avoids the inappropriate and costly duplication, at the Coogee Beach Caravan Park, of the Family Tourist Resort facilities proposed in the expansion of the size and facilities at the nearby Woodman Point Caravan Park.</p> <p>Prior to 1998 we had a holiday park home for 5 years in Coogee Beach Caravan Park. , when Jim was made</p>	Please see response to Submission 12

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		<p>redundant we decide to sell our Bassendean House and asked the Coogee Office if any site was available. So when told 121 was, we then approached Fleetwood and selected the house Called Blackwood.</p> <p>We purchased our Home from Fleetwood, who installed it onto Site 121 in the Coogee Caravan Park.</p> <p>We then received the keys on 24th September 1998.</p> <p>We have enjoyed living here and at no time was it ever suggested that we may have to relocate.</p>	
15	Karin Klicker Site 81 Coogee Beach Caravan Park Coogee WA 6166	<p>Apart from Health, Safety, Financial Stress problems that the Long Term Residents currently and in the future are facing, there are also the vegetation, animal, plants etc to be considered when wanting to move 40 Park Homes.</p> <p>If the City of Cockburn and or Discovery Parks want to achieve a 50/50 percentage between Short Stay Tourists and Long Term Residents all the operator has to do built 20 new Cabins without moving anyone.</p> <p>I have done a rough drawing see below, just to give a idea how this is possible. I have given Daniel Arndt, Grant Wilkens and Toni Brun a copy of this plan.</p> <p>Also Please note with the plan as to have Tourist in a separate area, this precinct will be absolute desolate in the Winter months. There are no Tourist here during Winter as the winds blow at 90 km per hour, and the rains come sideways.</p> <p>Kindly consider the above when signing a Lease with Discovery Park.</p>	<p>The City will do everything, within its power, in its negotiations with DP, to ensure that the lease brought to Council for consideration in June 2021 does everything it can to minimise the impact on affected residents. The interests of existing long term residents are afforded protection by the provision of State Government legislation, which governs the operation of Caravan Parks within Western Australia. The lease agreement cannot amend the operation of this legislation. The City continues to encourage DP to engage with their stakeholders throughout the process.</p>

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		(A copy of the plan has been provided to the City and Discovery Parks.)	
16	Helen M. Crosby Site 175/3 Powell Rd Coogee WA 6166	<p>I the undersigned support the proposed long-term lease for the Coogee Beach Caravan Park with an appropriate Caravan Park Operator, who is prepared to upgrade infrastructure, facilities, and modernise the Park, while preserving the unique heritage, environment, and native species habitat of the area, and safeguarding the interests, financial life-savings, and health, of existing long term residents of the Park, consistent with the stated Corporate Vision and Values of the City, and the Park Operator.</p> <p>Support the preferred vision for the development of the Coogee Caravan Park as a Heritage Village Caravan Park, consistent with a market focus on the retired empty nesters, business people, dual income no kids yet (DINKY), groups celebrating events, (wedding parties etc) segment of the tourist market, which would complement the proposed development of the Woodman Point Caravan Park as a Tourist Resort for the family market, while transitioning to a ratio of at least 50% short term accommodation, and 50% long term accommodation at the Coogee Beach Caravan Park.</p> <p>This proposal avoids the inappropriate and costly duplication, at the Coogee Beach Caravan Park, of the Family Tourist Resort facilities proposed in the expansion of the size and facilities at the nearby Woodman Point Caravan Park.</p> <p>It also limits the amount of forePlease seeable destruction of the vulnerable Coogee Beach sand dunes by children sliding</p>	Please see response to Submission 12

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		down them as I have often witnessed near the surf club adjacent to the Holiday Park where there are no deterrent or fence immediately on these sand dunes on the beach.	
17	Brian Higgins 3 Powell Road Coogee WA 6166 (two identical submissions received)	<p>Coogee Holiday Park (CHP) is a Class A natural reserve mandated to operate as a caravan park. My cabin is a relocatable home i.e. on wheels, has no fixed foundations. I wish to bring your attention to the periodic site only agreement Division 4 – General Items, page 16, item 24 Repositioning of a Relocatable Home. “The Park Operator reserves the right to the tenets relocatable home to a comparable site in the park if necessary”.</p> <ol style="list-style-type: none"> 1. Why is the City of Cockburn allowing Discovery Parks to ignore this agreement? 2. If relocatable homes are to be removed from Coogee Holiday Park as they are now deemed to not be a “caravan” why has the City allowed the buying/selling/renting of these relocatable homes on an area they are responsible for the leasing of for the past 40 odd years? Where is the Cities “duty of care”? 3. How does the City propose DP will redevelop a Class A natural reserve without destruction to the environment? Example the Night Herons have lost their nesting tree and are no longer to be seen in the Park. 4. Why is the City allowing DP to cause long-term residents financial loss due to the redevelopment? 	Please see response to Submission 10

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		<p>5. Why is City allowing DP to cause long-term residents mental stress and anguish of being forced out of the homes and onto the street?</p> <p>6. Would the City allow this to happen to their families and relatives?</p> <p>7. If DP are redeveloping Woodman's Point the same as CHP what will differentiate CHP as a holiday destination?</p> <p>8. Why can't CHP be managed as "an historical old fashioned holiday" destination to differentiate it from Woodmans Point?</p> <p>9. How are City proposing DP manage the risk of asbestos during the redevelopment? Eg Telstra Communication pits, cabins themselves, etc</p> <p>10. Why is the City allowing a large off shore profit driven company to manage DP where all profits will go off-shore and not into the local community?</p> <p>11. Why are City looking to shift the pragmatic and responsible financial management of the investment require for the redevelopment of critical CHP infrastructure to a large off shore profit driven company (where the profits are funnelled off-shore)?</p>	
18	Michelle Abbott De Rivera	<p>Website Information incorrect, totally misleading the general Community of Cockburn.</p> <p>I would think this was a rather large issue in regards to Council's Code of Conduct, that was updated quite extensively, in regards to information posted on social media platforms including Council website. Even Cr Separovich, who is a member of the West Ward that includes CBCP within it's Ward, is under the wrong impression of the Coogee Beach</p>	<p>The City has corresponded with you regarding the information on the website explaining the details of the Reserve and providing a copy of the Management Order. The Management Order provides the City with the ability to lease the A class Reserve 29678 for a period of 42 years.</p> <p>Regarding your comments about the Council's Code of Conduct, at this time the Elected Members</p>

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		<p>Caravan Park situation.</p> <p>I request that all information in regards to Coogee Beach Caravan Park's background, current leases held and the definition of a caravan Park, to name a few, be updated to display CORRECT and ACCURATE details.</p>	<p>are unable to provide commitments as to support or otherwise on any matter until Council's formal deliberations as part of a Council meeting.</p>
19	Coralie Hick Site 150 CBCVP	<p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease</p> <p>I/we request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large scale development.</p> <p><i>Comment: I have been residing here at Coogee Beach Caravan Park for 15 years come this May. Until recently my mother who turned 94 years old lived with me. If there was large scale redevelopment I would definitely want to know I am secure in my home</i></p> <p>b) Protect the Life-Savings of Long Term Residents</p> <p>I/we request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating</p>	<p><u>Safeguard the Interests of Long Term Residents in the New Head Lease</u></p> <p>The City will do everything, within its power, in its negotiations with DP, to ensure that the lease brought to Council for consideration in June 2021 does everything it can to minimise the impact on affected residents. The interests of existing long term residents are afforded protection by the provision of State Government legislation, which governs the operation of Caravan Parks within Western Australia. The lease agreement cannot amend the operation of this legislation. The City continues to encourage DP to engage with their stakeholders throughout the process.</p> <p><u>Protect the Life-Savings of Long Term Residents</u></p> <p>The City understands that long stay residents have committed significant personal funds in their park homes. These transactions are done in an open property market by willing buyers and sellers with many factors being considered prior to a purchase. It appears that some of the long term tenants were not aware that their tenancy agreements are periodic tenancy agreements, and that some residents had not sought legal advice on their agreements. The City will seek to ensure that</p>

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		<p>residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p> <p><i>Comment: This dwelling is just not a house but my home, it cost me most of my lifes savings to give me peace of mind. I would like a binding agreement from Discovery that they would cover costs for relocating and other expenses as outlined in clause b)</i></p> <p>c) Protection of the A-Class Reserve and it's Trees, Bushland and Native Species</p> <p>I/we request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executers of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed.</p>	<p>the future operator is very clear on these facts with existing and future tenants when issuing new tenancy agreements.</p> <p><u>Protection of the A-Class Reserve and it's Trees, Bushland and Native Species</u></p> <p>Any Development Application submitted by DP for the redevelopment of the caravan park will be assessed by the State Government with consideration of all statutory requirements.</p> <p>The City has commissioned the Coogee Beach Foreshore Management Plan (CBFMP) to assess the coastal region alongside/inclusive of the caravan park site. The CBFMP was adopted by Council in November 2020. The City will continue to consider methods to mitigate coastal erosion guided by the CBFMP. There are currently several access points for people to reach the Coogee Beach coastline.</p> <p><u>Reduced Access to Coogee Beach Caravan Park and the Beachfront</u></p> <p>Access to the Coogee Beach Holiday Park will remain and the City will continue to lobby the State Government for the improvement of Cockburn Road.</p> <p>There are currently several access points for people to reach the Coogee Beach coastline. The beach access will also be considered as part of the</p>

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		<p>d) Reduced Access to Coogee Beach Caravan Park and the Beachfront</p> <p>I/we request the City of Cockburn ensures that access to the Coogee Beach Caravan Park and the beachfront, by park residents as well as the citizens of Cockburn, will not be compromised by the proposed development and tourist precinct.</p> <p>e) Development Fatigue Amongst Local Residents</p> <p>Multiple comments by local residents, in the recently commissioned survey report "Community Values and Future Management Priorities" included in the Business Plan (11/2/21) pp 121-221, indicate alarm at the amount of development being undertaken. While Cockburn's residents and citizens enjoy the re-vamped face of Port Coogee and the recreation spaces and parks created over the last 10 years, they are wary of future development plans along the coastal strip of land managed by the City of Cockburn. Comments made express their concern that continued development may lead to further loss of the unique character of the area.</p> <p>f) Limited Parking and Traffic Congestion</p> <p>With the immense and growing popularity of this area, at peak times the traffic blocks the main exit onto Cockburn road. It can take 10-20 minutes to</p>	<p>future requirements of the CBFMP.</p> <p><u>Development Fatigue Amongst Local Residents</u></p> <p>Income received by the City from the Lease to Discovery Parks will be quarantined in a reserve to undertake the works recommended by the CBFMP in the future. As a result, the Discovery Parks proposal has significant social and environmental benefits for Cockburn's community and coastline.</p> <p>Future developments relating to the coastal strips in the City will be assessed by the State Government.</p> <p><u>Limited Parking and Traffic Congestion</u></p> <p>Parking and traffic congestion matters are included in the statutory planning assessment of developments, as administered by the Western Australian Planning Commission (WAPC). For current traffic management concerns, please liaise directly with Main Roads WA (MRWA), the Managing Authority for Cockburn Road. The City will continue to lobby MRWA regarding the widening of Cockburn Road and the access to the Coogee Beach Caravan Park.</p> <p><u>Heritage and Cultural Value</u></p> <p>The City and Discovery Parks (DP) continue to finalise the terms of a long-term lease that allows sufficient commercial viability to ensure that the</p>

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		<p>make one's way into or out of the caravan park. Apart from the inconvenience of this, residents are put at risk. Emergency vehicles (Fire Brigade or Ambulance) have no way around the blocked road to the park, to access the emergency for which they have been called to respond. It is noted that there is a proposed new entrance to the caravan park in the recently released Business Plan. This is enthusiastically awaited.</p> <p>In the meanwhile, attention needs to be focused on</p> <ul style="list-style-type: none"> the traffic flow into and out from the Coogee Beach coastal strip the limited parking within walking distance to the beach for individuals and families. <p>Disallowing a right-hand turn onto Coogee Road by traffic exiting the beach or park would help</p> <p>g) Heritage and Cultural Value</p> <p>I/we request the City of Cockburn embraces and promotes the historical heritage of this area. We have the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture</p>	<p>caravan park can be modernised, with upgrades to the infrastructure and facilities intended. Any Development Application submitted by DP for the redevelopment of the caravan park will be assessed by the State Government with consideration given to all statutory requirements such as heritage assessments.</p> <p>The City has commissioned the Coogee Beach Foreshore Management Plan (CBFMP) to assess the coastal region alongside/inclusive of the caravan park site. The CBFMP was adopted by Council in November 2020. The City will continue to consider methods to mitigate coastal erosion guided by the CBFMP. There are currently several access points for people to reach the Coogee Beach coastline.</p> <p>The suggestion regarding a booklet being created that includes both the history of the Coogee coastline including a map of walking trails, promoting indigenous connections of this land, is noted. However, this is not the subject of this consultation (the Coogee Caravan Park development) and is not dealt with in this report.</p> <p><u>Natural Beauty</u></p> <p>The Foreshore is an area of high community use that has significant and sometimes competing social, environmental and economic values. The Foreshore is predicted to experience coastal</p>

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		<p>which sadly is being eroded daily by ambitious developers.</p> <p>A booklet on the history of the Coogee coastline could include map of walking trails and promote the indigenous connections of this land.</p> <p>h) Natural Beauty.</p> <p>There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways throughout. This stunning stretch of coastline is accessible to tourists who enjoy walking, as well as discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights.</p> <p>i) Niche Accommodation - Residents and Guests Mixing Freely</p> <p>There is much to be gained by residents and guests mingling. Guests regularly walk around the Caravan Park discussing the many different styles of our homes and gardens. The residents enjoy stories of where visitors have travelled while guests ask advice on nearby places of interest, cafes or transport options. There is something lost in separating residents from the tourist accommodation.</p> <p>Residents' homes would make interesting, unusual</p>	<p>inundation and erosion in the longer term, based on current projected sea level rise estimates, placing further pressures on some assets and the natural environment. The City has prepared the Coogee Beach Foreshore Management Plan (CBFMP) which was adopted by Council in November 2020.</p> <p><u>Niche Accommodation – Residents and Guests Mixing Freely</u> See response further above.</p> <p><u>Leaving our Existing Community as Unscathed as Possible</u></p> <p>The City is the Managing Body for the Coogee Beach Caravan Park site, which allows the land to be used for 'caravan park' only. The ability of an individual to use or reside within a caravan park is not impacted by considerations such as age, income or family/marital status.</p> <p>The City's Community Strategic Plan (2020-2030) identifies the need to facilitate a thriving tourism industry that is to be achieved by supporting and promoting opportunities for local tourism. Discovery Park's proposal directly contributes to this objective.</p> <p>Determination as to how short and long stay sites, playgrounds and community spaces are</p>

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		<p>and comfortable rental accommodation and maintain the unique and homely style of this Park</p> <p>j) Leaving our Existing Community as Unscathed as Possible</p> <p>We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities. We want-</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require. • the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West accommodation , aged care or medical facilities etc. <p>k) An Alternative Vision for Coogee Beach Caravan Park's Future</p> <p>Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart.</p> <p>I/we request the City of Cockburn makes this</p>	<p>incorporated in the Park will be considered in the Redevelopment Plan with consideration given to the Department of Planning, Lands and Heritage Planning Bulletin 49 and managed in the future by the Operator's management program.</p> <p>An indicative redevelopment plan will be included in the Heads of Agreement which will be part of the City's report to the June Council meeting. Further to that any redevelopment of the site will also need to be approved by the State Government.</p> <p>The final redevelopment plan will include details of staging of works and estimated timeframes to carry those out, detailing which areas of the park will have works and approximately when those works would occur.</p> <p>Discovery Parks has advised that it has earmarked the land on the western beach front of the Park for redevelopment. This will potentially impact on approximately 40 of the 138 long-stay lessees. Discovery Parks has indicated there are a number of potential options for these tenants that will be considered, including the opportunity to offer residents the option of an alternative location within the Coogee Beach Park/Woodman Point Park or the offer of alternative sites within the Discovery Parks network although it acknowledges that such an outcome is not guaranteed.</p>

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		<p>stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays.</p> <p>Let Woodman Point attract younger tourists with families.</p> <p>The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p> <p>The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired.</p> <p>Promote Coogee Beach as a Traditional Community Caravan Park</p> <p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers</p>	<p><u>An Alternative Vision for Coogee Beach Caravan Park's Future</u></p> <p>The land is owned by the State of Western Australian. The City is vested with the care control and management of the land under the Management Order for the purpose of a caravan park. The City does not have the ability to change the purpose of the Management Order.</p> <p>The City is the Managing Body for the Coogee Beach Caravan Park site, which allows the land to be used for 'caravan park' only. The ability of an individual to use or reside within a caravan park is not impacted by considerations such as age, income or family/marital status – the use relates to tourism.</p> <p>The City's Community Strategic Plan (2020-2030) identifies the need to facilitate a thriving tourism industry that is to be achieved by supporting and promoting opportunities for local tourism. Discovery Park's proposal directly contributes to this objective.</p> <p>Determination as to how short and long stay sites, playgrounds and community spaces are incorporated in the Park will be considered in the Redevelopment Plan with consideration given to the Department of Planning, Lands and Heritage Planning Bulletin 49 and managed in the future by the Operator's management program.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>- a mostly older and quieter clientele.</p> <p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none"> • the ever increasing number of grey nomads looking for places to stay a while • parents and grandparents who want a simple beach-side holiday with their children and grandchildren • a calming retreat for those among us seeking health and wellbeing • numerous tracks for all who like bushwalking • interesting stories and landmarks for anyone interested in Coogee's historical heritage • nature lovers who would enjoy exploring and identifying our many coastal bird species • people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public playgrounds, each with cafes nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Life Saving Club.</p> <p><i>Comment: I would definitely promote Coogee</i></p>	



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<i>Beach as a traditional Community Caravan Park</i>	
20	Edith Sanderson	<p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease I/we request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large scale development <i>Comment: I request a new Head Lease that will protect all homes even if the Park Operator changes. This will allow us to keep the value of our homes for future sales.</i></p> <p>b) Protect the Life-Savings of Long Term Residents I/we request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p>	Please see response to Submission 19

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p><i>Comment: This is very important to us. We all paid cash for our homes which meant dipping into savings and super funds. This means at our ages we are not in a position to start over to afford a new residence or sell for assisted living accommodation</i></p> <p>c) Protection of the A-Class Reserve and it's Trees, Bushland and Native Species</p> <p>I/we request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executers of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed.</p> <p><i>Comment: I feel that due diligence needs to be adhered to, to protect the natural area as much as</i></p>	



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		<p><i>possible.</i></p> <p>d) Reduced Access to Coogee Beach Caravan Park and the Beachfront</p> <p>I/we request the City of Cockburn ensures that access to the Coogee Beach Caravan Park and the beachfront, by park residents as well as the citizens of Cockburn, will not be compromised by the proposed development and tourist precinct.</p> <p><i>Comment: I feel a separate entrance to the residential area would assist in the bottleneck situation down the road. Also additional parking areas are desperately needed.</i></p> <p>e) Development Fatigue Amongst Local Residents</p> <p>Multiple comments by local residents, in the recently commissioned survey report "Community Values and Future Management Priorities" included in the Business Plan (11/2/21) pp 121-221, indicate alarm at the amount of development being undertaken. While Cockburn's residents and citizens enjoy the re-vamped face of Port Coogee and the recreation spaces and parks created over the last 10 years, they are wary of future development plans along the coastal strip of land managed by the City of</p>	

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		<p>Cockburn. Comments made express their concern that continued development may lead to further loss of the unique character of the area.</p> <p>f) Limited Parking and Traffic Congestion</p> <p>With the immense and growing popularity of this area, at peak times the traffic blocks the main exit onto Cockburn road. It can take 10-20 minutes to make one's way into or out of the caravan park. Apart from the inconvenience of this, residents are put at risk. Emergency vehicles (Fire Brigade or Ambulance) have no way around the blocked road to the park, to access the emergency for which they have been called to respond. It is noted that there is a proposed new entrance to the caravan park in the recently released Business Plan. This is enthusiastically awaited.</p> <p>In the meanwhile, attention needs to be focused on</p> <ul style="list-style-type: none"> • the traffic flow into and out from the Coogee Beach coastal strip • the limited parking within walking distance to the beach for individuals and families. <p>Disallowing a right-hand turn onto Coogee Road by traffic exiting the beach or park would help.</p> <p><i>Comment: I am all for a separate entrance for the residents. Also, no right turns unless traffic lights are introduced.</i></p>	



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		<p>g) Heritage and Cultural Value</p> <p>I/we request the City of Cockburn embraces and promotes the historical heritage of this area. We have the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious developers.</p> <p>A booklet on the history of the Coogee coastline could include a map of walking trails and promote the indigenous connections of this land.</p> <p><i>Comment: I totally agree. This area is unique to the entire of Perth/Cockburn surrounds because of its history and well maintained original style of residential park home living. When we, the older group, leave this area, unless protected may very well go the way of the DoDo Bird.</i></p> <p>h) Natural Beauty.</p> <p>There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways</p>	

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		<p>throughout. This stunning stretch of coastline is accessible to tourists who enjoy walking, as well as discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights.</p> <p><i>Comment: I strongly agree. By enhancing what we already have in place and design any development to incorporate this, we are securing our own 'tourist' potential.</i></p> <p>i) Niche Accommodation - Residents and Guests Mixing Freely</p> <p>There is much to be gained by residents and guests mingling. Guests regularly walk around the Caravan Park discussing the many different styles of our homes and gardens. The residents enjoy stories of where visitors have travelled while guests ask advice on nearby places of interest, cafes or transport options. There is something lost in separating residents from the tourist accommodation.</p> <p>Residents' homes would make interesting, unusual and comfortable rental accommodation and maintain the unique and homely style of this Park</p> <p><i>Comment: If planned properly, the 2 income, empty nesters could choose between 'niche modern' or heritage style accommodation. Either way, the flow</i></p>	



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		<p><i>through the park would be amazing drawing card.</i></p> <p>j) Leaving our Existing Community as Unscathed as Possible</p> <p>We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities. We want-</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require. • the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West accommodation , aged care or medical facilities et c. <p>k) An Alternative Vision for Coogee Beach Caravan Park's Future</p> <p>Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart.</p> <p>I/we request the City of Cockburn makes this</p>	

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		<p>stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays.</p> <p>Let Woodman Point attract younger tourists with families.</p> <p>The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p> <p>The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired. <i>Put a paved path between the Park and the beach where it is just sand to make access easier for swimming and picnic supplies.</i></p> <p>Promote Coogee Beach as a Traditional Community Caravan Park</p>	



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		<p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers</p> <p>- a mostly older and quieter clientele.</p> <p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none"> • <i>The Coogee Beach Caravan Park – left 'picturesque' would allow 2 incomes, empty nesters, a place where there are very few children and is also close to all the attractions offered here in Cockburn, i.e. Coogee Common, the Surf Club, ARC, shopping everywhere and out amazing beaches with snorkelling and diving at the Omeo shipwreck site. I would ask that Woodman Point be the favoured 'family' hot spot and Coogee Beach</i> • parents and grandparents who want a simple beach-side holiday with their children and grandchildren <i>without the 'park theme' playgrounds</i> • a calming retreat for those among us seeking health and wellbeing • numerous tracks for all who like bushwalking • interesting stories and landmarks for anyone interested in Coogee's historical heritage • nature lovers who would enjoy exploring and identifying our many coastal bird species 	

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		<ul style="list-style-type: none"> people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public playgrounds, each with cafes nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Life Saving Club.</p>	
21	Hubert Rich Site 195 CBCVP	<p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease</p> <p>I/we request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park</p> <p>Operator the Council appoints, especially in regard to possible large scale redevelopment.</p> <p>b) Protect the Life-Savings of Long Term Residents</p> <p>I/we request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating residents and their homes. This</p>	Please see response to submission 19

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		<p>includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p> <p>c) Protection of the A-Class Reserve and it's Trees, Bushland and Native Species</p> <p>I/we request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executers of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed.</p> <p>Comment:</p> <p>d) Reduced Access to Coogee Beach Caravan Park and the Beachfront</p> <p>I/we request the City of Cockburn ensures that access to the Coogee Beach Caravan Park and the</p>	

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		<p>beachfront, by park residents as well as the citizens of Cockburn, will not be compromised by the proposed development and tourist precinct. Comment:</p> <p>e) Development Fatigue Amongst Local Residents</p> <p>Multiple comments by local residents, in the recently commissioned survey report "Community Values and Future Management Priorities" included in the Business Plan (11/2/21) pp 121-221, indicate alarm at the amount of development being undertaken. While Cockburn's residents and citizens enjoy the re-vamped face of Port Coogee and the recreation spaces and parks created over the last 10 years, they are wary of future development plans along the coastal strip of land managed by the City of Cockburn. Comments made express their concern that continued development may lead to further loss of the unique character of the area. Comment:</p> <p>f) Limited Parking and Traffic Congestion</p> <p>With the immense and growing popularity of this area, at peak times the traffic blocks the main exit onto Cockburn road. It can take 10-20 minutes to make one's way into or out of the caravan park. Apart from the inconvenience of this, residents are put at risk. Emergency vehicles (Fire Brigade or</p>	



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		<p>Ambulance) have no way around the blocked road to the park, to access the emergency for which they have been called to respond. It is noted that there is a proposed new entrance to the caravan park in the recently released Business Plan. This is enthusiastically awaited.</p> <p>In the meanwhile, attention needs to be focused on</p> <ul style="list-style-type: none"> • the traffic flow into and out from the Coogee Beach coastal strip • the limited parking within walking distance to the beach for individuals and families. <p>Disallowing a right-hand turn onto Coogee Road by traffic exiting the beach or park would help.</p> <p>Comment:</p> <p>g) Heritage and Cultural Value</p> <p>I/we request the City of Cockburn embraces and promotes the historical heritage of this area. We have the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious developers.</p> <p>A booklet on the history of the Coogee coastline could</p>	

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		<p>include a map of walking trails and promote the indigenous connections of this land.</p> <p>Comment:</p> <p>h) Natural Beauty.</p> <p>There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways throughout. This stunning stretch of coastline is accessible to tourists who enjoy walking, as well as discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights.</p> <p>Comment:</p> <p>i) Niche Accommodation - Residents and Guests Mixing Freely</p> <p>There is much to be gained by residents and guests mingling. Guests regularly walk around the Caravan Park discussing the many different styles of our homes and gardens. The residents enjoy stories of where visitors have travelled while guests ask advice on nearby places of interest, cafes or transport options. There is something lost in separating residents from the tourist accommodation.</p> <p>Residents' homes would make interesting, unusual and comfortable rental accommodation and maintain the unique and homely style of this Park</p>	



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		<p>Comment:</p> <p>j) Leaving our Existing Community as Unscathed as Possible</p> <p>We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities.</p> <p>We want</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require. • the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West accommodation , aged care or medical facilities et c. <p>Comment:</p> <p>k) An Alternative Vision for Coogee Beach Caravan Park's Future</p>	

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		<p>Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart.</p> <p>I/we request the City of Cockburn makes this stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays.</p> <p>Let Woodman Point attract younger tourists with families.</p> <p>The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p> <p>The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired.</p> <p>Promote Coogee Beach as a Traditional Community Caravan Park</p> <p>A place to enjoy a beachside holiday with</p>	



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		<p>attractions to draw a very different set of holiday makers</p> <p>- a mostly older and quieter clientele.</p> <p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none">• the ever increasing number of grey nomads looking for places to stay a while• parents and grandparents who want a simple beach-side holiday with their children and grandchildren• a calming retreat for those among us seeking health and wellbeing• numerous tracks for all who like bushwalking• interesting stories and landmarks for anyone interested in Coogee's historical heritage• nature lovers who would enjoy exploring and identifying our many coastal bird species• people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public playgrounds, each with cafes nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Life Saving Club.</p>	

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		I support the above	
22	J. Spruyt Site 104 (Second Submission)	<p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease I/we request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large scale redevelopment. <i>Comment: Please consider the above suggestion</i></p> <p>b) Protect the Life-Savings of Long Term Residents I/we request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces. <i>Comment: We could not afford to relocate unless D.P paid relocation costs.</i></p>	Please see response to Submission 19

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		<p>c) Protection of the A-Class Reserve and it's Trees, Bushland and Native Species</p> <p>I/we request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executers of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed.</p> <p>Comment:</p> <p>d) Reduced Access to Coogee Beach Caravan Park and the Beachfront</p> <p>I/we request the City of Cockburn ensures that access to the Coogee Beach Caravan Park and the beachfront, by park residents as well as the citizens of Cockburn, will not be compromised by the proposed development and tourist precinct.</p> <p>Comment:</p>	

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		<p>e) Development Fatigue Amongst Local Residents Multiple comments by local residents, in the recently commissioned survey report "Community Values and Future Management Priorities" included in the Business Plan (11/2/21) pp 121-221, indicate alarm at the amount of development being undertaken. While Cockburn's residents and citizens enjoy the re-vamped face of Port Coogee and the recreation spaces and parks created over the last 10 years, they are wary of future development plans along the coastal strip of land managed by the City of Cockburn. Comments made express their concern that continued development may lead to further loss of the unique character of the area. Comment:</p> <p>f) Limited Parking and Traffic Congestion With the immense and growing popularity of this area, at peak times the traffic blocks the main exit onto Cockburn road. It can take 10-20 minutes to make one's way into or out of the caravan park. Apart from the inconvenience of this, residents are put at risk. Emergency vehicles (Fire Brigade or Ambulance) have no way around the blocked road to the park, to access the emergency for which they have been called to respond. It is noted that there is a proposed new entrance to the caravan park in the</p>	



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		<p>recently released Business Plan. This is enthusiastically awaited.</p> <p>In the meanwhile, attention needs to be focused on</p> <ul style="list-style-type: none"> • the traffic flow into and out from the Coogee Beach coastal strip • the limited parking within walking distance to the beach for individuals and families. <p>Disallowing a right-hand turn onto Coogee Road by traffic exiting the beach or park would help.</p> <p>Comment:</p> <p>g) Heritage and Cultural Value</p> <p>I/we request the City of Cockburn embraces and promotes the historical heritage of this area. We have the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious developers.</p> <p>A booklet on the history of the Coogee coastline could include a map of walking trails and promote the indigenous connections of this land.</p> <p>Comment:</p>	

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		<p>h) Natural Beauty.</p> <p>There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways throughout. This stunning stretch of coastline is accessible to tourists who enjoy walking, as well as discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights.</p> <p>Comment:</p> <p>i) Niche Accommodation - Residents and Guests Mixing Freely</p> <p>There is much to be gained by residents and guests mingling. Guests regularly walk around the Caravan Park discussing the many different styles of our homes and gardens. The residents enjoy stories of where visitors have travelled while guests ask advice on nearby places of interest, cafes or transport options. There is something lost in separating residents from the tourist accommodation.</p> <p>Residents' homes would make interesting, unusual and comfortable rental accommodation and maintain the unique and homely style of this Park</p> <p>Comment:</p> <p>j) Leaving our Existing Community as Unscathed as</p>	



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		<p>Possible</p> <p>We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities.</p> <p>We want-</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require. • the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West accommodation , aged care or medical facilities et c. <p>Comment:</p> <p>k) An Alternative Vision for Coogee Beach Caravan Park's Future</p> <p>Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart.</p> <p>I/we request the City of Cockburn makes this stretch of coastline of relevance to a much</p>	

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		<p>broader spectrum of the population by having them offer very different styles of holidays.</p> <p>Let Woodman Point attract younger tourists with families.</p> <p>The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p> <p>The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired.</p> <p>Promote Coogee Beach as a Traditional Community Caravan Park</p> <p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers</p> <p>- a mostly older and quieter clientele.</p>	



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		<p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none"> • the ever increasing number of grey nomads looking for places to stay a while • parents and grandparents who want a simple beach-side holiday with their children and grandchildren • a calming retreat for those among us seeking health and wellbeing • numerous tracks for all who like bushwalking • interesting stories and landmarks for anyone interested in Coogee's historical heritage • nature lovers who would enjoy exploring and identifying our many coastal bird species • people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public playgrounds, each with cafes nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Life Saving Club.</p> <p>Comment: Please would the City of Cockburn and Councillors consider this valid point (K)</p>	

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23	J.Emery Resident CBCVP	<p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease I/we request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large scale redevelopment.</p> <p>b) Protect the Life-Savings of Long Term Residents I/we request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p> <p>c) Protection of the A-Class Reserve and it's Trees, Bushland and Native Species I/we request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park</p>	<p>Please see response to Submission 19.</p> <p>The beach is a public reserve and fees are not charged for access to the beach.</p>

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		<p>sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executors of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed.</p> <p>d) Reduced Access to Coogee Beach Caravan Park and the Beachfront</p> <p>I/we request the City of Cockburn ensures that access to the Coogee Beach Caravan Park and the beachfront, by park residents as well as the citizens of Cockburn, will not be compromised by the proposed development and tourist precinct.</p> <p><i>Comment: We pay for access to beach when we pay our site fee.</i></p> <p>e) Development Fatigue Amongst Local Residents</p> <p>Multiple comments by local residents, in the recently commissioned survey report "Community Values and</p>	

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		<p>Future Management Priorities" included in the Business Plan (11/2/21) pp 121-221, indicate alarm at the amount of development being undertaken. While Cockburn's residents and citizens enjoy the re-vamped face of Port Coogee and the recreation spaces and parks created over the last 10 years, they are wary of future development plans along the coastal strip of land managed by the City of Cockburn. Comments made express their concern that continued development may lead to further loss of the unique character of the area.</p> <p>Comment:</p> <p>f) Limited Parking and Traffic Congestion</p> <p>With the immense and growing popularity of this area, at peak times the traffic blocks the main exit onto Cockburn road. It can take 10-20 minutes to make one's way into or out of the caravan park. Apart from the inconvenience of this, residents are put at risk. Emergency vehicles (Fire Brigade or Ambulance) have no way around the blocked road to the park, to access the emergency for which they have been called to respond. It is noted that there is a proposed new entrance to the caravan park in the recently released Business Plan. This is enthusiastically awaited.</p> <p>In the meanwhile, attention needs to be focused on</p> <ul style="list-style-type: none"> the traffic flow into and out from the Coogee Beach 	



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		<p>coastal strip</p> <ul style="list-style-type: none"> the limited parking within walking distance to the beach for individuals and families. <p>Disallowing a right-hand turn onto Coogee Road by traffic exiting the beach or park would help.</p> <p>Comment:</p> <p>g) Heritage and Cultural Value</p> <p>I/we request the City of Cockburn embraces and promotes the historical heritage of this area. We have the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious developers.</p> <p>A booklet on the history of the Coogee coastline could include a map of walking trails and promote the indigenous connections of this land.</p> <p>Comment:</p> <p>h) Natural Beauty.</p> <p>There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways throughout. This stunning stretch of coastline is</p>	

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		<p>accessible to tourists who enjoy walking, as well as discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights.</p> <p>Comment:</p> <p>i) Niche Accommodation - Residents and Guests Mixing Freely</p> <p>There is much to be gained by residents and guests mingling. Guests regularly walk around the Caravan Park discussing the many different styles of our homes and gardens. The residents enjoy stories of where visitors have travelled while guests ask advice on nearby places of interest, cafes or transport options. There is something lost in separating residents from the tourist accommodation.</p> <p>Residents' homes would make interesting, unusual and comfortable rental accommodation and maintain the unique and homely style of this Park</p> <p>Comment:</p> <p>j) Leaving our Existing Community as Unscathed as Possible</p> <p>We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities.</p>	



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		<p>We want-</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require. • the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West accommodation , aged care or medical facilities etc. <p>Comment:</p> <p>k) An Alternative Vision for Coogee Beach Caravan Park's Future</p> <p>Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart.</p> <p>I/we request the City of Cockburn makes this stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays.</p> <p>Let Woodman Point attract younger tourists with families.</p>	

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		<p>The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p> <p>The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired.</p> <p>Promote Coogee Beach as a Traditional Community Caravan Park</p> <p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers</p> <p>- a mostly older and quieter clientele.</p> <p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none">• the ever increasing number of grey nomads looking for places to stay a while• parents and grandparents who want a	



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		<p>simple beach-side holiday with their children and grandchildren</p> <ul style="list-style-type: none"> • a calming retreat for those among us seeking health and wellbeing • numerous tracks for all who like bushwalking • interesting stories and landmarks for anyone interested in Coogee's historical heritage • nature lovers who would enjoy exploring and identifying our many coastal bird species • people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public playgrounds, each with cafes nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Life Saving Club.</p>	
24	Lorna Skellorn Site 174	<p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease</p> <p>I/we request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large scale redevelopment.</p>	Please see response to submission 19

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		<p>b) Protect the Life-Savings of Long Term Residents I/we request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p> <p>c) Protection of the A-Class Reserve and it's Trees, Bushland and Native Species I/we request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executers of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the</p>	

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		<p>residing animals, reptiles and birds will be harmed. Comment:</p> <p>d) Reduced Access to Coogee Beach Caravan Park and the Beachfront</p> <p>I/we request the City of Cockburn ensures that access to the Coogee Beach Caravan Park and the beachfront, by park residents as well as the citizens of Cockburn, will not be compromised by the proposed development and tourist precinct. Comment:</p> <p>e) Development Fatigue Amongst Local Residents</p> <p>Multiple comments by local residents, in the recently commissioned survey report "Community Values and Future Management Priorities" included in the Business Plan (11/2/21) pp 121-221, indicate alarm at the amount of development being undertaken. While Cockburn's residents and citizens enjoy the re-vamped face of Port Coogee and the recreation spaces and parks created over the last 10 years, they are wary of future development plans along the coastal strip of land managed by the City of Cockburn. Comments made express their concern that continued development may lead to further loss of the unique character of the area. Comment:</p> <p>f) Limited Parking and Traffic Congestion</p>	

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		<p>With the immense and growing popularity of this area, at peak times the traffic blocks the main exit onto Cockburn road. It can take 10-20 minutes to make one's way into or out of the caravan park. Apart from the inconvenience of this, residents are put at risk. Emergency vehicles (Fire Brigade or Ambulance) have no way around the blocked road to the park, to access the emergency for which they have been called to respond. It is noted that there is a proposed new entrance to the caravan park in the recently released Business Plan. This is enthusiastically awaited.</p> <p>In the meanwhile, attention needs to be focused on</p> <ul style="list-style-type: none"> • the traffic flow into and out from the Coogee Beach coastal strip • the limited parking within walking distance to the beach for individuals and families. <p>Disallowing a right-hand turn onto Coogee Road by traffic exiting the beach or park would help.</p> <p>Comment:</p> <p>g) Heritage and Cultural Value</p> <p>I/we request the City of Cockburn embraces and promotes the historical heritage of this area. We have the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many.</p>	



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		<p>Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious developers.</p> <p>A booklet on the history of the Coogee coastline could include a map of walking trails and promote the indigenous connections of this land.</p> <p>Comment:</p> <p>h) Natural Beauty.</p> <p>There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways throughout. This stunning stretch of coastline is accessible to tourists who enjoy walking, as well as discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights.</p> <p>Comment:</p> <p>i) Niche Accommodation - Residents and Guests Mixing Freely</p> <p>There is much to be gained by residents and guests mingling. Guests regularly walk around the Caravan Park discussing the many different styles of our homes and gardens. The residents enjoy stories of</p>	

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		<p>where visitors have travelled while guests ask advice on nearby places of interest, cafes or transport options. There is something lost in separating residents from the tourist accommodation.</p> <p>Residents' homes would make interesting, unusual and comfortable rental accommodation and maintain the unique and homely style of this Park</p> <p>Comment:</p> <p>j) Leaving our Existing Community as Unscathed as Possible</p> <p>We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities.</p> <p>We want-</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require. • the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West accommodation , aged care or medical facilities et 	



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		<p>c. Comment:</p> <p>k) An Alternative Vision for Coogee Beach Caravan Park's Future Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart. I/we request the City of Cockburn makes this stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays. Let Woodman Point attract younger tourists with families. The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites. The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to</p>	

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		<p>the beach when beach access is desired.</p> <p>Promote Coogee Beach as a Traditional Community Caravan Park</p> <p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers</p> <p>- a mostly older and quieter clientele.</p> <p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none">• the ever increasing number of grey nomads looking for places to stay a while• parents and grandparents who want a simple beach-side holiday with their children and grandchildren• a calming retreat for those among us seeking health and wellbeing• numerous tracks for all who like bushwalking• interesting stories and landmarks for anyone interested in Coogee's historical heritage• nature lovers who would enjoy exploring and identifying our many coastal bird species• people who just want to stay near the ocean to swim and relax	



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		<p>There is no need for additional playgrounds. Two public playgrounds, each with cafes nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Life Saving Club.</p> <p><i>Comment: I support everything on here</i></p>	
25	Neil Smith Site 99 CBCVP	<p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease</p> <p>I/we request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large scale redevelopment.</p> <p><i>Comment: Allow them to keep homes on present sites as long or they need to</i></p> <p>b) Protect the Life-Savings of Long Term Residents</p> <p>I/we request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded</p>	Please see response to Submission 19

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		<p>in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p> <p><i>Comment: Have no life savings apart from any assets [help] with my home.</i></p> <p>c) Protection of the A-Class Reserve and it's Trees, Bushland and Native Species</p> <p>I/we request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executers of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed.</p> <p><i>Comment: Protection vital</i></p> <p>d) Reduced Access to Coogee Beach Caravan Park and</p>	



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		<p>the Beachfront</p> <p>I/we request the City of Cockburn ensures that access to the Coogee Beach Caravan Park and the beachfront, by park residents as well as the citizens of Cockburn, will not be compromised by the proposed development and tourist precinct. <i>Comment: Vital access be maintained</i></p> <p>e) Development Fatigue Amongst Local Residents Multiple comments by local residents, in the recently commissioned survey report "Community Values and Future Management Priorities" included in the Business Plan (11/2/21) pp 121-221, indicate alarm at the amount of development being undertaken. While Cockburn's residents and citizens enjoy the re-vamped face of Port Coogee and the recreation spaces and parks created over the last 10 years, they are wary of future development plans along the coastal strip of land managed by the City of Cockburn. Comments made express their concern that continued development may lead to further loss of the unique character of the area. <i>Comment: My physical and mental health deterioration accelerated</i></p> <p>f) Limited Parking and Traffic Congestion With the immense and growing popularity of this area, at peak times the traffic blocks the main exit</p>	

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		<p>onto Cockburn road. It can take 10-20 minutes to make one's way into or out of the caravan park. Apart from the inconvenience of this, residents are put at risk. Emergency vehicles (Fire Brigade or Ambulance) have no way around the blocked road to the park, to access the emergency for which they have been called to respond. It is noted that there is a proposed new entrance to the caravan park in the recently released Business Plan. This is enthusiastically awaited.</p> <p>In the meanwhile, attention needs to be focused on</p> <ul style="list-style-type: none"> • the traffic flow into and out from the Coogee Beach coastal strip • the limited parking within walking distance to the beach for individuals and families. <p>Disallowing a right-hand turn onto Coogee Road by traffic exiting the beach or park would help.</p> <p><i>Comment: A second exclusive access necessary</i></p> <p>g) Heritage and Cultural Value</p> <p>I/we request the City of Cockburn embraces and promotes the historical heritage of this area. We have the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal</p>	



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		<p>and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious developers.</p> <p>A booklet on the history of the Coogee coastline could include a map of walking trails and promote the indigenous connections of this land.</p> <p><i>Comment: Please preserve heritage and cultural values</i></p> <p>h) Natural Beauty.</p> <p>There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways throughout. This stunning stretch of coastline is accessible to tourists who enjoy walking, as well as discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights.</p> <p><i>Comment: Support booklets. Suggest signs telling of values</i></p> <p>i) Niche Accommodation - Residents and Guests Mixing Freely</p> <p>There is much to be gained by residents and guests mingling. Guests regularly walk around the Caravan Park discussing the many different styles of our</p>	

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		<p>homes and gardens. The residents enjoy stories of where visitors have travelled while guests ask advice on nearby places of interest, cafes or transport options. There is something lost in separating residents from the tourist accommodation.</p> <p>Residents' homes would make interesting, unusual and comfortable rental accommodation and maintain the unique and homely style of this Park</p> <p><i>Comment: Support mingling</i></p> <p>j) Leaving our Existing Community as Unscathed as Possible</p> <p>We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities.</p> <p>We want-</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require. • the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West 	

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		<p>accommodation , aged care or medical facilities et c.</p> <p><i>Comment: Preserve existing set up. Playground in nearby park. Anyone can now go to Woodman Point</i></p> <p>k) An Alternative Vision for Coogee Beach Caravan Park's Future</p> <p>Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart.</p> <p>I/we request the City of Cockburn makes this stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays.</p> <p>Let Woodman Point attract younger tourists with families.</p> <p>The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p> <p>The younger set with families would want the swimming pools, jumping pillows and holiday</p>	

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		<p>activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired.</p> <p>Promote Coogee Beach as a Traditional Community Caravan Park</p> <p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers</p> <p>- a mostly older and quieter clientele.</p> <p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none">• the ever increasing number of grey nomads looking for places to stay a while• parents and grandparents who want a simple beach-side holiday with their children and grandchildren• a calming retreat for those among us seeking health and wellbeing• numerous tracks for all who like bushwalking• interesting stories and landmarks for anyone interested in Coogee's historical heritage• nature lovers who would enjoy exploring and identifying our many coastal bird species• people who just want to stay near the ocean to	



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		<p>swim and relax</p> <p>There is no need for additional playgrounds. Two public playgrounds, each with cafes nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Life Saving Club.</p>	
26	Pieta O'Shanghessy Resident of Coolbellup	<p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease I/we request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large scale redevelopment. <i>Comment: I support this</i></p> <p>b) Protect the Life-Savings of Long Term Residents I/we request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded</p>	Please see response to submission 19

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces. <i>Comment: I support this</i></p> <p>c) Protection of the A-Class Reserve and it's Trees, Bushland and Native Species I/we request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executers of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed. <i>Comment: I support this</i></p> <p>d) Reduced Access to Coogee Beach Caravan Park and the Beachfront</p>	



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		<p>I/we request the City of Cockburn ensures that access to the Coogee Beach Caravan Park and the beachfront, by park residents as well as the citizens of Cockburn, will not be compromised by the proposed development and tourist precinct. Comment:</p> <p>e) Development Fatigue Amongst Local Residents Multiple comments by local residents, in the recently commissioned survey report "Community Values and Future Management Priorities" included in the Business Plan (11/2/21) pp 121-221, indicate alarm at the amount of development being undertaken. While Cockburn's residents and citizens enjoy the re-vamped face of Port Coogee and the recreation spaces and parks created over the last 10 years, they are wary of future development plans along the coastal strip of land managed by the City of Cockburn. Comments made express their concern that continued development may lead to further loss of the unique character of the area. Comment:</p> <p>f) Limited Parking and Traffic Congestion With the immense and growing popularity of this area, at peak times the traffic blocks the main exit onto Cockburn road. It can take 10-20 minutes to make one's way into or out of the caravan park. Apart</p>	

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		<p>from the inconvenience of this, residents are put at risk. Emergency vehicles (Fire Brigade or Ambulance) have no way around the blocked road to the park, to access the emergency for which they have been called to respond. It is noted that there is a proposed new entrance to the caravan park in the recently released Business Plan. This is enthusiastically awaited.</p> <p>In the meanwhile, attention needs to be focused on</p> <ul style="list-style-type: none"> • the traffic flow into and out from the Coogee Beach coastal strip • the limited parking within walking distance to the beach for individuals and families. <p>Disallowing a right-hand turn onto Coogee Road by traffic exiting the beach or park would help.</p> <p>Comment:</p> <p>g) Heritage and Cultural Value</p> <p>I/we request the City of Cockburn embraces and promotes the historical heritage of this area. We have the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious</p>	



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		<p>developers. A booklet on the history of the Coogee coastline could include a map of walking trails and promote the indigenous connections of this land. Comment:</p> <p>h) Natural Beauty. There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways throughout. This stunning stretch of coastline is accessible to tourists who enjoy walking, as well as discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights. Comment:</p> <p>i) Niche Accommodation - Residents and Guests Mixing Freely There is much to be gained by residents and guests mingling. Guests regularly walk around the Caravan Park discussing the many different styles of our homes and gardens. The residents enjoy stories of where visitors have travelled while guests ask advice on nearby places of interest, cafes or transport options. There is something lost in separating residents from the tourist accommodation.</p>	

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		<p>Residents' homes would make interesting, unusual and comfortable rental accommodation and maintain the unique and homely style of this Park</p> <p>Comment:</p> <p>j) Leaving our Existing Community as Unscathed as Possible</p> <p>We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities.</p> <p>We want-</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require. • the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West accommodation , aged care or medical facilities et c. <p>Comment:</p> <p>k) An Alternative Vision for Coogee Beach Caravan Park's</p>	



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>Future</p> <p>Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart.</p> <p>I/we request the City of Cockburn makes this stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays.</p> <p>Let Woodman Point attract younger tourists with families.</p> <p>The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p> <p>The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired.</p> <p>Promote Coogee Beach as a Traditional Community Caravan Park</p>	

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		<p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers</p> <p>- a mostly older and quieter clientele.</p> <p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none">• the ever increasing number of grey nomads looking for places to stay a while• parents and grandparents who want a simple beach-side holiday with their children and grandchildren• a calming retreat for those among us seeking health and wellbeing• numerous tracks for all who like bushwalking• interesting stories and landmarks for anyone interested in Coogee's historical heritage• nature lovers who would enjoy exploring and identifying our many coastal bird species• people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public playgrounds, each with cafes nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee</p>	



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		<p>Surf Life Saving Club.</p> <p><i>Comment: I absolutely support this concept. Very refreshing and a welcome alternative for all</i></p>	
27	Resident Name Illegible) Site 223 CBCVP	<p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease</p> <p>I/we request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large scale redevelopment.</p> <p><i>Comment: We need security of some sort while we reside here</i></p> <p>b) Protect the Life-Savings of Long Term Residents</p> <p>I/we request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p> <p><i>Comment: I cannot afford to move at my age</i></p>	Please see response to submission 19

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>c) Protection of the A-Class Reserve and it's Trees, Bushland and Native Species</p> <p>I/we request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executers of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed.</p> <p>Comment:</p> <p>K) An Alternative Vision for Coogee Beach Caravan Park's Future</p> <p>Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart.</p> <p>I/we request the City of Cockburn makes this stretch of coastline of relevance to a much broader spectrum of the population by having</p>	



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		<p>them offer very different styles of holidays.</p> <p>Let Woodman Point attract younger tourists with families.</p> <p>The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p> <p>The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired.</p> <p>Promote Coogee Beach as a Traditional Community Caravan Park</p> <p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers</p> <p>- a mostly older and quieter clientele.</p> <p>With the picturesque Coogee Beach within easy</p>	

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		<p>walking distance, this could include:</p> <ul style="list-style-type: none">• the ever increasing number of grey nomads looking for places to stay a while• parents and grandparents who want a simple beach-side holiday with their children and grandchildren• a calming retreat for those among us seeking health and wellbeing• numerous tracks for all who like bushwalking• interesting stories and landmarks for anyone interested in Coogee's historical heritage• nature lovers who would enjoy exploring and identifying our many coastal bird species• people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public playgrounds, each with cafes nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Life Saving Club.</p> <p><i>Comment: I feel the above suggestions would be better and more suitable for the redevelopment of Coogee Caravan Park. Why double up amenities and ruin this Coogee area.</i></p> <p><i>I am a resident on the east side, and do not want the atmosphere altered/spoilt to become a noisy</i></p>	



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		<i>modern Park.</i>	
28	Robyn Domney Resident CBCVP	<p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease</p> <p>I/we request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park</p> <p>Operator the Council appoints, especially in regard to possible large scale redevelopment.</p> <p><i>Comment: I fully support this request</i></p> <p>b) Protect the Life-Savings of Long Term Residents</p> <p>I/we request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p> <p><i>Comment: I fully support this request. Financial life savings.</i></p> <p>c) Protection of the A-Class Reserve and it's Trees,</p>	Please see response to Submission 19

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		<p>Bushland and Native Species</p> <p>I/we request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executers of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed.</p> <p><i>Comment: I fully support this request.</i></p> <p>d) Reduced Access to Coogee Beach Caravan Park and the Beachfront</p> <p>I/we request the City of Cockburn ensures that access to the Coogee Beach Caravan Park and the beachfront, by park residents as well as the citizens of Cockburn, will not be compromised by the proposed development and tourist precinct.</p> <p><i>Comment: As part as our ongoing site fees we have as much right to access the beach as</i></p>	



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		<p><i>tourists have.</i></p> <p>e) Development Fatigue Amongst Local Residents Multiple comments by local residents, in the recently commissioned survey report "Community Values and Future Management Priorities" included in the Business Plan (11/2/21) pp 121-221, indicate alarm at the amount of development being undertaken. While Cockburn's residents and citizens enjoy the re-vamped face of Port Coogee and the recreation spaces and parks created over the last 10 years, they are wary of future development plans along the coastal strip of land managed by the City of Cockburn. Comments made express their concern that continued development may lead to further loss of the unique character of the area. Comment:</p> <p>f) Limited Parking and Traffic Congestion With the immense and growing popularity of this area, at peak times the traffic blocks the main exit onto Cockburn road. It can take 10-20 minutes to make one's way into or out of the caravan park. Apart from the inconvenience of this, residents are put at risk. Emergency vehicles (Fire Brigade or Ambulance) have no way around the blocked road to the park, to access the emergency for which they have been called to respond. It is noted that there is</p>	

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		<p>a proposed new entrance to the caravan park in the recently released Business Plan. This is enthusiastically awaited.</p> <p>In the meanwhile, attention needs to be focused on</p> <ul style="list-style-type: none"> • the traffic flow into and out from the Coogee Beach coastal strip • the limited parking within walking distance to the beach for individuals and families. <p>Disallowing a right-hand turn onto Coogee Road by traffic exiting the beach or park would help.</p> <p>Comment:</p> <p>g) Heritage and Cultural Value</p> <p>I/we request the City of Cockburn embraces and promotes the historical heritage of this area. We have the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious developers.</p> <p>A booklet on the history of the Coogee coastline could include a map of walking trails and promote the indigenous connections of this land.</p> <p>Comment:</p>	



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		<p>h) Natural Beauty.</p> <p>There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways throughout. This stunning stretch of coastline is accessible to tourists who enjoy walking, as well as discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights.</p> <p>Comment:</p>	
		<p>i) Niche Accommodation - Residents and Guests Mixing Freely</p> <p>There is much to be gained by residents and guests mingling. Guests regularly walk around the Caravan Park discussing the many different styles of our homes and gardens. The residents enjoy stories of where visitors have travelled while guests ask advice on nearby places of interest, cafes or transport options. There is something lost in separating residents from the tourist accommodation.</p> <p>Residents' homes would make interesting, unusual and comfortable rental accommodation and maintain the unique and homely style of this Park</p> <p>Comment:</p>	

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		<p>j) Leaving our Existing Community as Unscathed as Possible</p> <p>We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities. We want-</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require. • the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West accommodation , aged care or medical facilities et c. <p>Comment:</p> <p>k) An Alternative Vision for Coogee Beach Caravan Park's Future</p> <p>Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart.</p> <p>I/we request the City of Cockburn makes this</p>	



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		<p>stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays.</p> <p>Let Woodman Point attract younger tourists with families.</p> <p>The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p> <p>The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired.</p> <p>Promote Coogee Beach as a Traditional Community Caravan Park</p> <p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers</p> <p>- a mostly older and quieter clientele.</p>	

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		<p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none"> • the ever increasing number of grey nomads looking for places to stay a while • parents and grandparents who want a simple beach-side holiday with their children and grandchildren • a calming retreat for those among us seeking health and wellbeing • numerous tracks for all who like bushwalking • interesting stories and landmarks for anyone interested in Coogee's historical heritage • nature lovers who would enjoy exploring and identifying our many coastal bird species • people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public playgrounds, each with cafes nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Life Saving Club.</p> <p><i>Comment: I 100% agree with the above</i></p>	
29	Sandy Scott	I the undersigned support the long-term lease for the Coogee	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Site 180 CBCVP	<p>Beach Caravan Park with an appropriate Caravan Park Operator, who is prepared to upgrade infrastructure, facilities, and modernise the Park, while preserving the unique heritage, environment, and native species habitat of the area, and safeguarding the interests, financial life-savings, and health, of the existing long term residents of the Park, consistent with the stated Corporate Vision and Values of the City, and the Park Operator.</p> <p>Avoiding the inappropriate and costly duplication, at the Coogee Beach Caravan Park, of the Family Tourist Resort proposed in the expansion of the size and facilities at the nearby Woodman Point Caravan Park.</p> <p>Support the preferred vision for the development of the Coogee Caravan Park as a Heritage Village Caravan Park, consistent with a market focus on the Seniors, older, dual income no kids (DINKY) segment of the tourist market, which would complement the proposed development of the woodman Point caravan Park as a Tourist Resort for the family market, while transitioning to a ratio of at least 50% short term accommodation, and 50% long term accommodation at the Coogee Beach Caravan Park</p> <p><i>We are discussing our financial savings here.</i></p>	
30	Tony Newhill Site 178 CBCVP	<p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease</p> <p>I/we request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of</p>	Please see response to submission 19

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		<p>whichever Park Operator the Council appoints, especially in regard to possible large scale redevelopment.</p> <p>b) Protect the Life-Savings of Long Term Residents I/we request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p> <p>c) Protection of the A-Class Reserve and it's Trees, Bushland and Native Species I/we request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executers of the impending</p>	

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		<p>development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed. Comment:</p> <p>d) Reduced Access to Coogee Beach Caravan Park and the Beachfront I/we request the City of Cockburn ensures that access to the Coogee Beach Caravan Park and the beachfront, by park residents as well as the citizens of Cockburn, will not be compromised by the proposed development and tourist precinct. Comment:</p> <p>e) Development Fatigue Amongst Local Residents Multiple comments by local residents, in the recently commissioned survey report "Community Values and Future Management Priorities" included in the Business Plan (11/2/21) pp 121-221, indicate alarm at the amount of development being undertaken. While Cockburn's residents and citizens enjoy the re-vamped face of Port Coogee and the recreation spaces and parks created over the last 10 years, they are wary of future development plans along the coastal strip of land managed by the City of Cockburn. Comments made express their concern that continued development may lead to further loss</p>	

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		<p>of the unique character of the area. Comment:</p> <p>f) Limited Parking and Traffic Congestion With the immense and growing popularity of this area, at peak times the traffic blocks the main exit onto Cockburn road. It can take 10-20 minutes to make one's way into or out of the caravan park. Apart from the inconvenience of this, residents are put at risk. Emergency vehicles (Fire Brigade or Ambulance) have no way around the blocked road to the park, to access the emergency for which they have been called to respond. It is noted that there is a proposed new entrance to the caravan park in the recently released Business Plan. This is enthusiastically awaited. In the meanwhile, attention needs to be focused on</p> <ul style="list-style-type: none"> • the traffic flow into and out from the Coogee Beach coastal strip • the limited parking within walking distance to the beach for individuals and families. <p>Disallowing a right-hand turn onto Coogee Road by traffic exiting the beach or park would help. Comment:</p> <p>g) Heritage and Cultural Value I/we request the City of Cockburn embraces and</p>	



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		<p>promotes the historical heritage of this area. We have the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious developers.</p> <p>A booklet on the history of the Coogee coastline could include a map of walking trails and promote the indigenous connections of this land.</p> <p>Comment:</p> <p>h) Natural Beauty.</p> <p>There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways throughout. This stunning stretch of coastline is accessible to tourists who enjoy walking, as well as discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights.</p> <p>Comment:</p> <p>i) Niche Accommodation - Residents and Guests Mixing Freely</p>	

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		<p>There is much to be gained by residents and guests mingling. Guests regularly walk around the Caravan Park discussing the many different styles of our homes and gardens. The residents enjoy stories of where visitors have travelled while guests ask advice on nearby places of interest, cafes or transport options. There is something lost in separating residents from the tourist accommodation.</p> <p>Residents' homes would make interesting, unusual and comfortable rental accommodation and maintain the unique and homely style of this Park</p> <p>Comment:</p> <p>j) Leaving our Existing Community as Unscathed as Possible</p> <p>We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities.</p> <p>We want-</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require. 	



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		<ul style="list-style-type: none"> the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West accommodation , aged care or medical facilities et c. <p><i>Comment: No brick wall to divide on front of street.</i></p> <p>k) An Alternative Vision for Coogee Beach Caravan Park's Future</p> <p>Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart.</p> <p>I/we request the City of Cockburn makes this stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays.</p> <p>Let Woodman Point attract younger tourists with families.</p> <p>The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p>	

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		<p>The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired.</p> <p>Promote Coogee Beach as a Traditional Community Caravan Park</p> <p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers</p> <p>- a mostly older and quieter clientele.</p> <p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none">• the ever increasing number of grey nomads looking for places to stay a while• parents and grandparents who want a simple beach-side holiday with their children and grandchildren• a calming retreat for those among us seeking health and wellbeing• numerous tracks for all who like bushwalking• interesting stories and landmarks for anyone interested in Coogee's historical heritage• nature lovers who would enjoy exploring and	



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		<p>identifying our many coastal bird species</p> <ul style="list-style-type: none"> • people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public playgrounds, each with cafes nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Life Saving Club.</p>	
31	Mayanne Coleman Site 76 CBCVP	<p>I the undersigned support the long-term lease for the Coogee Beach Caravan Park with an appropriate Caravan Park Operator, who is prepared to upgrade infrastructure, facilities, and modernise the Park, while preserving the unique heritage, environment, and native species habitat of the area, and safeguarding the interests, financial life-savings, and health, of the existing long term residents of the Park, consistent with the stated Corporate Vision and Values of the City, and the Park Operator.</p> <p>Avoiding the inappropriate and costly duplication, at the Coogee Beach Caravan Park, of the Family Tourist Resort proposed in the expansion of the size and facilities at the nearby Woodman Point Caravan Park.</p> <p>Support the preferred vision for the development of the Coogee Caravan Park as a Heritage Village Caravan Park, consistent with a market focus on the Seniors, older, dual income no kids (DINKY) segment of the tourist market, which would complement the proposed development of the woodman Point caravan Park as a Tourist Resort for the</p>	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		family market, while transitioning to a ratio of at least 50% short term accommodation, and 50% long term accommodation at the Coogee Beach Caravan Park	
32	Louise Rogers Resident of LEEMING	Please see number 31 above	Please see response to Submission 12
33	K Atkinson Site 192 CBCVP	Please see number 31 above	Please see response to Submission 12
34	Brendon McLeod Resident of DAWESVILLE	Please see number 31 above	Please see response to Submission 12
35	Alicia Antonovsky Resident of Hamilton Hill	Please see number 31 above	Please see response to Submission 12
36	Daniel Di Scerni No address listed	Please see number 31 above	Please see response to Submission 12
37	Vicki Di Scerni Resident of Coogee	Please see number 31 above	Please see response to Submission 12
38	Resident of Darling Downs (Name illegible)	Please see number 31 above	Please see response to Submission 12
39	Resident Site 113 CBCVP	Please see number 31 above	Please see response to Submission 12
40	Domenic Risucci Resident of Jandakot	Please see number 31 above	Please see response to Submission 12
41	Stephen Goodlet	Please see number 31 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Resident of Yangebup		
42	Ena Goodlet Resident of Yangebup	Please see number 31 above	Please see response to Submission 12
43	Melissa Walden Resident of Como	Please see number 31 above	Please see response to Submission 12
44	Shaun Bishop Resident of Bickley	Please see number 31 above	Please see response to Submission 12
45	Mark Middleton Resident of Beeliar	Please see number 31 above	Please see response to Submission 12
46	Ashley Atkinson Resident of Lockridge	Please see number 31 above	Please see response to Submission 12
47	Edith Sanderson Resident of Coogee	Please see number 31 above	Please see response to Submission 12
48	Resident of Woodman Point CVP	Please see number 31 above	Please see response to Submission 12
49	Jean Power Site 102 CBCVP	Please see number 31 above	Please see response to Submission 12
50	Steve Jorgensen Site 96 CBCVP	Please see number 31 above	Please see response to Submission 12
51	Peter Newsome Site 140 CBCVP	Please see number 31 above	Please see response to Submission 12
52	Sandy Scott	Please see number 31 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Site 180 CBCVP (Second Submission)		
53	Eric Scott Site 180 CBCVP	Please see number 31 above	Please see response to Submission 12
54	Sarah Rowan Resident of Coogee	Please see number 31 above	Please see response to Submission 12
55	Germaine Matison Site 182 CBCVP	Please see number 31 above	Please see response to Submission 12
56	James Cameron Site 185 CBCVP	Please see number 31 above	Please see response to Submission 12
57	Suzanne Cameron Site 185 CBCVP	Please see number 31 above	Please see response to Submission 12
58	Bertram Genat Site 107 CBCVP	Please see number 31 above	Please see response to Submission 12
59	John Martin Site 112 CBCVP	Please see number 31 above	Please see response to Submission 12
60	Kevin Tunnicliff Resident of Coogee	Please see number 31 above	Please see response to Submission 12
61	D.Dodd Resident of Melbourne	Please see number 31 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
62	Sue Ferguson Resident of Coogee	Please see number 31 above	Please see response to Submission 12
63	Sandra W Resident of Secret Harbour	Please see number 31 above	Please see response to Submission 12
64	Sheila Raine Site 117 CBCVP	Please see number 31 above	Please see response to Submission 12
65	Neville Hayter Resident of Coogee	Please see number 31 above	Please see response to Submission 12
66	Anna Sweelingham Resident of Spearwood	Please see number 31 above	Please see response to Submission 12
67	Trevor Read Resident of Lake Coogee	Please see number 31 above	Please see response to Submission 12
68	Paul Ford Resident of Armadae	Please see number 31 above	Please see response to Submission 12
69	Mick Burnby Resident of Lake Coogee	Please see number 31 above	Please see response to Submission 12
70	Denise Burnby Resident of Lake Coogee	Please see number 31 above	Please see response to Submission 12
71	Jadranka Srdarov Resident of Coogee	Please see number 31 above	Please see response to Submission 12
72	Rick Pringle	Please see number 31 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Resident of Spearwood		
73	G.Romaniello Resident of Hamilton Hill	Please see number 31 above	Please see response to Submission 12
74	Des Baurlo Resident of Canning Vale	Please see number 31 above	Please see response to Submission 12
75	Peter Winter Resident of Spearwood	Please see number 31 above	Please see response to Submission 12
76	T. Ivison Bay 109 CBCVP	Please see number 31 above	Please see response to Submission 12
77	Mark Conolly Site 105 CBCVP	Please see number 31 above	Please see response to Submission 12
78	Shelly Conolly Site 105 CBCVP	Please see number 31 above	Please see response to Submission 12
79	Susan Ivison Bay 109 CBCVP	Please see number 31 above	Please see response to Submission 12
80	Hugh Baird Resident Lake Coogee	Please see number 31 above	Please see response to Submission 12
81	Averell Swiney Resident of Lake Coogee	Please see number 31 above	Please see response to Submission 12
82	Marlene Prestage Resident of Lake Coogee	Please see number 31 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
83	R.Baird Resident of Lake Coogee	Please see number 31 above	Please see response to Submission 12
84	Eileen Barfett Resident of Yangebup	Please see number 31 above	Please see response to Submission 12
85	Valerie McIntosh Resident of Yangebup	Please see number 31 above	Please see response to Submission 12
86	Eric Tresidder Site 103 CBCVP	Please see number 31 above	Please see response to Submission 12
87	Resident (Name Illegible) Site 184 CBCVP	Please see number 31 above	Please see response to Submission 12
88	Candy Jez Site 106 CBCVP	Please see number 31 above	Please see response to Submission 12
89	Resident Site 176 CBCVP	Please see number 31 above	Please see response to Submission 12
90	D.Domney Site 171 CBCVP	Please see number 31 above	Please see response to Submission 12
91	Jason Skidmore Site 167 CBCVP	Please see number 31 above	Please see response to Submission 12
92	Resident Site 168 CBCVP	Please see number 31 above	Please see response to Submission 12
93	Diane West	Please see number 31 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Site 161 CBCVP		
94	William Cherrington Resident of Lake Coogee	<p>I write to you as a concerned rate payer and friend of several people who will be severely impacted if the proposed redevelopment of the western portion of Coogee Beach Park is approved.</p> <p>At a time when the Federal Government is about to invest millions of dollars into the care and support of elderly Australians and investigating reported cases of elder abuse in care, I find it surprising that the City of Cockburn is negotiating the terms of a new lease extension with Discovery Parks, which, if approved, will severely disrupt the lives of 54 aged, vulnerable and some very ill park residents. The stress and anxiety being felt by these elderly residents is already having a negative impact on the health of some.</p> <p>Well over 30 years ago, Coogee Beach Park management sold park cabins to people who became full-time residents of the Park. This provided management with a year round income, rather than a seasonal one without the burden of maintenance and service costs. As the sale of cabins became more popular, a precedent was set which continued at Coogee and perpetuated by various Park management, including Discovery Parks until early last year.</p> <p>Given the long term occupancy of these privately owned dwellings in the Coogee Beach Park, some for more than 30 years, it is little wonder that the residents regard them as their "forever homes" where they plan to live out their lives in peaceful tranquillity, in a safe close-knit supportive community.</p> <p>If the City of Cockburn approve the Discovery Parks</p>	Please see response to Submission 19 and 13.



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		<p>proposed redevelopment plan, about 40 "forever homes" will have to be removed and relocated elsewhere and a few may be demolished as they may not be transportable . Added to the stress of possible relocation of their homes, is the fact that no financial compensation or assistance has been offered to cover the cost of moving their homes. The residents I spoke with just don't have the money. To approve this plan would be a cruel and heartless blow inflicted on very elderly people and while I am sure it is all legally correct, it just seems to be morally wrong.</p> <p>Mr Howlett , I implore you and your City of Cockburn Councillors to reject this redevelopment proposal of Coogee Beach Park and to seek an alternate strategy to create a tourist hub in Coogee</p> <p>Thank you for taking the time to read of my concerns for the well-being of these elderly park residents. I would be more than happy to meet and discuss these issues with you if you wish.</p>	
95	Neil Smith Site 99 CBCVP	<p>Resident who was been at the park for 21 years.</p> <p>Personal Expectations – Option 3 is preferred</p> <p>Option 1 To be relocated within Coogee Caravan park if relocation is paid for</p> <p>Option 2 To be relocated to Woodman Point if relocation is paid for.</p> <p>Option 3 Stay where I am until death (estimate 3 or 4 years)</p>	<p>The City will do everything, within its power, in its negotiations with DP, to ensure that the lease brought to Council for consideration in June 2021 does everything it can to minimise the impact on affected residents. The interests of existing long-term residents are afforded protection by the provision of State Government legislation, which governs the operation of Caravan Parks within Western Australia. The lease agreement cannot amend the operation of this legislation. The City continues to encourage DP to engage with their stakeholders throughout the process.</p>

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			<p>An indicative redevelopment plan will be included in the Heads of Agreement which will be part of the City's report to the June Council meeting. Further to that any redevelopment of the site will also need to be approved by the State Government.</p> <p>The final redevelopment plan will include details of staging of works and estimated timeframes to carry those out, detailing which areas of the park will have works and approximately when those works would occur.</p>
96	Terry Burns Site 177 CBCVP	<p>Comment: An Alternative Vision for Coogee Beach Caravan Park's Future Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart. I request the City of Cockburn makes this stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays. Let Woodman Point attract younger tourists with families. The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites. The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired. Promote Coogee Beach as a Traditional Community Caravan Park A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers - a mostly older and quieter clientele. With the picturesque Coogee Beach within</p>	<p>The land is owned by the State of Western Australian. The City is vested with the care control and management of the land under the Management Order for the purpose of a caravan park. The City does not have the ability to change the purpose of the Management Order.</p> <p>The City is the Managing Body for the Coogee Beach Caravan Park site, which allows the land to be used for 'caravan park' only. The ability of an individual to use or reside within a caravan park is not impacted by considerations such as age, income or family/marital status – the use relates to tourism.</p> <p>The City's Community Strategic Plan (2020-2030) identifies the need to facilitate a thriving tourism industry that is to be achieved by supporting and promoting opportunities for local tourism. Discovery Park's proposal directly</p>

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		<p>easy walking distance, this could include:</p> <ul style="list-style-type: none"> • the ever increasing number of grey nomads looking for places to stay a while • parents and grandparents who want a simple beach-side holiday with their children and grandchildren • a calming retreat for those among us seeking health and wellbeing • numerous tracks for all who like bushwalking • interesting stories and landmarks for anyone interested in Coogee's historical heritage • nature lovers who would enjoy exploring and identifying our many coastal bird species • people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public playgrounds, each with cafés nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Lifesaving Club.</p> <p>Comment: Safeguard the Interests of Long-Term Residents in the New Head Lease I request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large-scale development. Comment: Protection of the A-Class Reserve and it's Trees, Bushland and Native Species I request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct. There are</p>	<p>contributes to this objective.</p> <p>Determination as to how short and long stay sites, playgrounds and community spaces are incorporated in the Park will be considered in the Redevelopment Plan with consideration given to the Department of Planning, Lands and Heritage Planning Bulletin 49 and managed in the future by the Operator's management program.</p> <p>Discovery Parks has advised that it has earmarked the land on the western beach front of the Park for redevelopment. This will potentially impact on approximately 40 of the 138 long-stay lessees. Discovery Parks has indicated there are a number of potential options for these tenants that will be considered, including the opportunity to offer residents the option of an alternative location within the Coogee Beach Park/Woodman Point Park or the offer of alternative sites within the Discovery Parks network although it acknowledges that such an outcome is not guaranteed.</p> <p>Any Development Application submitted by DP for the redevelopment of the caravan park will be assessed by the State Government with consideration given to all statutory requirements such as heritage, flora and fauna assessments.</p> <p>The Foreshore is an area of high community use that has significant and sometimes competing</p>

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		<p>many animals, reptiles and birds which live close to as well as in our caravan park. Planners and executers of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed.</p> <p>Comment: Protect the Life-Savings of Long Term Residents I request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p> <p>Comment: Reduced Access to Coogee Beach Caravan Park and the Beachfront I request the City of Cockburn ensures that access to the Coogee Beach Caravan Park and the beachfront, by park residents as well as the citizens of Cockburn, will not be compromised by the proposed development and tourist precinct. Comment: Heritage and Cultural Value I request the City of Cockburn embraces and promotes the historical heritage of this area. We have the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious developers. A booklet on the history of the Coogee coastline could include a map of walking trails and promote the</p>	<p>social, environmental and economic values. The Foreshore is predicted to experience coastal inundation and erosion in the longer term, based on current projected sea level rise estimates, placing further pressures on some assets and the natural environment. The City has prepared the Coogee Beach Foreshore Management Plan (CBFMP) which was adopted by Council in November 2020.</p> <p>The suggestion regarding a booklet being created that includes both the history of the Coogee coastline including a map of walking trails, promoting indigenous connections of this land, is noted. However, this is not the subject of this consultation (the Coogee Caravan Park development) and is not dealt with in this report.</p>

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		<p>indigenous connections of this land. Comment: Leaving our Existing Community as Unscathed as Possible We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities.</p> <p>We want –</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require. • the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West accommodation , aged care or medical facilities etc. <p>Comment: Natural Beauty. There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways throughout. This stunning stretch of coastline is accessible to tourists who enjoy walking, as well as discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights.</p>	
97	Jessie de San Miguel Relative of Resident at CBCVP	My parents (names removed) have lived at Coogee Caravan Park for the last seven years. Seven years ago when my parents approached by older brother Luke & I to tell us they were going to sell our family home in Beaconsfield and use the proceeds to buy a permanent home in Coogee Caravan Park it is fair to say that at first I was less than impressed. I	Please see response to Submission 95

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	Resident of Booragoon	worried about the thought of them being in smaller accommodation and I automatically felt a sense of longing in losing the home that had held so many special memories for me. However, I could not have been more wrong. Over the past seven years I have seen my parents flourish while living in this caravan park. They had made new lifelong friends and forged strong relationships with their fellow residents. I have had the pleasure of meeting many of the Coogee Caravan Park residents myself, they are good people, friendly, warm and inviting. My two young children aged 2 and 5 love nothing more than going to Nana and Poppy's place, and visiting all of the local residents. I find the proposed redevelopment of the park disappointing. I echo the sentiment of the comments raised when seeking community feedback and captured in the Business Plan - and I don't feel that the development is in the interest of locals and the general public. Prior to purchasing their unit my parents undertook due diligence to ensure that their financial investment would be well placed. At the time of purchasing the property my parents were told by Cockburn Council that the land was held by the crown and would be unable to be redeveloped - instead the land would be held in the interest of the people. As I watch my parents age I held in hope that they would be able to make the transition to retirement easily and enjoy their golden years. The stress and anxiety that this proposed development has placed on them is unfair and deeply concerning. I would ask Grant Wilckens, David Temby and all Cockburn Councillors- what if was your mum and dad?! I would request you act in the interest of all the people and reconsider moving the permanent residents of Cockburn Caravan Park.	
98	E.F Klicker Site 81	I the undersigned support the long-term lease for the Coogee Beach Caravan Park with an appropriate Caravan Park	Please see response to Submission 12

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	CBCVP	<p>Operator, who is prepared to upgrade infrastructure, facilities, and modernise the Park, while preserving the unique heritage, environment, and native species habitat of the area, and safeguarding the interests, financial life-savings, and health, of the existing long term residents of the Park, consistent with the stated Corporate Vision and Values of the City, and the Park Operator.</p> <p>Support the preferred vision for the development of the Coogee Caravan Park as a Heritage Village Caravan Park, consistent with a market focus on the Seniors, older, dual income no kids (DINKY) segment of the tourist market, which would complement the proposed development of the woodman Point caravan Park as a Tourist Resort for the family market, while transitioning to a ratio of at least 50% short term accommodation, and 50% long term accommodation at the Coogee Beach Caravan Park</p> <p>This proposal avoids the inappropriate and costly duplication, at the Coogee Beach Caravan Park, of the Family Tourist Resort proposed in the expansion of the size and facilities at the nearby Woodman Point Caravan Park.</p>	
99	Jillian Williams Resident of Highgate	Please see number 98 above	Please see response to Submission 12
100	Dirk.F Klicker Resident of Perth	Please see number 98 above	Please see response to Submission 12
101	M. Kursar Resident of Coogee	Please see number 31 above	Please see response to Submission 12
102	T Kursar Resident of Coogee	Please see number 31 above	Please see response to Submission 12

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103	Millie Kursar Resident of Coogee	Please see number 31 above	Please see response to Submission 12
104	Frane Podrug Resident of Spearwood	Please see number 31 above	Please see response to Submission 12
105	Janine Goodger Resident of Fremantle	I am writing this submission in relation to the current Major Land Transaction between City of Cockburn and Discovery Park. My main concern with this transaction is the effect it will have on local residents residing in this area. It is my understanding that these residents are in the age range of late sixties up to 90s. I find it appalling, that long- standing residents are being subjected to this proposal and are possibly going to be losing their current area where their housing resides. This is their home, where many have lived for a long period of time. The fact that their livelihood is being undermined for the sake of someone else's financial benefit is an ethical issue that needs to be seriously considered by the members of this decision-making process. The level of stress these residents must be experiencing would surely be taking a toll on their health. How can those with the power-to-be, think that residents can withstand this pressure, without it taking its toll on their wellbeing. We, as society, have a Duty of Care, to especially look out for our elderly residents and make sure their rights are not being denied. Where are those that are in their later years expected to go? They will be losing their independent living situation as the changes will be too much for them to bare. Some may be forced to have no other option than consider aged residential care before their envisaged time. For them to be compromised at this stage in their life is extremely concerning. My other concern is the effect it will have on the flora and fauna in this area.	Please see response to Submission 95 and 96



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		Removing areas of the existing natural habitat to make way for the likes of what is proposed, such as the playground area and a pool beggars' belief. One must consider what is more important for our natural environment. This is the only existing natural bushland between Fremantle and North Rockingham. To turn this beach area into another overdeveloped coastline would be sacrilegious. The fact that there is already an existing park at Woodman's Point that caters for these needs of entertainment, is another reason to consider re-evaluating the need to change this lovely, charming area into another resort-style park. It needs to remain untouched by such development.	
106	Confidential	<p>I do not support the abovementioned plan on the following grounds:</p> <p>1) a large-scale development by Discovery Parks (DP) is being considered by the City. Such a development is entirely against the interests of the permanent residents - about 40 homes are slated to be moved on the western side near the ocean to make way for tourist cabins etc. They will be moved to Woodman point or elsewhere, as suits Discovery. Compensation, if any, has not been agreed to.</p> <p>2) The master plan to be prepared by the park operator and presented to the Council has not been forwarded for consideration of the community, the residents of the park or the people of the Shire of Cockburn. Discovery has indicated that they will not begin preparing one until they have a signed lease.</p> <p>3) Only half of the permanent residents have so far been consulted. We have previously been advised by Mr Arndt that no lease will be signed until the appropriate consultation has taken place. Mr Arndt has also been asked what appropriate consultation will look like, but I have received no reply.</p>	<p>Noted.</p> <p>The CEO of Discovery Parks, Grant Wilckens, in his capacity as the representative of the preferred proponent for negotiation arising from the EOI process, has confirmed that there are a number of potential options that will be considered, including the opportunity to offer residents the option of an alternative location within the Coogee Beach Park/Woodman Point Park or the offer of alternative sites within the Discovery Parks network.</p> <p>Determination as to how short and long stay sites, playgrounds and community spaces are incorporated in the Park will be considered in the Redevelopment Plan with consideration given to the Department of Planning, Lands and Heritage Planning Bulletin 49 and managed in the future by the Operator's management program.</p>

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		<p>However, another councillor at our most recent meeting indicated that 75% of the residents needed to agree to the changes.</p> <p>4) With the proposed development of Woodman Point Caravan Park with attendant attractions (jumping pillows, swimming pools etc), there is no need to duplicate this at Coogee Beach Park Caravan Park. It would not enhance the character of our caravan park in any way.</p> <p>5) The City appears intent on developing a new resort-style park as a tourist attraction commensurate with their vision of the area becoming a "tourist precinct" to replace what is here already - an older style caravan park for families in a heritage and historic area with easy access to the beach and parks for the guests and the public. Many people in the Shire prefer our park not be developed as such a precinct depicted in your Business Plan.</p> <p>6) The comments at the end of your Business Plan are worth a close read. Many people have in your own survey, expressed these very thoughts about the area in general. The transport infrastructure (roads, buses) would not support the development of a "tourist precinct" beyond what is already here. The increased traffic flow from new developments to the north, south and east, as well as the opening of Coogee Common is already making entering and exiting Powell Road difficult. Without a major road redevelopment and attendant traffic lights and/or roundabouts, the congestion at peak times will only be made worse with added attractions beyond what we already have.</p> <p>7) The rationale for such a major development put forward by both the City and Discovery is that a lot of the park's own infrastructure has become run-down and tired. Given that in the recent years, almost no maintenance has been carried</p>	<p>An indicative redevelopment plan will be included in the Heads of Agreement which will be part of the City's report to the June Council meeting. Further to that any redevelopment of the site will also need to be approved by the State Government.</p> <p>The final redevelopment plan will include details of staging of works and estimated timeframes to carry those out, detailing which areas of the park will have works and approximately when those works would occur.</p> <p>The City and DP continue to communicate with the residents of the Coogee Beach Holiday Park when DP have security of tenure they can start to work with the individual tenants more specifically to help remove any uncertainty.</p> <p>Please see response to Submission 19 .</p> <p>Regarding legislation changes, the State Government has since reviewed the Residential Parks (long-stay tenants) Act 2020 and amendments have received royal assent. It is not known when the regulations will be drafted or take effect.</p> <p>WAPC Planning Bulletin 49 is the guideline for the redevelopment of a caravan park. The Residential Parks (long-stay tenants) Act is the guiding legislation to manage the tenants located within a</p>

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		<p>out by park operators in spite of many requests, it is not surprising that the park looks old and sad. Each time residents begged for repairs, mowing (of common areas), whipper snipping, replacing taps, lighting in dark areas etc. local management stated they had no money in the budget for such things (recorded in the PLC minutes) Further, staffing levels both in the office and the ground staff have more than halved. The doors to the kitchen cupboards in the existing camp kitchen and rec centre have been removed, an outside shower and a seat, various taps as have also been taken away for who knows what reason. Council or City inspectors have not been seen around the park for a couple of years. It is no wonder that if the City takes an arms-length view of such things because of not wanting to interfere with how the lessees operate the park and does not ensure that the park is kept in good running order, it will surely deteriorate. I feel that it has been a deliberate "straw-man" tactic so that a large-scale redevelopment would seem the only solution.</p> <p>8) It is not the only solution however, I have put forward a submission to the City and Councillors (8th March, 2021) which explains in some detail an alternative vision for the restoration and rejuvenation of the park to become a Heritage Village and to be marketed to a different audience along those lines. Many others have been attracted to this idea and have expressed their support for it. Much of the original alternative vision for the park will appear in other submissions for this Business Plan and need not be repeated here.</p> <p>9) Finally, the park is under a management order from the State government to remain a caravan park which, in accordance with Walter Powell's wishes, was to be for "the people". Definitions change over a period of time so the Residential Parks (Long-Stay Tenants) Amendment Bill 2018,</p>	caravan park.

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		clearly states that a long-stay site is a site intended to be used as a person's principal place of residence and that caravan parks "will still fall within the definition of a residential park". Further, the amendments removed references to the Caravan Parks and Camping Grounds Act 1995 from the 2018 and 2020 amendments to the definitions. These amendments were to clear away any ambiguity that caravan parks were not included under the purview of the Act, as amended in 2018 and ratified in 2020 and that they would "still fall within the definition of a residential park". There is no mention of any fixed ratio (i.e. 50:50) between residents and short-stay guests, nor is there in the Planning Bulletin No 49 of 2014, which Mr Arndt has used to justify his own definition of a caravan park. This is another "straw man", as the Amendment Acts of 2018 and 2020 must outweigh a 2014 planning bulletin designed for the purpose of providing "guidance" on matters re. "redevelopment of existing parks".	
107	Peter Newsome Coogee Resident	<p>As requested, I distributed your letter dated 9 February 2021 to the 40 impacted Residents and obtained signatures for receipt from the majority and 11 copies were placed into mailboxes.</p> <p>The Park Liason Committee members and the Residents present at our meeting on Tuesday were devastated by the answers received to our Questions 1 and 4 advising "under the terms of your periodic leases" Discovery Parks "have no obligation to pay compensation or relocation costs".</p> <p>Long term Residents here have paid a higher price for their homes because the Head Lease is held by the City of Cockburn and this land is Class A Reserve scheduled to remain caravan park. They believed the Clauses of their</p>	The City will do everything, within its power, in its negotiations with DP, to ensure that the lease brought to Council for consideration in June 2021 does everything it can to minimise the impact on affected residents. The interests of existing long term residents are afforded protection by the provision of State Government legislation, which governs the operation of Caravan Parks within Western Australia. The lease agreement cannot amend the operation of this legislation. The City continues to encourage DP to engage with their stakeholders throughout the process.

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		<p>Tenancy Agreement gave protection against being removed from their Site without compensation unless they didn't pay the rent, broke the Law or the Park Rules.</p> <p>Permanent Residents here are anxious, fearful, sad and confused. Ladies have visited my home distressed and in tears because they don't know how to manage the situation. The Committee members are struggling to offer any explanation for Discovery Parks' actions.</p> <p>Many Residents here are Seniors receiving an Aged Pension who endeavoured to secure an affordable lifestyle within a community where they have lived beside their neighbours for 20-30 years. Residents are not coping well with the fear of losing the value of their homes.</p> <p>Without the financial means to pay for relocation together with the costs involved in reconnecting to services, reconstructing carports and verandahs and establishment of driveways and paths, Residents are at a complete loss to comply with your Notice to Quit.</p> <p>Everyone here needs Discovery Parks to offer some solutions as this Committee is not able to help with the mounting levels of desperation and despair.</p>	
108	T Newhill Resident of Coogee	<p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease</p> <p>I/we request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of</p>	Please see response to Submission 19

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		<p>whichever Park Operator the Council appoints, especially in regard to possible large scale redevelopment.</p> <p>b) Protect the Life-Savings of Long Term Residents I/we request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p> <p>c) Protection of the A-Class Reserve and it's Trees, Bushland and Native Species I/we request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executers of the impending</p>	

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		<p>development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed.</p> <p>Comment:</p> <p>d) Reduced Access to Coogee Beach Caravan Park and the Beachfront</p> <p>I/we request the City of Cockburn ensures that access to the Coogee Beach Caravan Park and the beachfront, by park residents as well as the citizens of Cockburn, will not be compromised by the proposed development and tourist precinct.</p> <p>Comment:</p> <p>e) Development Fatigue Amongst Local Residents</p> <p>Multiple comments by local residents, in the recently commissioned survey report "Community Values and Future Management Priorities" included in the Business Plan (11/2/21) pp 121-221, indicate alarm at the amount of development being undertaken. While Cockburn's residents and citizens enjoy the re-vamped face of Port Coogee and the recreation spaces and parks created over the last 10 years, they are wary of future development plans along the coastal strip of land managed by the City of Cockburn. Comments made express their concern that continued development may lead to further loss of the unique character of the area.</p>	

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		<p>Comment:</p> <p>f) Limited Parking and Traffic Congestion</p> <p>With the immense and growing popularity of this area, at peak times the traffic blocks the main exit onto Cockburn road. It can take 10-20 minutes to make one's way into or out of the caravan park. Apart from the inconvenience of this, residents are put at risk. Emergency vehicles (Fire Brigade or Ambulance) have no way around the blocked road to the park, to access the emergency for which they have been called to respond. It is noted that there is a proposed new entrance to the caravan park in the recently released Business Plan. This is enthusiastically awaited.</p> <p>In the meanwhile, attention needs to be focused on</p> <ul style="list-style-type: none"> • the traffic flow into and out from the Coogee Beach coastal strip • the limited parking within walking distance to the beach for individuals and families. <p>Disallowing a right-hand turn onto Coogee Road by traffic exiting the beach or park would help.</p> <p>Comment:</p> <p>g) Heritage and Cultural Value</p> <p>I/we request the City of Cockburn embraces and promotes the historical heritage of this area. We have</p>	



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		<p>the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious developers.</p> <p>A booklet on the history of the Coogee coastline could include a map of walking trails and promote the indigenous connections of this land.</p> <p>Comment:</p> <p>h) Natural Beauty.</p> <p>There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways throughout. This stunning stretch of coastline is accessible to tourists who enjoy walking, as well as discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights.</p> <p>Comment:</p> <p>i) Niche Accommodation - Residents and Guests Mixing Freely</p> <p>There is much to be gained by residents and guests mingling. Guests regularly walk around the Caravan</p>	

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		<p>Park discussing the many different styles of our homes and gardens. The residents enjoy stories of where visitors have travelled while guests ask advice on nearby places of interest, cafes or transport options. There is something lost in separating residents from the tourist accommodation.</p> <p>Residents' homes would make interesting, unusual and comfortable rental accommodation and maintain the unique and homely style of this Park</p> <p>Comment:</p> <p>j) Leaving our Existing Community as Unscathed as Possible</p> <p>We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities.</p> <p>We want-</p> <ul style="list-style-type: none">• to minimize the number of residents whose homes are to be relocated to Woodman's Point• to keep as many of the current homes on site as possible• to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require.• the re-development to be staged to allow 'natural attrition' and to give time for residents to move of	



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		<p>their own accord into possibly Homes West accommodation , aged care or medical facilities et c.</p> <p>Comment:</p> <p>k) An Alternative Vision for Coogee Beach Caravan Park's Future</p> <p>Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart.</p> <p>I/we request the City of Cockburn makes this stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays.</p> <p>Let Woodman Point attract younger tourists with families.</p> <p>The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p> <p>The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also</p>	

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		<p>have the health, fitness and energy to walk to the beach when beach access is desired. Promote Coogee Beach as a Traditional Community Caravan Park</p> <p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers</p> <p>- a mostly older and quieter clientele.</p> <p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none"> • the ever increasing number of grey nomads looking for places to stay a while • parents and grandparents who want a simple beach-side holiday with their children and grandchildren • a calming retreat for those among us seeking health and wellbeing • numerous tracks for all who like bushwalking • interesting stories and landmarks for anyone interested in Coogee's historical heritage • nature lovers who would enjoy exploring and identifying our many coastal bird species • people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public</p>	



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		playgrounds, each with cafes nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Life Saving Club. <i>Comment: No brick wall to divide street</i>	
109	Geoffrey & Sharon Morfitt Residents of Coogee	Please see number 98 above	Please see response to Submission 12
110	Tony Dobson Resident of Coogee	<p>I the undersigned support the long-term lease for the Coogee Beach Caravan Park with an appropriate Caravan Park Operator, who is prepared to upgrade infrastructure, facilities, and modernise the Park, while preserving the unique heritage, environment, and native species habitat of the area, and safeguarding the interests, financial life-savings, and health, of the existing long term residents of the Park, consistent with the stated Corporate Vision and Values of the City, and the Park Operator.</p> <p>Support the preferred vision for the development of the Coogee Caravan Park as a Heritage Village Caravan Park, consistent with a market focus on the Seniors, older, dual income no kids (DINKY) segment of the tourist market, which would complement the proposed development of the woodman Point caravan Park as a Tourist Resort for the family market, while transitioning to a ratio of at least 50% short term accommodation, and 50% long term accommodation at the Coogee Beach Caravan Park</p> <p>This proposal avoids the inappropriate and costly duplication, at the Coogee Beach Caravan Park, of the Family Tourist</p>	<p>Please see response to Submission 12</p> <p>The City is the Managing Body for the Coogee Beach Caravan Park site, which allows the land to be used for 'caravan park' only. The ability of an individual to use or reside within a caravan park is not impacted by considerations such as age, income or family/marital status.</p> <p>The decision on how to develop Woodman Point Caravan Park involves separate commercial considerations to the development of Coogee Beach Caravan Park. The City is not the Managing Body for the Woodman Point and cannot comment on the future development of the site or its strategic vision.</p> <p><u>Safeguard the Interests of Long Term Residents in the New Head Lease</u></p> <p>The City will do everything, within its power, in its negotiations with DP, to ensure that the lease brought to Council for consideration in June 2021</p>

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		<p>Resort proposed in the expansion of the size and facilities at the nearby Woodman Point Caravan Park.</p> <p>City Of Cockburn - CEO</p> <p>Safeguard the Interests of Long-Term Residents in the New Head Lease I request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large-scale development.</p> <p>Protect the Life-Savings of Long Term Residents I request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p> <p>Protection of the A-Class Reserve and it's Trees, Bushland and Native Species I request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist</p>	<p>does everything it can to minimise the impact on affected residents. The interests of existing long term residents are afforded protection by the provision of State Government legislation, which governs the operation of Caravan Parks within Western Australia. The lease agreement cannot amend the operation of this legislation. The City continues to encourage DP to engage with their stakeholders throughout the process.</p> <p><u>Protect the Life-Savings of Long Term Residents</u> The City understands that long stay residents have committed significant personal funds in their park homes. These transactions are done in an open property market by willing buyers and sellers with many factors being considered prior to a purchase. It appears that some of the long term tenants were not aware that their tenancy agreements are periodic tenancy agreements, and that some residents had not sought legal advice on their agreements. The City will seek to ensure that the future operator is very clear on these facts with existing and future tenants when issuing new tenancy agreements.</p> <p><u>Protection of the A-Class Reserve and it's Trees, Bushland and Native Species</u></p> <p>The land where the Coogee Beach Holiday Park is located is owned by the State of Western Australia and is an A class Reserve for the purpose of a Caravan Park. The Park is being redeveloped not</p>

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		<p>precinct. There are many animals, reptiles and birds which live close to as well as in our caravan park. Planners and executers of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed.</p> <p><u>Heritage and Cultural Value</u> I request the City of Cockburn embraces and promotes the historical heritage of this area. We have the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious developers. A booklet on the history of the Coogee coastline could include a map of walking trails and promote the indigenous connections of this land.</p> <p><u>An Alternative Vision for Coogee Beach Caravan Park's Future</u> Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart. I/we request the City of Cockburn makes this stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays.</p> <p>Let Woodman Point attract younger tourists with families. The Woodman Point Development Plans approved by The</p>	<p>sold for redevelopment.</p> <p>The City and Discovery Parks (DP) continue to finalise the terms of a long-term lease that allows sufficient commercial viability to ensure that the caravan park can be modernised, with upgrades to the infrastructure and facilities intended. Any Development Application submitted by DP for the redevelopment of the caravan park will be assessed by the State Government. The assessment will consider trees, bushland and native species.</p> <p>The City has commissioned the Coogee Beach Foreshore Management Plan (CBFMP) to assess the coastal region alongside/inclusive of the caravan park site. The CBFMP was adopted by Council in November 2020. The City will continue to consider methods to mitigate coastal erosion guided by the CBFMP. There are currently several access points for people to reach the Coogee Beach coastline.</p> <p><u>Heritage and Cultural Value</u></p> <p>The City and Discovery Parks (DP) continue to finalise the terms of a long-term lease that allows sufficient commercial viability to ensure that the caravan park can be modernised, with upgrades to the infrastructure and facilities intended. Any Development Application submitted by DP for the redevelopment of the caravan park will be</p>

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		<p>Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p> <p>The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired.</p> <p>Promote Coogee Beach as a Traditional Community Caravan Park</p> <p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers - a mostly older and quieter clientele.</p> <p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none"> • the ever increasing number of grey nomads looking for places to stay a while • parents and grandparents who want a simple beachside holiday with their children and grandchildren • a calming retreat for those among us seeking health and wellbeing • numerous tracks for all who like bushwalking • interesting stories and landmarks for anyone interested in Coogee's historical heritage • nature lovers who would enjoy exploring and identifying our many coastal bird species • people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public</p>	<p>assessed by the State Government with consideration given to all statutory requirements such as heritage assessments.</p> <p>The City has commissioned the Coogee Beach Foreshore Management Plan (CBFMP) to assess the coastal region alongside/inclusive of the caravan park site. The CBFMP was adopted by Council in November 2020. The City will continue to consider methods to mitigate coastal erosion guided by the CBFMP. There are currently several access points for people to reach the Coogee Beach coastline.</p> <p>The suggestion regarding a booklet being created that includes both the history of the Coogee coastline including a map of walking trails, promoting indigenous connections of this land, is noted. However, this is not the subject of this consultation (the Coogee Caravan Park development) and is not dealt with in this report. is noted.</p> <p><u>Leaving our Existing Community as Unscathed as Possible</u></p> <p>Please see Response further above.</p> <p>The City is the Managing Body for the Coogee Beach Caravan Park site, which allows the land to be used for 'caravan park' only. The ability of an individual to use or reside within a caravan park is</p>

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		<p>playgrounds, each with cafés nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Lifesaving Club.</p> <p>Natural Beauty. There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways throughout. This stunning stretch of coastline is accessible to tourists who enjoy walking, as well as discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights.</p> <p>Leaving our Existing Community as Unscathed as Possible We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities. We want –</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require. • the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West accommodation , aged care or medical facilities etc 	<p>not impacted by considerations such as age, income or family/marital status.</p> <p>The City's Community Strategic Plan (2020-2030) identifies the need to facilitate a thriving tourism industry that is to be achieved by supporting and promoting opportunities for local tourism. Discovery Park's proposal directly contributes to this objective.</p> <p>Determination as to how short and long stay sites, playgrounds and community spaces are incorporated in the Park will be considered in the Redevelopment Plan with consideration given to the Department of Planning, Lands and Heritage Planning Bulletin 49 and managed in the future by the Operator's management program.</p> <p>An indicative redevelopment plan will be included in the Heads of Agreement which will be part of the City's report to the June Council meeting. Further to that any redevelopment of the site will also need to be approved by the State Government.</p> <p>The final redevelopment plan will include details of staging of works and estimated timeframes to carry those out, detailing which areas of the park will have works and approximately when those works would occur.</p> <p>Discovery Parks has advised that it has earmarked the land on the western beach front of the Park for</p>

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			redevelopment. This will potentially impact on approximately 40 of the 138 long-stay lessees. Discovery Parks has indicated there are a number of potential options for these tenants that will be considered, including the opportunity to offer residents the option of an alternative location within the Coogee Beach Park/Woodman Point Park or the offer of alternative sites within the Discovery Parks network although it acknowledges that such an outcome is not guaranteed.
111	Confidential Resident of CBCVP	<p>1.Please apply the duty of care when redeveloping proposed areas in respect of pollutants eg. asbestos & follow work-safe regulations as not to affect residents or tourists alike.</p> <p>2.Retain affected street-names where possible.</p> <p>3.Retain or include natural vegetation/habitats as not to affect(kill) or scare off indigenous wildlife eg bandicoots, goannas, lizards, and birdlife. (Refer to Parks & Conservation)</p> <p>4.Encourage tourists NOT to feed the above.</p> <p>5.Provide iconic signage of historical facts pertaining to the area ex. shacks on dunes, the existence of once mobile homes & residents.</p>	<p>Please see submission 19. Any redevelopment works will be required to comply with all statutory requirements in relation to asbestos, work-safe etc.</p> <p>The Development Application will be assessed by the State Government in relation to flora and fauna.</p> <p>The suggestion tourists not feeding the wildlife and iconic signage is noted. However, this is not the subject of this consultation (the Coogee Caravan Park development) and is not dealt with in this report.</p>
112	Joyce & Chris O'Loughlin Residents of Dudley Park	<p>It is our belief that the City of Cockburn should immediately pull back on the proposal to rapidly reduce the strain on our elderly people who have chosen to move into the Coogee Caravan Park to see out their lives in the peaceful surrounding that the Caravan Park has to offer.</p> <p>The City of Cockburn Councillors, and all involved in the Councils decision makers need to understand what they are doing to these former war veterans and hardworking tax</p>	<p>The current lease with the operator expires in mid-2022. This aligns with the current tenancy agreements of the residents with Discovery Parks. Until Discovery Parks (DP) has a lease, again subject to Council approval, DP is unable to enter into any new tenancy agreements that go beyond their current lease.</p> <p>The CEO of Discovery Parks, Grant Wilckens, in</p>

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		<p>paying citizens and the pressure they are placing on them.</p> <p>I the undersigned support the long-term lease for the Coogee Beach Caravan Park with an appropriate Caravan Park Operator, who is prepared to upgrade infrastructure, facilities, and modernise the Park, while preserving the unique heritage, environment, and native species habitat of the area, and safeguarding the interests, financial life-savings, and health, of the existing long term residents of the Park, consistent with the stated Corporate Vision and Values of the City, and the Park Operator.</p> <p>Support the preferred vision for the development of the Coogee Caravan Park as a Heritage Village Caravan Park, consistent with a market focus on the Seniors, older, dual income no kids (DINKY) segment of the tourist market, which would complement the proposed development of the woodman Point caravan Park as a Tourist Resort for the family market, while transitioning to a ratio of at least 50% short term accommodation, and 50% long term accommodation at the Coogee Beach Caravan Park</p> <p>This proposal avoids the inappropriate and costly duplication, at the Coogee Beach Caravan Park, of the Family Tourist Resort proposed in the expansion of the size and facilities at the nearby Woodman Point Caravan Park.</p>	<p>his capacity as the representative of the preferred proponent for negotiation arising from the EOI process, has confirmed that there are a number of potential options that will be considered to work with the residents of the Coogee Beach Holiday Park, including the opportunity to offer residents the option of an alternative location within the Coogee Beach Park/Woodman Point Park or the offer of alternative sites within the Discovery Parks network.</p> <p>Once DP have a lease with the City, subject to the Council endorsing their proposal and granting the lease and the Minister for Lands consenting to the lease, DP can then start to work with individual tenants more specifically to help remove any uncertainty.</p> <p>Please see response to Submission 12</p>
113	Colleen Cronin Resident of Palmyra	Please see number 112 above	Please see response to Submission 112
114	Pauline & Alan Johnstone Resident of	Please see number 112 above	Please see response to Submission 112

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	Spearwood		
115	Suzi Harding Resident of Booragoon	Please see number 98 above	Please see response to Submission 12
116	Martin Patrick O'Loughlin Resident of Coogee	Please see above number 112	Please see response to Submission 112
117	Naomi & Phil Chapman Residents of Hilton	Please see number 112 above	Please see response to Submission 112
118	Elke McAlinden Resident of Yangebup	<p>I the undersigned support the long-term lease for the Coogee Beach Caravan Park with an appropriate Caravan Park Operator, who is prepared to upgrade infrastructure, facilities, and modernise the Park, while preserving the unique heritage, environment, and native species habitat of the area, and safeguarding the interests, financial life-savings, and health, of the existing long term residents of the Park, consistent with the stated Corporate Vision and Values of the City, and the Park Operator.</p> <p>Support the preferred vision for the development of the Coogee Caravan Park as a Heritage Village Caravan Park, consistent with a market focus on the Seniors, older, dual income no kids (DINKY), empty nesters and people wanting a good old fashioned getaway for their children segment of the tourist market, which would complement the proposed development of the woodman Point caravan Park as a Tourist Resort for the family market, while transitioning to a ratio of at least 50% short term accommodation, and 50% long term accommodation at the Coogee Beach Caravan Park</p>	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		This proposal avoids the inappropriate and costly duplication, at the Coogee Beach Caravan Park, of the Family Tourist Resort proposed in the expansion of the size and facilities at the nearby Woodman Point Caravan Park.	
119	J.P McAlinden Resident of Yangebup	Please see number 118 above	Please see response to Submission 12
120	Kelly Nash Resident of Shoalwater	Please see number 98 above	Please see response to Submission 12
121	Roy Hann Resident of Coogee	Please see number 98 above	Please see response to Submission 12
122	Matt Hann Resident of Coogee	Please see number 98 above	Please see response to Submission 12
123	Ron Farrugia Resident of Palmyra	Please see number 31 above	Please see response to Submission 12
124	Cherie Yugovich Resident of Munster	Please see number 118 above	Please see response to Submission 112
125	Lynn Hann Resident of Coogee	Please see number 98 above	Please see response to Submission 12
126	Tahnee McGinness No address provided	Please see number 98 above	Please see response to Submission 12
127	Panrada Taylor No Address	Please see number 98 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Provided		
128	L.Mirco Resident of Aubin Grove	Please see number 98 above	Please see response to Submission 12
129	J.Scata Resident of Banjup	Please see number 98 above	Please see response to Submission 12
130	Jaimee Wallace Resident of Myaree	Please see number 98 above	Please see response to Submission 12
131	Deb Wallace Resident of Myaree	Please see number 98 above	Please see response to Submission 12
132	Mark Wallace Resident of Myaree	Please see number 98 above	Please see response to Submission 12
133	K.Semple Resident of East Fremantle	Please see number 98 above	Please see response to Submission 12
134	Sven Todd Resident of East Fremantle	Please see number 98 above	Please see response to Submission 12
135	N.Thorpe Resident of Lake Coogee M. Paulin Resident of Hamilton Hill	Please see number 98 above	Please see response to Submission 12
136	Sabrina Ulmi Resident of Hamilton Hill	Please see number 98 above	Please see response to Submission 12
137	Teresa Clifton-	Please see number 98 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	James Resident of Yangebup		
138	Kate McGown Resident of Yangebup	Please see number 98 above	Please see response to Submission 12
139	Janet Sammons Resident of Coogee	Please see number 98 above	Please see response to Submission 12
140	Katherine Bell Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
141	Cecilia Fenton Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
142	Jenny Moore Resident of Hilton	Please see number 98 above	Please see response to Submission 12
143	Jenny Davies Resident of Coogee	Please see number 98 above	Please see response to Submission 12
144	Graeme Moore Resident of Lake Coogee	Please see number 98 above	Please see response to Submission 12
145	Kelly Hutton Resident of Yangebup	Please see number 98 above	Please see response to Submission 12
146	Candice Aramini Resident of Beeliar	Please see number 98 above	Please see response to Submission 12
147	Murray James Rayment Resident of North	Please see number 31 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Coogee		
148	Richard Bell Resident of Spearwood	Please see number 31 above	Please see response to Submission 12
149	R.Thomas Resident of North Coogee	Please see number 98 above	Please see response to Submission 12
150	A.J Earney Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
151	Don Johnston Resident of South Yunderup	Please see number 98 above	Please see response to Submission 12
152	J.Johnston Resident of Kardinya	Please see number 98 above	Please see response to Submission 12
153	Kathy Gangemi Resident of Beeliar	Please see number 98 above	Please see response to Submission 12
154	Marita Brenzi Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
155	Tania Marraffa Resident of North Coogee	Please see number 98 above	Please see response to Submission 12
156	Stephanie Roucchio Resident of Coogee	Please see number 98 above	Please see response to Submission 12
157	Matthew Farrell Resident of Hamilton Hill	Please see number 98 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
158	Tabitha Slegtenhorst Resident of Hamilton Hill	Please see number 98 above	Please see response to Submission 12
159	M.R Forsyth Resident of Coogee	Please see number 98 above	Please see response to Submission 12
160	S. Forsyth Resident of Coogee	Please see number 98 above	Please see response to Submission 12
161	R. Rayment Resident of North Coogee	Please see number 98 above	Please see response to Submission 12
162	Maria Basilio Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
163	Jan Earney Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
164	L.Thomas Resident of North Coogee	Please see number 98 above	Please see response to Submission 12
165	S Roncevich Resident of Coogee	Please see number 98 above	Please see response to Submission 12
166	D Lines Resident of Lake Coogee	Please see number 98 above	Please see response to Submission 12
167	N Beringer Resident of Yangebup	Please see number 98 above	Please see response to Submission 12
168	I Beros	Please see number 98 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Resident of North Coogee		
169	Lyn Jackson Resident of Coogee	Please see number 98 above	Please see response to Submission 12
170	K.Howard Resident of Lake Coogee	Please see number 98 above	Please see response to Submission 12
171	Jenzen Millado Resident of Parkwood	Please see number 98 above	Please see response to Submission 12
172	M Dela Torne Resident of Wellard	Please see number 98 above	Please see response to Submission 12
173	Dan Carter Resident of Secret Harbour	Please see number 98 above	Please see response to Submission 12
174	Tara Carter Resident of Secret Harbour	Please see number 98 above	Please see response to Submission 12
175	Lisa Odermatt Resident of Parmelia	Please see number 98 above	Please see response to Submission 12
176	Ghislaine Reckers Resident of Coolbellup	Please see number 98 above	Please see response to Submission 12
177	Nada Jevtic Resident of Coogee	Please see number 98 above	Please see response to Submission 12
178	Rebecca Marr Resident of Yangebup	Please see number 98 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
179	Nell Taylor Resident of Hamilton Hill	Please see number 98 above	Please see response to Submission 12
180	Gail Moore Resident of Lake Coogee	Please see number 98 above	Please see response to Submission 12
181	Gemma Ward Resident of CBCVP	<p>I the undersigned, support the proposed long-term lease for the Coogee Beach Caravan Park with an appropriate Caravan Park Operator. This caravan park operator must be one which is prepared to upgrade infrastructure, facilities and modernise the Park, while preserving the unique heritage, environment , and native species habitat of the area, as well as safeguarding the interests, financial life-savings, and health of existing long-term residents of the Coogee Beach Holiday Park, consistent with the stated Corporate Vision and Values of the City, and the Park Operator.</p> <p>The City of Cockburn web site states that the heart of any community is its people, and its role is to listen to the ideas and concerns of the people and to provide them with the kind of community they want. This way, Cockburn will be the best place to be... a place which is sustainable, and people are connected, health and happy. Support is to be provided to meet the needs of the community, including...seniors and disabled (and ill?), such as those citizens residing at Coogee Beach Caravan Park. Voting for a solution that will impact on as few as possible <u>would be in keeping with council principles.</u></p> <p>The City of Cockburn web site also refers to its commitment and responsibility to sustainably manage our environment by protecting and enhancing our unique natural areas, coast,</p>	Please see response to Submission 19 and 8.

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		<p>bushland, wetlands and native wildlife. Voting for a solution that will impact on the iternal footprint of the caravan park would minimise harm done to residing animals, birds and reptiles <u>would be in keeping with council principles.</u></p> <p>The City of Cockburn's Charter, its 'how' to Governance, states its way to achieve good governance is through effective management structures and practices, communication, learning and feedback, ethical behaviour and INNOVATION. By allowing citizens of Coogee to attend council meetings and to respond to the Business Plan, the communications aspects are covered. However, for the City Council to vote for Discovery's proposal...to duplicate the features of Woodman Poiny at Coogee would demonstrate a complete lack of innovation, (lateral thinking and creativity), <u>would not be in keeping with council principles.</u></p> <p>So please support the Coogee citizens preferred vision for development of the Coogee Caravan Park as a Heritage Village Caravan Park, consistent with a market focus on the seniors, older, dual income no kids (DINKY) segment of the tourist market, which would complement the proposed development of the Woodman Point Caravan Park as a Tourist Resort for the family market, while transitioning to a ratio of at least 50% short term accomodation, and 50% long term accomodation at the Coogee Beach Caravan Park.</p> <p>This proposal avoids the inappropriate, unnecessary and costly duplication at the Coogee Beach Caravan Park, of the Family Tourist Resort facilities proposed in the expansion plans for the size and facilities at the nearby Woodman Point Caravan Park.</p>	
182	Confidential	I do NOT support the current Business Plan re support of a	Please see response to submission 19.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Resident of Coogee	<p>Major Land Transaction being the proposed lease of the Coogee Beach Caravan Park for the following reasons:</p> <p>1. The proposed 21year plus 21year Lease is way too long. We are committing and binding two generations of future residents to a plan that may be obsolete in the future. As a commercial transaction the proposed tenure is at the extreme end of the spectrum. What is wrong with the previous 10year plus 5year plus 5year lease period? 2. As there is still 15 months to run on the current lease what is the urgency on Discovery Parks part to have a new Lease signed now and stating that they will not engage with affected residents re compensation and/or relocation expenses until they City sign a new Lease to them.</p> <p>3. I am concerned that Discovery Parks already run Woodman Point which is less than two kilometres away as well as a park on Rottnest Island and could exploit this situation by raising prices without competition.</p> <p>4. Surely there are other caravan park operators out in the market that would take over the lease without so much change and angst.</p> <p>5. Given that Woodman Park Caravan Park is going to go more upmarket in it's search for the tourist dollar surely it makes sense to utilize Coogee Beach caravan park as more the budget option balancing it's business between short term use together with the longer term resident market as it's base during the non tourist winter months.</p>	
183	Confidential Resident of Coogee	<p>I do NOT support the current Business Plan re support of a Major Land Transaction being the proposed lease of the Coogee Beach Caravan Park for the following reasons:</p> <p>1. The Council must not be blackmailed by Discovery into signing a new Lease before the Park residents are fully aware of what will happen to them if these plans go ahead. They</p>	Please see response to submission 19.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>must know where they will be moved to and what, if any, compensation they will receive before any Lease is signed.</p> <p>2. As there is still 15 months to run on the current lease what is the urgency by Discovery Parks to have a new Lease signed now. There is plenty of time to engage further with Park residents and the Community in general.</p> <p>3. The Council is bending to big business rather than the needs of its residents by considering the proposed 21year plus 21 year Lease. This length of such a lease is way too long and has the potential to lock our community out of decisions about land in our City for many years to come. As a commercial transaction the proposed tenure is at the extreme end of the spectrum. Why not resign under the existing terms of 10 years plus 5 years plus 5 years lease period?</p> <p>4. In addition, signing a lease of this length locks the City into a a single supplier for accommodation along this piece of coast as there would be three sites (Woodman Point, Coogee Beach and Rottnest Island) all run by Discovery Parks. This will inhibit competition and allow exploitation by Discovery Parks of people wishing to stay at these sites. This has the potential to see high prices as there will be no competition.</p> <p>5. Based on the above points I want the Council to consider other caravan park operators out in the market that could take over the lease without so much upheaval and restrictions to our City and its residents.</p>	
184	A.Corver Resident of Coogee	See number 31 above	Please see response to Submission 12
185	Janet Corver Resident of Coogee	See number 31 above	Please see response to Submission 12

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186	Unidentified Resident of CBCVP	<p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease</p> <p>I/we request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large scale redevelopment.</p> <p>b) Protect the Life-Savings of Long Term Residents</p> <p>I/we request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p> <p>c) Protection of the A-Class Reserve and it's Trees, Bushland and Native Species</p> <p>I/we request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery,</p>	Please see response to submission 19.

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		<p>which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executers of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed. <i>Comment: We would hate to see the trees go</i></p> <p>d) Reduced Access to Coogee Beach Caravan Park and the Beachfront</p> <p>I/we request the City of Cockburn ensures that access to the Coogee Beach Caravan Park and the beachfront, by park residents as well as the citizens of Cockburn, will not be compromised by the proposed development and tourist precinct. Comment:</p> <p>e) Development Fatigue Amongst Local Residents</p> <p>Multiple comments by local residents, in the recently commissioned survey report "Community Values and Future Management Priorities" included in the Business Plan (11/2/21) pp 121-221, indicate alarm at the amount of development being undertaken. While</p>	



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		<p>Cockburn's residents and citizens enjoy the re-vamped face of Port Coogee and the recreation spaces and parks created over the last 10 years, they are wary of future development plans along the coastal strip of land managed by the City of Cockburn. Comments made express their concern that continued development may lead to further loss of the unique character of the area.</p> <p>Comment:</p> <p>f) Limited Parking and Traffic Congestion</p> <p>With the immense and growing popularity of this area, at peak times the traffic blocks the main exit onto Cockburn road. It can take 10-20 minutes to make one's way into or out of the caravan park. Apart from the inconvenience of this, residents are put at risk. Emergency vehicles (Fire Brigade or Ambulance) have no way around the blocked road to the park, to access the emergency for which they have been called to respond. It is noted that there is a proposed new entrance to the caravan park in the recently released Business Plan. This is enthusiastically awaited.</p> <p>In the meanwhile, attention needs to be focused on</p> <ul style="list-style-type: none"> • the traffic flow into and out from the Coogee Beach coastal strip • the limited parking within walking distance to 	

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		<p>the beach for individuals and families. Disallowing a right-hand turn onto Coogee Road by traffic exiting the beach or park would help. Comment:</p> <p>g) Heritage and Cultural Value I/we request the City of Cockburn embraces and promotes the historical heritage of this area. We have the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious developers. A booklet on the history of the Coogee coastline could include a map of walking trails and promote the indigenous connections of this land. <i>Comment: We could maybe do something at the Park in keeping with Coogee Common</i></p> <p>h) Natural Beauty. There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways throughout. This stunning stretch of coastline is accessible to tourists who enjoy walking, as well as</p>	



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		<p>discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights.</p> <p>Comment:</p> <p>i) Niche Accommodation - Residents and Guests Mixing Freely</p> <p>There is much to be gained by residents and guests mingling. Guests regularly walk around the Caravan Park discussing the many different styles of our homes and gardens. The residents enjoy stories of where visitors have travelled while guests ask advice on nearby places of interest, cafes or transport options. There is something lost in separating residents from the tourist accommodation.</p> <p>Residents' homes would make interesting, unusual and comfortable rental accommodation and maintain the unique and homely style of this Park</p> <p><i>Comment: It is pleasant to meet visitors from all over the world. They love it here</i></p> <p>j) Leaving our Existing Community as Unscathed as Possible</p> <p>We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities.</p>	

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		<p>We want-</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require. • the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West accommodation , aged care or medical facilities et c. <p><i>Comment: We never heard of the 50-50 rule until recently. If this is so why were these houses allowed here. You'd have been lost without them</i></p> <p>k) An Alternative Vision for Coogee Beach Caravan Park's Future</p> <p>Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart.</p> <p>I/we request the City of Cockburn makes this stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays.</p> <p>Let Woodman Point attract younger tourists with</p>	



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		<p>families.</p> <p>The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p> <p>The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired.</p> <p>Promote Coogee Beach as a Traditional Community Caravan Park</p> <p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers</p> <p>- a mostly older and quieter clientele.</p> <p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none"> • the ever increasing number of grey nomads looking for places to stay a while 	

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		<ul style="list-style-type: none"> • parents and grandparents who want a simple beach-side holiday with their children and grandchildren • a calming retreat for those among us seeking health and wellbeing • numerous tracks for all who like bushwalking • interesting stories and landmarks for anyone interested in Coogee's historical heritage • nature lovers who would enjoy exploring and identifying our many coastal bird species • people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public playgrounds, each with cafes nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Life Saving Club.</p> <p><i>Comment: Coogee is a beautiful place. Please don't turn it into Disney Land.</i></p>	
187	Anonymous Resident of Coogee	<p>In the past I have walked through the Coogee Beach Caravan Park and been verbally abused by the residents, as I had a dog on a lead.</p> <p>I have noticed the park has put up 'no dog' signs. My question is if this is Crown Land, why has the council</p>	The land where the Coogee Beach Holiday Park is located is owned by the State of Western Australia and is an A class Reserve for the purpose of a Caravan Park. The City is provided with the power to lease the reserve for a period of 42 years for this purpose. The City leases the entire reserve to

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		<p>allowed the residents or operator to behave like this (including the signage).</p> <p>I live in Port Coogee and I can't stop people walking, cycling etc. past my house.</p> <p>Can council please confirm:</p> <ul style="list-style-type: none"> - When the redevelopment will take place? ... the sooner the better. - Ensure all Cockburn residents can walk through the Crown Land, including dog walkers - Confirm that the western side of the redevelopment in particular allows residents of Port Coogee direct access to the Surf Life Saving Club. - Provide details (site plan drawings) to ensure a transparent process. (I have asked for this information in the past and been blocked by council in a very opaque process. - Confirm the council will provide benefits to all Cockburn residents in the redevelopment and avoid the current 'gated and privileged' mindset of the community there. <p>It has been really frustrating having that prime site and not being able to have clear and open access to it right by a public beach!</p>	<p>Discovery Parks. Discovery Parks is able to manage the park including whether dogs can be on the site as part of their management regime.</p> <p>The City recognises the importance of the Coogee Beach Reserve which the Park is located within and as a result the City has undertaken considerable planning and commenced a number of works to enhance and promote the potential of the public reserve. This includes the preparation of a Coogee Beach Masterplan which has provided guidance to the works that can be undertaken in this location. Also, the foreshore is an area of high community use that has significant and sometimes competing social, environmental and economic values. The foreshore is predicted to experience coastal inundation and erosion in the longer term, based on current projected sea level rise estimates, placing further pressures on some assets and the natural environment. The City has prepared the Coogee Beach Foreshore Management Plan (CBFMP) which was adopted by Council in November 2020. The funds received from the proposal as detailed in the Business Plan will be quarantined in a Reserve to undertake the works required in the future in line with the CBFMP. The City understands the concerns around the roads and has stated in the Business Plan that the proposal is likely to influence the need to upgrade Cockburn Road. The City will use this opportunity to contribute strategically to support the City to continue and further advocate</p>

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			for the upgrade of Cockburn Road (a State Government Road).
188	Pauline McGrath Resident of Hamilton Hill	<p>Recently I have heard and read in the local newspapers of The Discovery Parks intention to relocate some of the residents of the Park if Discovery are allocated the new lease.</p> <p>This is very disturbing news. My understanding over the years has been that this parcel of land was left in perpetuity to the people of Cockburn who had need of somewhere to live that was affordable. Originally it was destined for caravan owners and eventually this was extended with, no doubt the approval of the council to Fleetwood to built small houses on the Park.</p> <p>In 1999 when I moved to WA I bought a small shack at the Park and understood that these had to be considered to be "transportable" I lived there for some years and got to know many of the other residents. However, under the past Park Managements there was never any question of any 4 residents being removed from their homes unless they broke the very reasonable set of Park Rules.</p> <p>Now of course many of these good people are elderly and some are frail and devastated to be told they must relocate without even the assurances that this will be within the Park. I do not feel that this is within the remit of the original bequest and also is neither ethical nor even just. Most of these people do not have the resources to buy new buildings and their existing homes would now after so many years be unlikely to be capable of being relocated.</p> <p>My request is to ask your council to re- think the granting of a lease to Discovery until they rethink their plans to take over</p>	This submission is similar to submission 19; please see the response to submission 19.



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		<p>these plots to apparently build....a kids playground.. when a few steps away is the wonderful communal green area of playgrounds and space. Alsowho needs a swimming pool when down a short track is the wonderful ocean and pristine beach which children and adults have all appreciated and enjoyed over the years.</p> <p>Visitors to the Park love the variety of dwellings, the informal and relaxed but safe environment, and the knowledge that this is still a bit of the original Aussie culture which sadly is being eroded daily by ambitious developers.</p> <p>If Discovery are given the next Lease please make sure that the existing tenants are left in peace until they no longer need to live there. The original bequest must be honoured and adhered to. Your help over this is needed.</p>	
189	Linda Munroe	<p>I the undersigned support the proposed long-term lease for the Coogee Beach Caravan Park with an appropriate Caravan Park Operator who is prepared to upgrade infrastructure and facilities while preserving;</p> <ol style="list-style-type: none"> 1 Interests -financial and lifestyle, and health of existing long term residents 2 Protection of A-Class Reserve – Flora and Fauna 3 Heritage 4 Access by park residents and citizens of Cockburn to the beachfront 5 Promote Coogee Beach as a Traditional 	Please see response to Submission 19 and 8.

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		<p>Community Caravan Park</p> <p>1 Interests- financial and lifestyle, and health of existing long term residents.</p> <p>The City of Cockburn ensures a commitment in its lease that the interests of long term residents are protected. Principally life savings invested in homes on sites.</p> <p>Representation of long term continuity of tenure. Until mid-2020 it was represented to residents that homes could transact on the open market. Evidenced by transactions, sales and purchases and site leases granted continuity for those homes. Further to these transactions, significant improvements to homes have also been approved and undertaken. Residents paid a price reflective of the facts that -the head lease was with the City of Cockburn -the Caravan Park is on an A-Class Reserve Residents paid a price reflective of location, continuity and assurances, noting Member for Cockburn Fran Logan, Hansard 13/04/2011 "there is no threat to residents of those parks being moved on".</p> <p>1.1 Options to be offered to long term residents. Resumption, Relocation and natural attrition. RESUMPTION AT MARKET VALUE Life savings have been invested in homes on sites. propose an option exist whereby affected homes are purchased by the developer at\ market value. A history of market value transactions exist up to 2020.</p>	

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		<p>Resumptions to take place across any staged time frame.</p> <p>RELOCATION new lessee to assume all costs imbedded in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection of services; re-establish spaces.</p> <p>NATURAL ATTRITION That any redevelopment be staged to allow 'natural attrition' and give time for residents to move of their own accord. ie Homeswest, aged care facilities.</p> <p>SUBMISSION ON PROPOSED LEASE TRANSACTION</p> <p>1. Interests- financial and lifestyle, and health of existing long term residents.(cont)</p> <p>1.2 Leave the existing long term resident community as in tact as possible Minimise relocations to Woodman Point Caravan Park. Review proposed new swimming pool to Woodman Point Caravan Park location which is further from beach access. Keep as many of the current homes on site as possible.</p> <p>2. Protection of A-Class Reserve – Flora and Fauna</p> <p>All mature trees are preserved on the site. All care is taken to preserve habitat for native species Future building to be compassionate to environment.</p> <p>3. Heritage</p>	

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		<p>Local heritage to be honoured.</p> <p>4. Access by park residents and citizens of Cockburn to the beachfront</p> <p>Ensure that access to the Coogee Beach Caravan Park and the beachfront will not be compromised by any proposed development.</p> <p>5. Promote Coogee Beach as a Traditional Community Caravan Park</p> <p>Promote an informal, relaxed, restful and safe environment. Create green shady spaces for travellers to relax away from the water.</p> <p>Feature the beach for water activities and not swimming pools.</p> <p>There are already playgrounds to the north and south of the park so no need to have them inside the park.</p> <p>Woodman Point Caravan Park can offer a more active 'holiday park' experience.</p>	
190	Sally-Ann Newsome Resident of Coogee	Please see number 31 above	Please see response to Submission 12
191	Bridgette Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
192	Ethan Rowe Resident of Coolbellup	Please see number 98 above	Please see response to Submission 12

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193	Matthew Tankard Resident of Golden Bay	Please see number 98 above	Please see response to Submission 12
194	Eime Jabir Resident of Port Kennedy	Please see number 98 above	Please see response to Submission 12
195	Louise Kensington Resident of Coogee	Please see number 98 above	Please see response to Submission 12
196	Eileen Preston Resident of Coogee	<p>The City of Cockburn is proposing a 21-year lease with a further 21-year extension with Discovery Parks Pty Ltd for the lease of Coogee Caravan Park. Included in the terms of the lease between the City of Cockburn and Discovery Parks is a proposed Masterplan, providing for a redevelopment of the park, which will include a revised layout of the park, and identifying facilities and services in the Park that need to be upgraded. Further inquiries concerning 'the revised layout of the Park' resulted in residents west of Powell Road receiving the news that 'revised layout', actually meant the removal of their homes.</p> <p>On Thursday 18 February, impacted residents met with Discovery Parks CEO Grant Wilckens, Discovery Parks Regional Operations Manager David Temby and two Discovery team members. Also present, were Daniel Arndt, Director Planning and Development, Tony Brun, Chief Executive Officer and Councillors Phoebe Corke, Kevin Allen (West Ward) and Chontelle Stone (Central Ward), from the City of Cockburn. Two representatives from Consumer Protection were also in attendance.</p> <p>The residents of the 40 plus permanent homes that are</p>	Please see response to submission 19.

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		<p>affected by the development had been shown an email from David Temby 4 February sent to Mr Peter Newsome, President of the Coogee Beach Liaison Committee, that stated, "We'd like to provide residents with an opportunity to provide questions ahead of time so that we can be sure that we will have answers for them and ask that you, as the chair of the PIC, are able and willing to collate questions from the impacted residents to present to us?"</p> <p>This request was duly followed, with Peter Newsome compiling questions to hopefully allay some fears and worries. The meeting commenced just after 3.00pm and ended one hour later at 4.00pm. During this time, the residents watched a power point presentation depicting images of tourist accommodation, swimming pools and playgrounds. Unfortunately, the presentation, followed by a personal outline from Mr Wilckens, did little to inform or dispel the residents' concerns. The residents were then left a space of time to ask questions.</p> <p>While we realise that the proposed development has not yet reached the detailed planning stage, the power point and oral presentation has revealed to the residents, that the vision Discovery Park paints for the development has failed to recognise and realize the full potential that Reserve 29678 Coogee Caravan Park has to offer. Furthermore, the proposed plan would involve the removal of more than 40 permanent residents' homes, which would cause untold distress amongst these residents, many of whom are elderly and/or keep poor health and in the process lead to the destruction of many trees and bush, habitats for many native species and birds.</p>	



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		<p>There appeared a need to offer an alternative redevelopment plan that would consider all stakeholders in the decision making processes, promote the heritage value of the park and showcase our flora and fauna. We as a community, need to work together to ensure the vision for the redevelopment of our Park is presented in the best possible way to tourists, locals and residents alike and in a manner that illuminates its unique appeal and showcases the natural surroundings.</p> <p><u>Rationale</u> <u>Business Plan to enter a Major Land Transaction</u></p> <p>"Further works are envisaged, including the upgrading of infrastructure, to ensure the Park contributes to the vision for this locality and continues to be a popular holiday park for future and existing tenants. (p 6)</p> <p>According to a community survey, "The history of this area is highly valued and one of the core reasons as to why people enjoy it so much." Grant Wilckens' comments regarding the proposed development of Coogee Caravan Park, Thursday 18 February, where he stated, "It is good for tourists and the local community that anyone should have access to this area," left many of the Parks residents perplexed at what he meant. People from Cockburn and beyond have been happily accessing the Park for years. The residents of the Park welcome people walking through with their children on their way to the Surf club and beach, walkers throughout the day and tourists staying in the chalets or their caravans and campers.</p> <p>"The City has effectively managed the current lease for the</p>	

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		<p>past 19 years." (p 11)</p> <p>We the residents, realise more so than any other groups with invested interest in Coogee Caravan Park, just how neglected our Park has been allowed to become. Services such as power, water and sewerage need major overhauls, roads have been allowed to fall into disrepair and amenities are worn and out-dated. However, it would be a disservice to the Park and a missed opportunity, not to take into account the history, uniqueness of the area and concerns of community members, in any proposed Park redevelopment.</p> <p>At the moment, residents of the Park actively engage in ensuring the Park and surrounding areas are looked after. Rubbish left on the beach or around the reserve are regularly picked up and disposed of, people with dogs on the beach are reminded about the Council's "No Dog" policy and common areas within the park are kept tidy. The residents of the Park are unobtrusive and respectful of the beach and dunes, leaving a very small footprint in their use of the beach. Some of them are unable to use the beach because of age, lack of mobility and medical issues, while some use the beach daily to enhance their mobility and health. Both the City and Discovery, in informing our residents that all citizens of Cockburn would benefit from this development due to the increase in tourism, have failed to explain how this expansion will affect the beach and surrounding areas. Many ratepayers have expressed their concern about what they consider the over development that is occurring in and around Port Coogee. Access to the beach during peak times is difficult for City of Cockburn residents and visitors and Coogee Reserve is usually packed tight with locals celebrating special events</p>	

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		<p>and gathering for family barbecues and picnics. It seems a logical assumption that Discovery Parks' proposed development will further hinder access, thereby increasing congestion and frustration from the citizens of Cockburn, who contribute to these areas through their Rates and Taxes.</p> <p><u>City of Cockburn, Coogee Beach Foreshore Management Plan 2020 to 2070.</u></p> <p>Most of the historic landmarks in and around Coogee Beach as a result of its local history no longer exist (Berson 1978), including: .</p> <ul style="list-style-type: none"> • Tea Rooms (1934 to 1959) . • The Boatsheds (1900s to 1966) . • Market Gardens, fruit growers and flower growers . • Coogee Beach Shop (1959 to 2005) <p>One only has to see the patronage that The Coogee Hotel enjoys and how popular the Coogee Jetty is, to realise that retaining the essential character of the Park and its surroundings will provide a higher yielding product. Successive cabins, sterile in their similarity, swimming pools and bouncy castles are features that are the antithesis to what is the essence and attraction of Coogee Beach Caravan Park. Many Cockburn residents are concerned about further development they fear will lead to loss of the uniqueness of the area. They love the beautiful beaches, parks and appreciate the opportunities to walk, run and bike along paths, surrounded by natural surroundings and its associated flora and fauna. We need to work together with the Council and Discovery, to ensure the vision for the redevelopment of our Park is presented in the best possible way to tourist,</p>	

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		<p>locals and residents alike and in a way that illuminates its unique appeal.</p> <p><u>Proposed Vision for Coogee Beach Caravan Park.</u></p> <p>Covid 19 has seen a rapid increase in the number of people travelling in caravans, camper trailers and tents. Lockdown encouraged internal state travel and an inability to fly to resorts in South East Asia has stopped holidays overseas. In 2021, a week or fortnight holiday to Bali or Thailand is out of the question. However, this will not always be the case and in the future families will feel safe returning to Bali or Phuket, where a two-week holiday in a resort each year is safely within their budget.</p> <p>Many of the travellers who historically have used caravan parks on a regular basis are retirees. Some are younger and have just decided to exchange their lifestyle for a year or so, while they travel around Australia with their young children. Many travellers of all ages, feature their adventures and day to day living on various social media platforms. What most of these travellers have in common however, is their desire to have a true and meaningful experience in places they encounter and stay at. Therefore, an emphasis on ecotourism and the heritage in and around Coogee Caravan Park seems to me a common-sense approach to the development plans.</p> <p>Marketing the Coogee Caravan Park as a "Ecotourism and Heritage Holiday" will ensure, greater protection of the A-Class Reserve where the Park is situated and protect the trees, bush and animal habitats and allow the residents to remain.</p>	



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		<p>Some suggestions could be .</p> <ul style="list-style-type: none"> • Promoting the strong links that the Noongar people have always had with the Cockburn coast, there could be guided tours with Noongars and/or interpretive materials prepared by those who know the Cultural Significance of various sites, telling the stories and history from A First Nations perspective. How when the seasons started to change to the warmer seasons of Kembarang, Birak and Bunuru, Noongars moved to the coast and its rivers and lakes, to fish, crab and hunt. The archaeological artefacts that have been found where Cockburn Lighthouse is built, the mythological sites of Cockburn Road, Woodman Point Headland and the Indian Ocean and the traditional stories associated with Derbal Nara (Cockburn Sound). • Marketing the diverse bird population, some of which are trans-equatorial migrating birds, local shore birds and birds whose habitat is the bush. Rottnest Island has bird watching tours which are very popular. • Introduce and promote more passive recreational activities such as walking trails which take in various historical sites. Visitors could learn about the former quarantine station, old crematorium and gravesites, heritage listed bunkers, the history surrounding Coogee Hotel, the racecourse and the Clarence settlement, using audio visual materials/signage etc. . • The area around Coogee beach represents one of the few places between Fremantle and Nth Rockingham 	

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		<p>where the coast is maintained for conservation and recreation. Walking trails with interpretive materials explaining the flora and fauna, would provide a healthy, informative excursion where visitors, surrounded by nature, can experience how mentally and physically rejuvenating it is to commune with nature. These more passive pursuits also would give the landscape greater protection.</p> <p>Tourism has been associated with the area for 90 years. However, tourism is not a business where "one size fits all."</p> <p>Coogee Caravan Park could be seen as a park where visitors are encouraged to retreat and relax from the over-busy life that can become distressful at times, hence the underlined word. Those who come to the park will experience a slower way of life and experience some simpler things in life. One has only to look at places down the south west of our state, to see the number of accommodation types that advertise their main appeal as being able to escape the daily grind. With its position and accessibility, Coogee Caravan Park would find its niche in the market through offering a holiday with a difference. A nostalgic experience to be shared with grandchildren, a partner or with interstate and overseas visitors. Residents and guests residing amongst each other would add a more authentic holiday feel. Visitors to the park enjoy the chance to talk to the residents. Many of them stop to comment about residents' gardens, ask about places to eat and where to visit and generally just enjoy the opportunity to converse with a 'local'. If the proposed development by Discovery Parks is allowed to proceed at Coogee Beach Caravan Park, the Park will become a clone of many other</p>	



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		<p>parks in Australia.</p> <p>For those who require a more robust holiday, Woodman Point Caravan Park offers the swimming pool, jumping pillow, hire equipment such as pedal carts and electric bikes, plus the ability to keep your dog at sites and cabins. However, these attractions are not to everyone's taste. Having these two parks, where something different is offered at each park, will cover a broader base of visitors, reduce over-development concerns amongst ratepayers and safeguard the security of long term residents. The protection of the A-Class reserve will be more assured and an area of Ecological and Cultural Significance will be showcased.</p>	
197	Craig Preston Resident Coogee of	<p>I am a 7 year resident of Coogee Caravan Park, along with my wife Eileen. After many months, when the site became available, we purchased our home on the west side of Powell Road, site 124. We paid premium price because of its location and we were assured by locals, residents and indeed the caravan park's manager (Aspen), that although we signed a periodic lease agreement, because it was an A-Class Reserve vested in the Commonwealth Government, as per the wishes of the Powell Family, that our lease would continue for as long as it remained a caravan park.</p> <p>The proposed development by Discovery Parks, to turn this historic caravan park into a glamour type tourist resort similar to all others along the coast, complete with swimming pools and bouncy castles, appears to be a blatant money making grab. It is a bland and uninteresting proposal that fails to take into account the social, financial and practical needs of the existing residents, nor does it consider the impact on the unique environment and its historical and cultural history.</p>	Please see response to submission 19.

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		<p>We as a collective, do not have the time, resources or expertise to supply a detailed coloured plan or power point presentation as per Discovery Park's million dollar approach. However, we do have as a community some suggestions on how to soften both the environmental and human impact of Discovery Park's plans.</p> <p>As important as it is to point out the effect this development would have on the residents' homes and life savings, the health issues of all residents affected by this proposal is far more paramount. Many of the elderly and others impacted, suffer from a variety of ailments which are only being exacerbated by this proposal. .,</p> <p>I have asked the question of Discovery Park's representatives in the one-on-one discussions, whether they as an organisation take any responsibility for the declining health of those affected. Their answer was, "No legal responsibility."</p> <p>I asked a second question, "What about a moral and ethical responsibility?" To that there was no answer offered. I would respectfully ask the same questions of the City of Cockburn. Have they:</p> <ul style="list-style-type: none"> • Bothered to survey those concerned? . • Have they employed their considerable health resources to this end? . • Indeed, has anyone even bothered to ask? <p>Make no mistake, the one-on-one consultations and word of mouth promises do very little to allay the concerns of our park residents. These seemed to be organised only to appease the</p>	

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		<p>Terms of Lease requirements.</p> <p>We as a community respect that progress is inevitable but we believe the development of this park should be a much slower and considered process. We would hope that all residents can remain in their homes throughout their twilight years and a value paid by Discovery Parks on the open market when they are vacated. Any residents' homes that need or want to be relocated should be done so in a professional and humanitarian way, with all costs met by Discovery Park. This is not only expected but should be guaranteed. This slower, considered process, along with available land in the Park would achieve the 50:50 ratio required. The City should also consider incorporating the narrow tract of land adjacent to Peron Peninsular, as this is rarely used but is constantly maintained by the City. This could also provide high value accommodation. At no cost, should any resident be bullied into a decision to relocate or surrender their home. It has been suggested that homes south of Kununurra Way will not be affected until the proposed stage 3 of development. These residents should be offered a 21year lease, consistent with those houses on the eastern side of Powell Road. This would give those residents the opportunity to sell their homes or remain in their homes for that period. The projected rental return from these houses on the west and south of Kununurra Way, would be over \$7 000000 for the period of this 21year lease.</p> <p>Our park has many beautiful and unique attractions, (beach, trees, birds and wildlife). It has access to historical walking trails and bike tracks, available to tourists and locals alike. Make it a showpiece in harmony with nature, an integrated</p>	

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		<p>area of historical significance, with a mixture of caravans, cabins and park homes. Set us apart from other sterile, glitzy type operations. Step back, take a breath and develop the natural features that engulf our -." market. The beautiful beaches lead us to access the growing number of local bars and restaurants. There is no need for swimming pools and bouncy pillows. They only serve to take the place of someone's residence. Appeal to empty nesters, couples and those seeking a quieter escape to recharge their batteries. Keep it peaceful while upgrading facilities. Promote it to a more mature, relaxed market. Three kilometres of beautiful white beaches, complete with shark net, to be enjoyed by locals, children and park patrons, alike. Keep it accessible to the local community, who can integrate with the facilities that the surf club and others provide. There is room for everyone, young, old, tourists and permanents.</p> <p>Many of the local residents interviewed in survey report "Community Values and Future Management Priorities" included in the Business Plan, pp 121-221, expressed concern over the amount of development that could occur in Coogee Beach. Comments made, revealed that although they enjoyed the amenities and services that are associated with Port Coogee, they were worried that the natural features along this narrow strip of coastline would be lost forever if future development occurred.</p> <p>Please remember that Coogee Beach Caravan Park has not always been a desirable place to live. 30 to 40 years ago, when many of our elderly residents bought into this location, Coogee Beach was flanked by meatworks, tanneries and industry. Many nefarious, itinerant visitors occupied the Park.</p>	



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		<p>People bought here, not because of the location but it was what they could afford. This was where they bought their home and intended to stay forever. Now in the twilight of their lives, they should be given time to fulfil their retiring years in peace. They have been hard working, tax paying citizens who have filled the coffers of the City of Cockburn year after year. They have seen tourist companies come and go and rules changed through the stroke of a pen. Do we want them forced into already overcrowded age care facilities, bullied to that end, by Discovery Parks confrontational approach? Coogee Caravan Park could be an example to all, that big business and financial gain, does not take precedence over the lives of the City's residents. All things in life should not be financially driven. Consider the options, leave a lasting legacy you can be proud of.</p>	
198	Heather Safstrom Resident of Mount Waverley	<p>I the undersigned support the proposed long-term lease for the Coogee Beach Caravan Park with an appropriate Caravan Park Operator, who is prepared to upgrade infrastructure, facilities, and modernise the Park, while preserving the unique heritage, environment, and native species habitat of the area, and safeguarding the interests, financial life-savings, and health, of existing long term residents of the Park, consistent with the stated Corporate Vision and Values of the City, and the Park Operator.</p> <p>Avoiding the inappropriate and costly duplication, at the Coogee Beach Caravan Park, of the Family Tourist Resort facilities proposed in the expansion of the size and facilities at the nearby Woodman Point Caravan Park.</p> <p>Support the preferred vision for the development of the Coogee Caravan Park as a Heritage Village Caravan Park,</p>	Please see response to Submission 12

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		consistent with a market focus on the Seniors, older, dual income no kids (DINKY) segment of the tourist market, which would complement the proposed development of the Woodman Point Caravan Park as a Tourist Resort for the family market, while transitioning to a ratio of at least 50% short term accommodation, and 50% long term accommodation at the Coogee Beach Caravan Park.	
199	Caroline Edwards Resident of Unknown	<p>I am writing to express my great concern for the 40+ people who may have their homes removed without compensation by you from Coogee Holiday Park to make way for a swimming pool, jumping pillow, (!), glamping, chalets etc along the western side of the park where my sister lives.</p> <p>When a resident tried to sell her home last December, she was informed by Discovery Park Head office that the home would have to be removed from the park, when sold. NO consultation with these residents has occurred prior to Dec 2020. And only after this plan was brought to their attention could they do anything.</p> <p>I am asking for your compassion for these long term residents whose homes are possibly going to be removed sometime next year, and possibly with 180 days notice given after the new lease takes effect. No promises have been given to these elderly people that they will be compensated! This is an "A" class reserve managed by Council for use as a CARAVAN PARK ONLY. But now your Council insists the ratio of permanent residents will be 50% & short stay tourists/ holiday makers be 50% (it's about 60/40 now), which means you plan to get rid of 10% of the longterm residents!</p> <p>By putting in a swimming pool & jumping pillow to</p>	Please see response to submission 1

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		<p>accomodate more people & children in the Park, this would put vulnerable foreshore & coastal sand dunes, already eroded, at risk.</p> <p>I wish to see Coogee kept for groups of people who love peace when renting a chalet. A noisy swimming pool is unnecessary and would affect the enjoyment of longterm residents. And a jumping pillow is also unnecessary as one is already planned for Woodman Point in any case.</p> <p>I implore you to do the right thing by these elderly long-term residents who are experiencing huge distress at the possibility of being removed from the Park without due consideration for their rights, or adequate (if any) compensation.</p>	
200	Gary & Jenny Read Residents of Coogee	Please see number 98 above	Please see response to Submission 12
201	Geoffrey Sach Resident of Coogee	Please see number 98 above	Please see response to Submission 12
202	Lynda Sach Resident of Coogee	Please see number 98 above	Please see response to Submission 12
203	Tolga Barutcu Resident of Cockburn Central	See number 118 above	Please see response to Submission 12
204	Anne Durant Resident of Coogee	I, the undersigned, support the proposed long-term lease for the Coogee Beach Caravan Park with an appropriate Caravan Park Operator. This caravan park operator must be one which is prepared to upgrade infrastructure, facilities, and	Please see response to submission 19.

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		<p>modernise the Park, while preserving the unique heritage, environment, and native species habitat of the area, as well as safeguarding the interests, financial life-savings, and health of existing long-term residents of the Coogee Beach Holiday Park, consistent with the stated Corporate Vision and Values of the City, and the Park Operator.</p> <p>The City of Cockburn web site states that the heart of any community is its people, and its role is to listen to the ideas and concerns of the people and to provide them with the kind of community they want. This way, Cockburn will be the best place to be ... a place which is sustainable, and people are connected, healthy and happy. Support is to be provided to meet the needs of the community, including ... seniors and disabled (and ill?), such as those citizens residing at Coogee Beach Caravan Park. Voting for a solution that will impact on as few as possible <u>would be in keeping with council principles.</u></p> <p>The City of Cockburn web site also refers to its commitment and responsibility to sustainably manage our environment by protecting and enhancing our unique natural areas, coast, bushland, wetlands and native wildlife. Voting for a solution that will impact on the internal footprint of the caravan park would minimise harm done to residing animals, birds and reptiles <u>would be in keeping with council principles.</u></p> <p>The City of Cockburn's Charter, its 'how' of Governance, states its way to achieve good governance is through effective management structures and practices, communication, learning and feedback, ethical behaviour and INNOVATION. By allowing citizens of Coogee to attend</p>	



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		<p>council meetings and to respond to the Business Plan, the communication aspects are covered. However, for the City Council to vote for Discovery's proposal ... to duplicate the features of Woodman Point at Coogee would demonstrate a complete lack of innovation, (lateral thinking and creativity), <u>would not be in keeping with council principles.</u></p> <p>So please support the Coogee citizen's preferred vision for development of the Coogee Caravan Park as a Heritage Village Caravan Park, consistent with a market focus on the Seniors, older, dual income no kids (DINKY) segment of the tourist market, which would complement the proposed development of the Woodman Point Caravan Park as a Tourist Resort for the family market, while transitioning to a ratio of at least 50% short term accommodation, and 50% long term accommodation at the Coogee Beach Caravan Park.</p> <p>This proposal avoids the inappropriate, unnecessary and costly duplication at the Coogee Beach Caravan Park, of the Family Tourist Resort facilities proposed in the expansion plans for the size and facilities at the nearby Woodman Point Caravan Park.</p>	
205	Ganto Salmeri Resident of Coogee	Please see number 98 above	Please see response to Submission 12
206	David Gray Resident of North Coogee	Please see number 98 above	Please see response to Submission 12
207	Robin Gray Resident of North Coogee	Please see number 98 above	Please see response to Submission 12

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208	Kayleen Salmeri Resident of Coogee	Please see number 98 above	Please see response to Submission 12
209	Rod Young Resident of North Coogee	Please see number 98 above	Please see response to Submission 12
210	Bridget Knibbs Resident of Hamilton Hill	See number 118 above	Please see response to Submission 12
211	Barry Eades Resident of Coogee	Please see number 98 above	Please see response to Submission 12
212	Karen Moulton Resident of Coogee	Please see number 98 above	Please see response to Submission 12
213	Sharon Cracknell Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
214	Stephen O'Loughlin Resident of Beaconsfield	Please see number 98 above	Please see response to Submission 12
215	Diane Williamson Resident of Mornington	See number 31 above <i>I am good friends with one of your permanent residents and I agree with the options and ideas expressed above for the reasons outlined</i>	Please see response to Submission 12
216	Gitte Molby Resident of North Coogee	Please see number 98 above	Please see response to Submission 12
217	Leisa Martin	Dear Sir I am appalled that The City of Cockburn are not looking out	The City will do everything, within its power, in its negotiations with Discovery Parks, to ensure that the lease brought to Council for consideration in



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		<p>for their very own Cockburn Residents!</p> <p>By allowing Discovery parks to evict 50% of the Permanent (Many Elderly) residents, is absolutely abhorrent and very mean !</p> <p>Discovery Parks have had the Lease of Coogee Beach for 10 years now and in all those 10 years, there have been no upgrades and the park has been run to the ground and looks in a state of disrepair...This is the Tourists sites ...The Residential sites are kept pristine and well looked after !</p> <p>If Discovery have not been able to look after the Park in the last 10 years, then why on earth have The City of Cockburn even considered giving them a 21 year plus 21 year Lease that includes throwing out permanent residents.</p> <p>Also Coogee beach caravan park is on a Class A reserve which is supposed to be protected from any Development that would destroy Fauna and Wildlife !</p> <p>Sometimes you just have to sit back and scratch your head...</p>	<p>June 2021 does everything it can to minimise the impact on affected residents. The City is not a party to the tenancy arrangements between Discovery Parks (DP) and their tenants and cannot guarantee the terms of the future Tenancy Agreements that will be offered to the residents of the Coogee Beach Holiday Park. However importantly the current lease between the City and DP expires in June 2022 and when a new lease with DP is finalised DP will be in a position to offer tenancy agreements passed the expiry date of June 2022.</p> <p>The City and Discovery Parks (DP) continue to finalise the terms of a long-term lease that allows sufficient commercial viability to ensure that the caravan park can be modernised, with upgrades to the infrastructure and facilities intended. Any Development Application submitted by DP for the redevelopment of the caravan park will be assessed by the State Government. The assessment will consider trees, bushland and native species.</p>
218	Bertram Gennat and Edie Mueller Residents of Coogee	See number 31 above	Please see response to Submission 12
219	Leah Fitzgerald Resident of Yangebup	Please see number 98 above	Please see response to Submission 12
220	Cody Germaney Resident of Byford	Please see number 98 above	Please see response to Submission 12

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221	Sam Garces Resident of Samson	Please see number 98 above	Please see response to Submission 12
222	Cheree Pereira Resident of Leda	Please see number 98 above	Please see response to Submission 12
223	John Sawm Resident of Coogee	Please see number 98 above	Please see response to Submission 12
224	Lorraine Askevold Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
225	Mayanne Coleman Resident of Coogee	Please see number 98 above	Please see response to Submission 12
226	Leonard Askevold Resident of Coogee	Please see number 98 above	Please see response to Submission 12
227	Mick Barton Resident of Coogee	See number 118 above	Please see response to Submission 12
228	Beryl Barton Resident of Coogee	See number 118 above	Please see response to Submission 12
229	Nicole Jack Resident of Bindoon	See number 118 above	Please see response to Submission 12
230	A Luger Resident of Calista	See number 118 above	Please see response to Submission 12
231	Carla Darr Resident of York	See number 118 above	Please see response to Submission 12



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232	Yvonne Henning Resident of Lower Chittering	See number 118 above	Please see response to Submission 12
233	Valerie Burton Resident of Coogee	Please see number 98 above	Please see response to Submission 12
234	Michael Burton Resident of Coogee	Please see number 98 above	Please see response to Submission 12
235	Unknown Resident of Hamilton Hill	See number 118 above	Please see response to Submission 12
236	Marissa Giancaspro Resident of Yangebup	See number 118 above	Please see response to Submission 12
237	Ross Reed Resident of North Coogee	<p>We are totally shocked and dismayed that the developer would consider kicking out long term residents, who have no chance of finding any suitable accommodation, at a reasonably affordable price.</p> <p>Many of these people are well and truly at the age where this proposal is a serious threat to their health and wellbeing.</p> <p>They may be just humble abodes to developers and people within the council, but to these people, the caravan park is their life and an affordable place of comfort.</p> <p>We find this proposal by the developer to be unkind, corporately and morally wrong and completely unjustified.</p> <p>We hope that the council sees fit to award a long term lease</p>	Please see response to submission 19.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>to an appropriate Caravan Park operator, which will see these residence safe and secure in their homes.</p> <p>I the undersigned support the long-term lease for the Coogee Beach Caravan Park with an appropriate Caravan Park Operator, who is prepared to upgrade infrastructure, facilities, and modernise the Park, while preserving the unique heritage, environment, and native species habitat of the area, and safeguarding the interests, financial life-savings, and health, of the existing long term residents of the Park, consistent with the stated Corporate Vision and Values of the City, and the Park Operator.</p> <p>Support the preferred vision for the development of the Coogee Caravan Park as a Heritage Village Caravan Park, consistent with a market focus on the Seniors, older, dual income no kids (DINKY) segment of the tourist market, which would complement the proposed development of the woodman Point caravan Park as a Tourist Resort for the family market, while transitioning to a ratio of at least 50% short term accommodation, and 50% long term accommodation at the Coogee Beach Caravan Park</p> <p>This proposal avoids the inappropriate and costly duplication, at the Coogee Beach Caravan Park, of the Family Tourist Resort proposed in the expansion of the size and facilities at the nearby Woodman Point Caravan Park.</p>	
238	Debra Reed Resident of North Coogee	We are totally shocked and dismayed that the developer would consider kicking out long term residents, who have no chance of finding any suitable accommodation, at a reasonably affordable price.	Please see response to submission 19.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>Many of these people are well and truly at the age where this proposal is a serious threat to their health and wellbeing.</p> <p>They may be just humble abodes to developers and people within the council, but to these people, the caravan park is their life and an affordable place of comfort.</p> <p>We find this proposal by the developer to be unkind, corporately and morally wrong and completely unjustified.</p> <p>We hope that the council sees fit to award a long term lease to an appropriate Caravan Park operator, which will see these residence safe and secure in their homes.</p> <p>I the undersigned support the long-term lease for the Coogee Beach Caravan Park with an appropriate Caravan Park Operator, who is prepared to upgrade infrastructure, facilities, and modernise the Park, while preserving the unique heritage, environment, and native species habitat of the area, and safeguarding the interests, financial life-savings, and health, of the existing long term residents of the Park, consistent with the stated Corporate Vision and Values of the City, and the Park Operator.</p> <p>Support the preferred vision for the development of the Coogee Caravan Park as a Heritage Village Caravan Park, consistent with a market focus on the Seniors, older, dual income no kids (DINKY) segment of the tourist market, which would complement the proposed development of the woodman Point caravan Park as a Tourist Resort for the family market, while transitioning to a ratio of at least 50% short term accommodation, and 50% long term</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		accommodation at the Coogee Beach Caravan Park This proposal avoids the inappropriate and costly duplication, at the Coogee Beach Caravan Park, of the Family Tourist Resort proposed in the expansion of the size and facilities at the nearby Woodman Point Caravan Park.	
239	Jenna Borgomastro Resident of Lake Coogee	See number 118 above	Please see response to Submission 12
240	Concetta De Rosa Resident of Lake Coogee	See number 118 above	Please see response to Submission 12
241	Luisa D'Amato Resident of Coogee	See number 118 above	Please see response to Submission 12
242	Muhammad Asif Resident of North Coogee	See number 31 above	Please see response to Submission 12
243	Beth Armstrong Resident of Beaconsfield	See number 31 above	Please see response to Submission 12
244	Mayrose Baker Resident of Fremantle	See number 31 above	Please see response to Submission 12
245	Penny Smith Resident of Fremantle	See number 31 above	Please see response to Submission 12
246	E Harding Resident of Hamilton Hill	See number 31 above	Please see response to Submission 12
247	Gail Cook	See number 31 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Resident of Spearwood		
248	Lillian Last Resident of Coolbellup	See number 31 above	Please see response to Submission 12
249	Chris Cook Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
250	Val Boden Resident of Bicton	See number 31 above	Please see response to Submission 12
251	Anthony Forras Resident of Kewdale	See number 31 above	Please see response to Submission 12
252	Shannon MacGregor Resident of San Remo	Please see number 98 above	Please see response to Submission 12
253	Terry Burns Resident of Coogee	See number 31 above	Please see response to Submission 12
254	Amber Mellor Resident of Willetton	Please see number 98 above	Please see response to Submission 12
255	Mandy McKibbin Resident of Medina	Please see number 98 above	Please see response to Submission 12
256	Agnes McKibben Resident of Unknown	Please see number 98 above	Please see response to Submission 12
257	Marilyn Rebelo Resident of Hamilton Hill	Please see number 98 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
258	Lan Resident of Coogee	Please see number 98 above	Please see response to Submission 12
259	David D Resident of Coogee	Please see number 98 above	Please see response to Submission 12
260	Rhonda Saint Resident of Hamilton Hill	See number 118 above	Please see response to Submission 12
261	Ann Whiteman Resident of Coogee	Please see number 98 above	Please see response to Submission 12
262	T Murray Resident of Willagee	Please see number 98 above	Please see response to Submission 12
263	N Khami Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
264	Gary Donald Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
265	Corrine Smyth Resident of Munster	Please see number 98 above	Please see response to Submission 12
266	Unknown Resident of Hamilton Hill	Please see number 98 above	Please see response to Submission 12
267	S Brabham Resident of Hamilton Hill	Please see number 98 above	Please see response to Submission 12
268	Victor Brabham Resident of	Please see number 98 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Hamilton Hill		
269	Unknown Resident of Fremantle	Please see number 98 above	Please see response to Submission 12
270	Karri McAlindon Resident of Yangebup	See number 118 above	Please see response to Submission 12
271	Keethe Heunger Resident of Calista	See number 118 above	Please see response to Submission 12
272	M Luger Resident of Calista	See number 118 above	Please see response to Submission 12
273	Stefano Iovane Resident of St James	See number 118 above	Please see response to Submission 12
274	Hannah McAlindon Resident of St James	See number 118 above	Please see response to Submission 12
275	Don Pasqua Resident of Spearwood	See number 118 above	Please see response to Submission 12
276	Unknown Resident of Lake Coogee	See number 118 above	Please see response to Submission 12
277	Terry Cassells Resident of Port Coogee	See number 118 above	Please see response to Submission 12
278	M Cassells Resident of Port Coogee	See number 118 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
279	Coral McAlindon Resident of Beeliar	See number 118 above	Please see response to Submission 12
280	Callum McAlindon Resident of Beeliar	See number 118 above	Please see response to Submission 12
281	James McAlindon Resident of Beeliar	See number 118 above	Please see response to Submission 12
282	Unknown Resident of Wellard	Please see number 98 above	Please see response to Submission 12
283	Michael Makowski Resident of Beeliar	See number 118 above	Please see response to Submission 12
284	Mark Exham Resident of Beeliar	See number 118 above	Please see response to Submission 12
285	Rebecca Exham Resident of Beeliar	See number 118 above	Please see response to Submission 12
286	Ben Lord Resident of Beeliar	See number 118 above	Please see response to Submission 12
287	Sarah Lord Resident of Beeliar	See number 118 above	Please see response to Submission 12
288	Corina Romanczuk Resident of Lake Coogee	See number 118 above	Please see response to Submission 12
289	Don Barbarich	Please see number 98 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Resident of Coogee		
290	Teresa Spadanuda Resident of Coogee	Please see number 98 above	Please see response to Submission 12
291	Ken Hogarth Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
292	D Gasbarro Resident of Hamilton Hill	Please see number 98 above	Please see response to Submission 12
293	Gary Underwood Resident of Coogee	Please see number 98 above	Please see response to Submission 12
294	Rob Calautti Resident of Coogee	Please see number 98 above	Please see response to Submission 12
295	Nellie Barbarich Resident of Coogee	Please see number 98 above	Please see response to Submission 12
296	Ingrid Corinaldesi Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
297	Adam Veguary Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
298	Jocelyn & Craig Smith Residents of Fremantle	See number 31 above	Please see response to Submission 12
299	Dan Lowry	See number 31 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Resident of East Fremantle		
300	Graham Fardig Resident of O'Connor	See number 31 above	Please see response to Submission 12
301	Lisa de San Miquel Resident of Booragoon	See number 31 above	Please see response to Submission 12
302	T Bottrel Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
303	Antonio Papasergio Resident of Coogee	Please see number 98 above	Please see response to Submission 12
304	Carmelo Miraglio Resident of Coolbellup	See number 31 above	Please see response to Submission 12
305	Julia Calvert Resident of South Lake	See number 31 above	Please see response to Submission 12
306	A Graham Resident of Palmyra	See number 31 above	Please see response to Submission 12
307	Laurie Foly Resident of East Fremantle	See number 31 above	Please see response to Submission 12
308	Marty Lowpy Resident of East Fremantle	See number 31 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
309	Greg Russell Resident of Melville	See number 31 above	Please see response to Submission 12
310	Ian Ivory Resident of Hamilton Hill	See number 31 above	Please see response to Submission 12
311	Shaman Hamutsaha Resident of Hamilton Hill	See number 31 above	Please see response to Submission 12
312	Thomas Richard Resident of Hamilton Hill	See number 31 above	Please see response to Submission 12
313	Dianne Hindle Resident of Winthrop	See number 31 above	Please see response to Submission 12
314	Dinka D'Uva Resident of Hamilton Hill	See number 31 above	Please see response to Submission 12
315	Kylie Bonter Resident of South Fremantle	See number 31 above	Please see response to Submission 12
316	Cameron McKay Resident of Hilton	See number 31 above	Please see response to Submission 12
317	Nives Pushnick Resident of Highgate	See number 31 above	Please see response to Submission 12
318	Abby Montgomery Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
319	Julie Kinner Resident of	Please see number 98 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Spearwood		
320	George Minto Resident of Fremantle	See number 31 above	Please see response to Submission 12
321	Caitlin Veder Resident of Melville	See number 31 above	Please see response to Submission 12
322	Jasmine D'Costa Resident of Fremantle	See number 31 above	Please see response to Submission 12
323	Connie Bafle Resident of Beaconsfield	See number 31 above	Please see response to Submission 12
324	Fern Vallesi Resident of Hamilton Hill	See number 31 above	Please see response to Submission 12
325	Sally Ivory Resident of Hamiton Hill	See number 31 above	Please see response to Submission 12
326	Janine Goodger Resident Fremantle	See number 31 above	Please see response to Submission 12
327	Greg Rodgers Resident of Fremantle	See number 31 above	Please see response to Submission 12
328	Annette Rodgers Resident of Fremantle	See number 31 above	Please see response to Submission 12
329	Meg Pascoe Resident of Success	Please see number 98 above	Please see response to Submission 12
330	David La Rosa	Please see number 98 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Resident of Lake Coogee		
331	Kerri Simpson Resident of Innaloo	Please see number 98 above	Please see response to Submission 12
332	Maureen Miller Resident of Hamilton Hill	Please see number 98 above	Please see response to Submission 12
333	Mark Miller Resident of Success	Please see number 98 above	Please see response to Submission 12
334	C Schuett Resident of Wellard	Please see number 98 above	Please see response to Submission 12
335	Pero Zuvela Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
336	Simone Sinagra Resident of Kardinya	Please see number 98 above	Please see response to Submission 12
337	Penny Britza Resident of Yangebup	See number 31 above	Please see response to Submission 12
338	Susan Biggins Resident of Lake Coogee	See number 31 above	Please see response to Submission 12
339	Deanna Raffa Resident of Spearwood	See number 31 above	Please see response to Submission 12
340	Braydon Watkins Resident of Murdoch	Please see number 98 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
341	Andrew Hynes Resident of Pearsall	Please see number 98 above	Please see response to Submission 12
342	Chantelle Habib Resident of Alfred Cove	Please see number 98 above	Please see response to Submission 12
343	Elaine Grant Resident of Coogee	Please see number 98 above	Please see response to Submission 12
344	Alex Lably Resident of Murdoch	Please see number 98 above	Please see response to Submission 12
345	Hannah Currell Resident of Murdoch	Please see number 98 above	Please see response to Submission 12
346	L Gunther Resident of Spearwood	See number 31 above	Please see response to Submission 12
347	Jimmy Thompson Resident of North Fremantle	See number 31 above	Please see response to Submission 12
348	Eileen and Craig Preston Residents of Coogee	On Tuesday 5 January 2021, Mr Daniel Arndt, Acting Chief Executive Officer for City of Cockburn, met with residents to discuss residents' concerns and growing anxiety, about the lack of information from Discovery Parks about the lease and future development plans at Coogee Beach Caravan Park. At this meeting, Mr Arndt assured long term residents of the Park, that: <ul style="list-style-type: none"> • "The City would need to be satisfied that existing long term Tenants' needs were addressed through the redevelopment of the Park." Mr Arndt advised that a proposed development plan from	The CEO of Discovery Parks, Grant Wilckens, in his capacity as the representative of the preferred proponent for negotiation arising from the EOI process, has confirmed that there are a number of potential options that will be considered, including the opportunity to offer residents the option of an alternative location within the Coogee Beach Park/Woodman Point Park or the offer of alternative sites within the Discovery Parks network.

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		<p>Discovery Parks would need to demonstrate that they <u>had consulted</u> with existing long term Tenants and <u>had satisfactorily addressed</u> any of the concerns raised by those Tenants.</p> <p>Furthermore, Mr Arndt provided his assurance, that the City would ensure that Discovery Parks would undertake a <u>high level of consultation</u> with long term Tenants.</p> <ul style="list-style-type: none"> • Mr Arndt advised, "That if the City of Cockburn believed that Discovery Parks had not adequately consulted with long term Tenants, then it (the City), would not enter into the new Lease. <p>During an hour long meeting held on 18 February with Grant Wilckens, CEO for Discovery Parks, statements such as those below were bandied about :</p> <p>"We can work to find solutions and Discovery want to sit down and talk about this."</p> <p>"We will sit down and have a conversation"</p> <p>"It is important that we talk, as there is a lot of misinformation and innuendo."</p> <p>"There will be open communication"</p> <p>However, no tangible information was communicated at this meeting, giving no relief to our concerns and worries. Rather a power point presentation, followed by a discourse from Mr Wilckens, allowed about 15 minutes for questions, which did not satisfactorily address long time Tenants questions. Residents came away with no more information than they originally had.</p> <p>Following the meeting with Grant Wilckens, long term residents were informed on 25 February that David Temby,</p>	<p>Determination as to how short and long stay sites, playgrounds and community spaces are incorporated in the Park will be considered in the Redevelopment Plan with consideration given to the Department of Planning, Lands and Heritage Planning Bulletin 49 and managed in the future by the Operator's management program.</p> <p>An indicative redevelopment plan will be included in the Heads of Agreement which will be part of the City's report to the June Council meeting. Further to that any redevelopment of the site will also need to be approved by the State Government.</p> <p>The final redevelopment plan will include details of staging of works and estimated timeframes to carry those out, detailing which areas of the park will have works and approximately when those works would occur.</p> <p>The City and DP continue to communicate with the residents of the Coogee Beach Holiday Park when DP have security of tenure they can start to work with the individual tenants more specifically to help remove any uncertainty.</p>

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		<p>Regional Operations Manager for Discovery Parks would be holding one-on-one meetings with affected residents between 16-18 March 2021. Consequently, individual letters were written by residents to Discovery, detailing their personal circumstances and expectations, in the understanding that these letters would provide a clearer pathway for Mr Temby when meeting with each impacted person. We received an email in early March from Mr Temby's assistant Harriet Hewitson, thanking us for the information and informing us that David (Temby) and herself, had started to work through the letters received from the Parks' residents. However, less than one week later on 4 March, we received a phone call from Mr Temby, advising us that the one-on-one meetings would not be concerned with consulting and addressing our questions or concerns but in fact would be an information gathering exercise for Discovery Head Office.</p> <p>These two meeting with Grant Wilckens and David Temby, representing Discovery Parks, have failed dismally in their attempts to measure up to the assurances we have been given by Mr Daniel Arndt, representing the City of Cockburn in his capacity as Acting CEO. Park residents, who on 5 January received assurances from the City through the Acting CEO, Daniel Arndt that our needs and concerns will be heard and addressed, are in fact being overlooked and ignored.</p> <p>As recently as 31 March, David Temby contacted the Park Liaison Committee, informing the Committee, that they, Discovery Parks, were waiting for City of Cockburn to get back to them on several questions.</p> <p>"Once we have a response to those questions, we will be in a better position to provide further communications, but at this</p>	



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>stage we have no further information to provide.” (email from David Temby, Regional Operations Manager Discovery Parks, 31 March)</p> <p>This lack of accountability, whether from the City or Discovery Parks, once again demonstrates the complete disregard and arrogance that has masqueraded as respectful consultation.</p> <p>We, the long term Tenants have neither <u>been consulted</u>, had our concerns <u>satisfactorily addressed</u> or received <u>high level consultation</u> from Discovery Parks.</p> <p>Discovery Parks seem to have a complete disregard for Coogee Caravan Parks long term residents, in their failure to enter into meaningful dialogue, instead continually hiding behind, tired old platitudes such as, “We are in discussions with City of Cockburn with regard to both the lease and communication of next steps” and ‘As yet we have not received an extension to our lease so are unable to complete our master planning for the Park and what it will look like.”</p> <p>Today we are still no clearer on what our futures hold. Meanwhile, stress levels, anxiety and a sense of loss permeates the Park, with many of the impacted elderly residents’ health, both mental and physical, being compromised. Long term Tenants are caught between a City that has made promises to ensure they will safeguard our right to be informed and consulted and a business that is unwilling to recognise where its ethical responsibilities should reside.</p> <p>City of Cockburn needs to ensure that they are adhering to</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		the assurances given by Mr Daniel Arndt to Coogee Beach Caravan Park Tenants and advocate for the residents. It needs to abide by the 5 Organisational Values it professes to value so highly and follow its truism, "The Heart of any Community is its People."	
349	Mario Trolio Resident of Hamilton Hill	See number 118 above	Please see response to Submission 12
350	Johnathon Bates Resident of North Coogee	Please see number 98 above	Please see response to Submission 12
351	Jamie Campbell Resident of Medina	Please see number 98 above	Please see response to Submission 12
352	Kaitlin Miller Resident of Success	Please see number 98 above	Please see response to Submission 12
353	Earvin Bandorg Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
354	Daniel Gore Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
355	Omar Alba Resident of Langford	Please see number 98 above	Please see response to Submission 12
356	Louise Beer Resident of Lynwood	Please see number 98 above	Please see response to Submission 12
357	Roberto Testai Resident of Yangebup	Please see number 98 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
358	Ashlee Letchford Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
359	Brian Winter Resident of Coogee	See number 31 above	Please see response to Submission 12
360	J David Younge Resident of Coogee	See number 31 above	Please see response to Submission 12
361	Binpin Kapali Resident of St James	Please see number 98 above	Please see response to Submission 12
362	Chelsey Gallagher Resident of Success	Please see number 98 above	Please see response to Submission 12
363	R D West Resident of Lake Coogee	Please see number 98 above	Please see response to Submission 12
364	Hayley Withers Resident of Southern River	Please see number 98 above	Please see response to Submission 12
365	Adrena Mullan Resident of Dudinin	See number 118 above	Please see response to Submission 12
366	Bernie Mullan Resident of Dudinin	See number 118 above	Please see response to Submission 12
367	Pinky Saw Resident of Coogee	Please see number 98 above	Please see response to Submission 12
368	Linda Rogan Resident of Lake	Please see number 98 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Coogee		
369	Lincoln Tapping Resident of Lake Coogee	Please see number 98 above	Please see response to Submission 12
370	James Salvemin Resident of Lake Coogee	Please see number 98 above	Please see response to Submission 12
371	Daryll & Diane Smith Resident of Coogee	Please see number 98 above	Please see response to Submission 12
372	Raychael Wiffen Resident of Camillo	Please see number 98 above	Please see response to Submission 12
373	Yvonne Owen Resident of Beeliar	Please see number 98 above	Please see response to Submission 12
374	Gisela Lenarz Resident of Lake Coogee	Please see number 98 above	Please see response to Submission 12
375	Kyle King Resident of Gosnells	Please see number 98 above	Please see response to Submission 12
376	Abe Lahdo Resident of Spearwood	Please see number 98 above	Please see response to Submission 12
377	Bernadette Tripoli Resident of Beeliar	See number 118 above	Please see response to Submission 12
378	Stevan Tripoli Resident of Beeliar	See number 118 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
379	Helen Purcell Resident of Beeliar	See number 118 above	Please see response to Submission 12
380	Sarah Fearne Resident of Beeliar	See number 118 above	Please see response to Submission 12
381	Jason Fearne Resident of Beeliar	See number 118 above	Please see response to Submission 12
382	Steven Fearne Resident of Beeliar	See number 118 above	Please see response to Submission 12
383	Emily Fearne Resident of Beeliar	See number 118 above	Please see response to Submission 12
384	Herbert & Julia Higgins Residents of Coogee	Please see number 98 above	Please see response to Submission 12
385	Donna & John Truschel Residents of Coogee	Please see number 98 above	Please see response to Submission 12
386	Noreen & Don Dickinson Residents of Shelley	Please see number 98 above	Please see response to Submission 12
387	Linda & Tim Dickinson Residents of Willeton	Please see number 98 above	Please see response to Submission 12
388	U Mertling-Blake	Please see number 98 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Resident of Coogee		
389	Erin Gray Resident of Beeliar	See number 118 above	Please see response to Submission 12
390	Ash Gray Resident of Hamilton Hill	See number 118 above	Please see response to Submission 12
391	Jacinta Ruocco Resident of North Coogee	See number 118 above	Please see response to Submission 12
392	Maria Mancini Resident of Waterford	See number 118 above	Please see response to Submission 12
393	N Jones Resident of Aubin Grove	See number 118 above	Please see response to Submission 12
394	Jane Underwood Resident of Hamilton Hill	See number 31 above	Please see response to Submission 12
395	Sandra Palleschi Resident of Spearwood	See number 118 above	Please see response to Submission 12
396	Ashlee Ennis Resident of Scarborough	See number 118 above	Please see response to Submission 12
397	Louisa Casey Resident of Beeliar	See number 118 above	Please see response to Submission 12
398	Matilda Livingstone Resident of	See number 118 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Hamilton Hill		
399	Sam Sullivan Resident of Byford	See number 118 above	Please see response to Submission 12
400	Chris Sullivan Resident of Byford	See number 118 above	Please see response to Submission 12
401	Matthew Thomas Resident of Beeliar	Please see number 98 above	Please see response to Submission 12
402	Heather Booth Resident of Hocking	See number 118 above	Please see response to Submission 12
403	Rod Booth Resident of Hocking	See number 118 above	Please see response to Submission 12
404	Glen McDonald Resident of Beeliar	See number 118 above	Please see response to Submission 12
405	Vanessa Shilling Resident of Wandi	See number 118 above	Please see response to Submission 12
406	Dean Shilling Resident of Wandi	See number 118 above	Please see response to Submission 12
407	Natalie Marice Resident of North Coogee	See number 31 above	Please see response to Submission 12
408	Jason Hu Resident of Kardinya	See number 31 above	Please see response to Submission 12
409	Ebony Mariba Resident of Coogee	See number 31 above	Please see response to Submission 12
410	Sunny Henry Resident of	See number 31 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Bertram		
411	Katarina Popovic Resident of North Coogee	See number 31 above	Please see response to Submission 12
412	J Dawson Resident of Mt Lawley	See number 31 above	Please see response to Submission 12
413	Sue Rees Resident of North Coogee	See number 31 above	Please see response to Submission 12
414	Mark Patterson Resident of Coogee	See number 31 above	Please see response to Submission 12
415	Abbey Cowan Resident of Spearwood	See number 31 above	Please see response to Submission 12
416	Bryce Dunstan Residents of Patterson Lakes (VIC)	See number 31 above	Please see response to Submission 12
417	Sonia Pesich Resident of Coogee	See number 31 above	Please see response to Submission 12
418	A Cross Resident of Lake Coogee	See number 31 above	Please see response to Submission 12
419	Zoai Nguyen Resident of High Wycombe	See number 31 above	Please see response to Submission 12
420	Thieu Vi Huywh Resident of Dianella	See number 31 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
421	Branot Mokaraka Resident of Spearwood	See number 31 above	Please see response to Submission 12
422	Imelda Brady Resident of Wanneroo	See number 31 above	Please see response to Submission 12
423	Elizabeth Baggio Resident of Spearwood	See number 31 above	Please see response to Submission 12
424	James Parker Resident of Spearwood	See number 31 above	Please see response to Submission 12
425	Mary Duckett Resident of Coodanup	See number 31 above	Please see response to Submission 12
426	Lorraine Brooks Resident of Coolbellup	See number 31 above	Please see response to Submission 12
427	Jennifer Bozikovic Resident of Fremantle	See number 31 above	Please see response to Submission 12
428	Samuel Matuszek Resident of Spearwood	See number 31 above	Please see response to Submission 12
429	Kristian Figuracion Resident of Spearwood	See number 31 above	Please see response to Submission 12
430	Geraldine Jaffar Resident of Hillarys	See number 31 above	Please see response to Submission 12
431	Dawn Stone Resident of	See number 31 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Fremantle		
432	D Norman Resident of Coogee	See number 31 above	Please see response to Submission 12
433	Nicola O'Connor Resident of Spearwood	See number 31 above	Please see response to Submission 12
434	Oksana Resident of Hamilton Hill	See number 31 above	Please see response to Submission 12
435	Brianna Simmons Resident of Spearwood	See number 31 above	Please see response to Submission 12
436	Maria Gumina Resident of Munster	See number 31 above	Please see response to Submission 12
437	Ian Reay Resident of Beckenham	See number 31 above	Please see response to Submission 12
438	Mary Crosby Resident of Thornlie	See number 31 above	Please see response to Submission 12
439	Christine Anne May Resident of Thornlie	See number 31 above	Please see response to Submission 12
440	Marie Rowles Resident of Sorrento	See number 31 above	Please see response to Submission 12
441	Margaret Laundry Resident of Quinns Rock	See number 31 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
442	Mary Separovich Resident of Spearwood	See number 31 above	Please see response to Submission 12
443	Eddie Mueller Resident of Coogee	<p>a) Safeguard the Interests of Long-Term Residents in the New Head Lease</p> <p>I/we request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large scale redevelopment.</p> <p><i>Comment: It gives security for the residents and when the tourist season (off peak) is finished operator still has income from the long-term residents.</i></p> <p>b) Protect the Life-Savings of Long Term Residents</p> <p>I/we request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p>	Please see response to Submission 19

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p><i>Comment: It is not affordable for most of the residents to bear the costs in moving home</i></p> <p>c) Protection of the A-Class Reserve and it's Trees, Bushland and Native Species</p> <p>I/we request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery, which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executers of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed.</p> <p><i>Comment: There are many areas that are for residential development that destroys local habitat for the local fauna. There are less and less areas for the fauna. Lets keep Coogee Beach Caravan Park friendly for the fauna and flora that the tourists can enjoy.</i></p>	



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>d) Reduced Access to Coogee Beach Caravan Park and the Beachfront</p> <p>I/we request the City of Cockburn ensures that access to the Coogee Beach Caravan Park and the beachfront, by park residents as well as the citizens of Cockburn, will not be compromised by the proposed development and tourist precinct.</p> <p><i>Comment: As it is now many citizens of Cockburn and surrounding districts walk through the Park from the life saving club to the café and vice versa and often talk to the residents which tourists do as well.</i></p> <p>e) Development Fatigue Amongst Local Residents</p> <p>Multiple comments by local residents, in the recently commissioned survey report "Community Values and Future Management Priorities" included in the Business Plan (11/2/21) pp 121-221, indicate alarm at the amount of development being undertaken. While Cockburn's residents and citizens enjoy the re-vamped face of Port Coogee and the recreation spaces and parks created over the last 10 years, they are wary of future development plans along the coastal strip of land managed by the City of Cockburn. Comments made express their concern that continued development may lead to further loss of the unique character of the area.</p> <p><i>Comment: Concerned that the whole coastal strip</i></p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p><i>could eventually be developed in years to come.</i></p> <p>f) Limited Parking and Traffic Congestion</p> <p>With the immense and growing popularity of this area, at peak times the traffic blocks the main exit onto Cockburn road. It can take 10-20 minutes to make one's way into or out of the caravan park. Apart from the inconvenience of this, residents are put at risk. Emergency vehicles (Fire Brigade or Ambulance) have no way around the blocked road to the park, to access the emergency for which they have been called to respond. It is noted that there is a proposed new entrance to the caravan park in the recently released Business Plan. This is enthusiastically awaited.</p> <p>In the meanwhile, attention needs to be focused on</p> <ul style="list-style-type: none"> • the traffic flow into and out from the Coogee Beach coastal strip • the limited parking within walking distance to the beach for individuals and families. <p>Disallowing a right-hand turn onto Coogee Road by traffic exiting the beach or park would help.</p> <p>Comment: Suggest traffic lights</p> <p>g) Heritage and Cultural Value</p> <p>I/we request the City of Cockburn embraces and promotes the historical heritage of this area. We have</p>	



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious developers.</p> <p>A booklet on the history of the Coogee coastline could include a map of walking trails and promote the indigenous connections of this land.</p> <p><i>Comment: The history of Woodman Point Reserve with plaques put in some walking trails would be of interest for tourists and local communities e.g. Rockingham Beach Front walkway.</i></p> <p>h) Natural Beauty.</p> <p>There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways throughout. This stunning stretch of coastline is accessible to tourists who enjoy walking, as well as discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights.</p> <p>i) Niche Accommodation - Residents and Guests</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>Mixing Freely</p> <p>There is much to be gained by residents and guests mingling. Guests regularly walk around the Caravan Park discussing the many different styles of our homes and gardens. The residents enjoy stories of where visitors have travelled while guests ask advice on nearby places of interest, cafes or transport options. There is something lost in separating residents from the tourist accommodation.</p> <p>Residents' homes would make interesting, unusual and comfortable rental accommodation and maintain the unique and homely style of this Park</p> <p><i>Comment: We in the Coogee Caravan Park interact with tourists</i></p> <p>j) Leaving our Existing Community as Unscathed as Possible</p> <p>We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities.</p> <p>We want-</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent 	



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>residents to tourists to achieve the 50/50 objective we understand Discovery Parks require.</p> <ul style="list-style-type: none"> the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West accommodation , aged care or medical facilities et c. <p><i>Comment: Lets not duplicate the development of Woodman Point Caravan Park. Make the Park more for tourists (empty nesters) and two income families who want a peaceful get away or for families that wan an old-fashioned getaway.</i></p> <p>k) An Alternative Vision for Coogee Beach Caravan Park's Future</p> <p>Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart.</p> <p>I/we request the City of Cockburn makes this stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays.</p> <p>Let Woodman Point attract younger tourists with families.</p> <p>The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p> <p>The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired.</p> <p>Promote Coogee Beach as a Traditional Community Caravan Park</p> <p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers</p> <p>- a mostly older and quieter clientele.</p> <p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none">• the ever increasing number of grey nomads looking for places to stay a while• parents and grandparents who want a simple beach-side holiday with their children and grandchildren• a calming retreat for those among us seeking	



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>health and wellbeing</p> <ul style="list-style-type: none"> • numerous tracks for all who like bushwalking • interesting stories and landmarks for anyone interested in Coogee's historical heritage • nature lovers who would enjoy exploring and identifying our many coastal bird species • people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public playgrounds, each with cafes nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Life Saving Club.</p> <p><i>Comment: I agree with the above</i></p>	
444	Simone McDonald Resident of Beeliar	See number 118 above	Please see response to Submission 12
445	Naomi Searle Resident of Coogee	See number 118 above	Please see response to Submission 12
446	David Searle Resident of Coogee	See number 118 above	Please see response to Submission 12
447	Carmel Searle Resident of Coogee	See number 118 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
448	Lee Howard Resident of Baldivis	See number 118 above	Please see response to Submission 12
449	Anka Sokol Resident of Coogee	See number 31 above	Please see response to Submission 12
450	Keah Van Raalte Resident of Beeliar	See number 118 above	Please see response to Submission 12
451	Evonne Jones Resident of Beeliar	Please see number 98 above	Please see response to Submission 12
452	Hoda Hall Resident of Aubin Grove	Please see number 98 above	Please see response to Submission 12
453	Benjamin Baytaca Resident of Spearwood	See number 31 above	Please see response to Submission 12
454	Helena Hungerford- Morgan Resident of Spearwood	See number 31 above	Please see response to Submission 12
455	Maria Davies Resident of North Coogee	See number 31 above	Please see response to Submission 12
456	Joseph Chia Resident of Bateman	See number 31 above	Please see response to Submission 12
457	David Otterburn Resident of Bullsbrook	See number 31 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
458	Liz Bonsor Resident of Shelley	See number 31 above	Please see response to Submission 12
459	Jacinta Foste Resident of Parkwood	See number 31 above	Please see response to Submission 12
460	Lydia Michaud Resident of Huntingdale	See number 31 above	Please see response to Submission 12
461	Amir Konsowa Resident of Coolbellup	See number 31 above	Please see response to Submission 12
462	Cory Ashcroft Resident of Port Kennedy	See number 31 above	Please see response to Submission 12
463	Emma Bam Resident of North Coogee	See number 31 above	Please see response to Submission 12
464	Antonella Viti Resident of North Coogee	See number 31 above	Please see response to Submission 12
465	Holly Shield Resident of Spearwood	See number 31 above	Please see response to Submission 12
466	Kris O'Mara Resident of Hammond Park	See number 118 above	Please see response to Submission 12
467	Lenko Jakovcevich Resident of Beeliar	Please see number 98 above	Please see response to Submission 12
468	Penny	Please see number 98 above	Please see response to Submission 12

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Jakovceovich Resident of Beeliar		
469	Erin Howard Resident of Baldivis	See number 118 above	Please see response to Submission 12
470	Dionne Pember Resident of Byford	See number 118 above	Please see response to Submission 12
471	Stanley Brown Resident of Coogee	See number 31 above	Please see response to Submission 12
472	B Rogan Resident of Coogee	See number 31 above	Please see response to Submission 12
473	John Rogan Resident of Coogee	See number 31 above	Please see response to Submission 12
474	Helen Barber Resident of Samson	See number 31 above	Please see response to Submission 12
475	Thomas Skellorn Resident of Dawesville	See number 31 above	Please see response to Submission 12
476	David Scaife Resident of Yangebup	Please see number 98 above	Please see response to Submission 12
477	Rhianne Bell Resident of Kelmscott	See number 31 above	Please see response to Submission 12
478	Concetta Ruggiero Resident of	See number 31 above	Please see response to Submission 12



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Spearwood		
479	Christine Fudge Resident of Coolbellup	See number 31 above	Please see response to Submission 12
480	Jenny Troy Resident of Spearwood	See number 31 above	Please see response to Submission 12
481	Sarah Rowan Resident of Coogee	Please see number 98 above	Please see response to Submission 12
482	Kylie Chaplin- Ardagh Resident of Byford	See number 118 above	Please see response to Submission 12
483	Tayla Chaplin- Ardagh Resident of Byford	See number 118 above	Please see response to Submission 12
484	Mike Monahan Resident of Beeliar	Please see number 98 above	Please see response to Submission 12
485	Jade Foster Resident of Beeliar	Please see number 98 above	Please see response to Submission 12
486	Rebecca Thomas Resident of Beeliar	Please see number 98 above	Please see response to Submission 12
487	Leann Nicholas Resident of Dawesville	See number 118 above	Please see response to Submission 12
488	J Martin Resident of Coogee	a) Safeguard the Interests of Long-Term Residents in the New Head Lease	See response to submission 19

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>I/we request the City of Cockburn includes clauses to the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large scale redevelopment.</p> <p>b) Protect the Life-Savings of Long Term Residents</p> <p>I/we request the City of Cockburn ensures the development at Coogee Beach Caravan Park under Discovery Holiday Parks Pty Ltd isn't built at the expense of long-term Residents' life-savings. Residents need Discovery Parks' commitment to assuming total responsibility for all costs imbedded in relocating residents and their homes. This includes dismantling, repositioning and reconstruction of homes; reconnection to services; and re-establishment of external spaces.</p> <p>c) Protection of the A-Class Reserve and it's Trees, Bushland and</p> <p>Native Species</p> <p>I/we request the City of Cockburn ensures the A-Class Reserve on which the Coogee Caravan Park sits does not suffer significant destruction of trees, bush and native species' habitat by a large-scale development such as that proposed by Discovery,</p>	



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		<p>which would involve the removal of 40 homes followed by the installation of the new planned tourist precinct.</p> <p>There are many animals, reptiles and birds which live close to as well as <i>in</i> our caravan park. Planners and executers of the impending development must be very considerate to minimize damage done. Once these areas are bulldozed, cleared and replaced, many of the residing animals, reptiles and birds will be harmed.</p> <p>Comment:</p> <p>d) Reduced Access to Coogee Beach Caravan Park and the Beachfront</p> <p>I/we request the City of Cockburn ensures that access to the Coogee Beach Caravan Park and the beachfront, by park residents as well as the citizens of Cockburn, will not be compromised by the proposed development and tourist precinct.</p> <p>Comment:</p> <p>e) Development Fatigue Amongst Local Residents</p> <p>Multiple comments by local residents, in the recently commissioned survey report "Community Values and Future Management Priorities" included in the Business Plan (11/2/21) pp 121-221, indicate alarm at the amount of development being undertaken. While</p>	

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		<p>Cockburn's residents and citizens enjoy the re-vamped face of Port Coogee and the recreation spaces and parks created over the last 10 years, they are wary of future development plans along the coastal strip of land managed by the City of Cockburn. Comments made express their concern that continued development may lead to further loss of the unique character of the area.</p> <p>Comment:</p> <p>f) Limited Parking and Traffic Congestion</p> <p>With the immense and growing popularity of this area, at peak times the traffic blocks the main exit onto Cockburn road. It can take 10-20 minutes to make one's way into or out of the caravan park. Apart from the inconvenience of this, residents are put at risk. Emergency vehicles (Fire Brigade or Ambulance) have no way around the blocked road to the park, to access the emergency for which they have been called to respond. It is noted that there is a proposed new entrance to the caravan park in the recently released Business Plan. This is enthusiastically awaited.</p> <p>In the meanwhile, attention needs to be focused on</p> <ul style="list-style-type: none">• the traffic flow into and out from the Coogee Beach coastal strip	



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		<ul style="list-style-type: none"> the limited parking within walking distance to the beach for individuals and families. <p>Disallowing a right-hand turn onto Coogee Road by traffic exiting the beach or park would help.</p> <p>Comment:</p> <p>g) Heritage and Cultural Value</p> <p>I/we request the City of Cockburn embraces and promotes the historical heritage of this area. We have the old Coogee Hotel and Post Office buildings. There is a charm and pleasure about Coogee Beach caravan park currently loved and preferred by many. Visitors enjoy the variety of dwellings, the informal and relaxed but safe environment and the knowledge that this is still a bit of the original Australian culture which sadly is being eroded daily by ambitious developers.</p> <p>A booklet on the history of the Coogee coastline could include a map of walking trails and promote the indigenous connections offhis land.</p> <p>Comment:</p> <p>h) Natural Beauty.</p> <p>There's a lot of bushland from Manning Park down to Jervoise Bay and beyond. There are pathways throughout. This stunning stretch of coastline is accessible to tourists who enjoy walking, as well as</p>	

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		<p>discovering and learning about our unique landscapes and native flora, fauna and birds. These paths could be mapped and included in a booklet detailing facts about these natural delights.</p> <p>Comment:</p> <p>i) Niche Accommodation - Residents and Guests Mixing Freely</p> <p>There is much to be gained by residents and guests mingling. Guests regularly walk around the Caravan Park discussing the many different styles of our homes and gardens. The residents enjoy stories of where visitors have travelled while guests ask advice on nearby places of interest, cafes or transport options. There is something lost in separating residents from the tourist accommodation.</p> <p>Residents' homes would make interesting, unusual and comfortable rental accommodation and maintain the unique and homely style of this Park</p> <p>Comment:</p> <p>j) Leaving our Existing Community as Unscathed as Possible</p> <p>We request the proposed jumping pillow and swimming pool be located at Woodman Point, so the Residents of 40 homes will not be moved elsewhere to accommodate these Tourist playground facilities.</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>We want-</p> <ul style="list-style-type: none"> • to minimize the number of residents whose homes are to be relocated to Woodman's Point • to keep as many of the current homes on site as possible • to find a solution affecting the ratio of permanent residents to tourists to achieve the 50/50 objective we understand Discovery Parks require. • the re-development to be staged to allow 'natural attrition' and to give time for residents to move of their own accord into possibly Homes West accommodation , aged care or medical facilities et c. <p>Comment:</p> <p>k) An Alternative Vision for Coogee Beach Caravan Park's Future</p> <p>Coogee Beach and Woodman's Point Caravan Parks are only 2.7 kms apart.</p> <p>I/we request the City of Cockburn makes this stretch of coastline of relevance to a much broader spectrum of the population by having them offer very different styles of holidays.</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>Let Woodman Point attract younger tourists with families.</p> <p>The Woodman Point Development Plans approved by The Department of Biodiversity, Conservation and Attractions (DBCA) currently awaiting Planning Development Approval include a new waterpark, a new resort style pool, up to 10 experimental accommodation units (e.g. Safari Tents), up to 20 new tourist accommodation cabins and up to 80 new powered tourist sites.</p> <p>The younger set with families would want the swimming pools, jumping pillows and holiday activities offered for children. They would also have the health, fitness and energy to walk to the beach when beach access is desired.</p> <p>Promote Coogee Beach as a Traditional Community Caravan Park</p> <p>A place to enjoy a beachside holiday with attractions to draw a very different set of holiday makers</p> <p>- a mostly older and quieter clientele.</p> <p>With the picturesque Coogee Beach within easy walking distance, this could include:</p> <ul style="list-style-type: none"> • the ever increasing number of grey nomads 	



NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>looking for places to stay a while</p> <ul style="list-style-type: none"> • parents and grandparents who want a simple beach-side holiday with their children and grandchildren • a calming retreat for those among us seeking health and wellbeing • numerous tracks for all who like bushwalking • interesting stories and landmarks for anyone interested in Coogee's historical heritage • nature lovers who would enjoy exploring and identifying our many coastal bird species • people who just want to stay near the ocean to swim and relax <p>There is no need for additional playgrounds. Two public playgrounds, each with cafes nearby, are very close to Coogee Beach Caravan Park. The Coogee Beach Cafe is at the entrance to this caravan park and the Surfing Lizard is next to the Coogee Surf Life Saving Club.</p> <p><i>Comment: I am against any development that will impact needlessly on the permanent residents</i></p>	

PetitionNo .	No. of Signatures	Petition – Initiator Peter Newsome All 18 Petitions Identical and Detailed Below	City's Response
1.	9	<p>We, the undersigned electors of the City of Cockburn request that the City of Cockburn includes Clauses into the new Head Lease over Coogee Beach Caravan Park, which safeguard the interests of long-term Residents who are under the control of whichever Park Operator the Council appoints, especially in regard to possible large-scale development for the following reasons:</p> <p>Permanent residents live in Coogee Beach Caravan Park because Fleetwood were the Park operators who held the City of Cockburn's Head Lease. This was not a beautiful area in the 1980's through the next 30 years until Port Coogee was built. Tourism was not a big earner for this Caravan Park and park home rents contributed to Fleetwood Parks' financial viability. Our new Park Operator is Discovery Parks with a very different vision of creating a "Tourist Precinct" which does not include 40 of the park homes and their owners currently living here.</p> <p>Residents paid a higher price for their houses because the Head Lease is held by the City of Cockburn and the Caravan Park is on an A-Class Reserve. People believed they were safe, as did</p>	<p>The City of Cockburn (the City) appreciates the patience of the community on these lengthy processes that commenced in 2018, and understand the reaction that the residents of the CBHP have had to the proposal.</p> <p>The City notes that the redevelopment and investment in this site will result in some Residents having to relocate their park homes. The City has included clauses in the Heads of Agreement to reduce the impact of the redevelopment plan on Residents, namely:</p> <ol style="list-style-type: none"> 1. the potential to phase any redevelopment over a longer period of time 2. delay to when the first phase might commence 3. recommending continued communication between Discovery Parks (Discovery) and the residents as the redevelopment and relocation of the park homes and progress. <p>The Residents of the CBHP have requested that the period of time for the works to be completed be extended.</p> <p>Subject to Council consent the City and Discovery Parks have negotiated that the commencement date for the redevelopment works will be deferred until the</p>
2.	201		
3.	22		
4.	25		
5.	29		
6.	18		
7.	24		
8.	75		
9.	25		
10.	30		
11.	19		
12.	21		
13.	25		
14.	14		
15.	25		
16.	49		
17.	38		
18.	27		

PetitionNo .	No. of Signatures	Petition – Initiator Peter Newsome All 18 Petitions Identical and Detailed Below	City's Response
		<p>Mr. Fran Logan who when Member for Cockburn was recorded by Hansard 13 April 2011 discussing Woodman Point and Coogee Beach Caravan Parks <i>"as part of the Woodman Point A-class reserve. Therefore, there is no threat to residents of those parks being moved on"</i></p>	<p>date that the Development Application is approved by the State Government and have agreed that the timeframe for the works to be completed will be extended to enable the substantial amount of works to be completed by year seven, with final completion scheduled for year thirteen.</p> <p>When the new Lease is finalised, Discovery will be in a position to undertake detailed discussions with the Residents impacted by the redevelopment regarding relocation. Further, Discovery will be in a position to enter into new tenancy agreements with individual tenants.</p> <p>While the City is not directly involved in the tenancy agreements between the operator and tenants, we are committed to providing the right environment for the agreements to be developed with due regard given to the redevelopment needs, and the needs of residents. The proposed Lease between the City and Discovery will contain clauses that require Discovery to comply with all statutes, rules, regulations and by laws that apply to the Lease, such as the <i>Caravan Parks and Camping Grounds Act 1995</i>. The proposed Lease is a legal document that informs the relationship between the parties to the Lease (the City and Discovery). The protection that is provided to the tenants at the Coogee Beach Holiday Park is via the tenancy agreements between Discovery and their tenants and is regulated by State Government legislation. The City</p>

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			<p>is unable to amend the scope or application of the legislation that regulates the tenancy agreements.</p> <p>The City is vested with the care control and management of the A class Reserve 29678 via a Management Order, which affords the City the ability to lease the Reserve for 42 years for the purpose of “a caravan park”. A caravan park is primarily for affordable short-stay accommodation by leisure tourists. Long-stay accommodation is considered a secondary use on a caravan park.</p> <p>Coogee Beach Holiday Park (CBHP) has always operated under a Lease arrangement as a caravan park that caters for both short and long stay accommodation. The combination of short and long stay accommodation has been managed by the various operators as part of their management program.</p> <p>The strategic vision for this site is to be a tourism facility that attracts visitors across the State of WA and Australia consistent with the Local and State Planning Policy framework that emphasises the importance of tourism facilities accessing visitor markets.</p> <p>From a strategic alignment perspective, the City in its highest level strategy – the Community Strategic Plan (2020-2030) identifies the need to facilitate a thriving tourism and ecotourism industry and this is to be</p>



PetitionNo .	No. of Signatures	Petition – Initiator Peter Newsome All 18 Petitions Identical and Detailed Below	City's Response
			<p>achieved by supporting and promoting opportunities for local tourism. The proposal from Discovery is considered to contribute directly to this objective.</p> <p>The proposal from Discovery is for the CBCP to be redeveloped and include short-stay and long-stay accommodation in the caravan park. The redevelopment will be subject to State Government assessment that will among other statutory requirements consider WAPC Planning Bulletin 49/2014 – Caravan Parks and State Planning Policy 2.6 - Coastal Planning.</p> <p>The City respectfully notes that the statement in the petition <i>“which does not include 40 of the park homes and their owners currently living here”</i> differs from the correspondence that has been circulated by Discovery. Discovery's CEO Grant Wilckens' has indicated that there are a number of potential resolutions that can be considered for any residents affected by any proposed redevelopment of CBCP. This could include the relocation of caravans/park homes within CBCP itself or alternative accommodation within the Discovery network. Discovery is unable to make any guarantees at this stage, as they also have no certainty of tenure post June 2022.</p> <p>The City understands that the park homes are purchased and sold in an open market between willing sellers and willing buyers with many considerations</p>

PetitionNo .	No. of Signatures	Petition – Initiator Peter Newsome All 18 Petitions Identical and Detailed Below	City's Response
			<p>before making a decision including the consent from the Park Operator. As Residents are now aware, the periodic tenancy agreements that they have are agreements which contains a requirement of a 180 day notice period, irrespective of how long a tenant has been in the park. This is consistent with the relevant legislation. The City will seek to ensure that the future operator is very clear on these facts with existing and future tenants when issuing new tenancy agreements.</p> <p>The statement in the petition related to the extract from Hansard - Wednesday 13 April 2011 is part of a report on the closure and sale of caravan parks such as the Jandakot Caravan Park. The Jandakot Caravan Park was owned in freehold and has subsequently been developed. The land where the CBHP is owned by the State of Western Australia and is an A class Reserve for the purpose of a Caravan Park. The caravan park is being redeveloped and upgraded. It is not being sold for redevelopment. The State Government has since reviewed the Residential Parks (long-stay tenants) Act 2020 and amendments have received royal assent. It is not known when the regulations will be drafted or take effect.</p> <p>The City is keen to have a lease in place well before the current lease expires and is intending to present the draft Business Plan and Lease to Council as soon as possible.</p>



The Presiding Member advised the following Declarations of Interest had been received for Item 14.4:

1. Mayor Howlett submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021*. Nature of the Interest is that Mayor Howlett is the owner of a home in the Woodman Point Holiday Village and has a sub-lease with Discovery Parks, who manage the Coogee Beach Caravan Park.
2. Cr Separovich submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021*. Nature of the Interest is that Cr Separovich's paraphrased comments published in the local papers could give the appearance of his impartiality in this item.

14.4 (2021/MINUTE NO 0083) COOGEE BEACH HOLIDAY PARK - HEADS OF AGREEMENT

Author(s) P Denholm

- Attachments**
1. Coogee Beach Holiday Park - Heads of Agreement
(CONFIDENTIAL)
 2. Proposed Vesting of Additional Land [↓](#)

RECOMMENDATION

That Council:

- (1) ENTERS into the Heads of Agreement for the Coogee Beach Holiday Park (the Park) at Attachment 1 with Discovery Holiday Parks Pty Ltd (Discovery), subject to the following:
 - a. Discovery redevelops and maintains the Park as a short stay (affordable) caravan park, predominantly for leisure tourists;
 - b. Discovery ensuring the compatibility of short stay and long stay uses of the Parks through appropriate separation;
 - c. Discovery expending a total of \$13,500,000 on redevelopment works within the Park;
 - d. Discovery providing current long-stay residents, whose sites would be impacted by the redevelopment of the Park, with an assistance package to facilitate:
 - i. Relocation of the resident and their dwelling within the Park or Woodman Point;
 - ii. Rehousing the resident in an alternative site and dwelling, either within the Park or other Discovery sites; or
 - iii. Acquisition by Discovery of the long-stay residents tenancy and their non-relocatable dwelling;
 - e. Discovery providing security of tenure for those long-stay residents not impacted by the redevelopment of the Park.
- (2) QUARANTINES all funds received from Discovery into a reserve for the specific purpose of maintaining the foreshore, as required by the Management Order.

- (3) PURSUES the vesting in the City of a portion of the former railway reserve abutting to the east of the Park and to the west of Cockburn Road (Attachment 2), with the Minister for Planning, Lands and Heritage and the local Member of Parliament. The vesting to be as a Reserve with a Management Order to the City for the purpose of recreation, Caravan Park and camping ground, with the power to lease for 42 years with the balance of the land be vested in Main Roads WA.

8.29pm Cr Kevin Allen left the meeting and returned at 8.30pm.

8.31pm Cr Philip Eva left the meeting and returned at 8.34pm.

8.34pm Deputy Mayor Lara Kirkwood left the meeting and returned at 8.36pm.

(2021/MINUTE NO 0084) EXTENSION OF MEETING

COUNCIL DECISION

MOVED Mayor L Howlett SECONDED Cr K Allen

That Council extend the meeting for a period of up to 60 minutes, the time being 8.57pm, in accordance with Clause 4.13 of Council's Standing Orders Local Law to allow sufficient time to conclude the business of Council.

CARRIED UNANIMOUSLY 9/0

COUNCIL DECISION

MOVED Cr P Corke SECONDED Cr K Allen

That Council:

- (1) ENTERS into the Heads of Agreement for the Coogee Beach Holiday Park (the Park) at Attachment 1 with Discovery Holiday Parks Pty Ltd (Discovery), subject to the following:
- a. Discovery redevelops and maintains the Park as a short stay (affordable) caravan park, predominantly for leisure tourists;
 - b. Discovery ensuring the compatibility of short stay and long stay uses of the Parks through appropriate separation;
 - c. Discovery expending a total of \$13,500,000 on redevelopment works within the Park;
 - d. Discovery providing current long-stay residents, whose sites would be impacted by the redevelopment of the Park, with an assistance package that includes, the following:
 - A. Discovery Parks to offer to residents that Discovery Parks will relocate dwellings to vacant Discovery Park sites within Coogee Beach or Woodman Point (or other Discovery sites) on conditions, including:
 - (i) the dwelling must be reasonably capable of relocation, in Discovery Park's assessment;
 - (ii) relocation to be to a vacant Discovery Parks site at Coogee Beach or Woodman Point, that is available and that has been allocated for accommodation for long-stay tenants at Discovery Park's discretion;



- (iii) Discovery Parks to be satisfied that the quality of the dwelling is reasonably appropriate for the area it is proposed to be relocated to;
 - (iv) Discovery Parks paying for the cost of the relocation only (including reconnection fees of services to the relocated dwelling and any site remediation) provided the total cost does not exceed \$20,000. If the relocation, reconnection fees and remediation cost is a lesser amount, then that lesser amount will be the final amount. Discovery Parks will obtain the quote for the relocation, reconnection fees and remediation and the final amount will be determined by that quote;
- B. Where a resident's dwelling is physically unable to be relocated, Discovery Parks to:
 - (i) offer rehousing in any vacant assets that Discovery Parks might have (that is allocated for accommodation for long-stay tenants) within Coogee Beach or Woodman Point (or other Discovery sites), for a comparable rent, with the rent reduced by an amount equivalent to the cost of relocating the resident's dwelling (capped at \$20,000 and less any reasonable demolition and remediation costs incurred by Discovery); and
 - (ii) consider the sale of vacant dwellings and offer any available vacant dwelling for sale to the resident, with the sale price reduced by an amount equivalent to the cost of relocating the resident's dwelling (capped at \$20,000 and less any reasonable demolition and remediation costs incurred by Discovery).
- C. Those residents who decline either of A or B, or are unable to be offered A or B due to a lack of availability, are to be offered financial assistance by Discovery Parks (ex-gratia payment) equivalent to the potential cost of the relocation of their dwelling calculated in accordance with A (iv) above, capped at \$20,000 and less any reasonable demolition and remediation costs incurred by Discovery.
- D. Residents in the redevelopment area will be given 180 days notice, in accordance with statutory notice period, prior to when the stage of the redevelopment that affects them is planned to commence (as indicated on the redevelopment plan) such notice to provide the resident with the option to choose with, A. B. or C. above.

If a resident in the redevelopment area requests to be relocated prior to the projected timing indicated in a redevelopment plan Discovery Parks will use their best endeavours to find a site either at Coogee Beach or Woodman Point (or another Discovery Parks facility) for the residents dwelling to be relocated provided the dwelling is assessed as being suitable to be relocated by Discovery Parks.
- E. Discovery Parks to grant security of tenure by way of offering a seven + seven year tenancy for those residents whose dwellings are not affected by:
 - (i) the redevelopment; or
 - (ii) any potential expansion of the Park to the former 'railway' land to the east of the Park.

- (2) QUARANTINES all funds received from Discovery into a reserve for the specific purpose of maintaining the foreshore, as required by the Management Order.
- (3) PURSUES the vesting in the City of a portion of the former railway reserve abutting to the east of the Park and to the west of Cockburn Road (Attachment 2), with the Minister for Planning, Lands and Heritage and the local Member of Parliament. The vesting to be as a Reserve with a Management Order to the City for the purpose of recreation, Caravan Park and camping ground, with the power to lease for 42 years with the balance of the land be vested in Main Roads WA.
- (4) REQUIRES City Officers to continue to negotiate with Discovery Parks for an agreement that residents in the redevelopment areas from Stage 1B on will be permitted to sell their dwelling without the purchaser being required to remove the dwelling from the park, with the proviso that any purchaser signs an affidavit declaring they are aware of all conditions and limitations on the park site, and of the relevant timeframe for the redevelopment of the relevant site.

CARRIED UNANIMOUSLY 9/0

Reason for Decision

The last six months have been incredibly difficult for residents whose dwellings are within the proposed development area. Uncertainty as to the future has caused high levels of anxiety. Including the exact details of what they are to be offered by Discovery Parks in the Council's recommendation will help put an end to this uncertainty. These details need to be in the recommendation not just in the report.

Regarding 1. A (iv). It is possible, given that many of the residents invested their life savings when buying into the Park, and that many are pensioners, that there may be a handful of residents whose homes are capable of being relocated but who simply do not have the cash available to meet the cost of reconnecting their transported dwelling to the utilities at the new location. As such, to include the costs of reconnection of services, as well as relocation and remediation in the assistance package, could mean the difference between them retaining the roof over their heads or not.

Regarding D. This allows residents to decide what option they want to take now, or allows them to wait until they must make a decision – or until a suitable, or desired, relocation site becomes available.

Regarding E. The redevelopment has caused anxiety not just in the redevelopment area of the Park but for all the long-term residents. Increasing the security of tenure to seven + seven years tenancies for residents in the areas unaffected by the redevelopment will allow for long-term planning and for potential realisation of assets.



Background

The City of Cockburn (the City), is the authority vested with the care, control and management of Reserve 29678. This Reserve accommodates the Coogee Beach Holiday Park (the Park) on the foreshore of Cockburn Sound.

The Park is currently leased to Colorado Parks Land Co Pty Ltd, who operate within the Discovery Holiday Parks Group (Discovery Parks).

The current Lease commenced on 1 July 2002 and the first term expired on 30 June 2012. There were two options available to the lessee of five years each, both of which have been taken up. The final expiry date is 30 June 2022.

The City has been undertaking the necessary administrative tasks to present a proposal for Council to consider entering into a new lease prior the current lease expiring.

The proposal qualifies as a major land transaction and has invoked the requirement of the preparation of a Business Plan to satisfy s3.59 of the *Local Government Act 1995*. The Business Plan is required to be advertised for a period of six weeks for public comment.

A separate report has been presented to Council dealing with consideration of the submissions, the petitions, and a recommendation to proceed in accordance with an amended Business Plan.

Submission

N/A

Report

Discovery Parks acquired the leasehold from the Aspen Group in 2016. The previous lessee and Discovery Parks have both, in the past ten years, requested the ability to undertake considerable investment upgrades to the Park.

To enable the strategic investment in the Park, a longer term lease was required, that would provide the appropriate return on capital investment.

To achieve a longer term lease, an amendment to the Management Order (MO) was required to extend the ability to lease the Reserve from 21 years to 42 years.

To achieve the amendment to the Management Order, the Department of Planning, Lands and Heritage (DPLH) required that the City prepare a Foreshore Management Plan that took into consideration longer term coastal inundation and erosion, based on current projected sea level rise estimates. The Coogee Beach Foreshore Management Plan (CBFMP) was adopted by Council in November 2020.



The updated Management Order has been granted, which provides the City with the ability to lease Reserve 29678 for a period of 42 years, subject to Ministers consent, a 10 yearly coastal hazard risk assessment being undertaken, and clauses included in any lease that any structures/infrastructure will be relocated should it fall within a revised coastal setback based on the CBFMP.

In preparation of the expiry of the existing lease which expires on the 30 June 2022, the City sought a Request for Proposal for the Park by way of publicly advertising for suitably experienced and qualified park operators on 15 September 2018. The proposal submitted by Discovery Parks was determined to be the most satisfactory proposal received.

Discovery Parks were advised on 15 May 2019 that their proposal was preferred, subject to satisfactory public advertising, in accordance with s3.59 of the *Local Government Act 1995* and Council determination.

From a strategic alignment perspective, the City in its highest level strategy – the Community Strategic Plan (2020-2030), identifies the need to facilitate a thriving tourism and ecotourism industry, and this is to be achieved by supporting and promoting opportunities for local tourism.

The Discovery Parks proposal is based on the assumption that this area will be developed as a strategic tourist destination and caravan park.

The future redevelopment of the Park will be assessed by the State Government and amongst other statutory requirements, such as the Department of Planning Lands and Heritage SPP 2.6 – Coastal Planning, be assessed against the guidelines of Planning Bulletin 49 - Caravan Parks.

Planning Bulletin 49 provides that redevelopment meets the objective of ensuring the long term retention of the caravan park as a form of short-stay (affordable) accommodation primarily for leisure tourists.

Where there is any long-stay accommodation, this should complement sites which are primarily for short-stay accommodation that are located on those areas of the site, providing the highest tourism amenity.

Discovery Parks have advised it has earmarked the land on the western beach front of the Park for redevelopment. This will potentially impact on 40 of the 138 long-stay tenants.

The Discovery Parks proposal qualifies as a major land transaction and is subject to the statutory requirements of s3.59 of the *Local Government Act 1995*.



Section 3.59 requires that before a Local Government enters into a land transaction that is preparatory to entry into a major land transaction, a local government is to prepare a Business Plan. Extract from the *Local Government Act 1995*:

“The local government is to —

- (a) give State-wide public notice stating that —*
 - (i) the local government proposes to commence the major trading undertaking or enter into the major land transaction described in the notice or into a land transaction that is preparatory to that major land transaction; and*
 - (ii) a copy of the business plan may be inspected or obtained at any place specified in the notice; and*
 - (iii) submissions about the proposed undertaking or transaction may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*
- (b) a copy of the business plan is to be made available for public inspection in accordance with the notice;*
- (c) publish a copy of the business plan on the local government’s official website.”*

After the last day for submissions, the local government is to consider any submissions made and may decide to proceed with the undertaking or transaction as proposed or so that it is not significantly different from what was proposed.

The Business Plan was advertised in accordance with the requirements of s3.59 of the *Local Government Act 1995* for public comment on 11 February 2021 for a period of six weeks, closing on 26 March 2021.

A separate report has been presented to Council dealing with the consideration of the submissions, the petitions and a recommendation to proceed in accordance with an amended Business Plan to reduce some of the impact of the redevelopment on the residents of the Park.

The Heads of Agreement (refer Attachment 1) has been prepared in conjunction with the City’s lawyers and contains terms to inform the preparation and negotiation of the lease to Discovery Parks, including:

- 21 year term, with Discovery Parks having an option to renew for a further 21 year term;
- rent of \$1,300,000 for years 1-3 of the lease, \$1,150,000 for year 4 and thereafter the rent being the greater of the base rent or turnover rent;
- discovery required to expend a total of \$13,500,000 on redevelopment works;
- an indicative redevelopment plan;
- final redevelopment plan to be consistent with indicative redevelopment plan and other criteria;
- commencement date for the redevelopment works will be deferred until the date that the Development Application is approved by the State Government;



- redevelopment works timeframe extended to enable the substantial works to be completed by year seven, with final completion scheduled for year thirteen;
- discovery to undertake detailed discussions with the residents impacted by the redevelopment, including obligations to advise residents on relocation options, relocation support, and to communicate openly honestly, and in good faith, with residents regarding any requirement for them to relocate;
- mechanisms to assist the City in managing and enforcing Discovery Park's achievement of outcomes.

The base rent after year 4 will be \$300,000 plus GST pa increased annually by CPI Perth, (subject to a no decrease provision). Turnover rent will be 10% of Net Income. Discovery Parks currently have in place periodic tenancy agreements with a number of long-stay residents within the Park. The City is not a party to the tenancy agreements between Discovery Parks and these residents, which means the City cannot intervene in these agreements.

The City is not in a legal position to provide financial guarantees or commitments for agreements and contracts made between Discovery Parks and its tenants. There are no legal obligations on Discovery Parks to provide any compensation or assistance to these residents.

Notwithstanding the above, the City has been working with Discovery Parks to secure agreement for additional terms to be added to the Heads of Agreement, in order to provide the best possible assistance package for residents.

The following principles have been established for this assistance package:

1. Discovery Parks to offer to residents that Discovery Parks will relocate dwellings to vacant Discovery Park sites within Coogee Beach or Woodman Point (or other Discovery sites) on conditions, including:
 - (i) the dwelling must be reasonably capable of relocation, in Discovery Park's assessment;
 - (ii) relocation to be to a vacant Discovery Parks site at Coogee Beach or Woodman Point, that is available and that has been allocated for accommodation for long-stay tenants at Discovery Park's discretion;
 - (iii) Discovery Parks to be satisfied that the quality of the dwelling is reasonably appropriate for the area it is proposed to be relocated to; and
 - (iv) Discovery Parks paying for the cost of the relocation only (including any site remediation) provided the total cost did not exceed \$20,000. If the relocation and remediation cost is a lesser amount, then that lesser amount will be the final amount. Discovery Parks will obtain the quote for the relocation and remediation and the relocation and remediation cost would be determined by that quote.
2. Where a resident's dwelling is physically unable to be relocated, Discovery Parks to:
 - offer rehousing in any vacant assets that Discovery Parks might have (that is allocated for accommodation for long-stay tenants) within Coogee Beach or Woodman Point (or other Discovery sites), for a comparable rent, with the rent



- reduced by an amount equivalent to the cost of relocating the dwelling (capped at \$20,000 and less any reasonable demolition and remediation costs incurred by Discovery);
- consider the sale of vacant dwellings and offer any available vacant dwelling for sale to the resident, with the sale price reduced by an amount equivalent to the cost of relocating the dwelling (capped at \$20,000 and less any reasonable demolition and remediation costs incurred by Discovery).
3. Those residents who decline either of 1 or 2, or are unable to be offered 1 or 2 due to a lack of availability, are to be offered financial assistance by Discovery Parks (ex-gratia payment) equivalent to the potential cost of the relocation of their dwelling calculated in accordance with 1(iv) above, capped at \$20,000 and less any reasonable demolition and remediation costs incurred by Discovery.
4. Discovery Parks to grant security of tenure by way of offering a five + five year tenancy for those residents whose dwellings are not affected by:
- the redevelopment;
 - any potential expansion of the Park to the former 'railway' land to the east of the Park.

The outcome of the City's final negotiations will be advised at the meeting.

In addition, the City has requested Main Roads WA and the Department of Planning, Lands and Heritage to vest in the City a portion of the former railway reserve abutting to the east of the Park and to the west of Cockburn Road (refer Attachment 2).

The proposed vesting in the City is for a reserve with a Management Order to the City for the purpose of recreation, caravan park and camping ground, with the power to lease for 42 years in line with the Park. The City has recently secured a conditional 'in principle' consent from Main Roads WA and is working with the parties to pursue this vesting. It is proposed that the City progresses this request by seeking that:-

- the land hatched pink on the plan at Attachment 2 be vested in the City; and
- the strip of land edged yellow on the plan at Attachment 2 (comprising road carriageway as well as adjacent and parallel land) be vested in Main Roads WA.

If Council consents to the Heads of Agreement and the new lease, Discovery Parks will be in a position to enter into new tenancy agreements with individual tenants, as Discovery Parks will have tenure granted past June 2022.

The purpose of this report is to seek approval to the Heads of Agreement, and endorsement to actively pursue the vesting of additional land in the City for extension of the Park.



Strategic Plans/Policy Implications

Local Economy

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

- Facilitate a thriving tourism and ecotourism industry.
- Advocate and attract investment, economic growth and local employment.

Environmental Responsibility

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

- Reduce adverse outcomes arising from climate change through planning; adaptation, mitigation, infrastructure and ecological management.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

Budget/Financial Implications

Investment in the Park is to be funded by Discovery Parks who will invest \$9.5m and an additional \$4m on behalf of the City for specific infrastructure upgrades and improvements.

The rent to be received from the Discovery Parks will be the greater of either turnover rent (10% of net income received over an annual year) or base rent of \$300,000pa. The rent will increase in accordance with an agreed formula contained in the lease reflecting CPI and other economic factors.

The City will also receive from Discovery Parks, payments over the first four years of the lease that will equate to a total of \$5.05m, which will be reserved to address the works required by the adopted Coogee Beach Foreshore Management Plan (CBFMP) and the Land Management Order.

All funds received will be quarantined into a reserve for the specific purpose of maintaining the foreshore, as required by the Management Order and directed under the CBFMP. This will ensure that ratepayers should not have to pay for the coastal works that will be required under the CBFMP, which are anticipated to be a considerable cost for the City.

The level of investment, coupled with the extent of regional based events like Coogee Live will see patrons being drawn to this location.



The proposal is likely to influence the need to upgrade Cockburn Road and therefore contribute strategically to support the City advocating for the upgrade of Cockburn Road (a State Government Road) to facilitate better access for a range of activities and businesses along the coastal route including Coogee Beach and the Australian Marine Complex, and the broader Cockburn Coast.

The City is developing the locality for a range of tourism and community uses including a proposed revitalisation of the Coogee Beach Café, the new Surf Club Facility, the Coogee Beach Dive Trail, the new marina at Port Coogee and the Manning Park redevelopment. This proposal is an important contributor to these facilities and initiatives.

Legal Implications

In accordance with the requirements of s3.59 of the *Local Government Act 1995* the Business Plan was advertised for public comment on 11 February 2021 for a period of six weeks, closing on 26 March 2021.

Community Consultation

N/A

Risk Management Implications

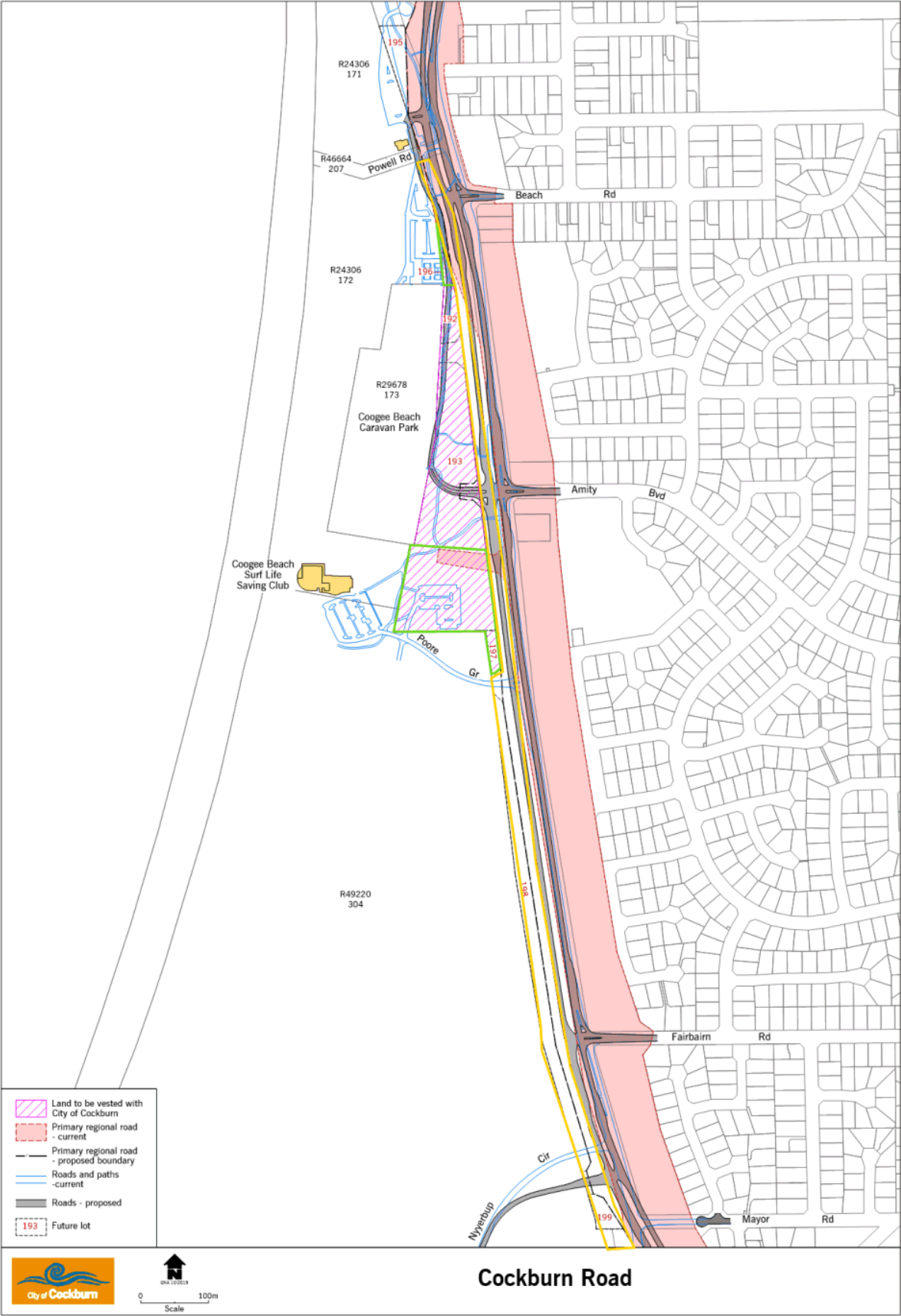
If Council chooses to not proceed with the Heads of Agreement, or requests that significant changes be made, this will delay and may prevent the commencement of a new lease which is required to commence prior to the expiry of the current lease in June 2022 and will create further insecurities for the residents of the Park.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged submissions on the Business Plan have been advised that this matter is to be considered at the 10 June 2021 Ordinary Council Meeting.

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

Nil



The Presiding Member advised the following Declarations of Interest had been received for Item 14.5:

1. Mayor Howlett submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021*. Nature of the Interest is that Mayor Howlett is the owner of a home in the Woodman Point Holiday Village and has a sub-lease with Discovery parks, who manage the Coogee Beach Caravan Park.
2. Cr Separovich submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021*. Nature of the Interest is that Cr Separovich's paraphrased comments published in the local papers could give the appearance of his impartiality in this item.

14.5 (2021/MINUTE NO 0085) COOGEE BEACH HOLIDAY PARK - PROPOSED LEASE

Author(s) P Denholm

Attachments 1. Draft Lease Documentation (**CONFIDENTIAL**)
2. Draft Surrender of Lease (**CONFIDENTIAL**)

RECOMMENDATION

That Council:

- (1) REFERS the draft Lease (further to the draft documentation in Attachment 1) and the draft Surrender of Lease (further to the draft documentation in Attachment 2) to the Department Planning Lands and Heritage seeking the Minister for Lands consent to both documents; and
- (2) DELEGATES authority to the Chief Executive Officer, subject to the Minister's consent, to finalise and enter into:
 - i. the lease for the Coogee Beach Caravan Park with Discovery Holiday Parks Pty Ltd; and
 - ii. the surrender of lease by Colorado Parks Land Co Pty Ltd (Colorado) of the existing lease over the Coogee Beach Caravan Park.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

MOVED Cr K Allen SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 9/0



Background

The City of Cockburn (the City), is the authority vested with the care, control and management of Reserve 29678. This Reserve accommodates the Coogee Beach Holiday Park (the Park), on the foreshore of Cockburn Sound.

The Park is currently leased to Colorado Parks Land Co Pty Ltd, who operates within the Discovery Holiday Parks Group (Discovery Parks).

The current lease commenced on 1 July 2002. The first term expired on 30 June 2012. There were two options available to the lessee of five years each, both of which have been taken up. The final expiry date is 30 June 2022.

The City has been undertaking the necessary administrative tasks to present a proposal for Council to consider entering into a new lease prior the current lease expiring.

The proposal qualifies as a major land transaction and has invoked the requirement of the preparation of a Business Plan to satisfy s3.59 of the *Local Government Act 1995*. The Business Plan is required to be advertised for a period of six weeks for public comment.

Advertising of the Business Plan for public comment commenced on 11 February 2021 and closed on 26 March 2021.

Separate reports have been presented to Council dealing with:

1. consideration of the submissions, the petitions and a recommendation for Council to proceed in accordance with an amended Business Plan;
2. further to the recommended acceptance of the amended Business Plan, a recommendation for Council to enter into a Heads of Agreement.

Submission

N/A.

Report

Discovery Parks acquired the leasehold from the Aspen Group in 2016. The previous lessee and Discovery Parks have both in the past ten years requested the ability to undertake considerable investment upgrades to the Park.

To enable the strategic investment in the Park, a longer term lease was required that would provide the appropriate return on capital investment.

To achieve a longer term lease, an amendment to the Management Order (MO) was required to extend the ability to Lease the Reserve from 21 years to 42 years.



To achieve the amendment to the Management Order, the Department of Planning, Lands and Heritage (DPLH) required the City to prepare a Foreshore Management Plan that took into consideration longer term coastal inundation and erosion, based on current projected sea level rise estimates. The Coogee Beach Foreshore Management Plan (CBFMP) was adopted by Council in November 2020.

The updated Management Order has been granted which provides the City with the ability to lease Reserve 29678 for a period of 42 years, subject to Ministers consent, a 10 yearly coastal hazard risk assessment being undertaken, and clauses included in any Lease that any structures/infrastructure will be relocated should it fall within a revised coastal setback based on the CBFMP.

A Request for Proposal for the Park was publicly advertised on 15 September 2018. The proposal submitted by Discovery Parks was determined to be the most satisfactory proposal received.

Discovery Parks were advised on 15 May 2019 that their proposal was preferred, subject to satisfactory public advertising in accordance with s3.59 of the *Local Government Act 1995* and Council determination.

From a strategic alignment perspective, the City in its highest level strategy – the Community Strategic Plan (2020-2030), identifies the need to facilitate a thriving tourism and ecotourism industry, and this is to be achieved by supporting and promoting opportunities for local tourism.

The Discovery Parks proposal is based on the assumption that this area will be developed as a strategic tourist destination and caravan park.

The future redevelopment of the Park will be assessed by the State Government and amongst other statutory requirements, such as the Department of Planning Lands and Heritage SPP 2.6 – Coastal Planning, be assessed against the guidelines of Planning Bulletin 49 - Caravan Parks. Planning Bulletin 49 provides that redevelopment meets the objective of ensuring the long term retention of the caravan park as a form of short-stay (affordable) accommodation primarily for leisure tourists.

Where there is any long-stay accommodation, this should complement sites which are primarily for short-stay accommodation that are located on those areas of the site providing the highest tourism amenity.

Discovery Parks has advised it has earmarked the land on the western beach front of the Park for redevelopment. This will potentially impact on 40 of the 138 long-stay tenants.

Two separate reports have been presented to Council dealing with:

1. Consideration of the submissions, the petitions and a recommendation to proceed in accordance with an amended Business Plan, to reduce some of the impact of the redevelopment on the residents of the Park;
2. The Heads of Agreement to inform the preparation of the Lease.



The lease (refer Attachment 1) has been prepared in conjunction with the City's lawyers and contains detailed commercial terms, including:

- a 21 year term, with Discovery Parks having an option to renew for a further 21 year term;
- rent of \$1,300,000 for years 1-3 of the lease, \$1,150,000 for year 4, and thereafter the rent being the greater of the base rent or turnover rent;
- Discovery Parks being required to expend a total of \$13,500,000 on redevelopment works;
- the indicative redevelopment plan to be attached to the lease;
- the final redevelopment plan to be consistent with indicative redevelopment plan and other criteria;
- the commencement date for the redevelopment works will be deferred until the date that the Development Application is approved by the State Government;
- redevelopment works timeframe extended to enable the substantial works to be completed by year seven, with final completion scheduled for year thirteen;
- Discovery Parks to undertake discussions with the residents impacted by the redevelopment, including obligations to advise residents on relocation options, relocation support and to communicate openly, honestly, and in good faith with residents, regarding any requirement for them to relocate as a result of the redevelopment works;
- detailed change control mechanisms to assist the City in managing and enforcing Discovery's achievement of outcomes.

Attachment 2 contains a surrender of the current lease between the City and Colorado Parks Land Co Pty Ltd. The final expiry date of the current lease is 30 June 2022. The City's lawyers advise that the current lease be surrendered as part of the grant of the replacement Lease at Attachment 1.

The surrender of the current lease, as well as the proposed lease, will require referral to the Department of Planning, Land and Heritage to seek the consent of the Minister for Lands.

If Council consents to the recommended approvals of the Business Plan, the Heads of Agreement and the new Lease, Discovery Parks will be in a position to enter into new tenancy agreements with individual tenants, as Discovery Parks will have tenure granted past June 2022.

The purpose of this report is to seek approval to delegate authority to the Chief Executive Officer to finalise and enter into the lease, and the incidental surrender of the current lease.

Strategic Plans/Policy Implications

Local Economy

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

- Facilitate a thriving tourism and ecotourism industry.
- Advocate and attract investment, economic growth and local employment.



Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Deliver value for money through sustainable financial management, planning and asset management.

Budget/Financial Implications

Investment in the Park is to be funded by Discovery Parks, who will invest \$9.5m and an additional \$4m on behalf of the City for specific infrastructure upgrades and improvements.

The rent to be received from Discovery Parks will be the greater of either turnover rent (10% of net income received over an annual year) or base rent of \$300,000pa. The rent will increase in accordance with an agreed formula contained in the lease reflecting CPI and other economic factors.

The City will also receive from Discovery Parks, payments over the first four years of the lease that will equate to a total of \$5.05m, which will be reserved to address the works required by the adopted Coogee Beach Foreshore Management Plan (CBFMP) and the Land Management Order.

All funds received will be quarantined into a reserve for the specific purpose of maintaining the foreshore, as required by the Management Order and directed under the CBFMP. This will ensure that ratepayers should not have to pay for coastal works that will be required under the CBFMP, which are anticipated to be a considerable cost for the City.

The level of investment, coupled with the extent of regional based events like Coogee Live, will see patrons being drawn to this location.

The proposal is likely to influence the need to upgrade Cockburn Road and therefore contribute strategically to support the City advocating for the upgrade of Cockburn Road (a state government Road) to facilitate better access for a range of activities and businesses along the coastal route, including Coogee Beach and the Australian Marine Complex, and broader Cockburn Coast.

The City is developing the locality for a range of tourism and community uses including a proposed revitalisation of the Coogee Beach Café, the new Surf Club Facility, the Coogee Beach Dive Trail, the new marina at Port Coogee and the Manning Park redevelopment. This proposal is an important contributor to these facilities and initiatives.

Legal Implications

The lease records the detailed terms of the proposed long term, legally binding relationship between the City and Discovery Parks.

Community Consultation

N/A



Risk Management Implications

If Council chooses to not proceed with the lease, or requests that significant changes be made, this will prevent or delay the commencement of the lease, which is required to commence prior to the expiry of the current lease in June 2022, and will create further insecurities for the residents of the Park.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged submissions on the Business Plan have been advised that this matter is to be considered at the 10 June 2021 Ordinary Council Meeting.

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

Nil



15. FINANCE AND CORPORATE SERVICES DIVISION ISSUES**(2021/MINUTE NO 0086) Declaration of Interest**

The Presiding Member advised the following Declarations of Interest had been received for Item 15.1:

1. Mayor Howlett submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021*. Nature of the Interest is that Jackson McDonald provided legal advice to Mayor Howlett to the value of \$5,500, in accordance with Council Policy. The advice was for Mayor Howlett's response to the Draft Inquiry report by the Department of Local Government, Sport and Cultural industries.
2. Cr Allen submitted a Declaration of Impartiality Interest, pursuant to Regulation 22 *Local Government (Model Code of Conduct) Regulations 2021*. Nature of the Interest is that Cr Allen was the recipient of funding for legal advice in accordance with Council Policy.
3. Mr Don Green submitted a Declaration of Impartiality Interest, pursuant to Regulation 19AD(1) of the *Local Government (Administration) Regulations 1996*. Nature of the Interest is that Mr Green was the recipient of funding for legal advice, in accordance with council Policy.
4. Mr Stuart Downing submitted a Declaration of Impartiality Interest, pursuant to Regulation 19AD(1) of the *Local Government (Administration) Regulations 1996*. Nature of the Interest is that Mr Downing was the recipient of funding for legal advice, in accordance with council Policy.

15.1 PAYMENTS MADE FROM MUNICIPAL FUND - APRIL 2021

Author(s) N Mauricio

Attachments 1. Payments Listing April 2021 [↓](#)
2. Credit Card Payments Listing March 2021 [↓](#)

RECOMMENDATION

That Council RECEIVES the list of payments made from the Municipal Fund for April 2021, as attached to the Agenda.

COUNCIL DECISION

MOVED Cr K Allen SECONDED Cr C Stone

That the recommendation be adopted.

CARRIED UNANIMOUSLY 9/0

Background

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

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

It should be noted that the City no longer holds any funds within the Trust fund, following legislative amendments requiring public open space (POS) cash in lieu contributions to now be held in Municipal reserves.

Submission

N/A

Report

A listing of payments made during April 2021 with a grand total of \$13,801,407 is attached to the agenda for review. This comprises:

- EFT payments (suppliers and sundry creditors) - \$10,614,605;
- Payroll payments - \$3,075,960;
- Corporate credit cards - \$76,159; and
- Bank and credit card merchant fees - \$34,682.

Also attached is a separate listing of credit card spending for the month of March (settled in April), summarised by cardholder. The only transaction for the month on the CEO credit card was an annual card fee of \$18.67.

Payments for April included a payment to Jackson McDonald for \$16,500 that related to legal advice provided to officers and elected members in respect to the Department of Local Government, Sport and Cultural Industries (DLGSCI) Inquiry into the City of Cockburn. The approval for the advice was given by the CEO under delegated authority in accordance with Council's delegated function for Legal Representation – Elected Members and Employees.

The following table shows the relevant details for the payment:

Requester	Provider	Purchase Order #	Purchase Order Amount	Invoice #	Invoice Amount (inc. GST)
Logan Howlett	Jackson McDonald	111017	\$5,500	509579	\$5,500
Stuart Downing	Jackson McDonald	111043	\$8,250	509586	\$8,250
Don Green	Jackson McDonald	111042	\$2,750	509581	\$2,750
Payment No: EF 139068			\$16,500		\$16,500



The following advice was also approved by the CEO under delegated authority in April, but not invoiced or paid until May:

Requester	Provider	Purchase Order #	Purchase Order Amt	Invoice #	Invoice Amount (inc. GST)
Kevin Allen	Vogt Graham	111221	\$5,250	013890	\$5,436

Local Procurement

The value of the City's procurement spend with local City of Cockburn businesses during the month increased from 5.5% to 81.4%, being significantly impacted by the high value tender award to local business Tracc Civil for the Jandakot Rd stage two construction works (valued at \$8.59m). However, the number of procurements this month with Cockburn businesses lifted slightly to 24.6% (from 22.5%).

The value of the City's procurements with suppliers within the South West Group region was at a high 83.6% for the month, while actual numbers were steady at 31.4% (31.7% last month).

These results measure the City's application of Council's "local and regional economy" principle contained within its Procurement Policy (i.e. buy local procurement preference).

Strategic Plans/Policy Implications

Local Economy

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

- Support and promote the benefits of buying locally.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.
- Deliver value for money through sustainable financial management, planning and asset management.

Budget/Financial Implications

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

Legal Implications

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



Community Consultation

N/A

Risk Management Implications

Council is receiving the list of payments already made by the City under delegation in meeting its contractual obligations. This is a statutory requirement and allows Council to review and clarify any payment that has been made.

Advice to Proponents/Submitters

N/A

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

Nil



April 2021 PAYMENT LISTING

MUNICIPAL FUND

PAYMENT No.	ACCOUNT No.	PAYEE	PAYMENT DESCRIPTION	DATE	VALUE \$
EF138920	10152	Aust Services Union	Payroll Deductions	1/04/2021	1,039.90
EF138921	10154	Australian Taxation Office	Payroll Deductions	1/04/2021	461,524.00
EF138922	10305	Child Support Agency	Payroll Deductions	1/04/2021	863.03
EF138923	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	1/04/2021	82.00
EF138924	11857	Champagne Social Club	Payroll Deductions	1/04/2021	376.00
EF138925	11860	45S Club	Payroll Deductions	1/04/2021	14.00
EF138926	19726	Health Insurance Fund Of Wa	Payroll Deductions	1/04/2021	1,291.41
EF138927	25987	Toyota Fleet Management	Payroll Deductions - Novated Lease	1/04/2021	608.14
EF138928	27874	Smartsalary	Salary Packaging/Leasing Administration	1/04/2021	11,995.73
EF138929	26987	Cti Risk Management	Security - Cash Collection	6/04/2021	2,835.05
EF138930	10484	Department Of Mines, Industry Regulation And Safety	Building Services Levy	7/04/2021	195,449.43
EF138931	99997	Family Day Care	FDC Payment We 04/04/2021	8/04/2021	45,240.11
EF138932	99997	In Home Care Payments	IHC Payments We 04/04/2021	8/04/2021	18,033.68
EF138933	26987	Cti Risk Management	Security - Cash Collection	13/04/2021	1,004.45
EF138936	88888	Cambert Nominees Pty Ltd	Bond Refund	15/04/2021	35,020.15
EF138937	88888	Anton Von Wielligh	Bond Refund	15/04/2021	500.00
EF138938	88888	John Sells	Bond Refund	15/04/2021	500.00
EF138939	99997	Michael Moale Gau	Refund Of Duplicate Payment	15/04/2021	125.00
EF138940	99997	Sheryl Mccabe	Partial Hall Hire Refund	15/04/2021	205.00
EF138941	99997	Kate Hewett	Payment For International Women's Day Eve	15/04/2021	1,500.00
EF138942	99997	Benjamin E Roser	Electric Vehicle - Home Charging Feb 21	15/04/2021	121.00
EF138943	99997	Paul Stokes	Compost Bin Rebate - Paul Stokes	15/04/2021	45.00
EF138944	99997	Jagder Singh	Refund Of Duplicate Venue Hire	15/04/2021	120.00
EF138945	99997	Emily Buckby	Social Netball Refund	15/04/2021	70.00
EF138946	99997	Committee For Economic Development	Grants, Donations & Refunds	15/04/2021	5,390.00
EF138947	99997	Committee For Perth Ltd Inv # 0000241	Grants, Donations & Refunds	15/04/2021	6,600.00
EF138948	99997	Stephanie's Catering	Grants, Donations & Refunds	15/04/2021	3,600.00
EF138949	99997	Maddison E Nicholls & Bradley J Nicholls	Crossover Contribution - M Nicholls	15/04/2021	300.00
EF138950	99997	South Coogee Volunteer Bush Fire Brigade	Invoice 190321001	15/04/2021	157.45
EF138951	99997	South Coogee Bushfire Brigade	Invoice 190321-002	15/04/2021	1,337.60
EF138952	99997	South Coogee Bushfire Brigade	Invoice Number - 190321-003	15/04/2021	3,000.00
EF138953	99997	Mark And Lynley Baker	Senior Security Subsidy Scheme	15/04/2021	200.00
EF138954	99997	T And M Borcich	Senior Security Subsidy Scheme	15/04/2021	100.00
EF138955	99997	Kathleen Beryl Samuel	Senior Security Subsidy Scheme	15/04/2021	100.00
EF138956	99997	Vincenzo & Gilda Steffanelli	Senior Security Subsidy Scheme	15/04/2021	300.00
EF138957	99997	Nevenka Barbir	Senior Security Subsidy Scheme	15/04/2021	300.00
EF138958	99997	Irene Collins	Senior Security Subsidy Scheme	15/04/2021	200.00
EF138959	99997	Ann & Cono Favazzo	Senior Security Subsidy Scheme	15/04/2021	200.00

EF138960	99997	James & Suzanne Cameron	Senior Security Subsidy Scheme	15/04/2021	300.00
EF138961	99997	Fort Locks	City Of Cockburn Grant Mar21-Ed-22	15/04/2021	4,136.00
EF138962	99997	Iq Digital Advertising	City Of Cockburn Grant Mar21-Ed-20	15/04/2021	5,500.00
EF138963	99997	South Beach Daily	City Of Cockburn Grant Mar21-Ed-10	15/04/2021	3,900.00
EF138964	99997	Asset Reliability Inspections Pty Ltd	City Of Cockburn Grant Mar21-Ed-23	15/04/2021	5,500.00
EF138965	99997	Live With Love	City Of Cockburn Grant Mar21-Ed-07	15/04/2021	3,800.00
EF138966	99997	Electrical Nett	City Of Cockburn Grant Mar21-Ed-21	15/04/2021	4,290.00
EF138967	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	15/04/2021	5,500.00
EF138968	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	15/04/2021	299.00
EF138969	99997	Benjamin E Roser	Electric Vehicle - Home Charging Mar 21	15/04/2021	121.00
EF138970	99997	South Coogee Bushfire Brigade	Invoice Number 160321002	15/04/2021	197.58
EF138971	99997	Wow Underwater Photograh	Invoice Iv00000000382	15/04/2021	1,100.00
EF138972	99997	Brendan & Barbara Trappe	Bird Bath Rebate - Barbara Trappe	15/04/2021	27.50
EF138973	99997	Jan Anderson	Artist Payment From Exhibition Sales	15/04/2021	510.00
EF138974	99997	Susan Biggins	Artist Payment From Exhibition Sales	15/04/2021	980.00
EF138975	99997	Ros Cadee	Artist Payment From Exhibition Sales	15/04/2021	270.00
EF138976	99997	Peta Ciraolo	Artist Payment From Exhibition Sales	15/04/2021	245.00
EF138977	99997	Catia Dolzadeli	Artist Payment From Exhibition Sales	15/04/2021	620.00
EF138978	99997	Alana Francas Mcnee	Artist Payment From Exhibition Sales	15/04/2021	450.00
EF138979	99997	Sandy Gaskett	Artist Payment From Exhibition Sales	15/04/2021	400.00
EF138980	99997	Kym Gow	Artist Payment From Exhibition Sales	15/04/2021	1,200.00
EF138981	99997	Shelda Halliday	Artist Payment From Exhibition Sales	15/04/2021	880.00
EF138982	99997	Krystal Hickman	Artist Payment From Exhibition Sales	15/04/2021	580.00
EF138983	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	15/04/2021	620.00
EF138984	99997	Andreas Hutter	Artist Payment From Exhibition Sales	15/04/2021	1,100.00
EF138985	99997	Megan Kirwan Ward	Artist Payment From Exhibition Sales	15/04/2021	800.00
EF138986	99997	Biruta Mclaughlin	Artist Payment From Exhibition Sales	15/04/2021	775.00
EF138987	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	15/04/2021	250.00
EF138988	99997	Trevor Pendergrast	Artist Payment From Exhibition Sales	15/04/2021	690.00
EF138989	99997	Bill Pettigrew	Artist Payment From Exhibition Sales	15/04/2021	400.00
EF138990	99997	Sandy Robertson	Artist Payment From Exhibition Sales	15/04/2021	500.00
EF138991	99997	Jill Spargo	Artist Payment From Exhibition Sales	15/04/2021	145.00
EF138992	99997	Liliana Stafford	Artist Payment From Exhibition Sales	15/04/2021	810.00
EF138993	99997	Suzanne Valente	Artist Payment From Exhibition Sales	15/04/2021	350.00
EF138994	99997	Danica Wichtermann	Artist Payment From Exhibition Sales	15/04/2021	245.00
EF138995	99996	Laura Jane Ridgeon	Rates and Property related EFT Refunds	15/04/2021	51.66
EF138996	99996	Amanda Hart	Rates and Property related EFT Refunds	15/04/2021	75.00
EF138997	99996	Kok Lum Chai	Rates and Property related EFT Refunds	15/04/2021	22.00
EF138998	99996	Ssb Pty Ltd	Rates and Property related EFT Refunds	15/04/2021	56.65
EF138999	99996	Settlement Group	Rates and Property related EFT Refunds	15/04/2021	200.00
EF139000	99996	Melinda Ricci	Rates and Property related EFT Refunds	15/04/2021	1,085.68
EF139001	99996	Kate Creed	Rates and Property related EFT Refunds	15/04/2021	483.00
EF139002	99996	R & K Baker	Rates and Property related EFT Refunds	15/04/2021	442.00
EF139003	99996	Agem Investments Pty Ltd	Rates and Property related EFT Refunds	15/04/2021	409.00
EF139004	99996	Ashmy Pty Ltd	Rates and Property related EFT Refunds	15/04/2021	742.00

EF139005	99996	Gold Estates Holdings Pty Ltd	Rates and Property related EFT Refunds	15/04/2021	816.03
EF139006	99996	Cristal Bosman	Rates and Property related EFT Refunds	15/04/2021	222.00
EF139007	99996	Benjamin Willis	Rates and Property related EFT Refunds	15/04/2021	80.25
EF139008	99996	Cambert Nominees Pty Ltd	Rates and Property related EFT Refunds	15/04/2021	9,550.95
EF139009	99996	Georgia Johnston	Rates and Property related EFT Refunds	15/04/2021	222.00
EF139010	10058	Alsco Pty Ltd	Hygiene Services/Supplies	15/04/2021	293.07
EF139011	10091	Aslab Pty Ltd	Asphalting Services/Supplies	15/04/2021	1,908.72
EF139012	10118	Australia Post	Postage Charges	15/04/2021	37,888.42
EF139013	10207	Boc Gases	Gas Supplies	15/04/2021	226.59
EF139014	10221	Bp Australia Pty Ltd	Diesel/Petrol Supplies	15/04/2021	22,263.05
EF139015	10226	Bridgestone Australia Ltd	Tyre Services	15/04/2021	18,855.44
EF139016	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	15/04/2021	294.71
EF139017	10287	Centreline Markings	Linemarking Services	15/04/2021	4,675.00
EF139018	10359	Cockburn Painting Service	Painting Supplies/Services	15/04/2021	6,847.50
EF139019	10375	Veolia Environmental Services	Waste Services	15/04/2021	9,919.99
EF139020	10483	Landgate	Mapping/Land Title Searches	15/04/2021	807.90
EF139021	10526	E & Mj Rosher Pty Ltd	Mower Equipment	15/04/2021	3,002.96
EF139022	10528	Easifleet	Vehicle Lease	15/04/2021	368.56
EF139023	10535	Workpower Incorporated	Employment Services - Planting	15/04/2021	17,232.66
EF139024	10589	Fines Enforcement Registry	Fines Enforcement Fees	15/04/2021	4,620.00
EF139025	10590	Department Of Fire And Emergency Services	Esl Levy & Related Costs	15/04/2021	22,127.85
EF139026	10597	Flexi Staff Pty Ltd	Employment Services	15/04/2021	8,767.39
EF139027	10679	Grasstrees Australia	Plants & Planting Services	15/04/2021	2,706.00
EF139028	10768	Institute Of Public Works Engineering Aust - Wa Inc	Membership Fees	15/04/2021	2,500.00
EF139029	10879	Les Mills Aerobics	Instruction/Training Services	15/04/2021	1,593.17
EF139030	10888	Lj Caterers	Catering Services	15/04/2021	4,533.21
EF139031	10912	M2 On Hold	Messaging Services	15/04/2021	396.00
EF139032	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	15/04/2021	17,994.66
EF139033	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	15/04/2021	66.89
EF139034	10938	Mrp Pest Management	Pest & Weed Management	15/04/2021	1,401.20
EF139035	10944	Mcleods	Legal Services	15/04/2021	15,752.84
EF139036	11004	Murdoch University Office Of Finance, Planning & Reporting	Analysing Services	15/04/2021	12,117.82
EF139037	11028	Neverfail Springwater Ltd	Bottled Water Supplies	15/04/2021	282.06
EF139038	11036	Northlake Electrical Pty Ltd	Electrical Services	15/04/2021	26,735.19
EF139039	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	15/04/2021	3,736.48
EF139040	11208	Quick Corporate Australia	Stationery/Consumables	15/04/2021	1,901.08
EF139041	11244	Research Solutions Pty Ltd	Research Services	15/04/2021	9,350.98
EF139042	11247	Richgro Wa	Gardening Supplies	15/04/2021	129.36
EF139043	11284	The Royal Life Saving Society Wa Inc Pty Ltd	Training Services	15/04/2021	1,686.50
EF139044	11307	Satellite Security Services Pty Ltd	Security Services	15/04/2021	4,763.98
EF139045	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	15/04/2021	1,805.40
EF139046	11333	Shelford Constructions Pty Ltd	Construction Services	15/04/2021	1,006,286.01
EF139047	11361	Sigma Chemicals Pty Ltd	Chemical Supplies	15/04/2021	262.68
EF139048	11469	Sports Turf Technology Pty Ltd	Turf Consultancy Services	15/04/2021	5,148.00
EF139049	11533	Superbowl Melville	Entertainment Services	15/04/2021	272.90

EF139050	11619	Titan Ford	Purchase Of Vehicles & Servicing	15/04/2021	1,500.25
EF139051	11625	Nutrien Water	Reticulation Supplies	15/04/2021	3,724.54
EF139052	11699	Vernon Design Group	Architectural Services	15/04/2021	452.50
EF139053	11701	Vibra Industrial Filtration Australasia	Filter Supplies	15/04/2021	506.22
EF139054	11702	Villa Dalmacia Association Inc.	Special Club Activities	15/04/2021	1,430.00
EF139055	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	15/04/2021	1,066.34
EF139056	11787	Department Of Transport	Vehicle Search Fees	15/04/2021	140,800.00
EF139057	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	15/04/2021	13,885.55
EF139058	11795	Western Power	Street Lighting Installation & Service	15/04/2021	26,870.00
EF139059	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	15/04/2021	3,551.24
EF139060	11828	Worldwide Online Printing - O'connor	Printing Services	15/04/2021	669.25
EF139061	11841	Yangebup Family Centre Inc	Venue Hire / Grants & Donations	15/04/2021	1,637.00
EF139062	11854	Zipform Pty Ltd	Printing Services	15/04/2021	6,012.06
EF139063	12014	Tutt Bryant Equipment Bt Equipment Pty Ltd T/As	Excavating/Earthmoving Equipment	15/04/2021	365.81
EF139064	12153	Hays Personnel Services Pty Ltd	Employment Services	15/04/2021	2,425.86
EF139065	12458	Kite Kinetics	Entertainment Services	15/04/2021	550.00
EF139066	12796	Isentia Pty Ltd	Media Monitoring Services	15/04/2021	1,496.00
EF139067	13563	Green Skills Inc	Employment Services	15/04/2021	23,720.28
EF139068	13825	Jackson Mcdonald	Legal Services	15/04/2021	16,500.00
EF139069	14297	Artref Pty Ltd	Printing Cartridges	15/04/2021	1,188.77
EF139070	14350	Baileys Fertilisers	Fertiliser Supplies	15/04/2021	14,822.50
EF139071	15393	Stratagreen	Hardware Supplies	15/04/2021	1,269.05
EF139072	15588	Natural Area Consulting Management Services	Weed Spraying	15/04/2021	10,395.00
EF139073	15609	Catalyse Pty Ltd	Consultancy Services	15/04/2021	2,750.00
EF139074	15746	Western Australia Police Service	Police Clearances	15/04/2021	150.30
EF139075	15868	Cardno (Wa) Pty Ltd	Consultancy Services - Engineering	15/04/2021	14,245.00
EF139076	15895	Royal Wolf Trading Australia Pty Ltd	Container Hire	15/04/2021	366.92
EF139077	16064	Cms Engineering	Airconditioning Services	15/04/2021	12,943.70
EF139078	16107	Wren Oil	Waste Disposal Services	15/04/2021	33.00
EF139079	16396	Mayday Earthmoving	Road Construction Machine Hire	15/04/2021	5,921.40
EF139080	16653	Complete Portables Pty Ltd	Supply & Hire Of Modular Buildings	15/04/2021	1,159.72
EF139081	16846	Action Glass & Aluminium	Glazing Services	15/04/2021	460.08
EF139082	17279	Aussie Cool Shades Sails Awnings & Home Security	Shade Sails & Awnings	15/04/2021	4,180.00
EF139083	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	15/04/2021	251.59
EF139084	17555	Maia Financial	Equipment Lease Payments	15/04/2021	11,956.32
EF139085	17608	Nu-Trac Rural Contracting	Beach Cleaning/Firebreak Construction	15/04/2021	9,926.13
EF139086	17827	Nilsen (Wa) Pty Ltd	Electrical Services	15/04/2021	206.25
EF139087	17927	Sharyn Egan	Artistic Services	15/04/2021	15,400.00
EF139088	18114	Bolig Design Group P/L	Architectural Services	15/04/2021	7,150.00
EF139089	18272	Austraclear Limited	Investment Services	15/04/2021	41.27
EF139090	18286	Iw Projects Pty Ltd	Consultancy Services - Civil Engineering	15/04/2021	5,557.75
EF139091	18962	Sealanes (1985) P/L	Catering Supplies	15/04/2021	1,064.27
EF139092	19533	Woolworths Ltd	Groceries	15/04/2021	1,201.99
EF139093	19558	Complete Fire Design	Fire Consultancy Services	15/04/2021	5,027.00
EF139094	20146	Data#3 Limited	Contract It Personnel & Software	15/04/2021	1,843.29

EF139095	20549	A1 Carpet, Tile & Grout Cleaning	Cleaning Services - Tiles/Carpet	15/04/2021	1,815.00
EF139096	21010	Redman Solutions	Computer Software	15/04/2021	4,252.58
EF139097	21291	The Worm Shed	Environmental Education	15/04/2021	140.00
EF139098	21294	Cat Haven	Animal Services	15/04/2021	264.00
EF139099	21371	Ld Total Sanpoint Pty Ltd	Landscaping Works/Services	15/04/2021	24,597.16
EF139100	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	15/04/2021	20,098.38
EF139101	21678	Iannello Designs	Graphic Design	15/04/2021	346.50
EF139102	21744	Jb Hi Fi - Commercial	Electronic Equipment	15/04/2021	1,833.00
EF139103	21747	Unicare Health	Wheelchair Hire	15/04/2021	233.00
EF139104	21946	Ryan's Quality Meats	Meat Supplies	15/04/2021	848.64
EF139105	22337	Segafredo Zanetti Aust Pty Ltd	Coffee & Coffee Machines	15/04/2021	120.00
EF139106	22553	Brownes Food Operations	Catering Supplies	15/04/2021	236.17
EF139107	22589	Jb Hi Fi - Cockburn	Electrical Equipment	15/04/2021	384.00
EF139108	22624	Aussie Earthworks Pty Ltd	Earthworks	15/04/2021	14,553.00
EF139109	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	15/04/2021	3,926.33
EF139110	22682	Beaver Tree Services Pty Ltd	Tree Pruning Services	15/04/2021	2,962.10
EF139111	22752	Elgas Limited	Gas Supplies	15/04/2021	681.00
EF139112	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	15/04/2021	37,396.19
EF139113	22854	Lgiswa	Insurance Premiums	15/04/2021	5,000.00
EF139114	22903	Unique International Recoveries Llc	Debt Collectors	15/04/2021	192.00
EF139115	23253	Kott Gunning Lawyers	Legal Services	15/04/2021	1,194.16
EF139116	23457	Totally Workwear Fremantle	Clothing - Uniforms	15/04/2021	2,280.24
EF139117	23570	A Proud Landmark Pty Ltd	Landscape Contruction Services	15/04/2021	98,377.95
EF139118	23671	Urbsol	Traffic Design	15/04/2021	7,568.00
EF139119	23971	Find Wise Location Services	Locating Services - Underground	15/04/2021	2,804.45
EF139120	24527	Australian Association For Environmental Education (Wa Chapt	Course Registration	15/04/2021	395.00
EF139121	24595	Contemporary Image Photography Pty Ltd	Photography Services	15/04/2021	3,362.97
EF139122	24643	Bibliotheca Rfid Library Systems Australia Pty Ltd	Purchase Of Library Tags	15/04/2021	613.06
EF139123	24655	Automasters Spearwood	Vehicle Servicing	15/04/2021	2,050.00
EF139124	24748	Pearmans Electrical & Mechanical Services P/L	Electrical Services	15/04/2021	6,118.00
EF139125	24864	Fremantle Football Club	Merchandise Stock For Retail Sale	15/04/2021	982.52
EF139126	24945	Ns Projects Pty Ltd	Project Management Services	15/04/2021	17,600.00
EF139127	24949	Bitumen Surfacing The Trustee For Complete Road Services Trust	Bitumen Supplies	15/04/2021	9,440.53
EF139128	25063	Superior Pak Pty Ltd	Vehicle Maintenance	15/04/2021	240.90
EF139129	25115	Fiig	Investment Management Services	15/04/2021	2,750.00
EF139130	25121	Imagesource Digital Solutions	Billboards	15/04/2021	932.80
EF139131	25418	Cs Legal	Legal Services	15/04/2021	11,013.96
EF139132	25586	Envirovap Pty Ltd	Hire Of Leachate Units	15/04/2021	26,592.50
EF139133	25645	Yelakitj Moort Nyungar Association Inc	Welcome To The Country Performances	15/04/2021	800.00
EF139134	25713	Discus On Demand The Trustee For Discus On Demand Unit Trust	Printing Services	15/04/2021	412.50
EF139135	25733	Miracle Recreation Equipment	Playground Installation / Repairs	15/04/2021	682.00
EF139136	25813	Lg Connect Pty Ltd	Erp Systems Development	15/04/2021	2,861.06
EF139137	25832	Exteria	Street And Park Infrastructure	15/04/2021	7,651.60
EF139138	25940	Leaf Bean Machine	Coffee Bean Supply	15/04/2021	220.00
EF139139	26029	Autosweep Wa	Sweeping Services	15/04/2021	4,609.00

EF139140	26114	Grace Records Management	Records Management Services	15/04/2021	1,669.87
EF139141	26195	Play Check	Consulting Services	15/04/2021	330.00
EF139142	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	15/04/2021	28,649.55
EF139143	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	15/04/2021	179,048.52
EF139144	26314	Cpe Group	Temporary Employment Services	15/04/2021	1,214.35
EF139145	26321	Skateboarding Wa	Skateboarding Clinics	15/04/2021	1,897.50
EF139146	26369	All Retaining Systems	Construction Services	15/04/2021	17,270.00
EF139147	26419	Equifax Australasia Credit Ratings Pty Ltd	Credit Reference Checks	15/04/2021	603.90
EF139148	26470	Scp Conservation	Fencing Services	15/04/2021	9,570.00
EF139149	26499	Elite Travel Solutions Pty Ltd	Travel Agent Services	15/04/2021	3,055.00
EF139150	26582	Road Specialist Australia	Hydraulic Repairs	15/04/2021	649.00
EF139151	26606	Enviro Infrastructure Pty Ltd	Construction& Fabrication	15/04/2021	32,038.46
EF139152	26614	Marketforce Pty Ltd	Advertising	15/04/2021	5,736.93
EF139153	26625	Andover Detailers	Car Detailing Services	15/04/2021	819.00
EF139154	26709	Talis Consultants Pty Ltd	Waste Consultancy	15/04/2021	5,025.85
EF139155	26735	Shane McMaster Surveys	Survey Services	15/04/2021	6,897.00
EF139156	26743	Statewide Turf Services	Turf Renovation	15/04/2021	14,494.92
EF139157	26745	Embroidme Myaree	Embroidery	15/04/2021	159.50
EF139158	26759	Metro Filters	Canopy, Flue And Fans Cleaning And Filte	15/04/2021	39.60
EF139159	26771	Instant Products Hire	Portable Toilet Hire	15/04/2021	1,796.30
EF139160	26773	Laser Corps Combat Adventruers	Entry Fees	15/04/2021	1,034.00
EF139161	26782	Soft Landing	Recycling Services	15/04/2021	4,470.00
EF139162	26846	Visability Limited	Disability Services	15/04/2021	836.00
EF139163	26883	Gta Consultants	Transport Planning	15/04/2021	33,986.32
EF139164	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	15/04/2021	5,082.00
EF139165	26904	Green Services	Sustainability Education For Households	15/04/2021	7,583.00
EF139166	26915	Focused Vision Consulting Pty Ltd	Consulting	15/04/2021	1,576.30
EF139167	26917	Cirrus Networks Pty Ltd	It Network & Telephony Services	15/04/2021	312.86
EF139168	26923	Woodlands	Rubbish Collection Equipment	15/04/2021	18,544.85
EF139169	26929	Elan Energy Matrix Pty Ltd	Recycling Services	15/04/2021	220.00
EF139170	26938	Majestic Plumbing	Plumbing Services	15/04/2021	6,483.62
EF139171	26946	Av Truck Services Pty Ltd	Truck Dealership	15/04/2021	2,135.15
EF139172	26957	Jbs & G Australia Pty Ltd	Consultancy - Environmental	15/04/2021	11,173.25
EF139173	26981	Perth Market Research	Event Analysis And Community Market Rese	15/04/2021	9,355.50
EF139174	26987	Cti Risk Management	Security - Cash Collection	15/04/2021	1,158.30
EF139175	27010	Quantum Building Services Pty Ltd	Building Maintenance	15/04/2021	1,241.63
EF139176	27015	Intelli Trac	Gps Tracking	15/04/2021	2,464.00
EF139177	27027	Frig Tech Wa	Refrigeration Services	15/04/2021	946.00
EF139178	27031	Downer Edi Works Pty Ltd	Asphalt Services	15/04/2021	71,673.23
EF139179	27047	Fremantle Asbestos Removal	Asbestos Removal	15/04/2021	2,937.00
EF139180	27052	Event Marquees	Marquee Hire	15/04/2021	5,080.00
EF139181	27065	Westbooks	Books	15/04/2021	962.17
EF139182	27082	Kulbardi Pty Ltd	Stationery Supplies	15/04/2021	243.61
EF139183	27155	Educated By Nature Pty Ltd	Education Services	15/04/2021	415.00
EF139184	27161	Next Power	Solar Panel	15/04/2021	2,045.21

EF139185	27189	Healthstrong Pty Ltd	Home Care	15/04/2021	110.00
EF139186	27204	Cohera-Tech Pty Ltd	People Counting Systems	15/04/2021	1,440.00
EF139187	27209	Axis Plumbing Wa (Small Works) Pty Ltd	Plumbing	15/04/2021	3,300.00
EF139188	27241	Landscape Elements	Landscaping Services	15/04/2021	58,341.89
EF139189	27246	Veale Auto Parts	Spare Parts Mechanical	15/04/2021	458.50
EF139190	27269	Integrpay Pty Ltd	Payment Processing	15/04/2021	14,540.86
EF139191	27283	Sports Surfaces	Sport Surfaces Installation	15/04/2021	9,999.00
EF139192	27308	Jatu Clothing & Ppe Pty Ltd	Clothing Ppe	15/04/2021	784.15
EF139193	27334	Westcare Print	Printing Services	15/04/2021	412.50
EF139194	27346	Office Line	Furniture Office	15/04/2021	14,300.00
EF139195	27351	Programmed Property Services	Property Maintenance	15/04/2021	2,294.78
EF139196	27362	The Mighty Booths	Photobooth	15/04/2021	699.00
EF139197	27377	Accidental Health And Safety - Perth	First Aid Supplies	15/04/2021	1,268.13
EF139198	27379	Esri Australia Pty Ltd	Gis Software	15/04/2021	11,704.00
EF139199	27384	Sifting Sands	Sand Cleaning	15/04/2021	16,494.01
EF139200	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	15/04/2021	82.72
EF139201	27401	Emprise Mobility	Mobility Equipment	15/04/2021	3,970.00
EF139202	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	15/04/2021	3,910.39
EF139203	27427	Home Chef	Cooking/Food Services	15/04/2021	432.78
EF139204	27448	Selectro Services Pty Ltd	Electrical	15/04/2021	1,723.04
EF139205	27450	Aaa Production Services	Hire Pa/Satge Systems	15/04/2021	9,450.10
EF139206	27455	Site Protective Services	Cctv Parts	15/04/2021	9,150.23
EF139207	27456	Securepay Pty Ltd	Payment Solutions	15/04/2021	468.61
EF139208	27479	Vital Interpreting Personnel	Translating Services	15/04/2021	313.50
EF139209	27482	Billi Australia Pty Ltd	Water Filter Taps	15/04/2021	812.90
EF139210	27499	Hodge Collard Preston Architects	Architects	15/04/2021	10,980.48
EF139211	27505	Dec The Malls Pty Ltd	Dispaly Equipment	15/04/2021	5,005.00
EF139212	27507	Facilities First Australia Pty Ltd	Cleaning Services	15/04/2021	3,506.78
EF139213	27512	Agent Sales & Services Pty Ltd	Pool Chemicals	15/04/2021	2,118.60
EF139214	27523	Robert Lawrence Toohey	High Pressure Cleaning	15/04/2021	2,690.50
EF139215	27524	David Wills And Associates	Engineering Services	15/04/2021	1,320.00
EF139216	27539	Jasmin Carpentry & Maintenance	Carpentry	15/04/2021	16,291.00
EF139217	27548	Standing Fork	Catering	15/04/2021	2,750.00
EF139218	27567	Chorus Australia Limited	Health Care Services	15/04/2021	1,960.20
EF139219	27575	Shred X Secure Destruction	Document Destruction	15/04/2021	40.48
EF139220	27587	New Ground Water Services Pty Ltd	Irrigation/Reticulation	15/04/2021	5,087.50
EF139221	27617	Galaxy 42 Pty Ltd	Consultancy - It	15/04/2021	4,400.00
EF139222	27622	Truegrade Medical Supplies	Medical Supplies	15/04/2021	929.42
EF139223	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	15/04/2021	4,525.40
EF139224	27635	Threat Protect	Security	15/04/2021	198.00
EF139225	27644	Cmaktech	Ict Engineering & Consulting	15/04/2021	2,745.60
EF139226	27652	Area 5 Football Pty Ltd	Training - Football	15/04/2021	1,630.00
EF139227	27657	Positive Balance Massage	Massage Therapy	15/04/2021	300.00
EF139228	27683	Cleanaway Industrial Solutions Pty Ltd	Waste Services	15/04/2021	3,361.60
EF139229	27684	Jani Murphy Pty Ltd	Training	15/04/2021	2,301.75

EF139230	27695	Qtm Pty Ltd	Traffic Management	15/04/2021	41,807.34
EF139231	27701	Perth Better Homes	Shade Sails	15/04/2021	41,793.40
EF139232	27720	Bj Systems	Security Services	15/04/2021	577.50
EF139233	27723	Cockburn Power Boats Association (Inc)	Storage Services	15/04/2021	4,623.00
EF139234	27767	Altus Group Consulting Pty Ltd	Surveying Services	15/04/2021	2,200.00
EF139235	27827	Abc Containers	Sea Containers	15/04/2021	99.00
EF139236	27842	Light House Laundry	Laundering	15/04/2021	145.75
EF139237	27850	Dowsing Group Pty Ltd	Concreting Services	15/04/2021	20,794.29
EF139238	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	15/04/2021	87,135.62
EF139239	27863	Carers Plus	Nursing Services	15/04/2021	161.70
EF139240	27869	Select Fresh Pty Ltd	Food Supplie,Fruit & Veg	15/04/2021	124.26
EF139241	27886	Bbc Entertainment	Entertainment Agency	15/04/2021	1,540.00
EF139242	27893	Link Engineering Consultants Wa Pty Ltd	Mechanical Engineering	15/04/2021	4,400.00
EF139243	27894	Homecare Physiotherapy	Healthcare	15/04/2021	4,826.25
EF139244	27907	Jenoptik Australia Pty Ltd	Radar Signs	15/04/2021	467.50
EF139245	27915	Peachy Keen Creative Studio	Craft Workshops	15/04/2021	920.00
EF139246	27917	Go Doors Advanced Automation	Door Maintenance & Repair	15/04/2021	2,948.00
EF139247	27952	Growise	Landscape Supplies	15/04/2021	13,733.50
EF139248	27953	Truckline	Spare Parts, Truck/Trailer	15/04/2021	779.37
EF139249	27965	Stantec Australia Pty Ltd	Engineering Services	15/04/2021	509.85
EF139250	27985	Rosmech Sales & Service Pty Ltd	Road Sweeper	15/04/2021	1,063.26
EF139251	28001	Corsign Wa Pty Ltd	Sign Making Material	15/04/2021	520.30
EF139252	28003	Taylor Made Design	Graphic Design	15/04/2021	1,870.00
EF139253	28009	Classic Hire	Equipment Hire	15/04/2021	1,677.06
EF139254	28022	Grafton General Products	Home Safety Modifications	15/04/2021	209.47
EF139255	28027	Likeable Creative Pty Ltd	Marketing/Advertising	15/04/2021	5,500.00
EF139256	28036	Noddy The Waterman	Water Supplies	15/04/2021	18,480.00
EF139257	28048	Harvey Norman Av/lt O'connor	Household Retail	15/04/2021	329.00
EF139258	28071	Southern Bins	Hire Bins	15/04/2021	710.00
EF139259	28072	Eastern Metropolitan Regional Council	Waste	15/04/2021	13,081.82
EF139260	28081	Pool Robotics Perth	Robotic Pool Cleaner	15/04/2021	588.45
EF139261	28082	For Blue Pty Ltd	Consultancy - Economic	15/04/2021	6,336.00
EF139262	28089	Globe Australia Pty Ltd	Turf Products	15/04/2021	891.00
EF139263	28092	Livepro Australia Pty Ltd	Customer Knowledge Management	15/04/2021	22,588.20
EF139264	28102	Community Data Solutions	Financial Services	15/04/2021	396.00
EF139265	28107	Irp Pty Ltd	Employment Services	15/04/2021	2,587.06
EF139266	28113	Chinese Dance Australia Inc.	Chinese Dance	15/04/2021	1,360.00
EF139267	28119	Yuot Ajang Alaak	Author talk/Speaker	15/04/2021	350.00
EF139268	28122	Purpose Driven Performance	Educational Presentation	15/04/2021	495.00
EF139269	28124	Air-Met Scientific Pty Ltd	Recording Equipment/Supplies	15/04/2021	3,091.00
EF139270	28127	Storytime Pods Pty Ltd	Subscription Fees	15/04/2021	1,870.00
EF139271	28128	Deb Fitzpatrick	Workshop	15/04/2021	250.00
EF139272	28130	Geoffrey London Architectural Consultant	Architectural Consultant	15/04/2021	360.00
EF139273	28132	The Art Branch	Amusement - Activity/s	15/04/2021	840.00
EF139274	28136	Shore Water Marine Pty Ltd	Inspection Fees	15/04/2021	1,069.75

EF139275	10047	Alinta Energy	Natural Gas & Electricity Supply	15/04/2021	21,324.10
EF139276	11794	Synergy	Electricity Usage/Supplies	15/04/2021	384,957.47
EF139277	10152	Aust Services Union	Payroll Deductions	15/04/2021	1,021.77
EF139278	10154	Australian Taxation Office	Payroll Deductions	15/04/2021	472,533.00
EF139279	10305	Child Support Agency	Payroll Deductions	15/04/2021	1,817.75
EF139280	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	15/04/2021	82.00
EF139281	11857	Champagne Social Club	Payroll Deductions	15/04/2021	376.00
EF139282	11860	45S Club	Payroll Deductions	15/04/2021	14.00
EF139283	19726	Health Insurance Fund Of Wa	Payroll Deductions	15/04/2021	1,297.45
EF139284	25987	Toyota Fleet Management	Payroll Deductions - Novated Lease	15/04/2021	608.14
EF139285	27874	Smartsalary	Salary Packaging/Leasing Administration	15/04/2021	12,395.45
EF139286	28117	Leaseplan Australia Limited	Payroll Deductions - Leaseplan	15/04/2021	2,603.37
EF139287	26987	Cti Risk Management	Security - Cash Collection	20/04/2021	581.70
EF139288	99996	Annabelle Lewis	Rates and Property related EFT Refunds	20/04/2021	2,200.00
EF139289	99997	P C. & D.J.Firkin	Invoice Number 210125	20/04/2021	250.00
EF139290	27492	Superchoice Services Pty Limited	Payroll Deductions	22/04/2021	609,378.55
EF139291	10244	Building & Const Industry Training Fund	Levy Payment	27/04/2021	48,611.10
EF139292	27277	Department Of Water And Environmental Regulation	Quarterly Land Fill Levy	27/04/2021	1,405,860.04
EF139293	11867	Kevin John Allen	Monthly Elected Member Fees & Expenses	30/04/2021	2,639.83
EF139294	12740	Logan Howlett	Monthly Elected Member Fees & Expenses	30/04/2021	11,439.09
EF139295	20634	Lee-Anne Smith	Monthly Elected Member Fees & Expenses	30/04/2021	2,139.83
EF139296	25353	Philip Eva	Monthly Elected Member Fees & Expenses	30/04/2021	2,639.83
EF139297	26696	Chamonix Terblanche	Monthly Elected Member Fees & Expenses	30/04/2021	2,639.83
EF139298	27326	Michael Separovich	Monthly Elected Member Fees & Expenses	30/04/2021	2,639.83
EF139299	27327	Chontelle Stone	Monthly Elected Member Fees & Expenses	30/04/2021	2,639.83
EF139300	27475	Lara Kirkwood	Monthly Elected Member Fees & Expenses	30/04/2021	4,509.66
EF139301	27871	Tom Widenbar	Monthly Elected Member Fees & Expenses	30/04/2021	3,237.53
EF139302	27872	Phoebe Corke	Monthly Elected Member Fees & Expenses	30/04/2021	2,639.83
EF139303	10152	Aust Services Union	Payroll Deductions	30/04/2021	1,014.00
EF139304	10154	Australian Taxation Office	Payroll Deductions	30/04/2021	460,154.00
EF139305	10305	Child Support Agency	Payroll Deductions	30/04/2021	1,340.39
EF139306	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	30/04/2021	82.00
EF139307	11857	Champagne Social Club	Payroll Deductions	30/04/2021	376.00
EF139308	11860	45S Club	Payroll Deductions	30/04/2021	14.00
EF139309	19726	Health Insurance Fund Of Wa	Payroll Deductions	30/04/2021	1,297.45
EF139310	25987	Toyota Fleet Management	Payroll Deductions - Novated Lease	30/04/2021	608.14
EF139311	27874	Smartsalary	Salary Packaging/Leasing Administration	30/04/2021	23,606.83
EF139312	99996	Suparna Kulur Whale	Rates and Property related EFT Refunds	30/04/2021	30.00
EF139313	99996	Vanessa Baluyut Pinpin	Rates and Property related EFT Refunds	30/04/2021	30.00
EF139314	99996	Georgia Clare Scott	Rates and Property related EFT Refunds	30/04/2021	20.00
EF139315	99996	Richard John Berka	Rates and Property related EFT Refunds	30/04/2021	100.00
EF139316	99996	Dr Suvini Anja Karunaratna	Rates and Property related EFT Refunds	30/04/2021	441.00
EF139317	99996	Department Of Communities	Rates and Property related EFT Refunds	30/04/2021	1,353.38
EF139318	99996	K Shehan	Rates and Property related EFT Refunds	30/04/2021	767.17
EF139319	99996	Christopher Joseph Craggs	Rates and Property related EFT Refunds	30/04/2021	2,332.89

EF139320	99996	Revenuewa	Rates and Property related EFT Refunds	30/04/2021	77.16
EF139321	99996	St Giorgio Pty Ltd	Rates and Property related EFT Refunds	30/04/2021	9,866.00
EF139322	99996	Aranka Kis	Rates and Property related EFT Refunds	30/04/2021	195.11
EF139323	99996	James Michael Wade And Leonie Merlyne Wa	Rates and Property related EFT Refunds	30/04/2021	4,323.17
EF139324	99996	N & R Gorman	Rates and Property related EFT Refunds	30/04/2021	430.00
EF139325	99996	Minter Ellison Law Practice	Rates and Property related EFT Refunds	30/04/2021	400.00
EF139326	99996	J & Ra Symons	Rates and Property related EFT Refunds	30/04/2021	884.00
EF139327	99996	Michael Theng	Rates and Property related EFT Refunds	30/04/2021	500.00
EF139328	99996	Christopher And Chantelle Dunsire	Rates and Property related EFT Refunds	30/04/2021	1,300.00
EF139329	99996	Strand Legal & Conveyancing	Rates and Property related EFT Refunds	30/04/2021	448.00
EF139330	99996	Jm Carvajal	Rates and Property related EFT Refunds	30/04/2021	460.00
EF139331	99996	Envoy Settlements	Rates and Property related EFT Refunds	30/04/2021	820.49
EF139332	99996	Aigle Royal Capital Pty Ltd	Rates and Property related EFT Refunds	30/04/2021	166.95
EF139333	99996	Value Settlements	Rates and Property related EFT Refunds	30/04/2021	1,755.54
EF139334	99996	Aigle Royal Capital Pty Ltd	Rates and Property related EFT Refunds	30/04/2021	153.16
EF139335	99996	Jade Falls Pty Ltd	Rates and Property related EFT Refunds	30/04/2021	603.51
EF139336	99996	Jade Falls Pty Ltd	Rates and Property related EFT Refunds	30/04/2021	603.51
EF139337	99996	Jade Falls Pty Ltd	Rates and Property related EFT Refunds	30/04/2021	603.51
EF139338	99996	Jade Falls Pty Ltd	Rates and Property related EFT Refunds	30/04/2021	603.51
EF139381	10035	Adventure World	Entertainment Services	30/04/2021	1,073.00
EF139382	10058	Alsco Pty Ltd	Hygiene Services/Supplies	30/04/2021	234.45
EF139383	10071	Onemusic Australia	Licence - Performing Rights	30/04/2021	6,744.00
EF139384	10170	Macri Partners	Auditing Services	30/04/2021	1,086.80
EF139385	10184	Benara Nurseries	Plants	30/04/2021	993.19
EF139386	10207	Boc Gases	Gas Supplies	30/04/2021	197.71
EF139387	10219	Bousfields Menswear	Clothing Supplies	30/04/2021	509.70
EF139388	10226	Bridgestone Australia Ltd	Tyre Services	30/04/2021	26,808.91
EF139389	10239	Budget Rent A Car - Perth	Motor Vehicle Hire	30/04/2021	2,510.31
EF139390	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	30/04/2021	1,914.43
EF139391	10255	Cabcharge Australia Pty Ltd	Cabcharges	30/04/2021	1,394.27
EF139392	10279	Castrol Australia Pty Ltd	Grease/Lubricants	30/04/2021	2,508.88
EF139393	10333	Cjd Equipment Pty Ltd	Hardware Supplies	30/04/2021	1,426.66
EF139394	10338	Cleanaway Pty Ltd	Waste Disposal Services	30/04/2021	2,321.98
EF139395	10359	Cockburn Painting Service	Painting Supplies/Services	30/04/2021	4,378.00
EF139396	10368	Cockburn Wetlands Education Centre	Community Grant	30/04/2021	84.00
EF139397	10483	Landgate	Mapping/Land Title Searches	30/04/2021	2,033.18
EF139398	10526	E & Mj Rosher Pty Ltd	Mower Equipment	30/04/2021	1,333.70
EF139399	10528	Easifleet	Vehicle Lease	30/04/2021	975.82
EF139400	10535	Workpower Incorporated	Employment Services - Planting	30/04/2021	14,759.81
EF139401	10573	Fairbridge Western Australia Inc	Outdoor Recreation Services	30/04/2021	1,050.00
EF139402	10589	Fines Enforcement Registry	Fines Enforcement Fees	30/04/2021	6,160.00
EF139403	10597	Flexi Staff Pty Ltd	Employment Services	30/04/2021	14,345.23
EF139404	10609	Forestvale Trees Pty Ltd	Plants - Trees/Shrubs	30/04/2021	165.00
EF139405	10641	Galvins Plumbing Supplies	Plumbing Services	30/04/2021	778.87
EF139406	10708	Heavy Automatics Pty Ltd	Equipment Maintenance Services	30/04/2021	10,245.40

EF139407	10726	Holton Connor Architects & Planners	Architectural Services	30/04/2021	2,420.00
EF139408	10787	Jandakot Accident Repair Centre	Panel Beating Services	30/04/2021	2,067.04
EF139409	10888	Lj Caterers	Catering Services	30/04/2021	5,899.63
EF139410	10918	Main Roads Wa	Repairs/Maintenance/Funding Contribution	30/04/2021	2,551.51
EF139411	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	30/04/2021	998.23
EF139412	10938	Mrp Pest Management	Pest & Weed Management	30/04/2021	2,622.06
EF139413	10944	Mcleods	Legal Services	30/04/2021	8,998.19
EF139414	10991	Beacon Equipment	Mowing Equipment	30/04/2021	3,443.35
EF139415	11004	Murdoch University Office Of Finance, Planning & Reporting	Analysing Services	30/04/2021	1,292.50
EF139416	11022	Native Arc	Grants & Donations	30/04/2021	2,750.00
EF139417	11028	Neverfail Springwater Ltd	Bottled Water Supplies	30/04/2021	1,282.64
EF139418	11029	Newcastle Weighing Services Pty Ltd	Software Support	30/04/2021	6,875.00
EF139419	11036	Northlake Electrical Pty Ltd	Electrical Services	30/04/2021	54,707.97
EF139420	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	30/04/2021	1,356.30
EF139421	11208	Quick Corporate Australia	Stationery/Consumables	30/04/2021	2,174.39
EF139422	11247	Richgro Wa	Gardening Supplies	30/04/2021	337.92
EF139423	11267	Rollaways Leisure Centre	Entertainment Services	30/04/2021	364.00
EF139424	11284	The Royal Life Saving Society Wa Inc Pty Ltd	Training Services	30/04/2021	574.80
EF139425	11307	Satellite Security Services Pty Ltd	Security Services	30/04/2021	4,723.16
EF139426	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	30/04/2021	1,484.45
EF139427	11387	Bibra Lake Soils	Soil & Limestone Supplies	30/04/2021	20.00
EF139428	11425	Southern Metropolitan Regional Council	Waste Disposal Gate Fees	30/04/2021	1,770.00
EF139429	11447	Spearwood Dalmatinac Club Inc	Community Grant	30/04/2021	17,550.00
EF139430	11459	Spearwood Veterinary Hospital	Veterinary Services	30/04/2021	265.00
EF139431	11483	St John Ambulance Aust Wa Operations	First Aid Courses	30/04/2021	644.50
EF139432	11511	Statewide Bearings	Bearing Supplies	30/04/2021	195.43
EF139433	11609	Thomson Reuters (Professional) Australia Limited	Software Support/Licence Fees	30/04/2021	29,214.83
EF139434	11619	Titan Ford	Purchase Of Vehicles & Servicing	30/04/2021	244.40
EF139435	11625	Nutrien Water	Reticulation Supplies	30/04/2021	22.09
EF139436	11642	Trailer Parts Pty Ltd	Trailer Parts	30/04/2021	167.20
EF139437	11667	Turfmaster Facility Management	Turf & Mowing Services	30/04/2021	26,598.00
EF139438	11699	Vernon Design Group	Architectural Services	30/04/2021	300.00
EF139439	11701	Vibra Industrial Filtration Australasia	Filter Supplies	30/04/2021	541.20
EF139440	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	30/04/2021	621.50
EF139441	11773	Nutrien Ag Solutions	Chemical Supplies	30/04/2021	1,188.00
EF139442	11787	Department Of Transport	Vehicle Search Fees	30/04/2021	1,111.80
EF139443	11789	Walga	Advertising/Training Services	30/04/2021	9,295.00
EF139444	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	30/04/2021	2,924.47
EF139445	11795	Western Power	Street Lighting Installation & Service	30/04/2021	10,865.65
EF139446	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	30/04/2021	4,695.19
EF139447	11828	Worldwide Online Printing - O'connor	Printing Services	30/04/2021	1,381.34
EF139448	11854	Zipform Pty Ltd	Printing Services	30/04/2021	702.16
EF139449	11985	Ivo Grubelich	Bus Hire	30/04/2021	4,752.00
EF139450	12153	Hays Personnel Services Pty Ltd	Employment Services	30/04/2021	18,523.01
EF139451	12589	Australian Institute Of Management	Training Services	30/04/2021	5,160.00

EF139452	12672	Norman Disney & Young	Consultancy Services	30/04/2021	5,087.50
EF139453	12791	Alchemy Technology	Computer Software Services	30/04/2021	170.24
EF139454	13393	South West Group	Contributions	30/04/2021	35,750.00
EF139455	13563	Green Skills Inc	Employment Services	30/04/2021	42,665.67
EF139456	13617	Multicultural Futures	Training Services	30/04/2021	6,050.00
EF139457	13873	Cockburn Ses	Traffic Management Services	30/04/2021	1,650.00
EF139458	14350	Baileys Fertilisers	Fertiliser Supplies	30/04/2021	4,171.20
EF139459	14419	Returned Services League Of Australia	Grants / Donations / Purchase Of Poppies	30/04/2021	2,313.50
EF139460	14871	Hey Presto	Entertainment - Magic Show	30/04/2021	300.00
EF139461	15588	Natural Area Consulting Management Services	Weed Spraying	30/04/2021	38,258.15
EF139462	15868	Cardno (Wa) Pty Ltd	Consultancy Services - Engineering	30/04/2021	42,223.50
EF139463	16064	Cms Engineering	Airconditioning Services	30/04/2021	7,097.09
EF139464	16107	Wren Oil	Waste Disposal Services	30/04/2021	16.50
EF139465	16396	Mayday Earthmoving	Road Construction Machine Hire	30/04/2021	52,655.90
EF139466	16985	Wa Premix	Concrete Supplies	30/04/2021	5,646.30
EF139467	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	30/04/2021	2,229.20
EF139468	17555	Maia Financial	Equipment Lease Payments	30/04/2021	7,769.61
EF139469	17827	Nilsen (Wa) Pty Ltd	Electrical Services	30/04/2021	4,304.85
EF139470	17927	Sharyn Egan	Artistic Services	30/04/2021	1,980.00
EF139471	18203	Natsync Environmental	Pest Control	30/04/2021	350.00
EF139472	18286	Iw Projects Pty Ltd	Consultancy Services - Civil Engineering	30/04/2021	2,197.25
EF139473	18446	Artzplace Inc	Cultural Grant	30/04/2021	850.00
EF139474	18533	Friends Of The Community Inc.	Donation	30/04/2021	1,122.50
EF139475	18799	Down To Earth Training & Assessing	Training Services	30/04/2021	220.00
EF139476	18801	Fremantle Bin Hire	Bin Hire - Skip Bins	30/04/2021	300.00
EF139477	18962	Sealanes (1985) P/L	Catering Supplies	30/04/2021	456.00
EF139478	19107	Forever Shining	Monument	30/04/2021	95,000.00
EF139479	19533	Woolworths Ltd	Groceries	30/04/2021	1,292.29
EF139480	19821	Structerre Consulting	Structural Design Consultancy Services	30/04/2021	397.93
EF139481	19856	Western Tree Recyclers	Shredding Services	30/04/2021	88,638.00
EF139482	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	30/04/2021	16,793.73
EF139483	20146	Data#3 Limited	Contract It Personnel & Software	30/04/2021	5,482.22
EF139484	20321	Riverjet Pty Ltd	Educting-Cleaning Services	30/04/2021	21,994.50
EF139485	20535	Home-Grown Theatre	Drama Classes	30/04/2021	990.00
EF139486	20547	Garrards Pty Ltd	Insecticides / Pesticides	30/04/2021	55.25
EF139487	20549	A1 Carpet, Tile & Grout Cleaning	Cleaning Services - Tiles/Carpet	30/04/2021	550.00
EF139488	21127	Joanna Ayckbourn (Voices In Sinc)	Instruction - Singing	30/04/2021	600.00
EF139489	21291	The Worm Shed	Environmental Education	30/04/2021	1,560.00
EF139490	21371	Ld Total Sanpoint Pty Ltd	Landscaping Works/Services	30/04/2021	396.00
EF139491	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	30/04/2021	1,032.81
EF139492	21666	Mpl Laboraoties	Analytical Services	30/04/2021	224.40
EF139493	21744	Jb Hi Fi - Commercial	Electronic Equipment	30/04/2021	2,483.00
EF139494	22106	Intelife Group	Services - Daip	30/04/2021	26,998.47
EF139495	22553	Brownes Food Operations	Catering Supplies	30/04/2021	586.48
EF139496	22569	Sonic Health Plus Pty Ltd	Medical Services	30/04/2021	2,646.60

EF139497	22589	Jb Hi Fi - Cockburn	Electrical Equipment	30/04/2021	806.90
EF139498	22613	Vicki Royans	Artistic Services	30/04/2021	600.00
EF139499	22619	Ksc Training	Training Services	30/04/2021	855.00
EF139500	22623	Landmark Products Ltd	Landscape Infrastructure	30/04/2021	3,894.00
EF139501	22639	Shatish Chauhan	Training Services - Yoga	30/04/2021	2,250.00
EF139502	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	30/04/2021	5,500.00
EF139503	22682	Beaver Tree Services Pty Ltd	Tree Pruning Services	30/04/2021	201,069.29
EF139504	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	30/04/2021	40,920.35
EF139505	22854	Lgiswa	Insurance Premiums	30/04/2021	66.00
EF139506	23288	Ariane Roemmele	Amusement - Children's Activities	30/04/2021	500.00
EF139507	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	30/04/2021	991.01
EF139508	23450	Clever Designs	Uniforms	30/04/2021	1,290.65
EF139509	23457	Totally Workwear Fremantle	Clothing - Uniforms	30/04/2021	2,540.94
EF139510	23549	West Oz Wildlife	Amusement Park Entry Fees	30/04/2021	1,089.00
EF139511	23579	Daimler Trucks Perth	Purchase Of New Truck	30/04/2021	2,646.54
EF139512	23930	West Bin	Hook Truck Hire	30/04/2021	38,116.40
EF139513	24198	Ricochet Circus	Entertainment Services	30/04/2021	800.00
EF139514	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	30/04/2021	888.56
EF139515	24506	Amaranti's Personal Training	Personal Training Services	30/04/2021	600.00
EF139516	24508	Rebecca Flanagan	Educational Musical Lessons	30/04/2021	330.00
EF139517	24610	All Flags Signs & Banners	Signs, Flags, Banners	30/04/2021	665.50
EF139518	24655	Automasters Spearwood	Vehicle Servicing	30/04/2021	1,981.00
EF139519	24734	Myriad Images	Photography Services	30/04/2021	715.00
EF139520	24736	Zenien	Cctv Camera Licences	30/04/2021	4,919.24
EF139521	24864	Fremantle Football Club	Merchandise Stock For Retail Sale	30/04/2021	3,785.47
EF139522	24949	Bitumen Surfacing The Trustee For Complete Road Services Trust	Bitumen Supplies	30/04/2021	4,192.23
EF139523	24978	Ambius	Plants Supplies	30/04/2021	741.06
EF139524	25063	Superior Pak Pty Ltd	Vehicle Maintenance	30/04/2021	3,282.32
EF139525	25066	Sandra Gaskett	University Fees Contribution	30/04/2021	500.00
EF139526	25121	Imagesource Digital Solutions	Billboards	30/04/2021	1,177.00
EF139527	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscaping Services	30/04/2021	46,047.58
EF139528	25415	Jandakot Stock & Pet Supplies	Pet Supplies	30/04/2021	93.70
EF139529	25418	Cs Legal	Legal Services	30/04/2021	11,046.04
EF139530	25645	Yelakitj Moort Nyungar Association Inc	Welcome To The Country Performances	30/04/2021	800.00
EF139531	25733	Miracle Recreation Equipment	Playground Installation / Repairs	30/04/2021	2,629.00
EF139532	25736	Blue Tang (Wa) Pty Ltd T/As Emerge Associates (The Trustee For The Reef Unit Trust)	Consultancy Services	30/04/2021	11,814.00
EF139533	25819	Brajovich Demolition & Salvage (Wa) Pty Ltd	Demolition Services	30/04/2021	47,740.00
EF139534	25822	Fit2work.Com.Au Mercury Search And Selection Pty Ltd	Employee Check	30/04/2021	38.39
EF139535	25832	Exteria	Street And Park Infrastructure	30/04/2021	4,425.30
EF139536	25940	Leaf Bean Machine	Coffee Bean Supply	30/04/2021	220.00
EF139537	26211	Amcom Pty Ltd	Internet/Data Services	30/04/2021	14,922.49
EF139538	26270	Lester Blades	Consultancy Services - Hr	30/04/2021	10,450.00
EF139539	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	30/04/2021	64,181.24
EF139540	26314	Cpe Group	Temporary Employment Services	30/04/2021	3,511.00
EF139541	26321	Skateboarding Wa	Skateboarding Clinics	30/04/2021	1,897.50

EF139542	26399	Paperscout The Trustee For Peters Morrison Family Trust	Graphic Design Services	30/04/2021	1,100.00
EF139543	26403	Ches Power Group Pty Ltd	Engineering Solutions / Back Up Generato	30/04/2021	687.30
EF139544	26470	Scp Conservation	Fencing Services	30/04/2021	25,498.00
EF139545	26516	Ultimate Limestone	Construction Services	30/04/2021	3,300.00
EF139546	26550	Game Vault Pty Ltd	Amusement Services	30/04/2021	1,100.00
EF139547	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	30/04/2021	2,032.34
EF139548	26574	Eva Bellydance	Entertainment - Belly Dancing	30/04/2021	300.00
EF139549	26576	Wizard Training Solutions	Training Services	30/04/2021	3,630.00
EF139550	26586	Wa Temporary Fencing Supplies	Fencing - Temporary	30/04/2021	660.00
EF139551	26606	Enviro Infrastructure Pty Ltd	Construction& Fabrication	30/04/2021	44,554.39
EF139552	26614	Marketforce Pty Ltd	Advertising	30/04/2021	4,396.12
EF139553	26620	Gra Partners Pty Ltd	Consulting/Advisory	30/04/2021	8,800.00
EF139554	26625	Andover Detailers	Car Detailing Services	30/04/2021	563.50
EF139555	26709	Talis Consultants Pty Ltd	Waste Consultancy	30/04/2021	5,654.28
EF139556	26721	Quad Services Pty Ltd	Cleaning Services	30/04/2021	41,704.32
EF139557	26735	Shane McMaster Surveys	Survey Services	30/04/2021	825.00
EF139558	26743	Statewide Turf Services	Turf Renovation	30/04/2021	17,094.00
EF139559	26754	Insight Call Centre Services	Call Centre Services	30/04/2021	6,738.99
EF139560	26761	The Sand Card Company	Entertainment Services	30/04/2021	1,610.00
EF139561	26773	Laser Corps Combat Adventruers	Entry Fees	30/04/2021	990.00
EF139562	26782	Soft Landing	Recycling Services	30/04/2021	20,409.70
EF139563	26791	Monsterball Amusement & Hire	Amusement Hire	30/04/2021	850.00
EF139564	26867	Einsteins Australia	Children's Workshops	30/04/2021	330.00
EF139565	26883	Gta Consultants	Transport Planning	30/04/2021	37,068.67
EF139566	26884	People On Bicycles	Training - Bicycle Classes	30/04/2021	1,745.00
EF139567	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	30/04/2021	1,649.98
EF139568	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	30/04/2021	577.50
EF139569	26915	Focused Vision Consulting Pty Ltd	Consulting	30/04/2021	7,381.55
EF139570	26929	Elan Energy Matrix Pty Ltd	Recycling Services	30/04/2021	353.17
EF139571	26938	Majestic Plumbing	Plumbing Services	30/04/2021	3,972.01
EF139572	26946	Av Truck Services Pty Ltd	Truck Dealership	30/04/2021	4,291.09
EF139573	26964	South Metropolitan Tafe	Education	30/04/2021	315.35
EF139574	26983	Hitech Sports Pty Ltd	Sporting Equipment	30/04/2021	870.65
EF139575	26987	Cti Risk Management	Security - Cash Collection	30/04/2021	412.90
EF139576	27002	Cockburn Party Hire	Hire Services	30/04/2021	2,933.00
EF139577	27006	Bibra Lake Iga Xpress	Liquor Supplies	30/04/2021	139.96
EF139578	27010	Quantum Building Services Pty Ltd	Building Maintenance	30/04/2021	17,148.34
EF139579	27011	Baileys Marine Fuel Australia	Fuel	30/04/2021	639.21
EF139580	27028	Technogym Australia Pty Ltd	Fitness Equipment	30/04/2021	18,273.07
EF139581	27031	Downer Edi Works Pty Ltd	Asphalt Services	30/04/2021	3,000.20
EF139582	27034	Adelby Pty Ltd	Firebreak Construction	30/04/2021	484.00
EF139583	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	30/04/2021	2,052.34
EF139584	27052	Event Marquees	Marquee Hire	30/04/2021	1,035.00
EF139585	27065	Westbooks	Books	30/04/2021	3,223.20
EF139586	27072	Nordic Fitness Equipment	Fitness Equipment	30/04/2021	2,970.00

EF139587	27082	Kulbardi Pty Ltd	Stationery Supplies	30/04/2021	1,456.96
EF139588	27085	Savills Project Management Pty Ltd	Project Management	30/04/2021	1,210.00
EF139589	27092	Sprayline Spraying Equipment	Spraying Equipment	30/04/2021	52.12
EF139590	27131	West Coast Commercial Industries	Lockers	30/04/2021	1,456.24
EF139591	27154	Suez Recycling & Recovery Pty Ltd	Waste Services	30/04/2021	103,294.59
EF139592	27168	Nightlife Music Pty Ltd	Music Management	30/04/2021	931.06
EF139593	27177	Initial Hygiene	Hygiene	30/04/2021	11,517.35
EF139594	27189	Healthstrong Pty Ltd	Home Care	30/04/2021	110.00
EF139595	27194	Animal Care Equipment & Services Australia Pty Ltd	Animal Handling & Catching Equipment	30/04/2021	1,170.44
EF139596	27231	Civil Survey Solutions Pty Ltd	Consultancy - Engineering	30/04/2021	19,833.00
EF139597	27237	Lobel Events	Event Lighting	30/04/2021	9,182.25
EF139598	27243	Arjohuntleigh Pty Ltd	Supply, Repairs Health Equipment	30/04/2021	398.50
EF139599	27246	Veale Auto Parts	Spare Parts Mechanical	30/04/2021	2,095.70
EF139600	27310	Swimplex Aquatics Pty Ltd	Pool Equipment Maintenance	30/04/2021	1,578.45
EF139601	27334	Westcare Print	Printing Services	30/04/2021	1,831.50
EF139602	27348	Message Media	Telecommunications	30/04/2021	724.64
EF139603	27351	Programmed Property Services	Property Maintenance	30/04/2021	2,294.78
EF139604	27374	Southern Cross Cleaning	Commercial Cleaning	30/04/2021	9,043.14
EF139605	27381	Fit For Life Exercise Physiology	Exercise Classes	30/04/2021	1,760.00
EF139606	27392	Axis Maintenance Services Pty Ltd	Maintenance	30/04/2021	3,390.57
EF139607	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	30/04/2021	314.40
EF139608	27403	Freedom Fairies Pty Ltd	Amusement	30/04/2021	902.00
EF139609	27404	K2 Audiovisual Pty Ltd	Audio Visual Equipment	30/04/2021	28,531.81
EF139610	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	30/04/2021	27,319.06
EF139611	27427	Home Chef	Cooking/Food Services	30/04/2021	1,088.72
EF139612	27431	United Diamond Tools	Tools	30/04/2021	3,960.00
EF139613	27448	Selectro Services Pty Ltd	Electrical	30/04/2021	1,062.05
EF139614	27455	Site Protective Services	Cctv Parts	30/04/2021	136,446.51
EF139615	27482	Billi Australia Pty Ltd	Water Filter Taps	30/04/2021	162.80
EF139616	27499	Hodge Collard Preston Architects	Architects	30/04/2021	14,342.35
EF139617	27507	Facilities First Australia Pty Ltd	Cleaning Services	30/04/2021	53,246.18
EF139618	27512	Agent Sales & Services Pty Ltd	Pool Chemicals	30/04/2021	1,080.75
EF139619	27523	Robert Lawrence Toohey	High Pressure Cleaning	30/04/2021	2,574.00
EF139620	27539	Jasmin Carpentry & Maintenance	Carpentry	30/04/2021	1,410.68
EF139621	27546	Bpa Engineering	Consultancy - Engineering	30/04/2021	7,837.50
EF139622	27548	Standing Fork	Catering	30/04/2021	2,877.60
EF139623	27553	Tuna Blue Pty	Software Application	30/04/2021	440.00
EF139624	27566	Thuroona Services	Asbestos Removal	30/04/2021	400.00
EF139625	27587	New Ground Water Services Pty Ltd	Irrigation/Reticulation	30/04/2021	5,808.00
EF139626	27602	Rawlinsons (Wa)	Surveying Services	30/04/2021	2,420.00
EF139627	27613	Redimed Pty Ltd	Medical & Health Services	30/04/2021	3,564.00
EF139628	27622	Truegrade Medical Supplies	Medical Supplies	30/04/2021	2,873.59
EF139629	27628	Fitness Australia Limited	Registration & Advocacy	30/04/2021	750.00
EF139630	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	30/04/2021	16,667.20
EF139631	27646	The Trustee For Sas Unit Trust (Site Architecture Studio)	Architectural Services	30/04/2021	14,916.00

EF139632	27655	Calamunnda Camel Events	Hire - Camel Rides	30/04/2021	1,600.00
EF139633	27657	Positive Balance Massage	Massage Therapy	30/04/2021	100.00
EF139634	27664	Disability Awareness Training	Training Disabilities	30/04/2021	1,400.00
EF139635	27675	Wgawa Pty Ltd	Consultancy Engineering	30/04/2021	21,659.00
EF139636	27676	Blue Force Pty Ltd	Security Services	30/04/2021	120.00
EF139637	27684	Jani Murphy Pty Ltd	Training	30/04/2021	2,301.75
EF139638	27695	Qtm Pty Ltd	Traffic Management	30/04/2021	66,986.00
EF139639	27720	Bj Systems	Security Services	30/04/2021	709.50
EF139640	27722	Metra Australia	Software	30/04/2021	2,303.10
EF139641	27725	Universal Marina Systems Wa Pty Ltd	Marina Construction	30/04/2021	1,595.00
EF139642	27779	Sports Circuit Linemarking	Linemarking	30/04/2021	5,896.00
EF139643	27783	Cadgroup Australia Pty Ltd	Software	30/04/2021	2,839.84
EF139644	27797	City Lift Services Pty Ltd	Lift Maintenance	30/04/2021	2,794.00
EF139645	27803	Born To Sparkle	Entertainment	30/04/2021	968.00
EF139646	27809	Ra-One Pty Ltd	Software	30/04/2021	13,200.00
EF139647	27815	Adilam Technologies	Technologie Solutions	30/04/2021	143.00
EF139648	27817	Squashworld Hilton	Hiring Services	30/04/2021	200.00
EF139649	27831	Butler And Brown	Event Management	30/04/2021	16,789.43
EF139650	27842	Light House Laundry	Laundering	30/04/2021	144.71
EF139651	27850	Dowsing Group Pty Ltd	Concreting Services	30/04/2021	3,746.05
EF139652	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	30/04/2021	10,497.86
EF139653	27863	Carers Plus	Nursing Services	30/04/2021	314.16
EF139654	27865	Pritchard Francis Consulting Pty Ltd	Engineering Services	30/04/2021	5,793.70
EF139655	27869	Select Fresh Pty Ltd	Food Supply,Fruit & Veg	30/04/2021	185.61
EF139656	27885	Stevens Mcgann Willcock And Copping Pty Ltd	Consultancy - Mechanical Engineering	30/04/2021	5,236.00
EF139657	27887	The Wilding Project	Sports/Exercise Classes	30/04/2021	550.00
EF139658	27890	Tabec Pty Ltd	Engineering Services	30/04/2021	9,795.50
EF139659	27894	Homecare Physiotherapy	Healthcare	30/04/2021	6,207.85
EF139660	27899	Nature Calls Portable Toilets	Hire - Portable Loos	30/04/2021	1,480.00
EF139661	27906	Lucy Commander	Cosultancy - Enviromental	30/04/2021	754.00
EF139662	27917	Go Doors Advanced Automation	Door Maintenance & Repair	30/04/2021	16,151.90
EF139663	27930	Be Projects (Wa) Pty Ltd	Construction Services	30/04/2021	127,036.43
EF139664	27952	Growise	Landscape Supplies	30/04/2021	5,500.00
EF139665	27953	Truckline	Spare Parts, Truck/Trailer	30/04/2021	60.89
EF139666	27963	Buffalo Solutions	Training	30/04/2021	2,629.00
EF139667	27965	Stantec Australia Pty Ltd	Engineering Services	30/04/2021	550.00
EF139668	27969	Perfect Gym Solutions	Software For Gym's	30/04/2021	35,723.60
EF139669	27982	Pep Transport	Transport	30/04/2021	3,464.74
EF139670	27984	Sabrina Fenwick	Excercise Classes	30/04/2021	640.00
EF139671	27992	Learning Horizons	Training/Education	30/04/2021	8,800.00
EF139672	27995	Working On Fire Planning Pty Ltd	Bushfire Planning And Design	30/04/2021	5,390.00
EF139673	27996	Soukouss Internationale	Entertainment - Band	30/04/2021	2,200.00
EF139674	28012	Munster Motor Trimmers	Motor Trimming	30/04/2021	748.00
EF139675	28013	Rps Aap Consulting Pty Ltd	Project Management	30/04/2021	1,342.00
EF139676	28015	Imprint Plastic	Badges	30/04/2021	238.15

EF139677	28033	Jakob Wells	Event Management	30/04/2021	1,460.00
EF139678	28044	Stem 2 Stern Marine	Marine Services	30/04/2021	14,960.00
EF139679	28050	Avanti Auto Glass	Windscreen	30/04/2021	100.00
EF139680	28056	Sjc Building Group Pty Ltd	Building Maintenance	30/04/2021	35,605.25
EF139681	28058	Sage Consulting Engineers Pty Ltd	Consultancy - Engineering	30/04/2021	7,345.25
EF139682	28061	Go2cup	Paper Cups	30/04/2021	387.20
EF139683	28069	Dsa Pty Ltd	Mechanical Consultants	30/04/2021	2,596.00
EF139684	28081	Pool Robotics Perth	Robotic Pool Cleaner	30/04/2021	12,867.17
EF139685	28097	Bubble Soccer Perth	Amusement Services	30/04/2021	800.00
EF139686	28107	Irp Pty Ltd	Employment Services	30/04/2021	4,711.88
EF139687	28111	Amoura Entertainment	Entertainment Services	30/04/2021	450.00
EF139688	28115	Survitec	Safety And Survival Equipment	30/04/2021	2,338.36
EF139689	28121	Zal Kanga	Photography Services	30/04/2021	880.00
EF139690	28136	Shore Water Marine Pty Ltd	Inspection Fees	30/04/2021	16,237.77
EF139691	28139	Advance Scanning Services	Locating Services - Cables/Pipes Etc.	30/04/2021	2,420.00
EF139692	10047	Alinta Energy	Natural Gas & Electricity Supply	30/04/2021	37.30
EF139693	11794	Synergy	Electricity Usage/Supplies	30/04/2021	63,699.16
EF139694	12025	Telstra Corporation	Communications Services	30/04/2021	4,248.34
EF139698	88888	Alan Carmody	Bond Refund	30/04/2021	500.00
EF139699	88888	Gosh Capital Pty Ltd	Bond Refund	30/04/2021	26,611.53
EF139700	88888	Jane And Ben Day	Bond Refund	30/04/2021	500.00
EF139701	88888	Colin A Muir	Bond Refund	30/04/2021	500.00
EF139702	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	30/04/2021	42.50
EF139703	99997	Fuel Swap	City Of Cockburn Grant Mar21-Ed-08	30/04/2021	5,500.00
EF139704	99997	Richard Hubon	Grants, Donations & Refunds	30/04/2021	299.00
EF139705	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	30/04/2021	620.00
EF139706	99997	Annie Hill Otness	Artist Payment From Exhibition Sales	30/04/2021	250.00
EF139707	99997	Hazel Joy Fairclough	Refund For Membership Credit	30/04/2021	214.00
EF139708	99997	Anton Von Wielligh	Surrender Pen Licence C064 - Refund	30/04/2021	734.86
EF139709	99997	Jandakot Volunteer Bush Fire Brigade	Invoice 328	30/04/2021	3,000.00
EF139710	99997	Sophie Mcneill	Author - Spearwood Library On 30/03/21	30/04/2021	350.00
EF139711	99997	S K Ashton	Crossover Claim - S K Ashton	30/04/2021	300.00
EF139712	99997	Glen And Sarah I-Saver	Crossover Claim - G & S Mcdermott	30/04/2021	300.00
EF139713	99997	Nbalc	Books	30/04/2021	1,869.89
EF139714	99997	Lintilla Hipper	Cloth Nappies Rebate - Lintilla Hipper	30/04/2021	50.00
EF139715	99997	Servau Offcl. Departmental Recpts & Pay	Document Number : 180121259	30/04/2021	301.95
EF139716	99997	Graeme Wells	Grants, Donations & Refunds	30/04/2021	132.00
EF139717	99997	Roberta Bunce	Reimbursement Of Coffee - Volunteer	30/04/2021	47.54
EF139718	99997	Pk Technology Pty Ltd	Invoice # : 00015989	30/04/2021	3,840.00
EF139719	99997	Seven Streams Church Ltd	Refund Br744	30/04/2021	484.00
EF139720	99997	Pd Miller & L M Miller	Refund Of Duplicated Online Securepay Pa	30/04/2021	210.00
EF139721	99997	Murby Productions Pty Ltd	Invoice 0005024	30/04/2021	660.00
EF139722	99997	Luca Ditullio	Cockburns Got Talent 2021	30/04/2021	500.00
EF139723	99997	Grace Ng	Cockburns Got Talent 2021	30/04/2021	250.00
EF139724	99997	Ian & Jenelle Russo	Cockburns Got Talent 2021	30/04/2021	500.00

EF139725	99997	Duminda & Erandee Wehalle	Cockburns Got Talent 2021	30/04/2021	100.00
EF139726	99997	Amalie Meneghitti	Cockburns Got Talent 2021	30/04/2021	250.00
EF139727	99997	Jamie D'mello	Cockburns Got Talent 2021	30/04/2021	100.00
EF139728	99997	Kade Deluca	Cockburns Got Talent 2021	30/04/2021	250.00
EF139729	99997	Gisella Colletti	Cockburns Got Talent 2021	30/04/2021	250.00
EF139730	99997	Tm & Pm Mckinney	Bird Bath Rebate - Thomas Mckinney	30/04/2021	37.50
EF139731	99997	Lorraine Catherine Packham	Bird Bath Rebate - Lorraine Packham	30/04/2021	32.50
EF139732	99997	Aviation Pty Ltd	Coc Inv.0202	30/04/2021	28,660.55
EF139733	99997	Aviation Pty Ltd	Coc Inv.0201	30/04/2021	287,100.00
EF139734	99997	Reality Landscapes	Invoice 00000706 - Workshop	30/04/2021	715.00
EF139735	99997	Samantha Chew	Crossover Rebate	30/04/2021	300.00
EF139736	99997	Reshmi Sundaram	Crossover Rebate	30/04/2021	300.00
EF139737	99997	Samantha Franco Malaga	Crossover Rebate	30/04/2021	300.00
EF139738	99997	Lana Gonsalves	Bird Bath Rebate - Lana Gonsalves	30/04/2021	50.00
EF139739	99997	Patricia Orr	Reimbursement Course Fees - Patricia Orr	30/04/2021	479.00
EF139740	99997	Rebecca C Miller	Refund Of Overpayment	30/04/2021	196.00
EF139741	99997	Jc Miller	Bird Bath Rebate - Jim Miller	30/04/2021	19.00
EF139742	99997	Lisa Waine	Bird Bath Rebate - L Waine	30/04/2021	50.00
EF139743	99997	Coogee Beach Caravan Resort	Bus Hire - 8/4/21 Lake Navarino	30/04/2021	75.00
EF139744	99997	Lynnette Bell	City Purchase Of Artwork From	30/04/2021	500.00
EF139745	99997	Megan Kirwan- Ward	City Purchase Of Artwork From	30/04/2021	800.00
EF139746	99997	Barbara Abbott T/A Behaviour Matters	Invoice No : 623	30/04/2021	950.00
EF139747	99997	Tfs Australia Pty Ltd	Invoice 00022379	30/04/2021	77.39
EF139748	99997	Nuno Ouro	Reimbursement Ptd Application Volunteer	30/04/2021	186.00
EF139749	99997	Giuseppina Terribile	Bird Bath Rebate - G Terribile	30/04/2021	50.00
EF139750	99997	Gk Creative	Please Slow Down Consider Our Kids	30/04/2021	995.00
EF139751	99997	Patrice Maguire	Cockburns Got Talent 2021	30/04/2021	250.00
EF139752	99997	Bianca De Souza	Refund Of Duplicate Payment	30/04/2021	200.00
EF139753	99997	Coogee Beach Progress Association	Delegated Authority Lgacs7	30/04/2021	572.00
EF139754	99997	Coogee Beach Progress Association	Delegated Authority Lgacs7	30/04/2021	136.00
EF139755	99997	Coogee Beach Progress Association	Delegated Authority Lgacs7	30/04/2021	572.00
EF139756	99997	Tahlia Kitson	Junior Sport Travel Assistance	30/04/2021	400.00
EF139757	99997	Kate Wallington	Junior Sport Travel Assistance	30/04/2021	400.00
EF139758	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	30/04/2021	400.00
EF139759	99997	Mia Jacobs	Junior Sport Travel Assistance	30/04/2021	400.00
EF139760	99997	Jordan Berryman	Junior Sport Travel Assistance	30/04/2021	400.00
EF139761	99997	Coolbelup Afc John Radaich	Sport Equipment Grant 2021/13	30/04/2021	788.00
EF139762	99997	Phoenix Lacrosse Brett Sargent	Sport Equipment Grant 2021/14	30/04/2021	1,000.00
EF139763	99997	Atwell Netball Club Carmen Beams	Sport Equipment Grant 2021/15	30/04/2021	1,000.00
EF139764	99997	Western Knights Soccer Club Alan Pecotic	Sport Equipment Grant 2021/12	30/04/2021	1,100.00
EF139765	99997	Tobias Muhafidin	Payment Entertainment Serviceyouth Week	30/04/2021	100.00
EF139766	99997	Pious L Bella	Payment Entertainment Service - Invo	30/04/2021	200.00
EF139767	99997	Jonathan Yu Jie Wu	Payment Entertainment Services Youth W	30/04/2021	318.00
EF139768	99997	Naomi Sepiso Munalula	Payment Entertainment Services Youth W	30/04/2021	100.00
EF139769	99997	Jewel Owusu	Payment Entertainment Servicesyouth Week	30/04/2021	100.00

EF139770	99997	Adeniyi Adegboye	Payment Entertainment Servicesyouth Week	30/04/2021	100.00
EF139771	99997	TI & Np Graveson	Invoice 18/21	30/04/2021	140.00
EF139772	99997	Potter, T & D	Reimbursement Of Training Costs	30/04/2021	110.00
EF139773	99997	Ana Margarido	Landfill Refund	30/04/2021	60.00
EF139774	99997	Ralph R B And Valerie Ellis	Senior Security Subsidy Scheme	30/04/2021	100.00
EF139775	99997	Cj & Mc Cole	Senior Security Subsidy Scheme	30/04/2021	100.00
EF139776	99997	Graeme E And Meredith E Woolcock	Senior Security Subsidy Scheme	30/04/2021	45.00
EF139777	99997	Kf&C Swift	Senior Security Subsidy Scheme	30/04/2021	200.00
EF139778	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	30/04/2021	180.00
EF139779	99997	Monica Wendron Sampson	Senior Security Subsidy Scheme	30/04/2021	100.00
EF139780	99997	Pauline Gumina	Senior Security Subsidy Scheme	30/04/2021	200.00
EF139781	99997	Mrs Fi Mondri	Senior Security Subsidy Scheme	30/04/2021	200.00
EF139782	99997	Rc Brookes	Senior Security Subsidy Scheme	30/04/2021	200.00
EF139783	99997	Karen L Read	Senior Security Subsidy Scheme	30/04/2021	200.00
EF139784	99997	Teresa Silvestri	Senior Security Subsidy Scheme	30/04/2021	200.00
EF139785	99997	Dorothy M Willis	Senior Security Subsidy Scheme	30/04/2021	200.00
EF139786	99997	Mrs Immacolata Polimeno And Mr Nicola Po	Senior Security Subsidy Scheme	30/04/2021	300.00
EF139787	99997	Ir Snook	Senior Security Subsidy Scheme	30/04/2021	300.00
EF139788	99997	Norris Richards	Booking Refund Br786	30/04/2021	150.00
EF139789	99997	Michael Osterlund	Booking Refund Br741	30/04/2021	180.00
EF139790	99997	Colleen Cherie Crowley	Reimbursement For Computer Monitor	30/04/2021	208.15
EF139791	99997	Janelle Ellement	Bird Bath Rebate - J Ellement	30/04/2021	19.00
TOTAL OF 855 EFT PAYMENTS					10,622,124.28
LESS: CANCELLED EFT PAYMENTS:					
EF137690	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	19/04/2021	-250.00
EF138843	88888	Sundry Creditor Eft	Refund	21/04/2021	-500.00
EF138871	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	21/04/2021	-100.00
EF138967	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	19/04/2021	-5,500.00
EF138968	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	19/04/2021	-299.00
EF138983	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	19/04/2021	-620.00
EF138987	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	20/04/2021	-250.00
					-7,519.00
TOTAL EFT PAYMENTS (EXCL. CANCELLED PAYMENTS)					10,614,605.28
ADD: BANK FEES					
BPAY BATCH FEE					5,637.79
MERCHANT FEES COC					20,078.82
MERCHANT FEES MARINA					400.20
MERCHANT FEES ARC					5,188.11
MERCHANT FEES VARIOUS OUT CENTRES					1,115.43

	NATIONAL BPAY CHARGE			
	RTGS/ACLR FEE			
	NAB TRANSACT FEE			1,185.27
	MERCHANDISE / OTHER FEES			1,076.68
				34,682.30
	<u>ADD: CREDIT CARD PAYMENTS</u>			76,159.79
	<u>ADD: PAYROLL PAYMENTS</u>			
	274713412092904001 SuperChoice P/L CITY OF COCKBURN	29/04/2021		612.77
	274713412092904002 SuperChoice P/L CITY OF COCKBURN	29/04/2021		155.49
	COC-01/04/21 Pmt 000179442806 City of Cockburn	1/04/2021		399.83
	COC-08/04/21 Pmt 000180112525 City of Cockburn	14/04/2021		1537467.94
	COC-14/04/21 Pmt 000180382295 City of Cockburn	19/04/2021		1562.61
	COC-15/04/21 Pmt 000180201528 City of Cockburn	15/04/2021		3492.73
	COC-25/04/21 Pmt 000180983967 City of Cockburn	28/04/2021		1527982.23
	COC-29/04/21 Pmt 000181085007 City of Cockburn	29/04/2021		4286.89
				3,075,960.49
	TOTAL PAYMENTS MADE FOR THE MONTH			13,801,407.86

March 2021 Credit Card	
Credit Card Holder	Amount
ADRIANNE VASILE	18.67
ALEXANDRA K MORTON	1,352.00
ALISON WATERS	1,442.07
ANTHONY BRUN	18.67
ANTON LEES	9.00
ASANKA VIDANAGE	49.90
BENJAMIN ROSER	159.98
BENJAMIN TANO	928.74
BIANCA BRENTON	18.67
CASSANDRA COOPER	929.04
CHRISTOPHER BEATON	399.80
COLLEEN MILLER	288.95
COURTNEE THOMSON	68.10
DEAN BURTON	586.60
DEBORAH RIGBY	560.44
FIONA LOGAN	1,825.46
JAYNE MCENIRY	353.02
KAREN O'REILLY	623.00
KAROLINE JAMIESON	2,062.80
LINDA SEYMOUR	3,292.92
LINDA WALKER	1,495.06
LORENZO SANTORIELLO	74.65
LYNETTE SPEARING	1,620.85
MARIE LA FRENIAIS	642.62
MICHAEL EMERY	1,155.70
MIRANDO RADJA	983.78
MISS JESSICA DONALD	1,960.67
MISS KAYLA MALONEY	1,856.50
MR ANTONIO NATALE	12,264.38
MR BRETT FELLOWS	1,799.99
MR C MACMILLAN	497.92
MR CLIFFORD RYAN	657.45
MR CLIVE J CROCKER	1,361.13
MR DANIEL ARNDT	1,153.63
MR GLENN PETHICK	1,218.45
MR JOHN WEST	952.08
MR LYALL DAVIESON	320.00
MR NELSON MAURICIO	240.00
MR NICHOLAS JONES	349.67
MR PAUL HOGAN	917.60
MR S ATHERTON	1,799.83
MR TRAVIS MOORE	190.95
MRS GLORIA ASKANDER	331.05
MRS JULIE MCDONALD	3,409.25
MRS KIM HUNTER	984.05
MRS S SEYMOUR-EYLES	4,727.27
MRS SANDRA TAYLOR	729.30
MRS SARAH KAHLE	328.50
MRS SHARON STILL	209.00
MS BARBARA FREEMAN	988.89
MS CAROLINE LINDSAY	3,999.36
MS CLARE COURTAULD	1,644.81
MS DONNA JORDAN	436.71
MS GAIL M BOWMAN	29.30
MS JILL ZUMACH	1,752.98
MS MICHELLE CHAMPION	602.35
MS SAMANTHA BARON	928.78
MS SANDRA EDGAR	1,036.88
MS SIMONE SIEBER	3,149.79
PASCAL BALLEY	2,195.92
PAUL DANIEL NORLIN	86.10
SANDRA SWANN	18.67
STEVEN JOHN ELLIOT	28.60
STUART DOWNING	41.49
	76,159.79

Tony Burn Credit Card Transactions March 2021			
CEO Credit Card			
Date	Narration	Budget Number	Amount
1/03/2021	Annual Fee	GL 120-6215	18.67

15.2 (2021/MINUTE NO 0087) MONTHLY FINANCIAL REPORT - APRIL 2021

Author(s) N Mauricio

Attachments 1. Statement of Financial Activity April 2021 [↓](#)

RECOMMENDATION

That Council:

- (1) ADOPTS the Monthly Financial Report containing the Statement of Financial Activity and other financial information for the month of April 2021, as attached to the Agenda; and
- (2) AMENDS the FY21 Municipal Budget as detailed in the Monthly Financial Report for April 2021 and summarised below:

Nature	Amount \$	Budget Impact
Non-Operating Revenue	(108,955)	Decrease
Capital Expenditure	226,955	Decrease
Transfers from Reserve	(118,000)	Decrease
Net Budget Surplus impact	-	Nil

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

MOVED Cr T Widenbar SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 9/0

Background

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

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

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



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

The regulations require the information reported in the statement to be shown either by nature or type, statutory program or business unit. The City has chosen to report the information according to nature or type and its organisational business structure.

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

This regulation requires Council to annually set a materiality threshold for the purpose of disclosing budget variances within monthly financial reporting. Council adopted a materiality threshold of \$300,000 for the 2020/21 financial year (FY21) at the August 2020 Ordinary Council Meeting.

Detailed analysis of budget variances is an ongoing exercise, with necessary budget amendments either submitted to Council each month via this standing agenda item or included in the City's mid-year budget review, as required by legislation.

Submission

N/A

Report

The attached Monthly Financial Report for April 2021 has been prepared in accordance with the Local Government Act and Financial Management Regulations. The following commentary addresses key aspects contained within the report and the City's budgetary performance to the end of the month.

Opening Surplus

The revised budget opening surplus of \$12.17 million comprises the forecast operating surplus of \$2.0 million, carried forward municipal funding for the City's capital program of \$9.88 million and another \$0.29 million representing the end of year surplus variance following audit completion.

Closing Surplus

The City's closing surplus to the end of April of \$47.54 million was \$11.64 million ahead of the YTD budget. This overall budget variance is a combination of all variances across the operating and capital programs, which are separately reviewed in this report.



Operating Revenue

Operating revenue of \$146.33 million was slightly behind YTD budget by \$0.12 million. The following table summarises the operating revenue budget performance by nature:

Revenue from operating activities	Amended		YTD Actual (b) \$	Variance (b) - (a) \$
	Full Year Budget \$	YTD Budget (a) \$		
Rates	108,037,504	107,665,903	107,608,630	(57,273)
Specified Area Rates	550,600	550,600	553,166	2,566
Operating Grants, Subsidies, Contributions	13,920,564	11,194,585	10,185,228	(1,009,357)
Fees and Charges	30,331,567	25,600,518	26,178,305	577,787
Interest Earnings	1,830,000	1,529,997	1,542,780	12,783
Profit/(Loss) on Asset Disposals	1,081,225	(95,822)	259,434	355,256
Total	155,751,460	146,445,781	146,327,543	(118,238)

Most revenue sources were tracking well against their YTD budgets, although some material variances were identified as follows:

- Fees and Charges (\$0.58 million ahead of YTD Budget)
 - Landfill related fees combined for a \$0.25m positive variance to YTD budget;
 - Port Coogee Marina was showing a positive variance of \$0.29m, mostly due to pen fees received for next year yet to be adjusted;
 - Community Safety and Ranger Services related fees and charges were ahead of YTD budget by \$0.35m, mostly from parking and animal infringements;
 - Development Assessment related fees were collectively \$0.22m ahead of YTD budget;
 - Cockburn ARC fee revenue was showing an underperformance of \$0.41m, having been impacted by the one week closure during the COVID related lockdown in April.
- Operating grants, subsidies and contributions (\$1.01 million under YTD budget):
 - Child Care and Seniors related grant funding was \$1.0 million behind YTD budget, mainly comprising \$0.73 million in aged care related services funding.



Operating Expenditure

Operating expenditure to the end of the month of \$121.36 million was under the YTD budget by \$5.01 million. The following table summarises the operating expenditure budget variance performance by nature:

Expenditure from operating activities	Amended		YTD Actual (b) \$	Var. \$ (b) - (a) \$
	Full Year Budget \$	YTD Budget (a) \$		
Employee Costs	62,270,346	50,807,726	50,753,297	(54,429)
Materials and Contracts	38,223,143	31,055,947	26,802,033	(4,253,914)
Utility Charges	5,919,371	4,914,929	4,883,846	(31,083)
Depreciation on Non-Current Assets	35,641,134	29,687,104	29,605,026	(82,078)
Interest Expenses	696,000	390,500	402,738	12,238
Insurance Expenses	1,723,200	1,723,200	1,681,861	(41,339)
Other Expenditure	9,879,514	7,785,622	7,229,846	(555,776)
Total	154,352,708	126,365,028	121,358,647	(5,006,381)

Most expenditure sources were tracking close to YTD budget, other than the following identified material budget variances:

- Materials and Contracts (\$4.25 million under YTD budget):
 - Community Development Services contract expenditure was \$0.97 million below YTD budget, including a material variance for child care expenses (down by \$0.32m);
 - Ranger and Community Safety expenses were \$0.43 million under YTD budget, mostly due to 3 months of outstanding CoSafe contract payments under review (~\$0.32m);
 - Cockburn ARC contract spending was \$0.30 million under the YTD budget;
 - Recreation Services expenditure was tracking under YTD budget by \$0.32 million;
 - Waste Collection associated contract costs were \$0.32 million below YTD budget;
 - Information Technology overall was under YTD budget by \$0.25 million, including increased software licensing costs (\$0.32m over) offset by lower leasing and project related costs (\$0.54m under).
- Other Expenditure (0.55 million under YTD budget)
 - The City's community grants program was showing a \$0.26 million underspend against the YTD budget.



Capital Expenditure

The City's revised capital budget of \$88.02 million was showing expenditure to the end of the month of \$28.07 million (31.9% spent). This is indicating a significant carried forward works program into next year, which will be accommodated by the smaller program proposed for the 2021/22 annual budget.

The following table shows budget variances by asset class, noting that the YTD variance is understated with a significant portion of the budget being apportioned to the month of June (reflecting the high carried forwards expectation):

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	2,800,000	280,000	280,000	0
Buildings	26,383,249	8,436,917	8,698,334	261,417
Furniture and Equipment	4,472	0	0	0
Plant and Equipment	6,207,480	2,692,964	1,943,838	(749,126)
Information Technology	1,968,097	1,226,943	1,048,488	(178,455)
Infrastructure - Roads	24,824,148	9,099,543	8,570,795	(528,748)
Infrastructure - Drainage	1,885,509	1,306,946	823,291	(483,655)
Infrastructure - Footpath	2,955,285	1,342,476	951,217	(391,259)
Infrastructure - Parks Hard	7,717,870	4,422,273	3,352,683	(1,069,590)
Infrastructure - Parks Landscaping	1,840,726	1,001,081	921,592	(79,489)
Infrastructure - Landfill Site	5,214,043	1,437,664	1,217,609	(220,055)
Infrastructure - Marina	5,852,300	1,353,495	248,594	(1,104,901)
Infrastructure - Coastal	372,473	77,880	12,592	(65,288)
Total	88,025,652	32,678,181	28,069,033	(4,609,148)

The areas with material variances for the month included:

- Buildings (\$0.26 million ahead of YTD budget)
 - The Wetland Education Centre construction project was \$0.72 million ahead of the YTD budget (timing issue only).
 - The remainder of the buildings construction program was \$0.46 million under the YTD budget with the following showing some of the more significant variances:



Project	Amended Annual Budget	YTD Amended Budget	YTD Actual \$	YTD Variance \$ ▽
4972 - Geothermal System Repair - ARC	200,000.00	200,000.00	0.00	200,000.00
4715 - Calleya Estate 'Treeby' Community Centre	1,500,000.00	440,000.00	263,775.37	176,224.63
4714 - Consultancy Services - Health and Fitness...	550,000.00	220,700.00	65,557.00	155,143.00
4712 - Malabar Park BMX Facility - Design	1,556,602.00	102,000.00	11,222.73	90,777.27
4544 - Beale Park Redevelopment	430,302.00	164,000.00	80,500.20	83,499.80
4676 - Frankland Park Recreation Centre & Oval...	8,355,000.00	1,421,458.00	1,338,227.89	83,230.11
1661 - Bibra Lake CCTV Tower	75,000.00	75,000.00	0.00	75,000.00
4973 - Yangebup Local Centre Renewal	100,000.00	80,000.00	18,320.00	61,680.00

- Infrastructure – Marina (\$1.10 million under YTD budget)
 - The budget reflects the marina expansion project having already commenced construction, resulting in a \$0.97 million timing variance.
- Infrastructure – Parks Hard (1.07 million under YTD budget)
 - The Parks infrastructure capital program did not have material variances at the project level, although the more significant ones are listed below:

Project	Amended Annual Budget	YTD Amended Budget	YTD Actual \$	YTD Variance \$ ▽
6066 - Len Packham Park Sports Lighting	300,000.00	250,000.00	12,470.00	237,530.00
5832 - Manning Park Master Plan, Hamilton Hill	487,000.00	190,350.00	39,110.03	151,239.97
5929 - Lakeridge Park, Cockburn Central Park Upgrade	129,812.00	129,812.00	16,000.00	113,812.00
6102 - Beeliar Lake Water Management Project	100,000.00	100,000.00	0.00	100,000.00
5990 - Manning Park Mountain Bike Trails Design	95,089.00	95,089.00	10,409.63	84,679.37
5808 - Plumosa Park Developments	78,872.00	78,872.00	0.00	78,872.00
6104 - Baniup Memorial - Provision of Water to Allow Re...	70,000.00	70,000.00	0.00	70,000.00
6125 - Manning Park Area Assistance Grant	68,181.00	68,181.00	0.00	68,181.00
6026 - Lucretia Park, playground renewal	175,000.00	75,000.00	12,159.49	62,840.51
5994 - Yangebup Lake Bridge Upgrade	50,852.00	50,852.00	0.00	50,852.00
6011 - CY O'Connor Reserve, Deck replacement.	136,467.00	136,467.00	86,029.91	50,437.09
5956 - Port Coogee Water Play Refurbishment.	50,000.00	50,000.00	0.00	50,000.00

- Infrastructure – Roads (\$0.53 million under YTD budget)
 - Jandakot Road (Berrigan to Solomon) was showing a timing variance of \$0.90 million, although the construction tender was awarded recently.
 - Hammond Road (Branch to Bartram) was showing a timing variance of \$0.37 million over the YTD budget, relating to payments for service relocations.

- Plant and Equipment (\$0.75 million under YTD budget)
 - Both the major plant replacement program (\$0.23 million under) and the light fleet replacement program (\$0.40m under) were trailing their YTD budgets.
 - Over \$3.5 million of plant is awaiting delivery, with several items to be delivered by 30 June. However, a significant amount of these will be carried forward as supply is tight and vehicle stocks are limited around the globe.

Non-Operating Grants, Subsidies and Contributions

The City has received a total of \$2.05 million against the YTD budget of \$2.99 million and full year budget of \$18.07 million. This is primarily caused by the application of a new Australian Accounting Standard requiring the timing of revenue recognition to match the associated expenditure on tied funding obligations.

The following material variances have been identified:

- Grant funding for a variety of road construction projects showing a shortfall of \$2.04 million against the YTD budget (timing issue only).
- State grant funding for Frankland Park Recreation Centre is \$0.37 million ahead of the YTD budget setting.
- The contribution of \$0.60 million for the Bethesda carpark was received ahead of the YTD budget allocation.

Financial Reserves

A detailed schedule of the City's financial reserves is included in the financial report, showing total reserves held of \$151.96 million (\$153.06 million last month). These are slightly up on the opening balance for the year of \$149.78 million.

Although the closing budget position is showing a balance of \$145.03 million, this will be much higher due to the unutilised reserve funding to be carried forward for the capital works program.

There were transfers into reserves of \$25.70 million to the end of the month, with the main sources being:

- \$9.88 million from surplus funds brought forward to cover carried forward projects.
- \$5.76 million relating to Public Open Space cash in lieu contributions (previously in Trust).
- \$6.29 million in Developer Contribution Plan receipts to date this year.
- \$0.74 million into the Land Development and Investment Fund Reserve (comprising net land sales of \$0.48 million and lease revenue on land of \$0.26 million).
- \$1.07 million for the Cockburn Integrated Health and Community Facility building maintenance sinking fund (funded by commercial lease revenue).
- \$1.2 million into the Information Technology Reserve representing the annual budgeted transfer from municipal funds.
- \$0.76 million relating to restricted grant and other purpose funds.



Interest earnings of \$0.16 million have also been transferred into those reserves legislatively required to earn interest.

YTD transfers out of reserves to the end of the month were \$23.68 million, mainly comprising:

- \$17.58 million in funding for the capital works program.
- \$0.98m to fund road reserve land acquisitions.
- \$2.16 million in advance FAG grant payments received last financial year.
- \$1.78 million in DCP developer contributions funding for completed eligible works and associated costs.
- The remaining \$1.18 million from a variety of restricted and other operational reserves to fund operations (e.g. SAR's, restricted grants).

Cash and Financial Assets

The City's closing cash and financial assets investment holding at month's end totalled \$210.67 million (slightly up from \$209.01 million last month). This included financial assets (term deposits and investments) of \$200.94 million, with the balance of \$9.73 million representing cash and cash equivalent holdings.

\$157.70 million of these funds were restricted in nature, representing the City's financial reserves and the liability for bonds and deposits. The remaining \$52.97 million represented unrestricted funds available for the City's day to day operating activities and liabilities.

Investment Performance, Ratings and Maturity

The City's term deposit investment portfolio yield continues to fall with this month's annualised result coming in at 0.64 percent (down from 0.69% last month and 0.77% the month before that).

New investments for the month were placed at rates between 0.40 percent and 0.45 percent. The yield for April outperformed the City's performance target rate of 0.60 percent (RBA cash rate of 0.10% plus 0.50% performance margin) by 0.04 percent.

Interest earned from investments of \$1.53 million was \$0.03m ahead of the YTD budget target, although the full year budget was revised downwards from \$2.9m to \$1.8m in Council's mid-year budget review.

Current investments held are compliant with Council's Investment Policy, other than those made under previous policy and statutory provisions. This includes Australian reverse mortgage funds with a face value of \$2.517 million and book value of \$0.942 million (net of a \$1.575 million impairment provision), which continue paying interest and returning capital (\$0.48 million returned to date of the original \$3.0 million). The City also has a cash management account paying interest at a rate of 0.50% on "at call" funds up to \$10 million.

The City's financial planning factors a low interest rate environment over the next couple of years, with limited capacity to generate enhanced investment returns.



Whilst legislation does allow the City to invest in term deposits and Government issued bonds for terms up to three years, the flat bond yield curve over that period does not offer any incentive for longer term investing.

The City's investment portfolio average duration at the end of the month was 139 days (down from 159 days last month). This is reflective of the current investment strategy to secure the best rate over the shortest term in order to take advantage of compounding.

The City has 56.0% of its term deposit investments held with A1 rated banks and the balance with A2 banks, as classified by Standard and Poor's short term risk ratings categories:

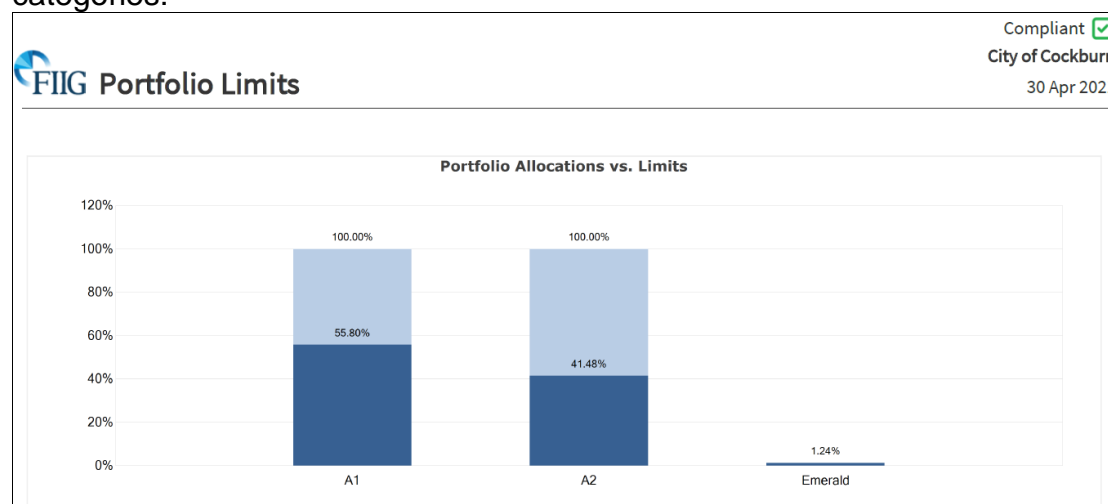


Figure 1: Portfolio allocations compared to Investment Policy limits

The maturity profile and ADI exposures of the City's investments are graphically depicted below:

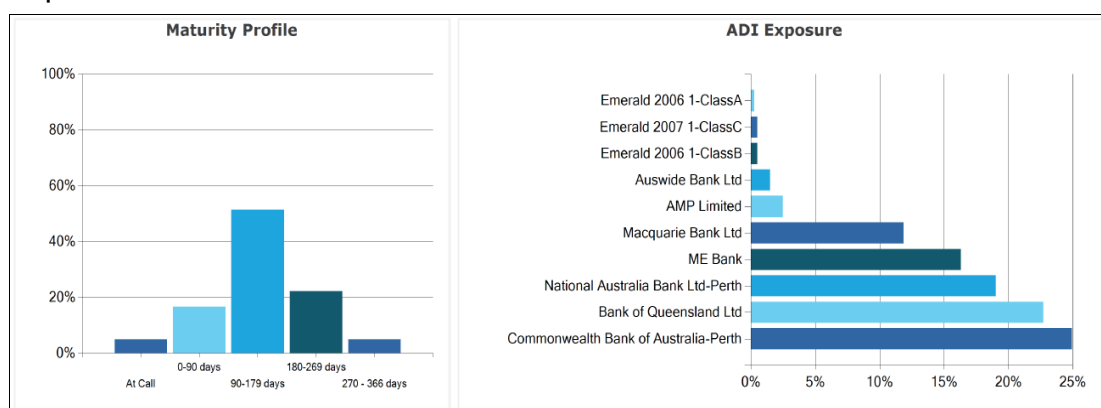


Figure 2: Council Investment Maturity Profile and ADI Exposure



Investment in Fossil Fuel Free Banks

At month end, the City held 19% or \$38.52 million of its investment portfolio with banks considered non-funders of fossil fuel related industries (up from 11% and \$22.5 million last month). The amount invested with fossil fuel free banks fluctuates month to month, due to the attractiveness of deposit rates being offered and the capacity of fossil fuel free banks to accept funds.

Rates Debt Recovery

The amount of collectible rates and charges for 2020/21 (comprising arrears, annual levies and part year rating) totals \$132.63 million. At the end of April, the City had \$10.45 million (7.9%) of this balance outstanding (\$20.21 million or 15.3% last month).

This amount includes \$1.0 million of deferred pensioner rates (unable to be collected) but excludes \$1.67 million in prepaid rates (to be applied to future years' charges).

Importantly, the rate of collection has not been adversely impacted by the COVID pandemic, reflecting the success in the City's COVID relief measures, the Government stimulus and the City's debt collection efforts.

In terms of overdue and delinquent rates accounts under formal or legal debt recovery processes, the City had 243 properties owing \$0.90 million (down from 336 properties owing \$1.19 million last month).

Formal debt recovery activities commence where ratepayers have not committed to instalment or other payment arrangements, or sought relief under the City's Financial Hardship Policy.

Trust Fund

The \$5.76 million POS cash in lieu funds previously held in Trust are now held within the City's financial reserves as required following amendments to the Planning and Development Act in September 2020.

The City's trust fund now has a nil balance.

Budget Amendments

There are several budget amendments proposed this month:

- The Carrington St to Blackwood Av bike path project has been cancelled due to land tenure issues with the BP pipeline reserve. Unspent PTA grant monies will be returned, requiring a budget reduction of \$273,000 (funded from grant of \$155,000 and reserve funding of \$118,000).
- The City is taking up a gifted asset provided by the Southern Lions Rugby Club, being rugby storage additions to the Success Regional Sporting Facility – valued at \$46,045 and increasing both capital expenditure and revenue.



The following summary shows the impact of the proposed budget changes on the Statement of Financial Activity at the nature line item level:

Classification	Amount	Budget Impact
Proceeds from non-operating grants, subsidies and contributions	(108,955)	Decrease
Transfers from Reserve	(118,000)	Decrease
Payments for property, plant and equipment and infrastructure	226,955	Decrease
Net Budget Surplus impact	-	Nil

Elected Member Budget Contingency

The following table shows the allocations made against Council's adopted Budget Contingency Fund:

Details	OCM	Amount \$
Adopted initial balance		500,000
Community Engagement contract resources	Sep-20	(35,000)
Consultancy services - Community Development, Cultural Diversity and Volunteers	Sep-20	(50,000)
Satellite Seniors Programs	Sep-20	(10,000)
CSRFP preliminary planning	Oct-20	(50,000)
Parks asbestos register	Oct-20	(22,000)
CEO recruitment	Oct-20	(66,000)
Live streaming equipment for Council Chambers	May-21	(33,000)
Remaining balance		234,000

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.
- Deliver value for money through sustainable financial management, planning and asset management.

Budget/Financial Implications

The City's budget surplus of \$49,430 (as previously reported to the May Council meeting) will remain unchanged if the cost neutral budget amendments proposed in this report are adopted.



Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Council's adopted budget for revenue, expenditure and the closing financial position could factually misrepresent actual financial outcomes if the recommended budget amendments are not adopted. Further, some services and projects could be disrupted if budgetary requirements are not appropriately addressed.

Advice to Proponents/Submitters

N/A

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

Nil



CITY OF COCKBURN**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 April 2021****LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2021**

SUMMARY INFORMATION

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$12.17 M	\$12.17 M	\$12.17 M	(\$0.00 M)
Closing	\$0.05 M	\$35.90 M	\$47.54 M	\$11.64 M
Refer to Statement of Financial Activity				

Cash and financial assets		
	\$210.68 M	% of total
Unrestricted Cash	\$53.74 M	25.5%
Restricted Cash	\$156.94 M	74.5%
Refer to Note 2 - Cash and Financial Assets		

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$45.67 M	\$58.84 M	\$64.96 M	\$6.12 M
Refer to Statement of Financial Activity			

Employee Cost		
YTD Actual	(\$50.75 M)	% Variance
YTD Budget	(\$50.81 M)	(0.1%)
Refer to Statement of Financial Activity		

Rates Revenue		
YTD Actual	\$108.16 M	% Variance
YTD Budget	\$108.22 M	0.0%
Refer to Statement of Financial Activity		

Fees and Charges		
YTD Actual	\$26.18 M	% Variance
YTD Budget	\$25.60 M	2.3%
Refer to Statement of Financial Activity		

Materials & Contracts		
YTD Actual	(\$26.80 M)	% Variance
YTD Budget	(\$31.06 M)	(13.7%)
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$63.12 M)	(\$32.31 M)	(\$25.06 M)	\$7.25 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.96 M	%
Amended Budget	\$6.84 M	14.0%
Refer to Note 3 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$28.07 M	% Spent
Amended Budget	\$88.03 M	31.9%
Refer to Note 4 - Capital Acquisition		

Capital Grants		
YTD Actual	(\$2.05 M)	% Received
Amended Budget	(\$18.07 M)	11.3%
Refer to Note 4 - Capital Acquisition		

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$5.33 M	(\$2.80 M)	(\$4.53 M)	(\$1.73 M)
Refer to Statement of Financial Activity			

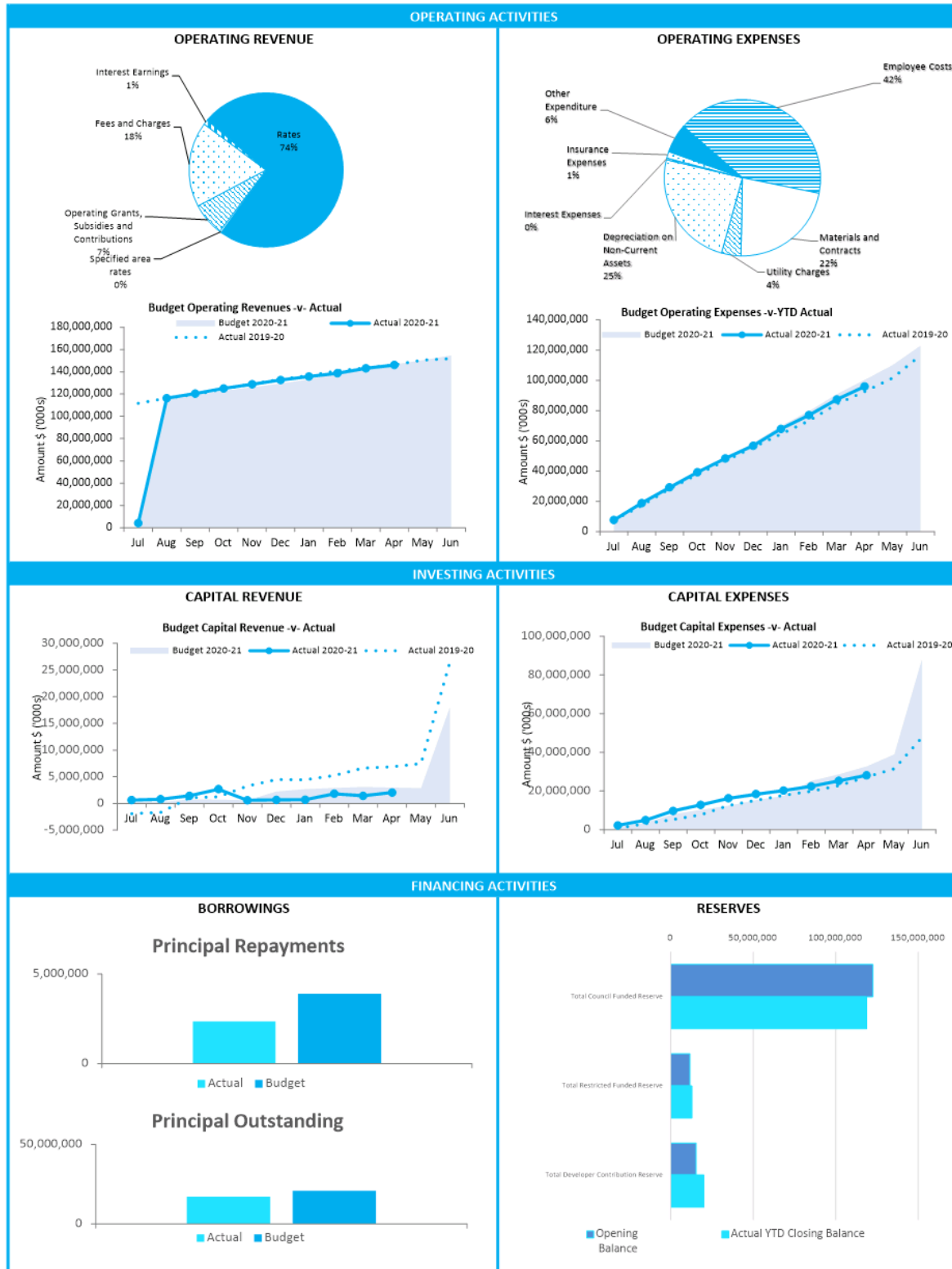
Borrowings	
Principal repayments	\$2.35 M
Interest expense	\$0.40 M
Principal due	\$17.05 M
Refer to Note 5 - Borrowings	

Reserves	
Reserves balance	\$151.97 M
Interest earned	\$0.16 M
Refer to Note 6 - Cash Reserves	

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2021**

SUMMARY INFORMATION - GRAPHS



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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

BY NATURE OR TYPE

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	12,171,051	12,171,051	12,171,050	(1)	(0.00%)	
Revenue from operating activities							
Rates		108,037,504	107,665,903	107,608,630	(57,273)	(0.05%)	
Specified area rates		550,600	550,600	553,166	2,566	0.47%	
Operating grants, subsidies and contributions		13,920,564	11,194,585	10,185,228	(1,009,357)	(9.02%)	▼
Fees and charges		30,331,567	25,600,518	26,178,305	577,787	2.26%	▲
Interest earnings		1,830,000	1,529,997	1,542,780	12,783	0.84%	
Profit/(loss) on disposal of assets		1,081,225	(95,822)	259,434	355,256	(370.75%)	
		155,751,460	146,445,781	146,327,543	(118,238)		
Expenditure from operating activities							
Employee costs		(62,270,346)	(50,807,726)	(50,753,297)	54,429	0.11%	
Materials and contracts		(38,223,143)	(31,055,947)	(26,802,033)	4,253,914	13.70%	▲
Utility charges		(5,919,371)	(4,914,929)	(4,883,846)	31,083	0.63%	
Depreciation on non-current assets		(35,641,134)	(29,687,104)	(29,605,026)	82,078	0.28%	
Interest expenses		(696,000)	(390,500)	(402,738)	(12,238)	(3.13%)	
Insurance expenses		(1,723,200)	(1,723,200)	(1,681,861)	41,339	2.40%	
Other expenditure		(9,879,514)	(7,785,622)	(7,229,846)	555,776	7.14%	▲
		(154,352,708)	(126,365,028)	(121,358,647)	5,006,381		
Non-cash amounts excluded from operating activities							
	1(a)	44,272,045	38,761,078	39,994,003	1,232,925	3.18%	▲
Amount attributable to operating activities		45,670,797	58,841,831	64,962,899	6,121,068		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions		18,069,785	2,986,905	2,050,412	(936,493)	(31.35%)	▼
Proceeds from disposal of assets	3	6,835,069	(2,622,901)	958,063	3,580,964	(136.53%)	
Payments for property, plant and equipment and infrastructure	4	(88,025,652)	(32,678,181)	(28,069,033)	4,609,148	14.10%	▲
Amount attributable to investing activities		(63,120,798)	(32,314,177)	(25,060,558)	7,253,619		
Financing Activities							
Proceeds from new debentures	5	5,277,400	0	0	0	0.00%	
Transfer from reserves	6	64,244,619	23,363,081	23,680,016	316,935	1.36%	▲
Repayment of debentures	5	(3,900,000)	(2,300,000)	(2,347,227)	(47,227)	(2.05%)	
Transfer to reserves	6	(60,293,640)	(23,859,016)	(25,862,561)	(2,003,545)	(8.40%)	▼
Amount attributable to financing activities		5,328,379	(2,795,935)	(4,529,772)	(1,733,837)		
Closing funding surplus / (deficit)	1(c)	49,430	35,902,770	47,543,620	11,640,850		

KEY INFORMATION

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

Refer to Note 10 for an explanation of the reasons for the variance.

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 APRIL 2021

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

STATUTORY REPORTING BY BUSINESS UNIT

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	12,171,051	12,171,051	12,171,050	(1)	(0.00%)	
Revenue from operating activities							
Civic Services		0	0	5,000	5,000	0.00%	
Legal Governance & Risk Management		800	667	1,925	1,258	188.61%	
Finance		113,057,459	111,782,877	111,758,125	(24,752)	(0.02%)	
Information & Technology		1,500	1,250	91	(1,159)	(92.72%)	
Library & Cultural Services		152,550	153,624	84,908	(68,716)	(44.73%)	
Recreation Services		11,862,633	9,993,457	9,704,966	(288,491)	(2.89%)	
Community Development		9,175,274	8,060,779	6,863,560	(1,197,219)	(14.85%)	▼
Community Safety & Ranger Services		1,126,711	1,055,340	1,320,116	264,776	25.09%	
Development Assessment & Compliance		3,642,401	3,189,013	3,395,169	206,156	6.46%	
Planning		766,749	113,495	226,969	113,474	99.98%	
Sustainability & Environment		1,260,631	595,066	584,926	(10,140)	(1.70%)	
Operations & Maintenance		10,421,409	7,917,922	8,422,073	504,151	6.37%	▲
Projects		48,500	500	0	(500)	(100.00%)	
Property & Assets		3,958,843	3,355,398	3,715,029	359,631	10.72%	▲
Customer Experience		600	500	0	(500)	(100.00%)	
Human Resources		275,400	225,893	244,685	18,792	8.32%	
		155,751,460	146,445,781	146,327,542	(118,239)		
Expenditure from operating activities							
Executive Support		(2,557,962)	(1,898,368)	(1,629,316)	269,052	14.17%	
Civic Services		(1,718,063)	(1,405,157)	(1,271,097)	134,060	9.54%	
Corporate Strategy		(239,017)	(193,602)	(218,238)	(24,636)	(12.73%)	
Legal Governance & Risk Management		(669,283)	(549,969)	(428,758)	121,211	22.04%	
Finance		(5,834,539)	(4,997,072)	(4,934,635)	62,437	1.25%	
Information & Technology		(7,898,464)	(6,619,348)	(6,478,149)	141,199	2.13%	
Procurement		(844,962)	(692,030)	(577,067)	114,963	16.61%	
Library & Cultural Services		(5,555,326)	(4,719,344)	(4,244,116)	475,228	10.07%	▲
Recreation Services		(14,299,259)	(11,701,203)	(11,152,462)	548,741	4.69%	▲
Community Development		(12,831,484)	(10,308,130)	(8,885,558)	1,422,572	13.80%	▲
Community Safety & Ranger Services		(5,747,640)	(4,727,499)	(4,346,877)	380,622	8.05%	▲
Development Assessment & Compliance		(5,940,644)	(4,815,112)	(4,594,665)	220,447	4.58%	
Planning		(2,818,692)	(2,332,740)	(2,265,269)	67,471	2.89%	
Sustainability & Environment		(1,523,131)	(899,190)	(779,613)	119,577	13.30%	
Operations & Maintenance		(67,267,532)	(55,265,325)	(54,650,927)	614,398	1.11%	▲
Projects		(1,752,233)	(1,440,640)	(1,360,286)	80,354	5.58%	
Property & Assets		(12,884,280)	(10,605,868)	(10,413,684)	192,184	1.81%	
Communications & Marketing		(1,718,669)	(1,405,256)	(1,409,465)	(4,209)	(0.30%)	
Customer Experience		(1,033,862)	(845,511)	(872,448)	(26,937)	(3.19%)	
Human Resources		(2,814,415)	(2,261,601)	(2,281,646)	(20,045)	(0.89%)	
People Experience		0	0	(306)	(306)	0.00%	
Internal Recharging		1,596,749	1,317,937	1,435,936	117,999	(8.95%)	
		(154,352,708)	(126,365,028)	(121,358,646)	5,006,382		
Non-cash amounts excluded from operating activities	1(a)	44,272,045	38,761,078	39,994,003	1,232,925	3.18%	▲
Amount attributable to operating activities		45,670,797	58,841,831	64,962,899	6,121,068		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions		18,069,785	2,986,905	2,050,412	(936,493)	(31.35%)	▼
Proceeds from disposal of assets	3	6,835,069	(2,622,901)	958,063	3,580,964	(136.53%)	
Payments for property, plant and equipment and infrastructure	4	(88,025,652)	(32,678,181)	(28,069,033)	4,609,148	14.10%	▲
Amount attributable to investing activities		(63,120,798)	(32,314,177)	(25,060,558)	7,253,619		
Financing Activities							
Proceeds from new debentures	5	5,277,400	0	0	0	0.00%	
Transfer from reserves	6	64,244,619	23,363,081	23,680,016	316,935	1.36%	▲
Repayment of debentures	5	(3,900,000)	(2,300,000)	(2,347,227)	(47,227)	(2.05%)	
Transfer to reserves	6	(60,293,640)	(23,859,016)	(25,862,561)	(2,003,545)	(8.40%)	▼
Amount attributable to financing activities		5,328,379	(2,795,935)	(4,529,772)	(1,733,837)		
Closing funding surplus / (deficit)	1(c)	49,430	35,902,770	47,543,620			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 10 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$300,000 or 0.00% whichever is the greater.

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2021**

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 April 2021

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 8 to these financial statements.

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: (Profit)/loss on asset disposals	3	(1,081,225)	0	(259,434)
Less: Movement in liabilities associated with restricted cash		3,947,165	3,309,003	4,619,965
Less: Movement in leased liabilities				(399,866)
Movement in pensioner deferred rates (non-current)		0	0	87,081
Movement in accrued debtors (non-current)		0	0	1,148
Movement in employee benefit provisions (non-current)		0	0	575,112
Movement in Public Open Space payment (non-current)		5,764,971	5,764,971	5,764,971
Add: Depreciation on assets		35,641,134	29,687,104	29,605,026
Total non-cash items excluded from operating activities		44,272,045	38,761,078	39,994,003

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

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

		Last Year Closing 30 June 2020	This Time Last Year 30 April 2020	Year to Date 30 April 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	6	(149,783,095)	(134,777,767)	(151,965,640)
Less: Bonds & deposits		(4,017,650)	(4,102,151)	(5,735,446)
Add: Borrowings	5	3,226,983	2,471,561	879,757
Add: Lease liabilities		421,881	0	22,015
Add: Financial assets at amortised cost - non-current	2	951,228	978,935	941,521
Total adjustments to net current assets		(149,200,653)	(135,429,422)	(155,857,793)
Cash and cash equivalents	2	5,133,910	35,505,826	9,734,325
Financial assets at amortised cost	2	169,400,000	157,400,000	200,000,000
Rates receivables		2,942,696	7,446,601	9,135,006
Receivables		4,697,858	5,008,322	4,818,810
Other current assets		4,531,758	1,001,467	730,100
Payables		(12,218,573)	(6,521,145)	(6,098,033)
Borrowings	5	(3,226,983)	(2,471,561)	(879,757)
Contract liabilities	7	(713,380)	0	(5,187,784)
Lease liabilities		(421,881)	0	(22,015)
Provisions	7	(8,753,702)	(7,356,070)	(8,829,234)
Less: Total adjustments to net current assets	1(b)	(149,200,653)	(135,429,422)	(155,857,793)
Closing funding surplus / (deficit)		12,171,050	54,584,018	47,543,620

CURRENT AND NON-CURRENT CLASSIFICATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
Cash on hand						
Cash at bank	Cash and cash equivalents	9,708,175	0	9,708,175		NATIONAL AUSTRALIA BANK
Cash on hand	Cash and cash equivalents	26,150	0	26,150		
Term deposits - current	Financial assets at amortised cost	0	46,000,000	46,000,000		BANK OF QUEENSLAND
Term deposits - current	Financial assets at amortised cost	0	24,000,000	24,000,000		MACQUARIE BANK
Term deposits - current	Financial assets at amortised cost	0	33,000,000	33,000,000		MEMBERS EQUITY BANK
Term deposits - current	Financial assets at amortised cost	0	38,500,000	38,500,000		NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	5,000,000	0	5,000,000		AMP
Term deposits - current	Financial assets at amortised cost	35,064,870	15,435,130	50,500,000		COMMONWEALTH BANK
Term deposits - current	Financial assets at amortised cost	3,000,000	0	3,000,000		AUSWIDE BANK
Other investment - non current	Financial assets at amortised cost	941,521	0	941,521		BARCLAYS BANK
Total		53,740,716	156,935,130	210,675,846	0	
Comprising		Unrestricted	Restricted	Total Cash	Trust	
		\$	\$	\$	\$	
Cash and cash equivalents		9,734,325	0	9,734,325	0	
Financial assets at amortised cost		43,240,435	157,701,086	200,941,521	0	
		52,974,760	157,701,086	210,675,846	0	

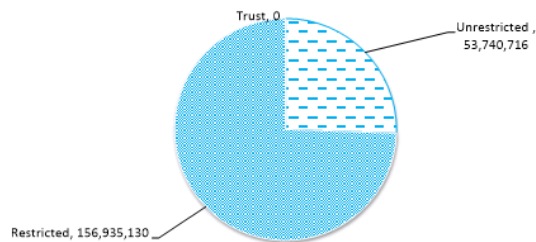
KEY INFORMATION

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

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

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

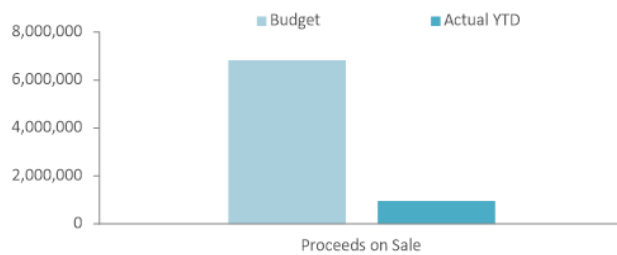
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**OPERATING ACTIVITIES
NOTE 3
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings	0	0	0	0	63,540	0	0	(63,540)
	Plant and equipment	953,844	1,535,069	581,225	0	264,427	474,916	210,489	0
	Freehold Land	4,800,000	5,300,000	500,000	0	370,662	483,147	112,485	0
		5,753,844	6,835,069	1,081,225	0	698,629	958,063	322,974	(63,540)



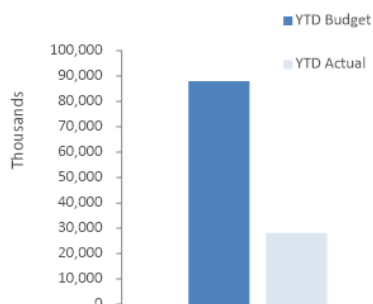
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**INVESTING ACTIVITIES
NOTE 4
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	2,800,000	280,000	280,000	0
Buildings	26,383,249	8,436,917	8,698,334	261,417
Furniture and equipment	4,472	0	0	0
Plant and equipment	6,207,480	2,692,964	1,943,838	(749,126)
Information technology	1,968,097	1,226,943	1,048,488	(178,455)
Infrastructure - roads	24,824,148	9,099,543	8,570,795	(528,748)
Infrastructure - drainage	1,885,509	1,306,946	823,291	(483,655)
Infrastructure - footpath	2,955,285	1,342,476	951,217	(391,259)
Infrastructure - parks hard	7,717,870	4,422,273	3,352,683	(1,069,590)
Infrastructure - parks landscaping	1,840,726	1,001,081	921,592	(79,489)
Infrastructure - landfill site	5,214,043	1,437,664	1,217,609	(220,055)
Infrastructure - marina	5,852,300	1,353,495	248,594	(1,104,901)
Infrastructure - coastal	372,473	77,880	12,592	(65,288)
Payments for Capital Acquisitions	88,025,652	32,678,181	28,069,033	(4,609,148)
Total Capital Acquisitions	88,025,652	32,678,181	28,069,033	(4,609,148)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	(18,069,785)	(2,892,905)	(2,050,412)	842,493
Borrowings	(5,277,400)	0	0	0
Other (disposals & C/Fwd)	(6,835,069)	2,622,901	(958,063)	(3,580,964)
Cash backed reserves				
Plant & Vehicle Replacement	(4,479,848)	(1,935,927)	(1,268,542)	667,385
Information Technology	(919,351)	(713,351)	(631,148)	82,203
Major Building Refurbishment	(3,170,032)	(839,048)	(1,088,751)	(249,703)
Waste & Recycling	(5,449,393)	(1,670,456)	(1,372,959)	297,497
Land Development and Investment Fund	(3,966,452)	(313,333)	(280,000)	33,333
Roads & Drainage Infrastructure	(6,257,857)	(3,783,669)	(2,457,524)	1,326,145
Community Infrastructure	(12,973,688)	(1,045,528)	(913,828)	131,700
Greenhouse Action Fund	(155,300)	0	0	0
Aged and Disabled Asset Replacement	(35,675)	(20,000)	(8,150)	11,850
HWRP Post Closure Management & Contaminated Sites	(773,602)	0	0	0
Port Coogee Special Maintenance - SAR	(24,500)	(22,833)	(1,180)	21,653
Community Surveillance	(15,050)	(15,050)	(5,143)	9,907
Waste Collection	(125,000)	0	0	0
Environmental Offset	(59,252)	0	0	0
Bibra Lake Management Plan	(520,000)	(91,233)	(167,961)	(76,728)
Restricted Grants & Contributions	(2,158,416)	(82,684)	(2,367,660)	(2,284,976)
Carry Forward Projects	(12,452,987)	(6,697,929)	(6,756,570)	(58,641)
Public Open Space - Various	(971,703)	(208,587)	(261,637)	(53,050)
Contribution - operations	(3,335,292)	(14,968,549)	(7,479,505)	7,489,044
Capital funding total	(88,025,652)	(32,678,181)	(28,069,033)	4,609,148

SIGNIFICANT ACCOUNTING POLICIES

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

FINANCING ACTIVITIES

NOTE 5

BORROWINGS

Repayments - borrowings

Information on borrowings		1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance										
To assist fund the stage 2 of Marina infrastructure expansion	9	0	0	5,277,400	0	0	0	5,277,400	0	0
Community amenities										
SMRC		4,398,510	0	0	1,097,227	1,400,000	3,301,283	2,998,510	120,863	170,000
Recreation and culture										
To assist fund the Cockburn Central West development	8	15,000,000	0	0	1,250,000	2,500,000	13,750,000	12,500,000	274,860	526,000
C/Fwd Balance		19,398,510	0	5,277,400	2,347,227	3,900,000	17,051,283	20,775,910	395,723	696,000
Total		19,398,510	0	5,277,400	2,347,227	3,900,000	17,051,283	20,775,910	395,723	696,000
Current borrowings		3,226,983					879,757			
Non-current borrowings		16,171,527					16,171,526			
		19,398,510					17,051,283			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

OPERATING ACTIVITIES

NOTE 6

CASH RESERVES

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<i>Council Funded</i>									
Staff Payments & Entitlements	1,633,128	0	0	0	0	(40,000)	(40,000)	1,593,128	1,593,128
Plant & Vehicle Replacement	11,400,754	0	0	3,024,727	0	(4,479,848)	(1,268,542)	9,945,633	10,132,212
Information Technology	501,249	0	0	1,200,000	1,200,000	(1,060,651)	(684,215)	640,598	1,017,034
Major Building Refurbishment	16,677,163	0	0	3,000,000	0	(3,170,032)	(1,088,751)	16,507,131	15,588,412
Waste & Recycling	12,200,267	0	0	1,964,254	0	(5,509,393)	(1,432,959)	8,655,128	10,767,308
Land Development and Investment Fund	11,002,645	0	0	5,568,114	737,573	(3,971,452)	(285,000)	12,599,307	11,455,218
Roads & Drainage Infrastructure	10,442,059	0	0	4,638,533	0	(7,850,304)	(3,443,450)	7,216,580	6,998,609
Naval Base Shacks	1,161,639	0	0	18,287	18,287	0	0	1,179,926	1,179,926
Community Infrastructure	27,777,436	0	0	3,500,000	0	(12,973,688)	(913,828)	18,303,748	26,863,608
Insurance	2,235,907	0	0	500,000	0	(100,000)	(76,644)	2,635,907	2,159,263
Greenhouse Action Fund	741,641	0	0	200,000	0	(288,330)	(52,607)	653,311	689,034
HWRP Post Closure Management & Contan	3,501,513	0	0	250,000	0	(908,602)	(62,237)	2,842,911	3,439,276
Municipal Elections	1,420	0	0	150,000	0	0	0	151,420	1,420
Community Surveillance	864,697	0	0	200,000	0	(135,050)	(110,218)	929,647	754,480
Waste Collection	4,199,528	0	0	2,339,328	0	(151,000)	(26,000)	6,387,856	4,173,528
Environmental Offset	308,011	0	0	0	0	(59,252)	0	248,759	308,011
Bibra Lake Management Plan	521,086	0	0	0	0	(520,000)	(167,961)	1,086	353,125
CIHCF Building Maintenance	9,327,472	0	0	1,458,228	1,074,248	0	0	10,785,700	10,401,720
Cockburn ARC Building Maintenance	3,718,365	0	0	1,500,000	0	0	0	5,218,365	3,718,365
Carry Forward Projects	2,850,851	0	0	17,918,715	9,878,427	(12,900,585)	(7,021,342)	7,868,981	5,707,936
Port Coogee Marina Assets Replacement	1,484,887	0	0	300,000	0	0	0	1,784,887	1,484,887
Total Council Funded Reserve	122,551,720	0	0	47,730,186	12,908,534	(54,118,187)	(16,673,755)	116,150,011	118,786,500
<i>Restricted Funded</i>									
Aged and Disabled Asset Replacement	391,623	4,257	2,598	37,716	31,430	(35,675)	(8,150)	397,921	417,500
Welfare Projects Employee Entitlements	1,611,878	18,465	3,394	900,000	675,000	0	0	2,530,342	2,290,271

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

OPERATING ACTIVITIES

NOTE 6

CASH RESERVES

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Port Coogee Special Maintenance - SAR	1,820,480	22,245	11,168	400,000	0	(219,815)	(180,277)	2,022,909	1,651,371
Port Coogee Waterways - SAR	102,267	1,291	663	55,600	0	(50,000)	0	109,159	102,931
Family Day Care Accumulation Fund	11,474	0	74	0	0	0	0	11,474	11,549
Naval Base Shack Removal	652,448	7,998	4,295	30,477	30,477	0	0	690,923	687,220
Restricted Grants & Contributions	5,786,772	0	0	0	0	(4,564,384)	(4,769,687)	418,541	1,017,085
Public Open Space - Various	0	0	14,135	5,764,971	5,764,971	(971,703)	(261,637)	4,793,268	5,517,470
Port Coogee Waterways - WEMP	1,302,071	15,831	8,464	0	0	(100,000)	0	1,217,902	1,310,536
Cockburn Coast SAR	25,209	465	116	30,000	0	(11,330)	(10,318)	44,344	15,007
Total Restricted Funded Reserve	11,704,221	70,551	44,907	7,218,764	6,501,878	(5,952,907)	(5,230,069)	12,236,783	13,020,939
Developer Contribution Plans									
Community Infrastructure DCP 13	4,782,645	17,282	43,375	3,000,000	4,524,305	(3,065,564)	(12,946)	4,734,363	9,337,379
Developer Contribution Plans - Various	10,744,509	162,167	68,630	2,094,690	1,770,931	(1,107,961)	(1,763,247)	11,907,113	10,820,823
Total Developer Contribution Reserve	15,527,154	179,449	112,005	5,094,690	6,295,236	(4,173,525)	(1,776,193)	16,641,476	20,158,202
Total Cash Reserve	149,783,095	250,000	156,912	60,043,640	25,705,649	(64,244,619)	(23,680,016)	145,028,269	151,965,640

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

OPERATING ACTIVITIES
NOTE 7
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 30 April 2021
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements - non-operating		713,380	13,335,119	(8,860,716)	5,187,784
Total unspent grants, contributions and reimbursements		713,380	13,335,119	(8,860,716)	5,187,784
Provisions					
Annual leave		4,809,588	58,575,858	(58,500,326)	4,885,120
Long service leave		3,144,114	0	0	3,144,114
Total Provisions		7,953,702	58,575,858	(58,500,326)	8,029,234
Total other current assets		8,667,082	71,910,977	(67,361,042)	13,217,018
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 8
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 July 2020	Amount Received	Amount Paid	Closing Balance 30 Apr 2021
	\$	\$	\$	\$
POS Payments - Bibra Lake (East)	133,721	339	(134,060)	0
POS Payments - Aubin Grove	816,634	73,814	(890,447)	0
POS Payments - Atwell	108,197	274	(108,471)	0
POS Payments - Beeliar	1,958,333	4,958	(1,963,292)	0
POS Payments - Coogee	328,680	127	(328,807)	0
POS Payments - Cockburn Central	164,995	361	(165,356)	0
POS Payments - Hamilton Hill	912,554	2,311	(914,864)	0
POS Payments - Jandakot	250,295	410	(250,705)	0
POS Payments - Munster	697,767	1,433	(699,200)	0
POS Payments - South Lake	5,400	14	(5,414)	0
POS Payments - Yangebup	547,116	1,385	(548,501)	0
POS Payments - Hammond Park	270,960	686	(271,646)	0
POS Payments - Coolbellup	179,948	456	(180,404)	0
POS Payments - Lake Coogee	0	112,000	(112,000)	0
	6,374,601	198,566	(6,573,167)	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 9
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption		Opening surplus				38,911
GL 400	Youth Outreach - increased external funding	10/09/20 0192	Operating Revenue		7,023		45,934
GL 400	Youth Outreach - increased service delivery 213 Frankland Ave - Parks construction funded by forfeited bond	10/09/20 0192	Operating Expenses			(7,023)	38,911
CW6124	213 Frankland Ave - Parks construction funded	10/09/20 0192	Capital Revenue		97,156		136,067
CW6124	213 Frankland Ave - Parks construction funded	10/09/20 0192	Capital Expenses			(97,156)	38,911
OP9945	Local Healthy Food funded by external fund	10/09/20 0192	Operating Revenue		12,500		51,411
OP9945	Local Healthy Food activity Community Engagement - Increased staff cost funded by	10/09/20 0192	Operating Expenses			(12,500)	38,911
OP8839	Contingency Fund Community Development consultant funded by Contingency Fund	10/09/20 0192	Operating Expenses		35,000		73,911
OP9525	Seniors program funded by Contingency Fund	10/09/20 0192	Operating Expenses		50,000		123,911
OP8935	Contingency Fund - funding various projects	10/09/20 0192	Operating Expenses		10,000		133,911
OP8272			Operating Revenue			(95,000)	38,911
GL 500	Statutory Planning - increase development application revenue	08/10/20 0213	Operating Revenue		100,000		138,911
GL 500	Statutory Planning - additional contract position	08/10/20 0213	Operating Expenses			(100,000)	38,911
GL 730	Building Services - increase building permits revenue	08/10/20 0213	Operating Revenue		100,000		138,911
GL 730	Building Services - additional contract position	08/10/20 0213	Operating Expenses			(100,000)	38,911
Various	Adjusting workers compensation internal allocations	08/10/20 0213	Operating Expenses		2,031		40,942
OP6283	CSRFP preliminary planning funded from contingency	08/10/20 0213	Operating Expenses		50,000		90,942
OP7861	Asbestos register funded from contingency	08/10/20 0213	Operating Expenses		22,000		112,942
OP7965	Recruitment cost funded from contingency	08/10/20 0213	Operating Expenses		66,000		178,942
OP8272	Contingency Fund - funding various projects	08/10/20 0213	Operating Revenue			(138,000)	40,942
OP9176	Coastal adaptation grant	08/10/20 0213	Operating Revenue		48,000		88,942
OP9176	Coastal vulnerability & adaptation planning	08/10/20 0213	Operating Expenses			(48,000)	40,942
OP7848	ATOP stage 2 maintenance revenue	08/10/20 0213	Operating Revenue		27,648		68,590
OP7848	McLaren Park maintenance	08/10/20 0213	Operating Expenses			(27,648)	40,942
CW1668	Purchase of Pure Storage	12/11/20 0230	Capital Expenses			(440,000)	(399,058)
CW1668	Reserve funding purchase of Pure Storage	12/11/20 0230	Transfer from Reserve		440,000		40,942
CW3962	Tolley Court Sump - funding CW3962	12/11/20 0230	Capital Expenses			(96,910)	(55,968)

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 9
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
CW3963	Hartley Sump - funding CW3962	12/11/20 0230	Capital Expenses		5,559		(50,409)
CW3982	King Store Storage - funding CW3962	12/11/20 0230	Capital Expenses		47,081		(3,328)
CW4896	Beeliar drive Sump fence replacement - funding CW3962	12/11/20 0230	Capital Expenses		16,115		12,787
CW4814	Spearwood Avenue Hamilton to Cockburn - funding CW3962	12/11/20 0230	Capital Expenses		7,435		20,222
CW4897	Spearwood Ave Sump provide screening - funding CW3962	12/11/20 0230	Capital Expenses		20,720		40,942
CW4676	Frankland Park Recreation Centre funded by LRCI grant	12/11/20 0230	Capital Expenses			(200,000)	(159,058)
CW4712	Malabar Park BMX Facility - Funded by LRCI grant	12/11/20 0230	Capital Expenses			(115,000)	(274,058)
CW4964	Replacement of evaporative air con system at the Coogee Beach Surf Life Saving Club - funded by LRCI grant	12/11/20 0230	Capital Expenses			(175,000)	(449,058)
CW4965	Henderson Reuse Shop Air Conditioning - funded by LRCI grant	12/11/20 0230	Capital Expenses			(45,000)	(494,058)
CW4966	South Coogee Clubrooms External Works - funded by LRCI grant	12/11/20 0230	Capital Expenses			(30,000)	(524,058)
CW4967	Slow Down Coastal Path - funded by LRCI grant	12/11/20 0230	Capital Expenses			(100,000)	(624,058)
CW4968	Hammond Park Shared Path - funded by LRCI grant	12/11/20 0230	Capital Expenses			(100,000)	(724,058)
CW4969	Urban Forest Crossing - funded by LRCI grant	12/11/20 0230	Capital Expenses			(100,000)	(824,058)
CW4970	Chieftain Esplanade Road Closure - funded by LRCI grant	12/11/20 0230	Capital Expenses			(18,000)	(842,058)
CW4971	Smart LED Street Light Trial - funded by LRCI grant	12/11/20 0230	Capital Expenses			(94,107)	(936,165)
CW (TBA)	Landscaping improvements in Yangebup - funded by LRCI grant	12/11/20 0230	Capital Expenses			(100,000)	(1,036,165)
Various	LRCI grant funding various projects	12/11/20 0230	Capital Revenue		1,077,107		40,942
CW4937	Aged & disabled bathroom heater & kitchen refurbishment	12/11/20 0230	Capital Expenses			(20,000)	20,942
CW4937	Reserve funding aged & disabled refurbishment	12/11/20 0230	Transfer from Reserve		20,000		40,942
CW4972	Geothermal failure at ARC	12/11/20 0230	Capital Expenses			(200,000)	(159,058)
CW4972	Reserve funding repair to Geothermal system	12/11/20 0230	Transfer from Reserve		200,000		40,942
CW6128	Santich Park – Parking and New Lights	12/11/20 0230	Capital Expenses			(18,000)	22,942
CW6129	Success Netball Courts and Parking Upgrade	12/11/20 0230	Capital Expenses			(32,000)	(9,058)

CITY OF COCKBURN | 18

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 9
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
OP6283	CSRFP Prelim Planning - funding CW6128 & 6129	12/11/20 0230	Operating Expenses		50,000		40,942
CW6139	Dimago Park - forfeited POS fund	12/11/20 0230	Capital Expenses			(90,000)	(49,058)
OP7862	Dimago Park maintenance - forfeited POS fund	12/11/20 0230	Operating Expenses			(7,158)	(56,216)
Various	Forfeited POS to fund maintenance of Dimago Park	12/11/20 0230	Operating Revenue		97,158		40,942
OP7744	Goldsmith - developer contribution POS	12/11/20 0230	Operating Expenses			(7,750)	33,192
OP7744	Received new developer contribution for Goldsmith Park	12/11/20 0230	Operating Revenue		7,750		40,942
OP9223	Bike Month - Cockburnhagen - funded by State grant	12/11/20 0230	Operating Expenses			(2,000)	38,942
OP9223	Received new state grant for Cockburnhagen project	12/11/20 0230	Operating Revenue		2,000		40,942
GL 105	Adjustment to FAGS grant	12/11/20 0230	Operating Revenue			(70,505)	(29,563)
GL 210	Health Services - increase licence revenue	12/11/20 0230	Operating Revenue		100,000		70,437
CW3950	Received MRRG for Hammond Rd duplication	12/11/20 0230	Capital Revenue		3,000,000		3,070,437
CW3950	Reserve funding for Hammon Rd duplication	12/11/20 0230	Transfer from Reserve		1,000,000		4,070,437
CW3950	Hammond Road duplication	12/11/20 0230	Capital Expenses			(4,000,000)	70,437
CW3996	Received new grant - RAC Healy Road	10/12/20 0259	Capital Revenue		80,000		150,437
CW3996	Increased expenditure on Healy Road funded from RAC grant	10/12/20 0259	Capital Expenses			(80,000)	70,437
CW6140	Forfeited bond to fund Koorilla wall and fencing work	10/12/20 0259	Capital Revenue		203,810		274,247
CW6140	Koorilla wall & fencing funded by forfeited bond	10/12/20 0259	Capital Expenses			(203,810)	70,437
OP5998	Purchase of Thin Clients funded from IT Rsv	10/12/20 0259	Operating Expenses			(51,300)	19,137
OP5998	Transfer from IT Reserve to fund purchase of Thin Clients	10/12/20 0259	Transfer from Reserve		51,300		70,437
OP8732	Insurance reimbursement for property insurance claim	10/12/20 0259	Operating Revenue		515,000		585,437
OP8732	Property insurance claim	10/12/20 0259	Operating Expenses			(515,000)	70,437
OP4997	Received Inclusion Support Grant	10/12/20 0259	Operating Revenue		4,500		74,937
OP4997	Activities funded by Inclusion Support Grant	10/12/20 0259	Operating Expenses			(4,500)	70,437
OP5002	Received Animal Welfare in Emergency grant	10/12/20 0259	Operating Revenue		10,000		80,437
OP5002	Activities funded by Animal Welfare in Emergency Grant	10/12/20 0259	Operating Expenses			(10,000)	70,437
CW1669	Dell Server Replacement funded from IT Rsv	11/02/21 0007	Capital Expenses			(193,351)	(122,914)
CW1669	Transfer from IT Reserve to fund purchase of Dell Server Replacement (Admin VDI Servers)	11/02/21 0007	Transfer from Reserve		193,351		70,437

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 9
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
CW6105	Transfer budget to fund shade sail install at Minori Park as location is not suitable for a bball court	11/02/21 0007	Capital Expenses		25,000		95,437
CW6142	Shade sail installation at Minori Park	11/02/21 0007	Capital Expenses			(25,000)	70,437
CW6115	Transfer budget to fund landscape upgrade at Hobson Park as project was completed	11/02/21 0007	Capital Expenses		20,000		90,437
CW6141	Landscape upgrade at Hobson Park	11/02/21 0007	Capital Expenses			(20,000)	70,437
CW7903	Purchase of replacement forklift with an electric variant	11/02/21 0007	Capital Expenses			(40,000)	30,437
CW7903	Transfer from Plant Reserve to fund the purchase of replacement forklift	11/02/21 0007	Transfer from Reserve		35,000		65,437
CW7903	Proceeds from sale from forklift	11/02/21 0007	Proceeds from Sale		5,000		70,437
GL 960	Transfer Public Open Space from Trust to Reserve	11/02/21 0007	Transfer to Reserve			(5,764,971)	(5,694,534)
GL 999	Transfer Public Open Space from Trust to Reserve	11/02/21 0007	Non Cash Item		5,764,971		70,437
GL 381	Grant from Anglicare WA for Small Business Financial Counselling	11/02/21 0007	Operating Revenue		140,000		210,437
GL 381	New activity - Small Business Financial Counselling	11/02/21 0007	Operating Expenses			(140,000)	70,437
CW6059	Bakers Square lighting - project completed	11/02/21 0007	Capital Expenses		6,715		77,152
CW6059	Reversing unspent fund from Bakers Square Lighting back to reserve	11/02/21 0007	Transfer from Reserve			(6,715)	70,437
OP8732	Reducing insurance reimbursement on Generic Property Claims	11/02/21 0007	Operating Revenue			(100,000)	(29,563)
OP8732	Transfer from Insurance Reserve for Generic Property Claims	11/02/21 0007	Transfer from Reserve		100,000		70,437
OP9767	Reducing Asset Management Consulting Fees	11/02/21 0007	Operating Expenses		10,000		80,437
OP9714	Increased expenditure on Golf Course Business Plan	11/02/21 0007	Operating Expenses			(10,000)	70,437
OP6280	Mobility tablets replacement	11/02/21 0007	Operating Expenses			(90,000)	(19,563)
OP6280	Transfer from IT Reserve to fund mobility tablets replacement	11/02/21 0007	Transfer from Reserve		90,000		70,437
Various	Mid-year budget review	11/03/21 0029	Opening Surplus(Deficit)			(16,611)	53,826
OP8820	International Women's Day event funded from surplus	11/03/21 0029	Operating Expenses			(6,000)	47,826
CW4978	Funding from CSRFF for minor refurbishment at Atwell Park changeroom	08/04/21 0053	Capital Revenue		9,365		57,191

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 9
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
CW4978	Minor refurbishment Atwell changeroom funded from CSRFF	08/04/21 0053	Capital Expenses			(28,096)	29,095
CW4923	Funding from CSRFF for minor refurbishment at Tempest Park changeroom	08/04/21 0053	Capital Revenue		17,416		46,511
CW4923	Transfer budget to fund minor refurbishment at Atwell Park changeroom	08/04/21 0053	Capital Expenses		17,750		64,261
CW4924	Funding from CSRFF for minor refurbishment at Santich Park changeroom	08/04/21 0053	Capital Revenue		8,499		72,760
CW4924	Minor refurbishment Santich changeroom funded from CSRFF	08/04/21 0053	Capital Expenses			(5,496)	67,264
OP7862	Remove duplicated budget	08/04/21 0053	Transfer from Reserve			(7,158)	60,106
OP7862	Remove duplicated budget	08/04/21 0053	Operating Expenses		7,158		67,264
GL 906	Transferring developer contribution to liability	to 13 May OCM	Contract Liabilities		1,014,690		1,081,954
GL 965	Transferring developer contribution to DCA13 reserve	to 13 May OCM	Transfer to Reserve			(1,014,690)	67,264
GL 965	Payment for crown ceded land from DCA13 reserve	to 13 May OCM	Transfer from Reserve		1,000,000		1,067,264
GL 906	Payment for crown ceded land and reduce liability	to 13 May OCM	Capital Expenses			(1,000,000)	67,264
CW4979	Transfer from Land Development Reserve to fund fit out cost for MCCC tenancy	to 13 May OCM	Transfer from Reserve		22,458		89,722
CW4979	Fit out cost for MCCC tenancy	to 13 May OCM	Capital Expenses			(22,458)	67,264
CW4836	Transfer from IT Reserve to fund installation of AV system at committee rooms and boardroom	to 13 May OCM	Transfer from Reserve		80,000		147,264
CW4836	Install AV system at committee rooms and boardroom	to 13 May OCM	Capital Expenses			(80,000)	67,264
CW4980	Receive developer contribution for Bethesda carpark development	to 13 May OCM	Capital Revenue		600,000		667,264
CW4980	Bethesda carpark development	to 13 May OCM	Capital Expenses			(600,000)	67,264
CW1673	Transfer from IT Reserve to fund network replacement	to 13 May OCM	Transfer from Reserve		175,000		242,264
CW1673	Core distribution and network replacement	to 13 May OCM	Capital Expenses			(175,000)	67,264
CW1674	Live streaming equipment in Council Chambers funded from Contingency	to 13 May OCM	Capital Expenses			(33,000)	34,264
OP8272	Contingency Fund - funding live streaming equipment	to 13 May OCM	Operating Expenses		33,000		67,264
CW6069	Transfer unspent fund in Multi Media Equipment project to fund acoustic panelling replaced in Atwell	to 13 May OCM	Capital Expenses		9,000		76,264
CW4978	Replace acoustic panelling in Atwell	to 13 May OCM	Capital Expenses			(9,000)	67,264

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 9
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
OP8574	Contribution to the Underground Power - Hilton	to 13 May OCM	Operating Expenses			(11,015)	56,249
OP7859	Reversal of duplicated revenue entry	to 13 May OCM	Operating Revenue			(15,000)	41,249
OP4990	Parmelia Gas Pipeline relocation licence fee revenue	to 13 May OCM	Operating Revenue		8,181		49,430
CW4974	Rugby storage - gifted asset	to 10 June OCM	Capital Expenses			(46,045)	3,385
CW4974	Received rugby storage - gifted asset	to 10 June OCM	Capital Revenue		46,045		49,430
CW3859	Bike path Carrington to Blackwood project cancelled	to 10 June OCM	Capital Expenses		273,000		322,430
CW3859	Bike path Carrington to Blackwood project cancelled	to 10 June OCM	Transfer from Reserve			(118,000)	204,430
CW3859	PTA grant funding for bike path project returned	to 10 June OCM	Capital Revenue			(155,000)	49,430
				0	17,294,492	(17,283,973)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 10
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$300,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Revenue from operating activities				
Community Development	(1,197,219)	(14.85%)	▼ Timing	Revenue delayed
Operations & Maintenance	504,151	6.37%	▲ Timing	Revenue delayed
Property & Assets	359,631	10.72%	▲ Timing	Revenue delayed
Expenditure from operating activities				
Library & Cultural Services	475,228	10.07%	▲ Timing	Expenditure delayed
Recreation Services	548,741	4.69%	▲ Timing	Expenditure delayed
Community Development	1,422,572	13.80%	▲ Timing	Expenditure delayed
Community Safety & Ranger Services	380,622	8.05%	▲ Timing	Expenditure delayed
Operations & Maintenance	614,398	1.11%	▲ Timing	Expenditure delayed
Investing activities				
Financing activities				
Transfer from reserves	316,935	1.36%	▲ Timing	Expenditure delayed
Transfer to reserves	(2,003,545)	(8.40%)	▼ Timing	Revenue brought forward (DCP13)
Payments for property, plant and equipment and infrastructure	4,609,148	14.10%	▲ Timing	Expenditure delayed
Proceeds from non-operating grants, subsidies and contributions	(936,493)	(31.35%)	▼ Timing	Additional revenue

16. ENGINEERING AND WORKS DIVISION ISSUES

16.1 (2021/MINUTE NO 0088) MARINA AND COASTAL INFRASTRUCTURE ASSET MANAGEMENT PLAN

Author(s) P Balley and N Milne

Attachments 1. Marina and Coastal Infrastructure Asset Management Plan 2020 - 2024 [↓](#)

RECOMMENDATION

That Council ADOPTS the Marina and Coastal Infrastructure Asset Management Plan (AMP) 2020 – 2024.

COUNCIL DECISION

MOVED Cr L Smith SECONDED Cr P Corke

That the recommendation be adopted.

CARRIED UNANIMOUSLY 9/0

Background

In accordance with the Department of Local Government, Sport and Cultural Industries Integrated Planning Framework, the City's Corporate Planning Framework and the Strategic Asset Management Planning Framework, Asset Management Plans have been developed to deliver sustainable financial management and continuous improvement of the City's Infrastructure assets.

Submission

N/A

Report

The Marina and Coastal Infrastructure Asset Management Plan 2020-2024 (MCIAMP) forms part of the City's Strategic Asset Management Planning Framework and acts as an informing strategy to the City's Corporate Planning Framework.

The MCIAMP reflects the City's intent to establish a strategic and long term management approach to its marina and coastal infrastructure assets by formalising appropriate levels of service, addressing risk, whilst optimising whole of life cost management of its asset base.

The MCIAMP prioritises the preservation and renewal of existing assets whilst also enabling the City to consider the financial and operational implications of future growth, taking into account community expectations and technical requirements in respect to levels of service that the assets provide.



The MCIAMP is developed to incorporate and draw from the following:

- 5 Year Capital Work program consisting of new and upgraded infrastructure.
- 10 Year Renewal Plans identifying optimum replacement/rehabilitation intervals to reduce whole of life costs.
- Current and required future Operational budgets up to 2029/30.

The MCIAMP will be revised every 4 years with a 2 year desktop review to provide key elements required for the Long Term Financial Plan (LTFP), including asset valuations, growth projections, financial analysis including operating costs, sustainability ratios and 10 year renewal projections.

This ensures future revisions of the LTFP are derived from a structured AMP development cycle which has received Council approval, increasing confidence and integration of asset management data and methodologies into the City's long term financial planning and corporate planning framework.

The MCIAMP has a 'Core' level status reflecting the City's current level of maturity in asset management planning for this asset class. The key objective for all Local Governments is to achieve and sustain a 'Core' maturity as defined by the National Asset Management Frameworks based on the Asset Management Maturity Index Figure 1.

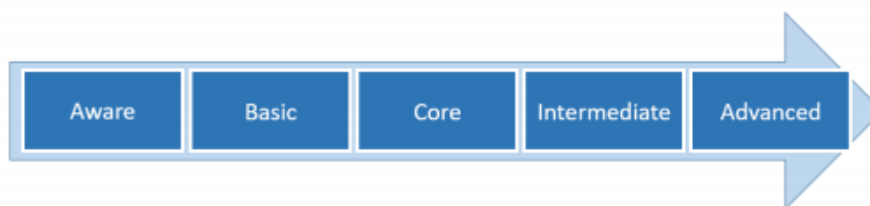


Fig 1: The Asset Management Maturity Index

The MCIAMP sets out an improvement strategy in order to reach 'Advanced' status by incorporating the following:

1. Advanced deterioration modelling for asset renewal/rehabilitation.
2. Monitoring and recommending appropriate Level of Service.
3. Enhanced recording and reporting of maintenance and project expenditure.
4. Asset Ownership
5. Scheduled audits of Marina and Coastal infrastructure.
6. Useful life scenarios to determine greater accuracy of asset life.

Key findings from the Marina and Coastal AMP include:

Asset Valuations

Marina and Coastal Infrastructure within the MCIAMP was originally valued in 2016 by Asset Val LTD. During 2018/19 the City's Project and Asset Service Unit performed a visual condition survey onsite to verify the original assessment, formalising the City's operational asset register and to ensure alignment of both operational and financial registers in preparation for the development of the MCIAMP.



Marina and Coastal Infrastructure Assets Summary Table as at February 2020:

Asset Group	Asset Classification	Quantity	Replacement Value
Marine Specific	Edge Walls and Retaining Walls	11	\$6,601,932
	Gangways, Jetties and Pontoons	96	\$11,894,492
	Piles	150	\$2,014,505
	Sea Walls and Breakwaters	5	\$23,691,000
	Service Lines	19	\$302,098
	Service Points	122	\$185,700
Open Space Specific	Boardwalk	1	\$4,400,000
	Fences	3	\$19,359
	Minor Structures	15	\$247,430
	Rubbish Bins	17	\$30,350
	Seats	9	\$8,100
Road Specific	Lighting	55	\$68,785
	Signs	19	\$4,710
	TOTAL	522	\$49,468,461

Asset Growth – Future Projections

Future growth projections are supported by the City's Strategic Planning Service population and demographic research. The City's population is expected to increase by 40.9% over 20 years increasing the demand on the City's coastal infrastructure and the facilities offered at Port Coogee. Through a combination of new and upgraded assets the Current Replacement Cost (CRC) of infrastructure included in the plan is expected to reach \$74.2m including CPI by 2029/30.

AMP	Period (Years)	\$ (CRC Increase over period)	% (per annum)
MCIAMP	10	\$15M	13

Lifecycle Management - Maintenance and Operational Expenditure

Ongoing maintenance expenditure is required to ensure that the City's assets are maintained to meet desired levels of service. Asset growth (detailed in the future projections table above) is calculated to determine projected budgets for the year 2029/30 including 2% CPI.

AMP	2020/21 (Current)	2029/30 (Projection)
MCIAMP	\$2,678,559	\$2,855,510

Condition Analysis

The condition profile of the City's infrastructure assets is measured using a 1 to 5 rating system; 1 being excellent and 5 very poor.



The following table provides a consolidated view of the Marina and Coastal Infrastructure assets.

AMP	1 (Excellent)	2 (Good)	3 (Moderate)	4 (Poor)	5 (Very Poor)
MCIAMP	48.8%	51.11%	0.01%	0%	0%

Department of Local Government, Sport and Cultural Industries Sustainability of Service Delivery

From June 2013 there has been a legislative requirement for the City to report its performance in relation to the Department of Local Government's Asset Management Guidelines and Framework. Based on actual expenditure in 2018/19, the following table indicates the City's performance:

AMP	Consumption Ratio % 2020/21 (target between 50 & 75)	Sustainability Ratio % 2020/21 (target between 90 & 110)	10 Year Renewal Funding Ratio % (target between 95 and 105)
MCIAMP	79%	9%	100%

The asset sustainability ratio is the actual expenditure measured against the depreciation expense for the asset. Although the asset expenditure noted above is 9%, the City will quarantine the depreciation expense, which is \$0.3m for FY21. The reason the expense is so low is due to the assets being relatively new, not requiring asset (sustainability) expenditure. If this was actually expenditure the ratio would be 100%.

Asset Renewals – The Cumulative Gap

The cumulative gap is derived by developing long term asset renewal programs to determine optimum renewal periods and to deliver greater financial sustainability for the City by providing funding requirements up to 2029/30.

AMP	2029 / 2030
MCIAMP	\$0

Strategic Plans/Policy Implications

Environmental Responsibility

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

- Sustainably manage our environment by protecting and enhancing our unique natural coastal, bushland, wetlands areas and native wildlife.



Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- Provide community, sport, recreational, and cultural facilities and infrastructure to meet our community needs.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Deliver value for money through sustainable financial management, planning and asset management.

Budget/Financial Implications

Financial analysis within the MCIAMP identifies the funding needs to manage current assets to targeted levels of service and risk exposure, plus accommodating the handover of assets arising from growth of the City and changing demand for services.

The City will quarantine depreciation expenses to the relevant reserve. The issue will be the large one-off expenditures required for coastal management as highlighted in the AMP, namely as sum of \$5.5m in FY23.

The municipal expenditure of \$2.8m is dependent of receiving matching grant funds, which to date the State Government have not made available. This is a large capital expenditure and would have to be assessed if and when required against other priorities Council has determined for a specific budget year, together with applicable state government grants.

Legal Implications

The AMPs provide the status of the City's Asset Management practice in respect to the Department of Local Government's key performance indicators of financial sustainability of service delivery.

This guideline is intended to provide a clear explanation of each ratio required to be included in the annual financial report under section 6.4(2) of the *Local Government Act 1995* and Regulation 50 of the *Local Government (Financial Management) Regulations 1996*, being:

1. Asset Consumption Ratio
2. Asset Sustainability Ratio
3. Asset Renewal Funding Ratio (10 years)

Community Consultation

N/A

Risk Management Implications

In keeping with the implementation of the Strategic Community Plan 2020 - 2030, the Marina and Coastal Infrastructure Asset Management Plan has been developed to deliver sustainable financial management and continuous improvement of the City's Marina and Coastal Infrastructure assets.

Not adopting the plan, the City will be subject to reputational and financial risk due to the inability to undertake relevant asset renewal and improvement works to protect the City's unique natural coastal areas, and to deliver value for money marina business management through sustainable financial management, planning and asset management.

Advice to Proponent(s)/Submitters

N/A

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

Nil





Marina and Coastal Infrastructure Asset Management Plan 2020–2024



cockburn.wa.gov.au

Cover photograph is an aerial of the Marina at Port Coogee



Document Control		 			
Version No	Date	Version Details	Author	Reviewer	Approver
1	April 2020	Draft to Managers	Asset Management	Property & Assets	
2	June 2021	Final version for adoption	Asset Management	Executive Committee (ExCo)	Council
3					
4					
5					

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GLOSSARY

ASPEC (M, O, R, D) Specification

ASPEC data Specification and the City's operational register classification i.e. Marina and Coastal Infrastructure, Open Space, Road and Drainage Specification

Asset

A physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.

Asset Class

Groupings of assets of similar nature and use in a local government's operations (AASB 166.37)

Asset Classification

A division of the asset class regarded as having particular shared characteristics

Asset Type

Defines the range of assets held in the asset classification i.e. A Spec

Asset Condition

Is a measure of the asset's physical integrity to enable prediction of maintenance, rehabilitation and renewal requirements.

Asset Management

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

Capital Renewal Expenditure

Expenditure/ works on an existing asset which returns the service potential or the life of the asset to that which it had originally.

Capital New Expenditure

Expenditure used to create new assets or to increase the capacity of existing assets beyond their original design capacity or service potential.

Capital Upgrade Expenditure

Expenditure which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally.

Current Replacement Cost (CRC)

The cost of replacing the service potential of an existing asset, by reference to some measure of capacity, with an appropriate equivalent asset.

Depreciation

The wearing out, consumption or other loss of value of an asset whether arising from use, passing of time or obsolescence through technological and market changes.

*The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.

Depreciated Replacement Cost

The replacement cost of an existing asset less an allowance for wear and consumption, having regard for the remaining economic life of the existing asset.

Expenditure

The spending of money on goods and services.

Fair Value

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Funding Gap *

Difference between estimated budgets and projected expenditures from the Long Term Financial Plan for maintenance and renewal of assets, totalled over a defined time.

Gap Analysis

A method of assessing the gap between a business's current asset management practices and the future desirable asset management practices.

Integrated Planning and Reporting

A framework for establishing community priorities and linking this information into different parts of a local government's functions.

Level of Service *

The defined service quality for a particular activity or service area against which service performance can be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental, acceptability and cost.

Life Cycle Management

The total cost of an asset throughout its life including costs for planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.

Long Term Financial Plan (LTFP)

Supported by the Asset Management Planning Process the LTFP is a ten year rolling plan that informs the Corporate Business Plan to activate Strategic Community Plan priorities. From these planning processes, Annual Budgets that are aligned with strategic objectives can be developed.

Maintenance

All actions necessary for retaining an asset as near as practicable to its original condition, but excluding rehabilitation or renewal.

Non-Asset Solution

The process used to identify the alternative methods of addressing, reducing and/ or increasing demand for services other than by adjusting asset capacity.

Operating Expenditure *

Recurrent expenditure, which is continuously required excluding maintenance and depreciation, e.g. power, fuel, staff, plant equipment, on-costs and overheads.

Planned Maintenance *

Repair work that is identified and managed through a maintenance management system,

activities include inspection, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Reactive Maintenance *

Unplanned repair work that is carried out in response to service requests and management / supervisory directions.

Remaining Life *

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining life is economic life.

Replacement Cost

The cost of replacing an existing asset with a substantially identical new asset.

Risk Management *

The application of a formal process to determine the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probable occurrence.

Strategic Community Plan

The strategy and planning document that reflects the longer term (10+ year) community and local government aspirations and priorities.

Useful Life *

Either:

- (a) the period over which an asset is expected to be available for used; or
- (b) the number of production or similar units (i.e. intervals, cycles) that is expected to be obtained from the asset.

Source: **Government** of WA Asset management framework and guidelines, Glossary*

Source: DVC 2006, Glossary 'Asset Investment Guidelines'

1. EXECUTIVE SUMMARY

With the implementation of the City's Corporate planning Framework, the Marina & Coastal Infrastructure Asset Management Plan (MCIAMP) has been developed to establish sustainable financial management, robust governance, continuous improvement and best practice management of the City's infrastructure assets.

The MCIAMP covers the 2020/2021-2023/2024 financial years, outlines the services provided by the Marina & Coastal Service Unit in delivering strategic and operational asset management activities for communities that utilise the City's Marina and Coastal Infrastructure assets.

The MCIAMP is the eighth infrastructure AMP developed by the City and forms part of the City's Strategic Asset Management Planning Framework. The MCIAMP will be developed every four years in alignment with the Corporate Planning Framework ensuring that the City's long term financial planning (LTFP) is supported by timely and accurate asset information and financial projections derived from a structured and strategic asset management planning process.

The 2020 - 2024 version of the MCIAMP is the first developed by the City and in accordance with the International Infrastructure Maintenance Manual (IIMM) has achieved 'core' level status. Future versions of MCIAMP will be developed in alignment with IIMM to ensure that an intermediate level AMP is developed, similar to the City's seven Infrastructure AMPs.

The MCIAMP's improvement strategy will guide the Marina & Coastal Service Unit to continuously improve services provided, establishing best practice strategic and operational asset management methodologies across people, processes and systems.

Table 1.1 Marina and Coastal Infrastructure Assets Summary Table as at February 2020

Asset Group	Asset Classification	Quantity	Replacement Value
Marine Specific	Edge Walls and Retaining Walls	11	\$6,601,932
	Gangways, Jetties and Pontoons	96	\$11,894,492
	Piles	150	\$2,014,505
	Sea Walls and Breakwaters	5	\$23,691,000
	Service Lines	19	\$302,098
	Service Points	122	\$185,700
Open Space Specific	Boardwalk	1	\$4,400,000
	Fences	3	\$19,359
	Minor Structures	15	\$247,430
	Rubbish Bins	17	\$30,350
	Seats	9	\$8,100
Road Specific	Lighting	55	\$68,785
	Signs	19	\$4,710
	TOTAL	522	\$49,468,461

The key messages from the 2020 Marina and Coastal Infrastructure Asset Management Plan are summarised below:

Asset Data & Condition Analysis

- The data utilised to develop the MCIAMP is considered to be approximately 85% accurate and of medium confidence.
- The City's Marina and Coastal Infrastructure assets are in an excellent to moderate condition with 48.8% of the assets in condition 1, 51.1% in condition 2 and <1% in condition 3. See legend at Graph 5.1.3 Asset Condition Profile.
- See **(Section 5)** for further information

Level of Service and Risk Management

Level of service management:

Level of service management is a measurable target which determines the type and extent of services delivered to the community. Marina and Coastal Infrastructure levels are measured internally and, by the community to determine adequate provision.

- Berth occupancy has increased annually since opening in 2016 from 47% to 98% in 2019.
- Marina & coastal assets are in good order and free from hazards, there have been no public liability claims received.
- Attendance numbers to City hosted annual social events are increasing from 87 in 2016 to 100 in 2019.
- See **(Section 3)** for further information

Risk management:

The following risk treatments / strategies have been implemented to mitigate the City's risk.

- \$20K Annual Coastal monitoring program to prevent the loss or damage to land and assets due to erosion resulting from climate change.
- \$5K Annual Marine Monitoring Programme to monitor waterways and fish diversity in the Port Coogee Waterways
- \$15K Annual jetty inspections as part of a five year maintenance contract for the marina, including additional 'after storm event' inspections at \$1,500 to identify specific storm damage.

- Mandatory 3-yearly fire and safety inspection of all boats by qualified contractor to comply with marina rules to assist with prevention of incidents, including boat fires, infrastructure damage and personal safety risks \$30K/year.

See **(Section 3)** for further information

Future Growth and Demand Management

Projected future growth is supported by the City's Strategic Planning Business Unit's population and demographic research study's, whilst demand management is catered for by the upgrade and construction of existing and new assets through the delivery of the City's adopted Major Capital Work strategies, programs and plans.

Continued population growth within the City of Cockburn and activation of Cockburn's coastline has resulted in the City establishing the following strategies / projects to meet demand and increase the services provided.

The City has developed a Preliminary 5 Year Capital Works Program with estimated project costs of \$14.7million inclusive of 2% compound CPI. A summary of the major projects of the program is provided below:

- During 2020 / 2021 Stage 3 of the Marina Expansion will be constructed, an investment of \$5.2m will establish approximately 80 new berths and provide increased capacity to service the berth waitlists. The number of people on the waitlists is approximately 40.
- During 2022 / 2023 an investment of \$5m is planned to deliver Phase 1 of the Erosion Protection Structures at C Y O'Connor
- During 2023 / 2024 \$0.75m is proposed to develop the Cockburn Coast Foreshore Plan at C Y O'Connor Beach
- During 2024 / 2025 a budget of \$1.4m will install new floating jetties at the southern side of Port Coogee Marina being Stage 4 of the marina expansion.

See **(Section 4 & Appendix B)** for further information

See **(Appendix B)** for the preliminary 5 year capital works program

Lifecycle Management

The lifecycle management section details how the City plans to manage and operate both current and future assets to the agreed levels of service whilst optimising life cycle costs.

- Current Maintenance & Operational expenditure is adequate however future budgeting requirements to meet appropriate service levels need to be assessed for the Marina Expansion.

- Planned maintenance work was 98% of the total maintenance expenditure for the 2018/19 period.
- By 2029/30 required expenditure for Operations and Maintenance is expected to be approximately \$2.9 million, this figure includes new assets growth from capital works and the marina expansion plan.

See **(Section 5)** for further information.

Financial Analysis

Marina and Coastal Infrastructure Asset Renewal Forecasts

The City has developed a 10 year renewal plan which will inform the budget planning process and the City's long term financial planning.

- As at 29/30 the total Replacement Cost, based on the 2019/2020 dollar value, is \$74.1 million.
- The 10 year projected renewal expenditure value totals \$1.9 million inclusive of 2% compound CPI.
- There is no 10 year cumulative funding gap for marina and coastal infrastructure assets, this is based the MCIAMP receiving 100% renewal funding from the City's funding strategies.

See **(Section 6)** for further information

See **(Appendix C)** for the 10 year Renewal program

Sustainability of Service Delivery

The City will compile and report its Marina and Coastal infrastructure assets performance in relation to the Dept. of Local Government's Asset Management Guidelines and Framework.

Based on actual expenditure in 2018/19, Table 1.2 indicates the City's performance in managing marina and coastal infrastructure assets as at February 2020.

Table 1.2 Marina and Coastal Infrastructure Asset Ratio Summary Table

Asset Class	Consumption Ratio 2018/19	Sustainability Ratio 10 Years	Renewal Funding Ratio 10 Years
Marina and Coastal Infrastructure	79%	13%	100%
Dept of LG Framework Standard	Met	Not Met	Met

Sustainability ratios for marina and coastal infrastructure have been forecast for the next 10 years to reflect the improvements the City will make following the completion of the LTFP. The sustainability ratio for the 2029/30 period is predicted to be 13%, the renewal funding ratio for the same period is predicted to be 100%.

See **(Section 6)** for further information

AMP Improvement Strategy and Monitoring

A number of strategic improvements have been identified that will improve future revisions of the plan and provide greater financial alignment with the Long Term Financial Plan 2020/21-2029/30.

- Condition assessments for all marina and coastal infrastructure assets to better inform renewal planning and continue 'whole of life' approach to asset management.
- Revaluation of marina and coastal assets in 21/22 to improve confidence in financial reporting. The valuation methodology is based upon the Australia and New Zealand Valuation and Property Standards and Mark IV Industrial Special Risk Insurance Policy using Australian Accounting Standard AASB 13 and AASB 116.
- Implementation of Technology One Enterprise Asset Management System.

See **(Section 8)** for further information

2. INTRODUCTION

2.1 Background

The Port Coogee Marina was constructed in 2011 and for the first five years was operated as a managed service by Frasers Property Australia. The management of the Marina was transferred to the City in 2016.

During 2016 the City created the Marina & Coastal Service Unit, which now consists of 3 full time staff members. The Service Unit resides within the Engineering & Works Directorate and Infrastructure Services Business Unit and provides day to day operational management for the 150 floating berths, associated ancillary assets and coastal infrastructure along the Cockburn coastline.

The Marina & Coastal Service Unit is responsible for the Management of the Port Coogee marina facility including business development, Licence holders' liaison and daily service operations including the delivery of coastal infrastructure and management initiatives

The Port Coogee Marina features include:

- Four floating jetties containing boat bays ranging from 10 – 20m in length for both mono and multihull vessels,
- Metered power and water facilities provided at each boat bay,
- A timber boardwalk with secure gatehouses which provide access to the jetties,
- Onshore showers and toilets for Licence holders,
- A service jetty with fuel system, a sullage pump-out facility and a public visitor berthing area.

Other key infrastructure in the marina and waterways include waterway edge walls, piles, protective seawalls and breakwaters, public fishing jetty and general landscaping features.

In addition other coastal assets within the City of Cockburn managed by the Service Unit include the Coogee Jetty, Coogee Maritime Trail stairs, rock groynes, four swimming pontoons, the eco swimming enclosure and the largest asset being the beaches themselves, ranging from CY O'Connor Beach in the City's North to the Woodman Point Launching Ramps Beach in the South see Figure 2.1, 2.2. and 2.3.

Figure 2.1 Aerial view of Port Coogee Marina, November 2018



Figure 2.2 Overview of the Marina and Coastal assets covered by this plan

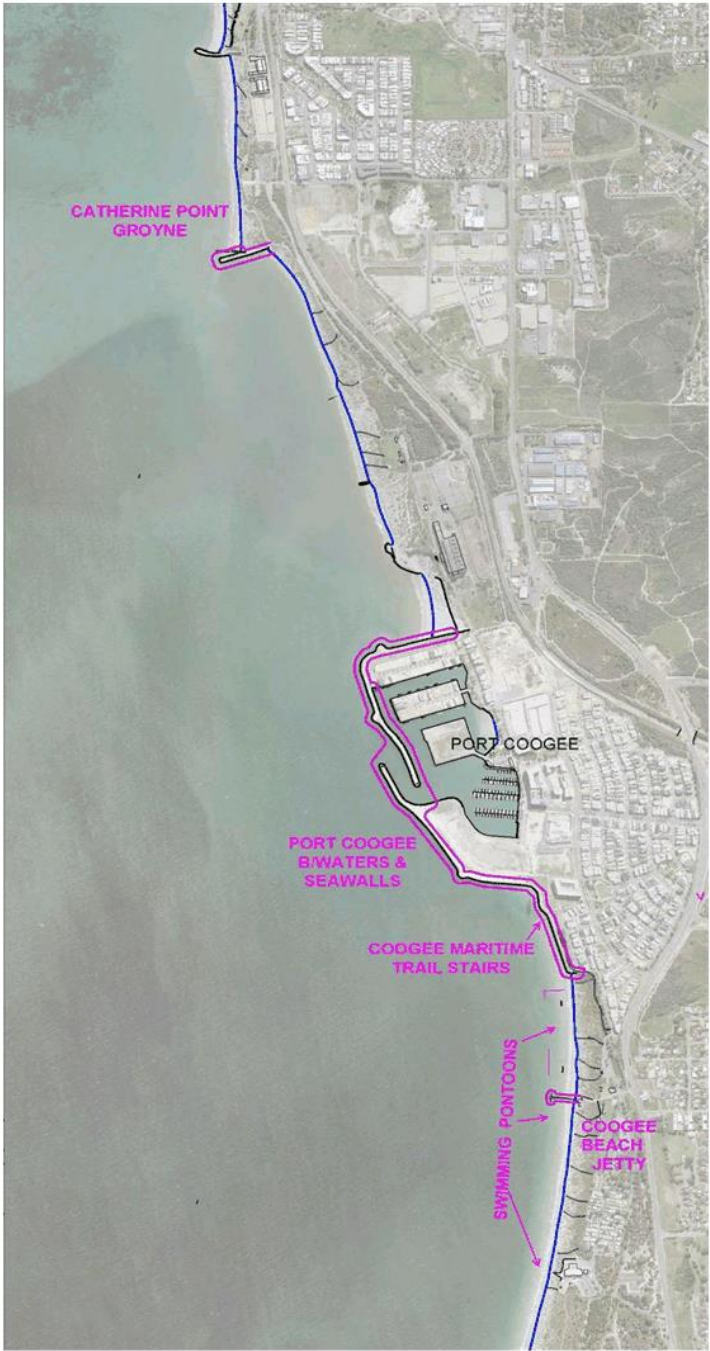


Figure 2.3 Detailed view of Marina and Coastal Assets within Port Coogee



The assets covered by this plan are summarised in Table 2.1.1. Figures as at February 2020, have been extracted from Council's Technology One Enterprise Asset Management System (EAM).

Table 2.1.1 Marina and Coastal Infrastructure Assets Covered by this Plan

Asset Group	Asset Classification	Quantity
M Spec - Edge Walls and Retaining Walls	Retaining Walls	8
	High and Low Edge Walls	3
M Spec – Gangways, Jetties and Pontoons	Access Gangways	7
	Central Jetties (Floating)	4
	Coogee Beach Jetty	1
	Finger Jetties	78
	Fuel Jetty	1
	Public Jetties	2
	Swimming Pontoons	3
M Spec – Piles	Boardwalk Piles	92
	Floating Jetty Piles	58
M Spec – Sea Walls and Breakwaters	Sea Walls	2
	Breakwaters	3
M Spec – Service Lines	Electrical	7
	Fire	4
	Fuel	2
	Sand Bypass Pipe	2
	Water	4
M Spec – Service Points	Fuel Tanks	2
	Emergency Cabinets	5
	Fire Hose Reels	21
	Fire Hydrants	8
	Fuel Dispensers	2
	Fuel Payment Terminal	1
	Service Pillars	80
	Spill Kits	2
O Spec – Boardwalk	Sullage Facility	1
	Boardwalk	1
O Spec – Fences	Fences	3
O Spec – Minor Structures	Gatehouses	3
	Steel Frames	11
	Beach Access Stairs	1
O Spec – Rubbish Bins	Rubbish Bins / Sea Bin	16 / 1
O Spec – Seats	Seats	9
R Spec – Lighting	Feature Wall	28
	Fuel Pontoon Lighting	1
	Gatehouses	3
	Floodlights	1
	Park Lights	4
R Spec – Signs	Sensor Lights / Solar Lights	10 / 1
	Signs	19
TOTAL		522

The AMP is to be read in conjunction with the following associated planning documents:

City of Cockburn Strategic Community Plan 2020 to 2030

City of Cockburn Corporate Business Plan 2016/17 – 2019/20

City of Cockburn Annual Business Plan 2019 – 2020

City of Cockburn Long Term Financial Management Plan 2020/21-2029/30

Port Coogee Marina Safety and Emergency Management Plan

Waterways Environmental Management Plan (WEMP)

Key stakeholders in the preparation and implementation of this asset management plan are shown in Table 2.1.2

Table 2.1.2 Key Stakeholders in the AM Plan

ENTITY	NATURE OF INVOLVEMENT
INTERNAL STAKEHOLDERS:	
The Elected Council	Community representation
Chief Executive Officer	Asset management direction and leadership
City of Cockburn Directors	Executive management endorsement, sign off and executive ownership
Manager Infrastructure Services	Review and strategic management sign off
Marina Manager	Review and line management sign off and implementation of the AMP maintenance actions
Property and Asset Services	Asset management plan development, review and continuous improvement
EXTERNAL STAKEHOLDERS:	
Insurers	Assist to manage financial risk of the City
City of Cockburn Community Coogee Beach Surf Lifesaving Club Port Coogee Community Association	Service and facility users
Marina Facility Pen Holders	Service and facility users
City of Cockburn Businesses Developers e.g. Frasers and Megara	Service and facility users
Emergency Services Water Police Cockburn Sea Rescue DFES (Department of Fire and Emergency Services) MEER (Maritime Environmental Emergency Response)	Attendance to call-outs and security
Government Agencies Department of Transport Department of Lands	Attend emergencies, provide assistance and security

2.2 Goals and Objectives of Asset Management

The City of Cockburn exists to deliver services to its community supported by the City's infrastructure assets. The City acquires infrastructure assets by 'purchase', 'contract', construction by council and by handover of 'donated' assets constructed by developers in order to meet the increased demand for services.

The City of Cockburn's goal in managing infrastructure assets is to meet the required level of service in the most cost effective manner for present and future consumers.

The key elements of infrastructure asset management are:

- Taking a life cycle approach,
- Developing cost-effective management strategies for the long term,
- Providing a defined level of service and monitoring performance,
- Understanding and meeting the demands of growth through demand management and infrastructure investment,
- Managing risks associated with asset failures,
- Sustainable use of physical and financial resources, and
- Continuous improvement in asset management practices.

This AMP is prepared under the direction of Council's vision, purpose, goals and objectives.

The City of Cockburn's vision is:

"Cockburn, the best place to be".

The City of Cockburn's purpose is:

"Together, we strive to create a sustainable, connected, healthy and happy Cockburn community".

The 5 key outcome areas as detailed in the Strategic Community Plan (SCP) 2020-2030 are:

- Local Economy,
- Environmental Responsibility
- Community, Lifestyle & Security

- City Growth and Moving Around
- Listening and Leading

The relevant goals and objectives as outlined in the Strategic Community Plan and how these are addressed in this asset management plan are detailed in Table 2.2.1.

Table 2.2.1 Council Goals and how these are addressed in this Plan

Strategic Outcome	Strategic Objective	How Goals and Objectives are addressed
Local Economy: A sustainable and diverse local economy that attracts increased investment and provides local employment	Plan for and facilitate opportunities for local business (including home business and sole traders), local activity centres and industry to thrive. Advocate for and attract investment, economic growth, and local employment. Ensure the City is 'easy to do business with' through reduction in red tape and improved business focused processes. Facilitate a thriving tourism and ecotourism industry.	Future Growth and Demand: Section 4 Levels of Service: Section 3
Environmental Responsibility: A leader in environmental management that enhances and sustainably manages our local natural areas and resources	Sustainably manage our environment by protecting and enhancing our unique natural areas, coast, bushland, wetlands and native wildlife. Sustainably manage water, energy and other resources and promote the use of environmentally responsible technologies. Reduce adverse outcomes arising from climate change through planning, adaptation, mitigation, infrastructure and ecological management.	Future Growth and Demand: Section 4 Lifecycle Management: Section 5 Levels of Service: Section 3
Community, Lifestyle & Security: A vibrant, healthy, safe, inclusive and connected	Facilitate and support health and well-being outcomes for our community.	Levels of Service: Section 3

Strategic Outcome	Strategic Objective	How Goals and Objectives are addressed
community	Provide community, sport, recreational, and cultural facilities and infrastructure to meet community needs.	
City Growth and Moving Around: A growing City that is easy to move around and provides great places to live	Plan to provide residents with great places to live, activated social connections and high quality open spaces.	Levels of Service: Section 3
Listening and Leading: A community focused, sustainable, accountable and progressive organisation	Deliver value for money through sustainable financial management, planning and asset management.	Financial Analysis: Section 6

2.3 Plan Framework

Key elements of the AMP are:

- Levels of Service and Enterprise Risk Management – outlines the levels of service provided by Council and identifies risks to the City.
- Future Growth and Demand – how this will impact on future service delivery and how this is to be met.
- Lifecycle Management – how the City will manage its existing and future assets to provide the required services.
- Financial Analysis – what funds are required to provide the required services.
- Asset management practices.
- Asset management monitoring and improvement plan – how the plan will be monitored and improved to ensure it is meeting Council's objectives.

2.4 Asset Management Maturity

The 2020-2024 AMP has been developed in accordance with the International Infrastructure Management Manual (IIMM) and complies with the Department of Local Government & Communities Asset Management Framework.

As part of the City's Strategic Asset Management Framework, the MCIAMP will formalise the City's future forecasting for Marina & Coastal Infrastructure, enabling the organisation to determine future budgeting requirements, sustain the current and future asset base, whilst ensuring that optimisation of activities and programs facilitate for the capture and reporting of adopted service levels.

The MCIAMP has reached a 'core' level of maturity and provides Executive level monitoring and reporting of key improvement areas from the Improvement Strategy.

With the continued implementation of the Strategic Asset Management Framework, the City will commence measuring service levels for planned and reactive maintenance to determine operational performance and asset utilisation.

The City strives to improve its strategic and operational asset management practices and to continue its journey towards advanced asset management. The future direction and need for advanced level practices are continually assessed in accordance with the City's Asset Management Policy and Figure 2.4.1 Department of Local Government & Communities WA Asset Management Framework. The diagram below illustrates the City's Corporate Planning Framework.

Figure 2.4.1 The City's Corporate Planning Framework



The MCIAMP forms part of the City's Assets Informing Strategies, which consists of the following strategy and asset management plans:

Asset Management Strategy - 2017 - 2024

Buildings AMP - 2020 - 2024

Cockburn Aquatic and Recreation Centre (ARC) AMP – 2020 - 2024

Drainage AMP - 2020 - 2024

Footpath AMP - 2020 - 2024

Fleet and Plant AMP - 2020 -2024

Parks & Environment AMP - 2020 -2024

Road Infrastructure AMP - 2020 - 2024

2.5 Asset Management Plan Maturity & Data Confidence Assessment

Each of the five sections within the MCIAMP were reviewed to determine Stakeholder confidence as to the accuracy and maturity of the City's asset data and services.

Table 2.5.1 Data Accuracy

AMP	Contents	Data Confidence
Section 2	<i>Strategic goals & objectives</i>	A
Section 3	<i>Levels of Service Risk Management</i>	B
Section 4	<i>Growth, Demand, New Assets</i>	A
Section 5	<i>Asset data; Age, Condition Operating & Maintenance Expenditure, Renewal Expenditure</i>	C
Section 6	<i>Financial statements; Renewals Gap, Ratios</i>	B

Ratings are based on the following criteria / inputs.

Table 2.5.2 Data Confidence Criteria

Confidence Grade	Description
A Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E Unknown	None or very little data held.

3. LEVELS OF SERVICE

To support the management of Marina & Coastal assets the City has developed industry best practice asset management and customer focussed levels of service (LOS) for infrastructure assets and associated services. These LOS's provide the City with a mechanism to deliver operational activities that endeavour to meet community expectations in the most cost effective manner possible.

The City administers Community and Technical Services levels to ensure that quality service provision is provided in accordance with the City's customer Service Charter and Community Engagement Framework, whilst Technical Services are sustainable, and adhere to all relevant compliance and safety industry standards.

The MCIAMP community and technical levels of service are defined to an asset group level and enable the City to monitor and report operational performance against adopted community and technical targets.

Similar to the City's existing Asset Management Plans, future MCIAMP Service level reporting will be derived from the City's Enterprise Asset Management System (EAM). The Implementation of the EAM will establish improved reporting of operational and maintenance budget expenditure providing increased confidence in projecting future budget needs.

3.1 Current Levels of Service

The City of Cockburn has defined service levels in two terms:

- Community Levels of Service relate to how the community receives the service in terms of safety, quality, quantity, reliability, responsiveness, cost efficiency and legislative compliance.
- Supporting the community service levels are operational or technical measures of performance developed to ensure that at least the minimum community levels of service are met. Technical Levels of Service relate to how the City provides the service using technical terms.

Tables 3.1.1 and 3.1.2 outline the City's current Community and Technical Service Levels objectives, measures and performance demonstrating the diversity and quality of services provided by the City's Marina Services Team.

Table 3.1.1 shows the current Community levels of service being provided under MCIAMP. The 'desired' position in the table, documents the position being recommended in this AM Plan.

Table 3.1.1 Community Levels of Service

Service Attribute	Service Objective	Performance Measure Process	Current Performance	Expected Position in 10 Years Based on Current LTFP
COMMUNITY LEVELS OF SERVICE				
Service Provision	Marina staff deliver a high level of availability to customers	Marina office is manned or after hours support is available	Marina Manager can be reached by phone 24 hrs a day in case of emergency Office hours are M-F 8:30am-4:30pm Sat 9am-1pm	Maintain current performance level Extend operational hours to 7 days a week Create a presence in the marina itself (not office) Increase staff as marina expands as per expansion plan business case
Quality/Service Provision	Marina and coastal services meet user's needs and community standards	Public enquires relating to marina and coastal services as logged and managed in T1 CRM system	Requests/complaints are responded to in accordance with Customer Service Charter standards	Requests completed within time frame
	Quality Customer Service	Provide opportunity for customers to comment on service levels	Attendance numbers to annual social events Marina Soiree 2016 - 87 Spring Sundowner 2017 – 96 Sunset Social 2019 – 100	Attendance numbers increased at annual events and to include pen holders and marina stakeholders



Service Attribute	Service Objective	Performance Measure Process	Current Performance	Expected Position in 10 Years Based on Current LTTP
	Quality Communication to Customers	Quarterly E-Newsletter, regular email updates and SMS alerts	Bi-annual newsletters with an open rate of 2018 – 72.2% 2019 – 82.5% Regular (monthly) email updates sent to 150 recipients 6 SMS alerts per year to 150 recipients	Maintain level of communication across a range of platforms
	Provide a reputable Marina Business	Vessel Occupancy Levels and waitlist numbers	Monthly KPI reporting on vessel occupancy and recording of waitlist numbers	Maintain high occupancy levels by way of quality infrastructure and service levels
Function	Marina and Coastal Infrastructure fit for the community	Number of complaints regarding current provision to community	Community are satisfied assets are functioning as expected	Community continue to be satisfied with asset provision and functionality
Capacity/ Utilisation	Marina at high occupancy levels	Monthly KPI reporting through the City's Internal KPI reporting	Berth occupancy 2016 – 47% 2017 – 79% 2018 – 90% 2019 – 98%	With increased pen capacity following completion of the marina expansion, occupancy to remain at a high level

Service Attribute	Service Objective	Performance Measure Process	Current Performance	Expected Position in 10 Years Based on Current LTFP
	Users are aware of and have opportunity to comment on works impacting Marina and Coastal assets	Public notifications are undertaken and community engagement occurs for significant projects	Public notifications (online, on-site or in print as advised by Corporate Communications) are issued for all planned works impacting use of the public space	Public notifications (online, on-site or in print as advised by Corporate Communications) are issued for all planned works impacting use of the public space
Safety	Marina & coastal assets are in good order and free from hazards	Maintain a high level of hazard monitoring and remedial program Public liability claims received relating to marina & coastal facilities	No claims	Recurrent operation budget to ensure high level of hazard monitoring and remedial program No claims

Table 3.1.2 shows the current technical levels of service being provided under the MCIAMP. The 'desired' position in the table, documents the position being recommended in this AM Plan.

Table 3.1.2 Technical Levels of Service

Service Attribute	Service Objective	Activity Measure Process	Current Performance	Desired for Optimum Lifecycle Cost	Agreed Sustainable Position
TECHNICAL LEVELS OF SERVICE					
Operations	Monitor coastal assets to ensure safety and maintenance of service lives	Monitor and report on shoreline movements and condition of coastal structures annually	Annual monitoring program in place under contract to consultant until 2022	Data collection, inspection and reporting annually in October	Data collection, inspection and reporting annually in October
	Maintain safe swim conditions and public amenity at Ngarkal Beach in Port Coogee	Monitor, re-profile and remove rocks from beach as required	Annual monitoring survey and sand re-profiling works. Rock pick-ups as required	Annual monitoring survey and sand re-profiling works plus rock pick-ups for approx. \$12k/year cost	Annual monitoring survey and sand re-profiling works plus rock pick-ups for approx. \$12k/year cost
	Provide swimming pontoons through swimming season with safe amenity and water depth	Check water depths before installation each year, inspect prior to install and via boat throughout season	Pontoons are cleaned, inspected and maintained by contractor during installation & removal Water depths surveyed before installation	As per current performance	As per current performance

Service Attribute	Service Objective	Activity Measure Process	Current Performance	Desired for Optimum Lifecycle Cost	Agreed Sustainable Position
Maintenance	Maintain and report on infrastructure and identify early signs of fatigue	Annual inspections and after major weather events	5 year maintenance contract for Marina jetties Maintenance & inspection schedule for other assets	Once per year and after major weather events	Once per year and after major weather events
	Prevent undue erosion and damage to assets at C Y O'Connor Beach	Nourish beach with sand as required to balance sand loss and hold shoreline position	Sand nourishment undertaken annually based on Coastal Monitoring recommendations	As per current performance with consideration given to rate of erosion	As per current performance with consideration given to rate of erosion
	Maintain coastal sediment transport across Port Coogee to prevent excessive erosion and sand build-up	Undertake mechanical sand bypassing as required	Undertake sand bypassing every three years with quantity advised by coastal engineers	15-20,000m ³ sand bypassed every three years for approx. cost of \$250,000 per campaign	15-20,000m ³ sand bypassed every three years for approx. cost of \$250,000 per campaign
Upgrade/New	Provide additional boat bays to facilitate pen holder demand and marina area capabilities	Marina developed with planned expansion and current waiting list developed to record future pen interest	40 customers on wait lists across varying pen sizes	Approximately 100 additional pens	Expand marina as pen occupancy increases and Port Coogee develops



Service Attribute	Service Objective	Activity Measure Process	Current Performance	Desired for Optimum Lifecycle Cost	Agreed Sustainable Position
	Provide erosion protection to C Y O'Connor Beach as/when required to stabilise shoreline	Implement erosion control structures in accordance with engineering study as required.	Engineering design study underway	Subject to design study	Subject to design study



3.2 Enterprise Risk Management

In 2015 the City implemented a Risk Management & Safety System (RMSS) in which all operational and strategic risks are captured, rated and receives ongoing monitoring based on their level of risk.

Additionally, in 2017 the Risk Management Framework was adopted with the aim of supporting an integrated and effective organisation wide approach to risk management.

The implementation of the Framework sought to:

- Ensure a consistent approach to the risk management process across Council;
- Establish a structured process for undertaking the risk management process to identify, assess and control/treat risks;
- Encourage the integration of risk management into the strategic and operational process across all Business Units of the Council

There are currently five Extreme and six High Risks associated with the Marina and Coastal Infrastructure.

The City uses a matrix based approach when addressing risk level, treatment and responsibility as detailed in Table 3.3.1.

Table 3.2.1 Risk Treatment Matrix

Risk Level	Code	Criteria	Treatment	Responsibility
LOW	L	Risk acceptable with adequate controls, managed by routine procedures. Subject to annual monitoring or continuous review throughout project lifecycle.	Management through routine operations/project, Risk Registers to be updated.	Service Unit Manager/Project Manager
MODERATE	M	Risk acceptable with adequate controls, managed by specific procedures. Subject to semi- annual monitoring or continuous review throughout project lifecycle.	Communication and awareness of increasing risk provided to SM, Risk Registers to be updated.	Senior Manager/Project Manager
SUBSTANTIAL	S	Accepted with detailed review and assessment. Action Plan prepared and continuous review.	Assess impact of competing Service Unit/Business Unit Projects. Potential redirect of Service Unit/Business Unit resources. Risk registers to be updated.	Director/Steering Committee
HIGH	H	Risk acceptable with effective controls, managed by senior management/executive. Subject to quarterly monitoring or continuous review throughout project lifecycle.	Escalate to CEO, report prepared for Audit & Strategic Finance Committee. Quarterly monitoring and review required. Risk Registers to be updated.	Executive/ Steering Committee/Project Sponsor
EXTREME	E	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring.	Escalate to CEO, report prepared for Audit & Strategic Finance Committee. Monthly monitoring and review required. Risk Registers to be updated.	CEO/Council/Project Sponsor

Each of the risks are reviewed with current and proposed control measures being assessed yearly to ensure industry standards and potential advancements are considered and are incorporated as required.

Table 3.2.2 Marina and Coastal Infrastructure – Operational Risk and Proposed Treatments

Service or Asset at Risk	What can Happen	Risk Rating	Risk Treatment Plan	Residual Risk	Treatment Costs
Marina jetty infrastructure (floating pontoons, piles, services)	Damage due to weather events, lack of maintenance and routine safety checks	H	Sufficient funding strategies as a part of LTFP Implement a documented inspection / preventative maintenance program	M	\$15k/year for jetty inspection program + rectification costs
Seawalls, groynes and breakwaters	Damage to assets, nearby infrastructure and residential and commercial areas from weather and lack of maintenance	H	Annual inspections and reporting via coastal monitoring program Periodic condition assessment by expert consultants	L	Visual inspections covered by Coastal Monitoring Program \$75,000 every 4 years for condition assessment (cost shared with other coastal assets)
Fixed jetties	Damage and premature deterioration due to weather damage and lack of maintenance	H	Regular walk-over inspections by staff Annual contractor in-water inspection & maintenance Annual visual inspection & reporting via coastal monitoring program Periodic condition assessment by expert consultants	L	\$10k/year contract inspection and maintenance \$75,000 every 4 years for condition assessment (cost shared with other assets) Visual inspections covered by Coastal Monitoring Program

Service or Asset at Risk	What can Happen	Risk Rating	Risk Treatment Plan	Residual Risk	Treatment Costs
Security	Loss or damage to personal items due to theft	E	Replace CCTV every 3 years and assess condition Regular security patrols	M	\$15k per annum
Car park Capacity	Decline of customer satisfaction	E	Acquire land or designated area for marina car parking needs	M	\$25k per annum
Penholders licence management	Failure to manage penholder licences	L	Utilise Marina specific software until Tech 1 has marina business capabilities	L	Marina Focus Customer Care ~ \$2k
Boat bay demand	Failure to accurately identify demand for penholders	M	Build accurate database of prospective customers via a waitlist system in ECM or Marina Focus	L	Marina Focus Customer Care ~ \$2k
Marina electrical services	Deterioration in harsh marine environment leading to damage and safety risks	E	Annual electrical maintenance program (test RCDS, thermal scan circuit boards, etc) Annual test & tag inspection of boat leads	M	\$5k
Fire risk to marina jetties and nearby infrastructure	Boat fire leading to significant infrastructure damage and personal safety risks	E	Mandatory 3-yearly safety inspection of all boats by qualified contractor	M	\$30k/year

Service or Asset at Risk	What can Happen	Risk Rating	Risk Treatment Plan	Residual Risk	Treatment Costs
Marina environment	Failure to provide a safe and secure environment	M	Safety and Emergency Management Plan (SEMP) Waterway and Environmental Management Plan (WEMP) Upgraded CCTV	L	
Marina fuelling facility	Failure to provide adequate and safe fuelling environment	M	SEMP Fuel contractor expertise Fuel users induction with Baileys Marine	L	
Coastal lands and assets	Loss or damage to land and assets due to erosion	H	Annual coastal monitoring program	M	\$20k/year
Coastal interface	Failure to provide a safe, clean and amenable public environment, coastal interface	M	Meetings with other business and service units Maintain meetings with other stakeholders Signage	L	
Waterways pollution	Failure to control pollution within the waterways	M	WEMP Signage Penholder education Response equipment Rubbish collection Policing Seabin	L	
Waterway Marine Life	Failure to monitor waterways impact on marine life	H	Regular Marine Monitoring programme focusing on Fish assemblage	L	\$5k/year

Service or Asset at Risk	What can Happen	Risk Rating	Risk Treatment Plan	Residual Risk	Treatment Costs
Swimming pontoons	Asset damage or public injuries due to poor condition of moorings & equipment, or shallow water depth	M	Thoroughly inspect, clean and maintain Coogee Beach pontoons while onshore over winter Annual diver inspection of moorings Check seabed depths at start of each season	L	\$20k/year for contractor inspection & maintenance \$5K for survey to check depths
All marina & coastal infrastructure	Damage due to coastal hazards that are exacerbated by sea level rise	H	Follow guidance of Coastal Adaptation Plan	M	
Marina distribution boards	Water ingress due to current position of DB's and tidal surge or sea level rise	E	Raise DB's to give good clearance from water during a storm event and or sea level rise	L	Initial expense for DB modifications \$60k

3.3 Climate Change and Coastal Risks

The City has assessed the probable risks and impacts of climate change on the coastline via the Cockburn Sound Coastal Vulnerability and Flexible Adaptation Pathways project. Marina and coastal assets are expected to be increasingly vulnerable to the impacts of coastal erosion and inundation over the coming decades, which will be exacerbated by the effects of climate change.

The City's 2016 Coastal Adaptation Plan sets out recommended responses to address these risks and adequately manage marina and coastal assets accordingly. Key management actions recommended to be undertaken over the coming 10 year period pursuant to coastal hazard management includes:

- Ongoing annual coastal monitoring to track shoreline and sediment movements as well as the condition of key coastal built infrastructure along the coast,
- Annual sand back-passing at C Y O'Connor Beach to nourish the eroding areas either side of the Catherine Point Groyne and hold off shoreline recession and prevent damage to assets in this area,
- Preparation of Foreshore Management Plans for Coogee Beach and C Y O'Connor Beach to guide the management and adaptation of assets over the coming decades.

Many Marina and Coastal assets are expected to require adaptation to withstand sea level rise and increased erosion in the future; however these actions are not expected to be required within the 10 year horizon. Consideration of climate change and coastal risks is however a current and important design consideration for the development of new marina and coastal assets.

3.4 Legislative Requirements

The City of Cockburn has to meet many legislative requirements including Australian and State legislation and regulations.

See (Appendix A) for the Legislative Requirements

3.5 Asset Capacity and Performance

The City of Cockburn services are generally provided to meet design and performance standards where these are available.

Locations where deficiencies in service performance are known have been identified by Marina & Coastal Services and are detailed in the following table.

Table 3.5 Known Capacity & Performance Deficiencies

Location	Service Deficiency
Marina	<p>Communal Area for marina customers to interact for example a Meeting Room or an outdoor floating pontoon with chairs, shade to encourage social interactions.</p> <p>Strategic Plan – no plan has been prepared for the marina to work toward the City's vision for the business since handover in July 2016</p> <p>Destination Marina - provide a direction/vision for the marina attracting healthy occupancy rates from customers wanting to keep their boat at Port Coogee as opposed to another marina.</p> <p>Alternative water activities - currently no services are provided to include other members of the community aside from boat owners. As the marina expands, facilities such as kayak and SUP racks should be considered to widen the customer platform.</p> <p>Accreditation - Marina Industries Association, Gold Anchor, Clean Marina and Fish Friendly awards</p> <p>Staff – currently there are not enough suitably experienced and qualified resources to provide extra customer services, extra full time staff are required now and for the expansion.</p> <p>Penholder ablution facility upgrade to marina building.</p> <p>Security – existing CCTV provision and improvements.</p>
Carpark Areas	No marina specific car parks – AS3962 requires an allocation of marina car bays. Currently there are 0, marina specific secure car bays and ~ 74 are required on full expansion of the marina. No car bays or a suitable alternative will affect the success or fall of the business and hub of the entire Marina Village
Marina Services	<p>Customer service – provide service to customers out in the harbour e.g. tying up vessels, assisting with services on the Service Jetty i.e. fuel and black water pump out.</p> <p>Provide many customer services, including arranging contractors for various works i.e. servicing and cleaning, stocking vessels with food and ice, detailing and repair works.</p> <p>Contractor Service – provide a preferred list to customers with marina accredited contractors who provide excellent, reputable service to our customers.</p> <p>Commercial Opportunities e.g. commercial vessel periodically selling seafood from the marina jetty to customers and residents, coffee cart, ice-cream.</p> <p>Customer complaints and requests system – integrate the current requests and enquiries into the City's Tech1 Customer Request Management system</p>
Storage Facilities	Limited onsite storage – required to be designed in to the marina expansion concept to ensure appropriate waste management, housing of emergency response equipment and marina specific maintenance items.
Ngarkal Beach and Waterways	No recreational activity provided – encourage businesses such as Stand Up Paddle Boards, Kayaks, Learn to Sail Dinghy's, Inflatable Water Park to operate from Ngarkal Beach and the waterways to activate the area and further integrate the waterways with the community
C Y O'Connor Beach	Erosion control structures required to address shoreline recession that risks loss of land and assets

Marina Vessel

Current provision unable to be utilised for shunting/towing vessels in the harbour and is not adequate for sea conditions aside from very calm, outside the waterway breakwaters. A periodic vessel change-out plan is recommended

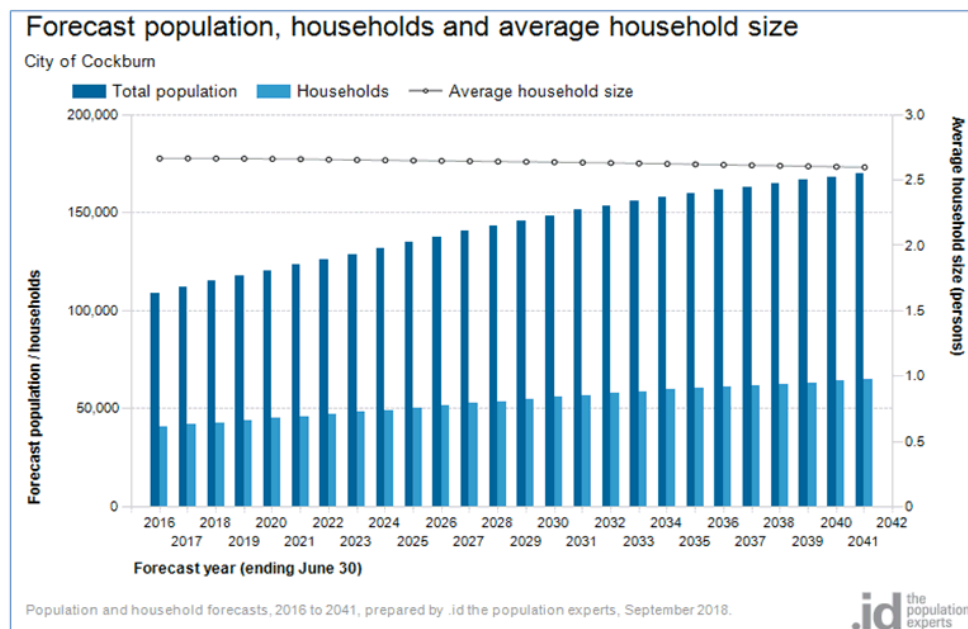
4. FUTURE GROWTH AND DEMAND

4.1 Growth Forecast

Cockburn is one of the major Coastal Cities found in the state of Western Australia, totalling 170 square kilometres. This coastal City is renowned for its historical and tourism features along with agriculture and ship building industries.

The City of Cockburn's 2020 forecasted population and dwelling is 120,417 and 46,800 dwellings respectively. The population is forecast to reach 169,700 by 2041, an increase of 40.92%.

Port Coogee Marina and coastal lifestyle areas are averaging a population growth of 4.4% per year.



Growth factor trends and the impacts these have on service delivery across the City are summarised in Table 4.1.

Table 4.1 *Growth Projections and Impact on Services*

Factor	Present Position	Projection	Impact on Services
Population – City of Cockburn	120,417 as at year 2020	An increase to 169,700 by 2041 is projected; an increase at an average 2.02% per year	Increase demand for provision of new mooring facility assets, marina parking and traffic requirements, higher usage of public beaches, swimming pontoons and jetty
Demographic of Port Coogee	Median age around 55	Allowances for older/younger people	Other sporting interests besides boating
Geographic (marina pen holders only)	Port Coogee (North Coogee) 31 = 21% The City of Cockburn (includes North Coogee) 79 = 53% Outside the City of Cockburn 68 = 47%	Increase population and household growth in Coogee and North Coogee area	Increase demand for provision of new mooring facility assets, parking and traffic requirements
Consumer preference	Standard Pens 10m pens – 59 12m pens – 40 15m pens – 20 20m pens – 21 Catamaran Pens 12 x 7m pens – 4 12 x 7.5m pens – 2 15 x 7.5m pens – 3 15 x 8.5m pens – 1	Expected popular demand for 15m +pens, also catamaran pens. Allocation of some larger boat bays with the marina expansion 22-30m	Requirements to accommodate certain pen sizes as a part future pen layout plan
Customer interest	Waiting lists for boat bays	Consideration for 80 additional boat bays	AS 3962 Design of Marinas
Neighbouring commercial businesses	Construction zones	Continued development	Increased demand on marina and coastal infrastructure through increasing visitor numbers

The City's "Age Friendly Strategy 2016-2021" demographic projections include where Port Coogee Marina is located, the suburb of Coogee and North Coogee:

- In 2015 29% of residents were people over 55 years
- Will experience the most substantive change in population aged 55 years and older will increase 140% from 2015 to 2025

4.2 Changes in Technology

Technology changes for the marina and coastal infrastructure environment as a result of growth and demand include:

- Marina Management Software – Marina Focus has been implemented as a means to better manage the day to day operations, emergency response, improve running of the marina business and provide efficient customer service.
- Implementation of the Technology One Enterprise Asset Management System consisting of the following functionality:
 - Operational Register developed in GIS and Technology One.
 - Works system to capture service levels and risk for Planned and Reactive maintenance activities.
 - Maintenance Processing functionality for scheduled 20/21 planned maintenance.
 - System reporting including AMP related data extracts and reports.
 - Scheduling of Inspections and defect management.
 - Contractor Work – Increasing visibility and communication with contracted staff.
- Fire System, installation of camera with heat sensor to detect a fire in the marina area and raise the alarm.
- Number Plate Recognition Camera or similar – to replace the current camera that captures a still image of each vessel entering and exiting the harbour entrance. This new technology can also capture registration numbers to adequately identify vessels, especially those reported as lost or stolen.
- CCTV for individual vessels – City to research and provide opportunity for individual boat owners to purchase and install a monitoring camera aboard their vessel, to be connected to the marina WIFI to provide greater marina surveillance.
- Drone Service – to deliver marine parts to individual vessels, or similar.

Technology is rapidly evolving in the field of spatial data capture and beach monitoring for improved monitoring of coastal assets.

- Automated time-lapse monitoring cameras have been rolled out at C Y O'Connor Beach, and there are opportunities to improve data collection methods for more extensive and potentially more cost-effective coastal monitoring.

4.3 Demand Management Plan

Demand management strategies provide alternatives to the creation of new assets in order to meet demand, and look at ways to modify customer demands so that the utilisation of existing assets is maximised and the need for new assets deferred or reduced. The objective of demand management is to actively seek to modify customer demands for services in order to;

- Optimise the utilisation and performance of existing assets,
- Reduce or defer the need for new assets,
- Meet organisation's strategic objectives,
- Deliver a more sustainable service, and
- Respond to changing customer needs.

The opportunities identified to date for demand management, the impact these drivers may have on future service delivery and the utilisation of these assets are shown in the Table 4.3.1.

Demand for new services will be recognised through a combination of managing and upgrading of existing assets and providing new assets. Demand management practices include non-asset solutions, insuring against risks and managing failures.

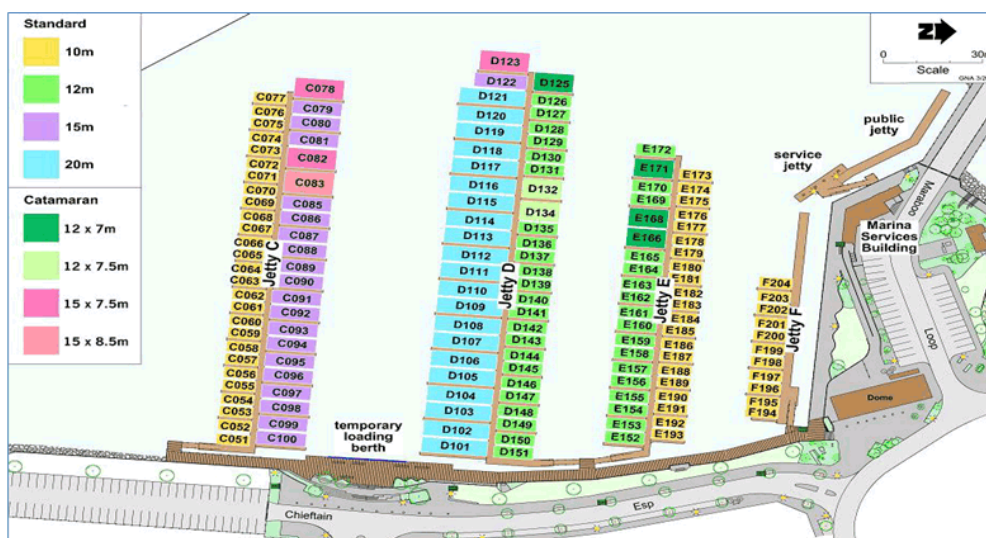
Table 4.3.1 Demand Management Plan Summary

Demand Driver	Impact on Services	Demand Management Plan
Population and Geographic Increase	Increased demand for provision of new jetty assets	Wait list currently in operation as a short term measure to manage new customer applications Marina Expansion Business Case
Development at Port Coogee	Increased asset consumption on existing infrastructure Useful lives of assets may be impacted. More traffic and	Port Coogee Local Structure Plan Port Coogee Marina Village Built Form Codes Port Coogee Transport Report

Demand Driver	Impact on Services	Demand Management Plan
	congestion from construction and heavy goods vehicles transporting materials	
Insufficient parking provision	No designated secure marina car parking resulting in lack of pen holder satisfaction and strain on local parks and illegal parking	Marina Expansion Business Case
Consumer preference	Requirements to accommodate certain pen sizes as a part of the future pen layout plan	Marina Expansion Business Case and associated Community Engagement
Aging local population	Increased demand for accessible marina and coastal facilities	Create better / more accessible beach access points Consider Universal Access in the design of all new assets

Figure 4.3.1 indicates the existing coverage of jetties in the marina and details of pen sizes.

Figure 4.3.1 Port Coogee Marina Boat Pen Map as at 2020



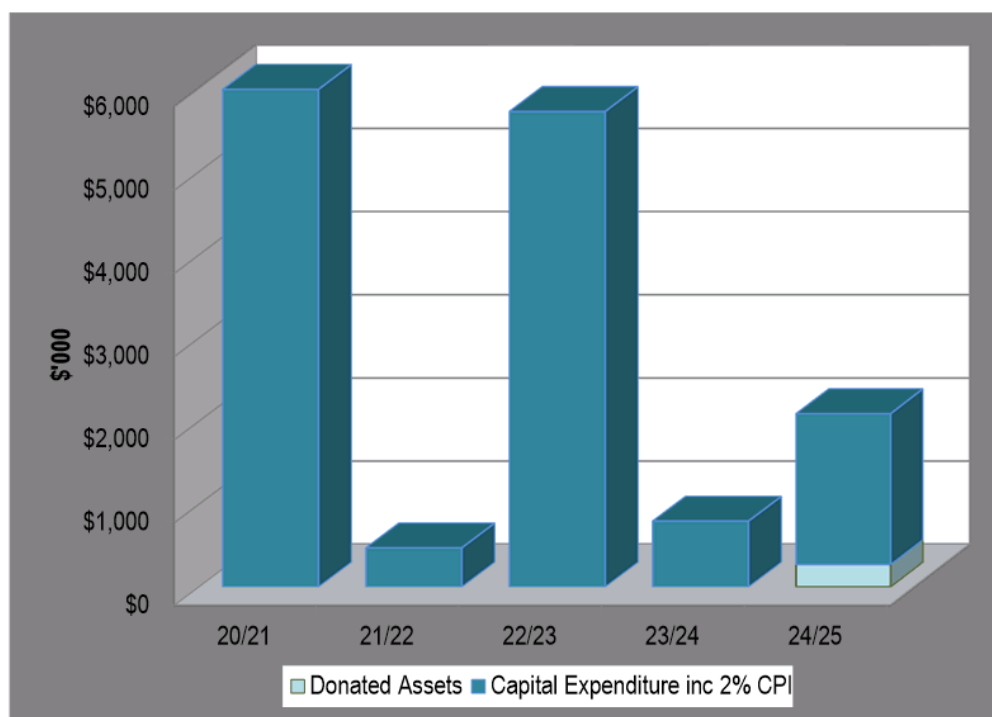
4.4 New Assets from Growth

The new assets required to meet growth will be mainly acquired from new and upgraded works, demands from marina and coastal users and prospective users to the marina and its facilities. This may also include some minor construction works being completed by the City.

New projects to be funded by the City are taken from the Preliminary 5 year Capital Works Program shown in Appendix B.

These figures have been used throughout this AMP where growth has been considered.

Graph 4.5 New Assets from Growth



Over the next five years the City will fund and deliver major new assets with an estimated budget of \$14.7million, please refer to Appendix B for further information.

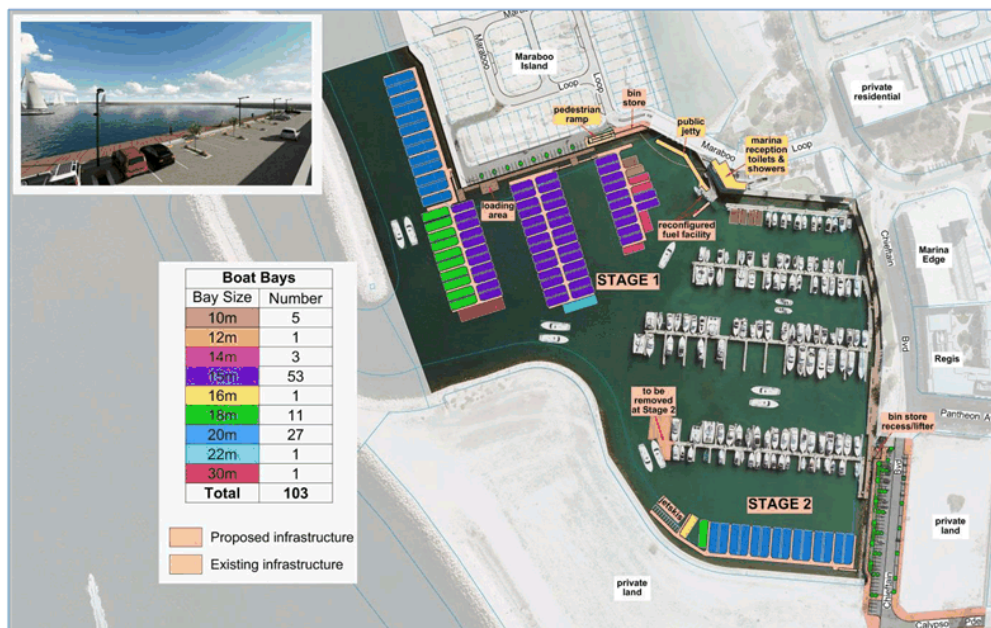
The following Major projects have been identified for delivery:

1. The Marina Expansion

The City is actively investigating the expansion of Port Coogee Marina to meet the growing needs of the surrounding community and as part of the handover requirements established during the management transfer in 2016.

- Stage 3 will install approx. 80 new boat bays, a boardwalk and reconfiguration works to parking bays on Maraboo Island in addition to upgrading pen holder ablution facilities at the Marina Services Building.
- Stage 4 has an expected completion date of 2025/26 but is dependent on the occupancy rates following Stage 1 and successful development of the Southern Peninsula at Port Coogee.
- A business case for the Port Coogee Marina Expansion was approved by Council in November 2019, a link to the Business case document is provided in the References section.
- The City is in the process of working up detailed design and specification documents to go out to Tender later in 2020 for the construction of Stage 3 of the marina expansion.
- Stage 4 Construction is due to be complete in 2021.

Figure 4.3.2 Visual Representation of the Future Stages at Port Coogee Marina



The existing jetties (C,D,E,F and G) were completed in 2012 across 2 stages being Stage 1 and Stage 2, the next stage will be Stage 3. Stage 4 will be the further expansion of the southern Marina basin in approximately 5 years. Stage 3 and Stage 4 are referred to as Stage 1 and 2 in the Marina Expansion Business Case and the diagram picture above but not throughout this plan.

C Y O'Connor Beach Erosion Protection

- The establishment of coastal protection structures at C Y O'Connor Beach to stabilise the shoreline is a key recommendation of the City's Coastal Adaptation Plan.

Current status: Design Phase

- A design study is currently underway to plan and select a preferred design, options being considered are a groyne, breakwater or artificial reef structures.
- Construction of these assets is subject to funding within the next decade to prevent undue loss of land and municipal assets, and provide certainty for the planned development of the surrounding foreshore.

5. LIFECYCLE MANAGEMENT

The lifecycle management area details how the City of Cockburn plans to manage and operate the marina and coastal infrastructure assets while optimising lifecycle costs. The data is based on the City's financial and operational asset registers.

5.1 Asset Data

The City's Marina & Coastal operational asset register is derived from three Asset groups (specifications) as detailed below. The City's RSPEC & OSPEC specifications align to the ASPEC digital data specification which provides an industry standard for the supply of digital data relating to "As Constructed" infrastructure asset information, whilst the MSPEC was developed internally to capture and manage marine based assets for the City. For further information on ASPEC please refer to the References section.

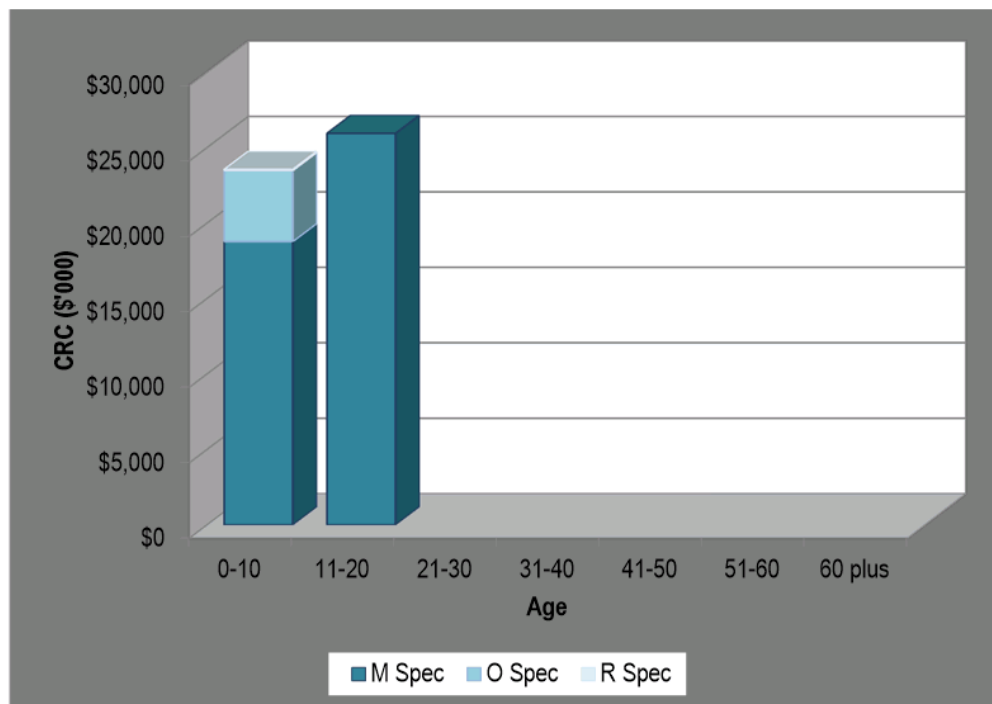
Table 5.1 Breakdown of Marina & Coastal Assets

Asset Group	Asset Classification	Quantity
Marine Specific Assets MSPEC	Edge Walls and Retaining Walls	11
	Gangways, Jetties and Pontoons	96
	Piles	150
	Sea Walls and Breakwaters	5
	Service Lines	19
	Service Points	122
Open Space Specific Assets OSPEC	Boardwalk	1
	Fences	3
	Minor Structures	15
	Rubbish Bins	17
	Seats	9
Road Specific Assets RSPEC	Lighting	55
	Signs	19

5.1.1 Asset Age

The age profile for the marina and coastal infrastructure assets are shown in Graph 5.1.1.

Graph 5.1.1 Asset Age Profile



From graph 5.1.1, 100% of the City's Marina and Coastal assets are within the first 20 years of their operational life. Further, infrastructure within the first 10 years equates to 48% and a CRC of \$23.5m whilst the remaining 52% (between 11 and 20 years) has a CRC of \$25.9m.

5.1.2 Useful Life

A useful life has been applied to all marina and coastal infrastructure assets. The useful life's are based on existing or similar assets within the City based on industry or technical knowledge or in the case of specific Marina and Coastal assets these were provided by Asset Val. The useful life by asset type is shown in Table 5.1.2.

Table 5.1.2 Asset Useful Life

Asset Group	Asset Classification	Useful Life
M Spec	Fuel payment terminal	15 Years
	Sullage facility, spill kits	20 Years
	Access gangways, jetties and swimming pontoons	25 Years
	Fuel dispensers	35 Years
	Fuel tanks, electrical, fire, fuel and water services, service pillars and sand bypass pipe system	40 Years
	Boardwalk and jetty piles	50 Years
	Retaining walls, low and high edge walls, sea walls and breakwaters and the Coogee Beach jetty	100 Years
O Spec	Seats	10 Years
	Rubbish bins, sea bin and steel frames	20 Years
	Fences	25 Years
	Boardwalk	30 Years
	Gatehouses	40 Years
	Beach access stairs	50 Years
R Spec	Signs and lights	15 Years
	Light poles	25 Years

5.1.3 Asset Condition

The condition profile of the City's marina and coastal infrastructure assets are measured using a 1 to 5 rating system as outlined in Table 5.1.3.

Table 5.1.3 Asset Condition Rating System

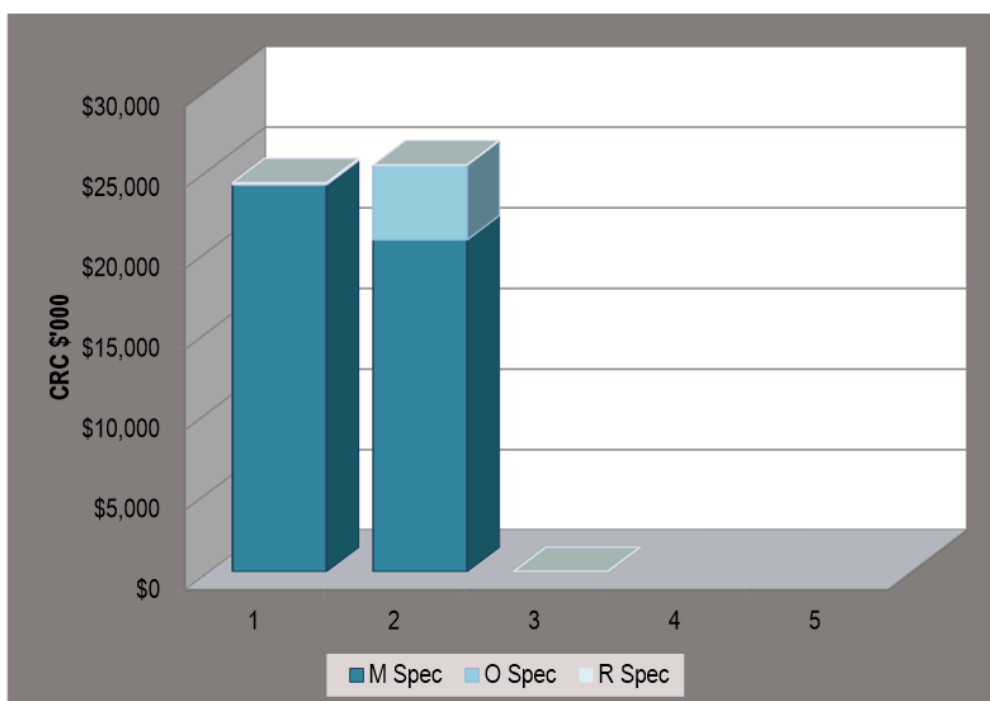
Rating	Condition Description	
1	Excellent	A new asset or an asset in overall excellent condition with only a slight condition decline Normal maintenance required
2	Good	An asset in an overall good condition, with minor signs of deterioration evident, serviceability may be slightly impaired Minor maintenance required
3	Moderate	An asset with obvious signs of deterioration Maintenance required to return to accepted level of service Significant maintenance required
4	Poor	An asset in poor condition Condition deterioration is severe and serviceability is becoming limited Significant renewal or upgrade required
5	Very poor	An asset that has failed and no longer serviceable There would be a risk leaving the asset in service Replacement required

Graph 5.1.3 Asset Condition Profile

The condition profiles for marina and coastal infrastructure assets were derived through various methodologies as outlined below;

1. MSPEC infrastructure was calculated based on a visual inspection and desktop based age and useful life (depreciation rate) analysis performed by Asset Val LTD in 2016.
2. OSPEC & RSPEC Infrastructure was originally established via Asset Val LTD in 2016, however during 2018 the City's Project & Asset Service Unit performed a visual condition survey onsite to verify the original assessment and to formalise the City's operational asset register.

Graph 5.1.3 Asset Condition Profile



From graph 5.1.3, 100% of the City's Marina and Coastal assets are rated as condition 1 to 3 (excellent, good or moderate). Further, 51% of infrastructure is rated as good with a CRC of \$25.2m, whilst infrastructure assessed as moderate is <1% with a CRC of \$5K. The remaining 49% is considered to be in excellent condition with a CRC of \$24.1m.

5.1.4 Asset Valuations

The City's Marina Assets were valued by Asset Val LTD in 2016; the next scheduled valuation to be undertaken is due in 2021 / 2022.

The Replacement Cost of assets as covered by this AMP are summarised in Table 5.1.4.

Table 5.1.4 Marina and Coastal Infrastructure Current Asset Values

Asset Group	Asset Classification	Replacement Value
M Spec - Edge Walls and Retaining Walls	Retaining Walls	\$856,332
	High and Low Edge Walls	\$5,745,600
M Spec – Gangways, Jetties and Pontoons	Access Gangways	\$523,355
	Central Jetties (Floating)	\$4,053,000
	Coogee Beach Jetty	\$2,150,222
	Finger Jetties	\$3,863,475
	Fuel Pontoon	\$780,000
	Public Jetties	\$314,440
	Swimming Pontoons	\$210,000
M Spec – Piles	Boardwalk Piles	\$1,126,080
	Jetty Piles	\$888,425
M Spec – Sea Walls and Breakwaters	Sea Walls	\$15,108,000
	Breakwaters	\$8,583,000
M Spec – Service Lines	Electrical	\$30,716
	Fire	\$21,883
	Fuel	\$4,350
	Sand Bypass Pipe	\$225,000
	Water	\$20,149
M Spec – Service Points	Fuel Tanks	\$40,000
	Emergency Cabinets	\$4,250
	Fire Hose Reels	\$15,750
	Fire Hydrants	\$9,600
	Fuel Dispensers	\$4,700
	Fuel Payment Terminal	\$700
	Service Bollards	\$80,000
	Spill Kits	\$700
O Spec - Boardwalk	Sullage Facility	\$30,000
	Boardwalk	\$4,400,000
O Spec - Fences	Fences	\$19,359
O Spec – Minor Structures	Gatehouses	\$180,000
	Steel Frames	\$21,890
	Beach Access Stairs	\$45,540
O Spec – Rubbish Bins	Rubbish Bins	\$24,850
	Sea Bin	\$5,500
O Spec – Seats	Seats	\$8,100
R Spec – Lighting	Feature Wall	\$12,600
	Fuel Pontoon Lighting	\$20,000
	Gatehouses	\$2,800

Asset Group	Asset Classification	Replacement Value
	Floodlights	\$900
	Park Lights	\$11,250
	Sensor Lights	\$11,600
	Solar Lights	\$9,635
R Spec - Signs	Signs	\$4,710
	TOTAL	\$49,468,461

5.2 Maintenance and Operating Expenditure

Maintenance work includes reactive or planned maintenance work activities.

Reactive maintenance is unplanned repair work, carried out in response to service requests, from Management or Supervisory directions.

Planned maintenance is work that is identified and managed through a maintenance schedule, these activities include inspection, assessing the condition against failure or breakdown experience, prioritising, scheduling and reporting along with capture of rectification works to develop a maintenance history and improve maintenance and service delivery performance.

Operating expenditure is continuously required expenditure e.g. power, fuel, staff, security patrols, plant equipment, on-costs and overheads.

Maintenance and operating expenditure trends are shown in Table 5.2.

Table 5.2 Maintenance and Operating Expenditure Trends

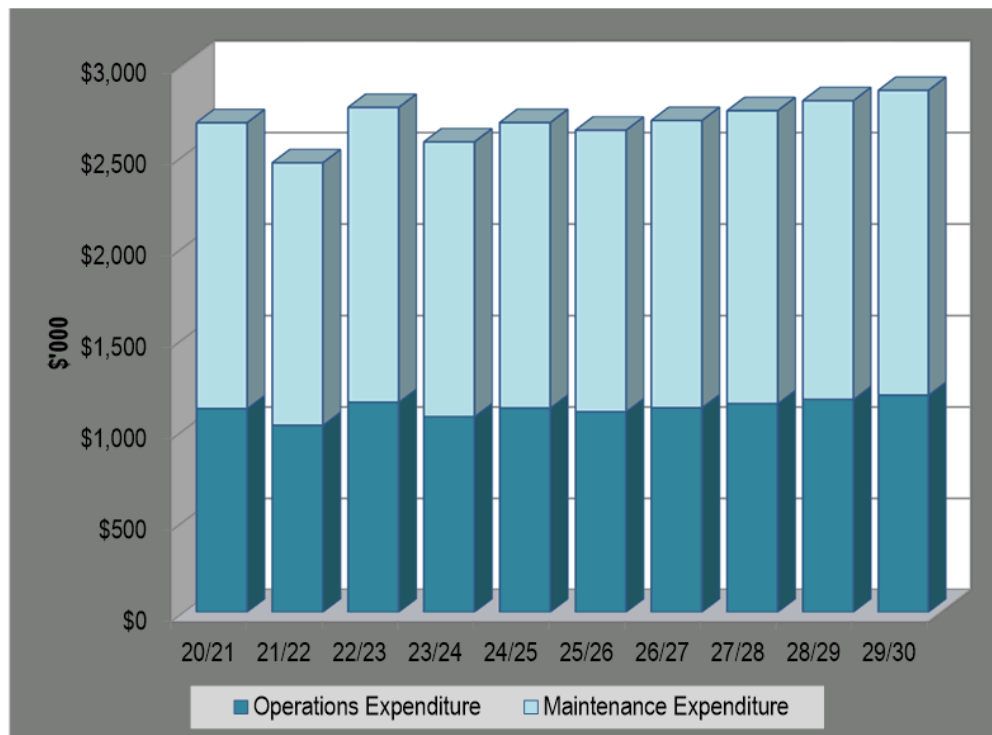
Year	Reactive (\$)	Reactive %	Planned (\$)	Total Maintenance (\$)	Operating Expenditure (\$)	Total Operating & Maintenance (\$)	Annual Budget (\$)
2016/17	70,424	6%	1,122,790	1,193,214	551,804	1,745,018	2,169,707
2017/18	89,629	7%	1,247,991	1,337,620	605,068	1,942,688	2,062,246
2018/19	28,493	2%	1,364,765	1,393,258	996,105	2,389,363	2,794,694

Planned maintenance work for the financial year 2018/19 was 98% of the total maintenance expenditure. Maintenance expenditure levels are considered to be acceptable with minor additional maintenance required to meet desired service levels.

The future maintenance and operating expenditure is forecast to grow in line with the value of the asset stock and this increase needs to be budgeted to ensure new marina and coastal infrastructure assets are maintained to the service levels

identified in section 3. This is further discussed in Section 6.2 of the Financial Analysis.

Graph 5.2 Forecast Operating and Maintenance Expenditure



Graph 5.2 is based on 2018/19 actual maintenance and operating expenditure, includes a 2% CPI increase and takes into account the projected increase in operational and maintenance budgets associated to the Port Coogee marina expansion.

5.2.1 Standards and Specifications

Maintenance, renewals and upgrade works are carried out in accordance with maintenance and specification manuals and other documentation as provided upon acquisition of the assets from works providers.

5.3 Renewal and Replacement Plan

Renewal expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential.

The projected 10 Year Renewals program is detailed in Appendix C. Renewals are incorporated into the City's capital works program. This is further explored in Section 6.2.

5.4 New and Upgrade Plan

New works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs.

The projected 5 Year New and Upgrade program is detailed in Appendix B.

5.5 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation.

There are no assets identified for decommissioning or disposal at this time, as the infrastructure matures and the asset base ages along with increased consumption, asset disposals will be updated.

6. FINANCIAL ANALYSIS

The Financial Analysis section of this report provides the recommended financial forecasts for the next 10 years. This section brings together the various types of expenditure described throughout the previous sections of the AMP and provides recommended budgets for Council to achieve the appropriate level of service through Municipal funding.

6.1 Financial Statements and Projections

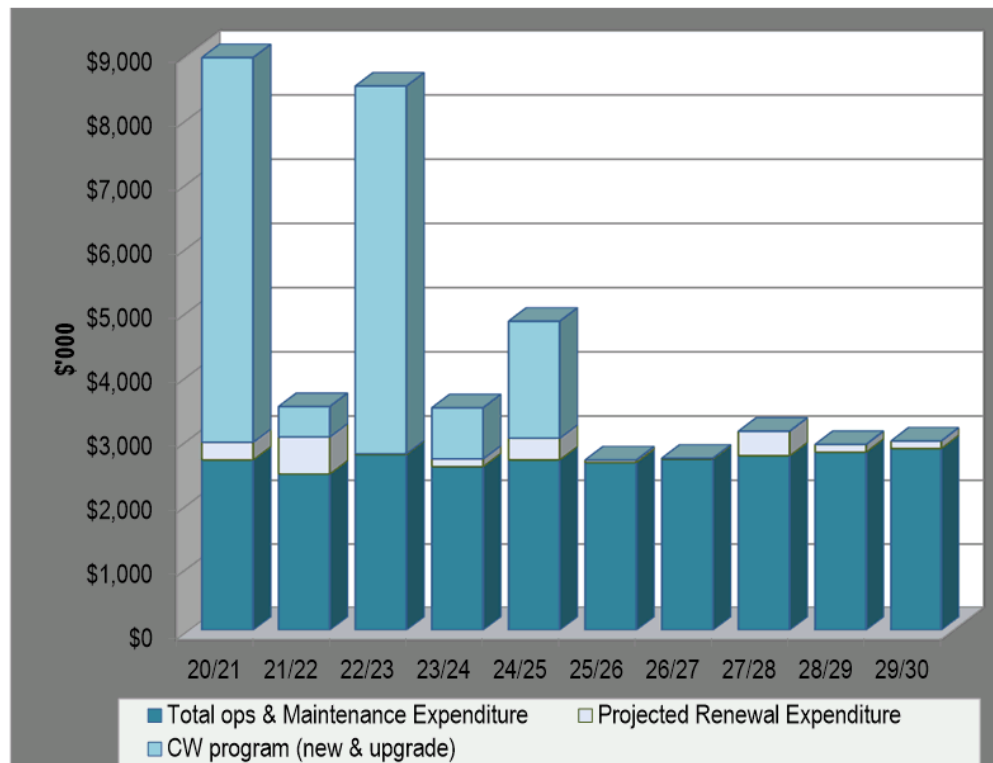
From the financial asset register, the value of assets as covered by this asset management plan are summarised in Table 6.1.1 Current Replacement Cost and Depreciation. The current replacement cost, fair value (also known as written down value or depreciated replacement cost), depreciation and the annual depreciation values are shown.

Table 6.1.1 Current Replacement Cost and Depreciation

Asset Classification	Current Replacement Cost	Fair Value (WDV)	Depreciation	Annual Depreciation Value
M Spec - Edge Walls and Retaining Walls	\$6,601,932	\$4,588,343	\$2,013,589	\$66,019
M Spec – Gangways, Jetties and Pontoons	\$11,894,492	\$8,197,058	\$3,697,434	\$399,573
M Spec – Piles	\$2,014,505	\$1,390,008	\$624,497	\$40,290
M Spec - Sea Walls and Breakwaters	\$23,691,000	\$ 21,203,445	\$2,487,555	\$236,910
M Spec - Service Lines	\$302,098	\$207,692	\$94,406	\$7,552
M Spec - Service Points	\$185,700	\$127,230	\$58,470	\$5,519
O Spec – Boardwalk	\$4,400,000	\$3,006,667	\$1,393,333	\$146,666
O Spec – Fences	\$19,359	\$13,751	\$5,608	\$774
O Spec - Minor Structures	\$247,430	\$179,056	\$68,374	\$6,505
O Spec - Rubbish Bins	\$30,350	\$23,496	\$6,854	\$1,517
O Spec – Seats	\$8,100	\$6,885	\$1,215	\$810
R Spec – Lighting	\$68,785	\$56,663	\$12,122	\$4,092
R Spec – Signs	\$4,710	\$4,048	\$662	\$314
TOTAL	\$49,468,461	\$39,004,343	\$10,464,118	\$916,544

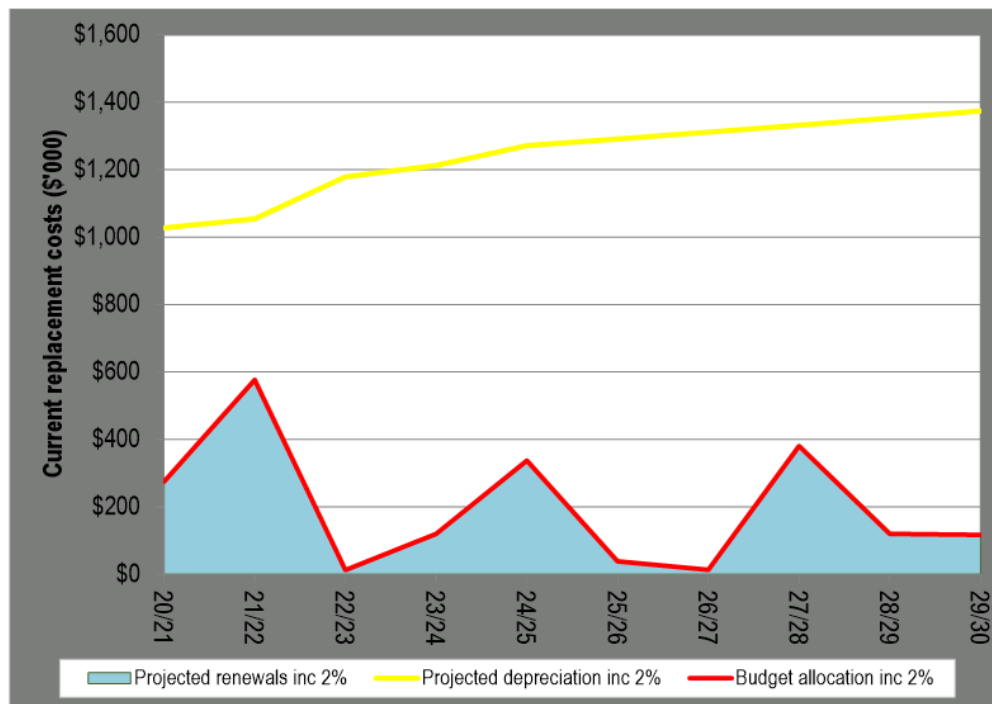
The financial projections are shown in Graph 6.1.1, for the forecasted operating (operations and maintenance) and capital expenditure (renewal and upgrade/ new assets).

Graph 6.1.1 Forecast Operating and Capital Expenditure



The costs shown are in 2019 dollar replacement values and also include the 2% CPI increase.

Graph 6.1.2 Projected Renewals and Annual Depreciation



In the Graph 6.1.2, data for the projected renewals are obtained from the Appendix C preliminary 10 year renewal program, the projected depreciation expense takes into account all new asset values and the budget allocation has been based on the funding for the renewals per year.

These costs are shown in 2019 dollar values and also include the 2% CPI increase per year forward.

Table 6.1.2 Projected Renewals and Budget Allocation Gap

Year	Projected Renewals (inc 2% CPI)	Muni	WEMP/SAR	Marina Asset Replacement Reserve	Funding Gap	Cumulative Gap
20/21	\$274,900	\$169,900	\$15,000	\$90,000	\$0	\$0
21/22	\$576,300	\$200,940	\$182,580	\$192,780	\$0	\$0
22/23	\$12,485	\$12,485	\$-	\$-	\$0	\$0
23/24	\$119,917	\$37,142	\$29,714	\$53,060	\$0	\$0
24/25	\$337,719	\$175,354	\$162,365	\$-	\$0	\$0
25/26	\$38,643	\$27,050	\$6,072	\$5,520	\$0	\$0
26/27	\$13,514	\$13,514	\$-	\$-	\$0	\$0
27/28	\$380,330	\$195,966	\$178,621	\$5,743	\$0	\$0
28/29	\$119,867	\$96,433	\$23,433	\$-	\$0	\$0
29/30	\$117,119	\$104,571	\$6,573	\$5,975	\$0	\$0
Total	\$1,990,792	\$1,033,355	\$604,358	\$353,080	\$0	\$0

The City will ensure provision of 100% renewal funding up to 29/30 ensuring that the 10 year cumulative funding gap for marina and coastal infrastructure assets base will be Zero. See Appendix C for a full funding breakdown by renewal project based on infrastructure item and funding source.

6.2 Funding Strategy

Marina and Coastal Infrastructure has a shared funding model comprising of a SAR (Specified Area Rate), WEMP (Waterway Environmental Management Plan), Marina Asset Replacement Reserve and Muni funding. This funding strategy is unique and covers infrastructure at Port Coogee only.

6.3 Sustainability of Service Delivery

There are three key performance indicators for financial sustainability as recommended in the Department of Local Government (LG) Asset Management National Framework and Guidelines that have been considered in the analysis of the Marina and Coastal Infrastructure financial data.

The aim of the Framework is to enhance the sustainable management of Local Government assets by encouraging 'whole of life' and 'whole of organisation' approaches and the effective identification and management of risks associated with the use of the assets.

6.3.1 Asset Consumption Ratio (ACR)

- This ratio shows the written down current value of the City's depreciable assets relative to their 'as new' value in up to date prices.
- These values are calculated by dividing the fair value by the current replacement cost. These figures are shown below.

Asset Group	Consumption Ratio 20/21	Standard Achieved
M Spec	80%	Standard is met
O Spec	69%	Standard is improving
R Spec	82%	Standard is met
ALL ASSETS	79%	Standard is met

The target ratio should be between 50% and 75%. A ratio of less than 50% indicates a rapid deterioration of the asset base, whilst a ratio greater than 75% may indicate an over investment in the asset base.

Integrated Planning and Reporting Advisory Standard KPI targets are outlined below.

Standard is not met if ratio data cannot be identified or ratio is less than 50%.

Standard is met if ratio data can be identified and ratio is 50% or greater.

Standard is improving if this ratio is between 60% and 75%.

6.3.2 Asset Sustainability Ratio (ASR)

- This ratio indicates whether assets are being replaced or renewed at the same rate that the overall asset stock is wearing out.
- It is calculated by dividing the annual capital expenditure spent on replacements (reserve funding required) by the annual depreciation expense. If capital expenditure on renewing or replacing assets is at least equal to depreciation on average over time, then the value of the existing stock will be maintained. If capital expenditure on existing assets is less than depreciation then underspending on replacement of assets will occur and this is likely to result in additional maintenance costs for assets that have exceeded their useful life that may exceed the cost of renewal or replacement.
- This ratio can only be measured accurately if an assessment is made of the total amount spent on capital renewal and replacement. The City does not

presently undertake an accurate breakdown of its upgrade expenditure and the portion of this that would be replacement is not known and has therefore not been considered. A breakdown of upgrade expenditure is part of the improvement strategy.

The target ratio should be between 90% - 110%. The forecast asset sustainability ratios shown below have been calculated on an accumulative basis.

Asset Group	Forecast Asset Sustainability Ratio									
	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
M Spec	11%	23%	17%	14%	17%	16%	15%	17%	17%	15%
O Spec	0%	0%	0%	0%	0%	0%	0%	1%	1%	0%
R Spec	0%	0%	0%	0%	0%	0%	0%	0%	14%	13%
ALL ASSETS	9%	19%	14%	12%	14%	13%	12%	14%	14%	13%

The ratios for the marina and coastal infrastructure indicate that the annual expenditure is low and that overall the ASR standard is not met. This is due to the infant nature of assets and the lack of requirement for renewals.

Integrated Planning and Reporting Advisory Standard KPI targets are outlined below.

Standard is not met if ratio data cannot be identified or ratio is less than 90%.

Standard is met if ratio data can be calculated and ratio is 90% or greater.

Standard is improving if this ratio is between 90% and 110%

6.3.3 Asset Renewal Funding Ratio (ARFR)

- This is an indicator as to the ability of the City to fund the projected asset renewals and replacements in the future and therefore continue to provide existing levels of service, without additional operating income or reductions in operating expenses, or an increase in net financial liabilities above that currently projected.
- The ratio is calculated by dividing the planned capital expenditure (from the long term financial plan) on renewals over the next 10 years by the required (projected) capital expenditure on renewals over the same period.
- The standard is met if the ratio is between 75% and 95%

The forecast asset renewal funding ratios shown below have been calculated on an accumulative basis.

Asset Group	Forecast Asset Renewal Funding Ratio									
	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
M Spec	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
O Spec	0%	0%	0%	0%	0%	0%	0%	100%	100%	0%
R Spec	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%
ALL ASSETS	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

The target ratio should be between 95% and 105% which indicates that adequate provision / expenditure is being made for the *future* renewal and replacement of assets. Overall the standard is met.

Integrated Planning and Reporting Advisory Standard KPI targets are outlined below.

Standard is not met if ratio data cannot be identified or ratio is less than 75%.

Standard is met if ratio data can be identified and ratio is between 75% and 95%.

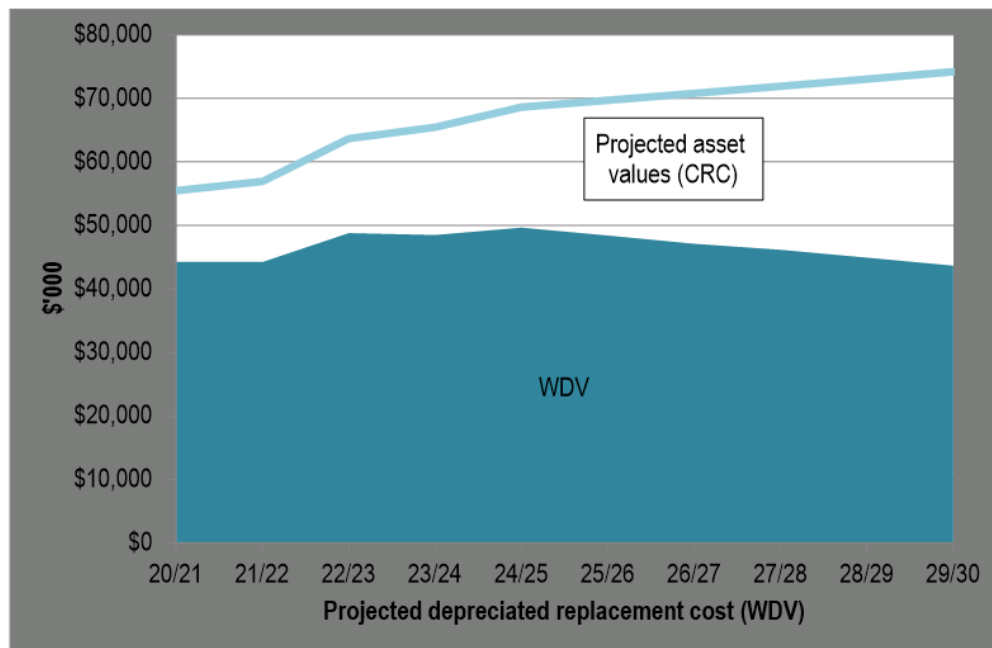
Standard is improving if this ratio is between 95% and 105% and the ASR falls within the range 90% to 110% and ACR falls within the range of 50% to 75%.

6.4 Valuation Forecasts

Asset values are forecast to increase as additional assets are added to the asset stock from construction and acquisition by Council, and from assets constructed by developers then donated to Council.

Graph 6.4.1 shows the projected depreciated replacement cost / asset values over the next 10 years, and the fair value also known as the depreciated replacement cost (WRC) is the current replacement cost less accumulated depreciation. These figures include the projected growth and capital upgrade / new as mentioned in section 6.1.

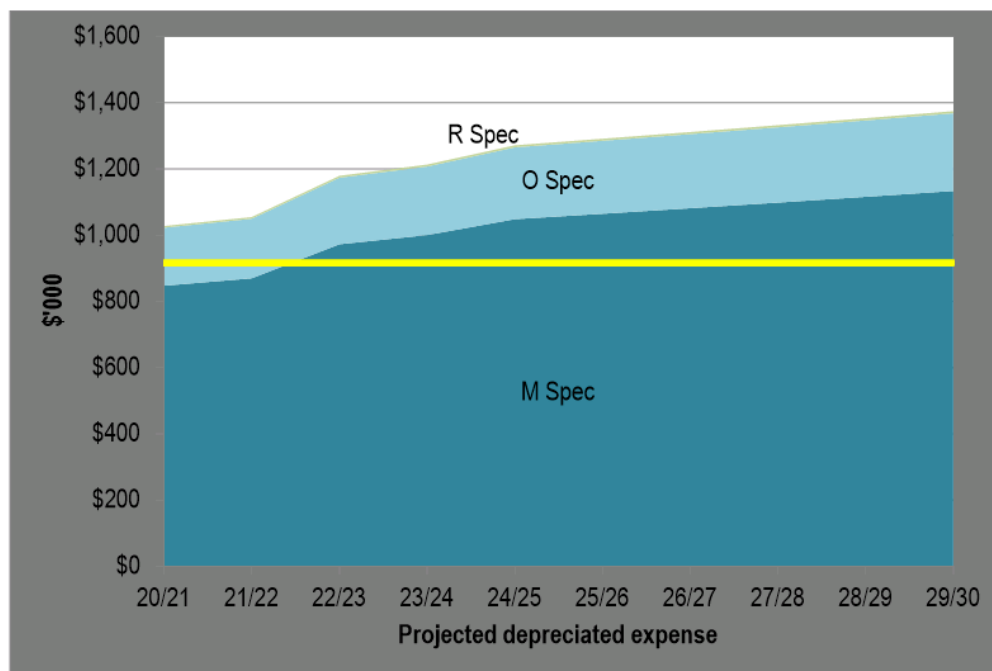
Graph 6.4.1 Projected Asset Values (CRC) and Fair Value (WDV)



The fair value will vary over the forecast period depending on the rates of addition of new assets, disposal of old assets and consumption and renewal of existing assets.

Depreciation expense values are forecast to trend in line with asset values as shown in the Graph 6.4.2. The yellow highlighted line provides the current depreciation expense note that all costs are shown in current 2019 dollar values and a 2% CPI increase per year forward.

Graph 6.4.2 Projected Depreciation Expense



6.5 Key Assumptions made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan are:

- The data supplied was as accurate as possible at the time of compilation of this asset management plan.
- The breakdown of the actual reactive, planned and operational expenditure is considered accurate.

6.6 Revenue

Revenue at Port Coogee Marina is generated from the goods and services provided by the marina including fuel sales, chandlery items and Licence fees. Due to the additional two stages of the marina expansion taking place in the next ten years the City is unable to list 10-year revenue projections at this stage. This data will be provided in future iterations of the AMP.

Table 6.6.1 Licence revenue reported by Port Coogee Marina

Year	Marina Revenue
2016/17	\$1,419,430
2017/18	\$478,858
2018/19	\$971,898

The decrease in Marina Revenue from 2016/17 to 2017/18 is due to the pen holder fees received in advance and not being recognised in the correct financial year, this was rectified for FY 2018/19.

7. ASSET MANAGEMENT PRACTICES

7.1 Accounting / Financial Systems

7.1.1 Summary of Accounting and Financial Systems

Technology One Financials version 11.09.19.011

7.1.2 Accountabilities and Responsibilities for Financial System

Financial Services – for the accounts and costing methodologies

7.1.3 Accounting Standards / Regulations / Guidelines

- Australian Accounting Standards including:
 - AASB116 - Property, Plant and Equipment
 - AASB13 Fair Value Measurement
 - AASB136 - Impairment of Assets
 - AASB 140 Investment Property
 - AASB 5 Non-current Assets Held for Sale and Discontinued Operations
 - The Australian Property Institute's practice standards
- Local Government Act 1995
- Local Government (Financial Management) Regulations 1996
- Local Government (Functions & General) Regulations 1996

7.2 Asset Management Information Systems (EAM)

7.2.1 Summary of Asset Management System

Technology One Enterprise Asset Management version 11.09.19.011

Technology One Intramaps 8.1

7.2.2 Summary of how the Enterprise Asset Management system aligns to the Accounting / Financial system

The operational asset register within the Enterprise Asset Management system acts as the master asset dataset for determining renewal projections and future refurbishment.

The financial asset register with Financials system acts as the master for Asset Valuations and calculating depreciation.

7.2.3 Accountabilities and Responsibilities for AM System(s)

Project & Asset Services is accountable and responsible for the EAM system, with other service areas assisting with the currency and maintenance of the data sets within the system databases.

7.2.4 Changes to the Enterprise Asset Management Systems resulting from the AMP

All proposed/agreed system changes will be documented in Section 8 Plan Improvement and Monitoring.

7.3 Information Flow Requirements and Processes

The key information flows *into* this asset management plan are:

- The asset register data on size, age, condition, value and remaining life of the network;
- The unit rates for categories of work/material;
- The adopted service levels;
- Projections of various factors affecting future demand for services;
- Correlations between maintenance and renewal, including decay models; and
- Data on new assets acquired by council.

The key information flows *from* this asset management plan are:

- The assumed Works Program and trends;
- The resulting budget, valuation and depreciation projections; and
- The useful life analysis.

These will impact the Long Term Financial Plan, Strategic Community Plan, annual budget and departmental business plans and budgets.

7.4 Standards and Guidelines

Asset Management Policy Statement (SC 39) 2017

8. PLAN IMPROVEMENT AND MONITORING

8.1 Performance Measures

The effectiveness of the asset management plan can be measured in the following ways:

- The degree to which the required cash flows identified in this asset management plan are incorporated into council's Long Term Financial Plan and Strategic Community Plan,
- The degree to which 1-5 year detailed works programs, budgets, business plans and organisational structures take into account the 'global' works program trends provided by the asset management plan, and
- The degree to which existing and projected service levels and consequences, risks and residual risks are incorporated into Council's plans.

8.2 Improvement Strategy

The asset management improvement strategy generated from the Marina and Coastal Infrastructure asset management plan is shown in Table 8.2.

Table 8.2 Marina and Coastal Infrastructure Improvement Strategy

Task No	Task	Responsibility	Resources Required	Projected Cost	Timeline
1	Condition assessments of all marina and coastal infrastructure assets on a quadrennial basis	Property & Assets	External Expertise	\$75,000	20/21
2	Comprehensive audit for all marina and coastal infrastructure assets mapping and recording	Port Coogee Marina	External Expertise	\$30,000	20/21
3	Implementation of Technology One EAM including Integration of financial and operational asset registers	Property & Assets	Internal Expertise	\$15,000	20/21
4	Customer level of service surveys, integrate into Catalyst surveys	Port Coogee Marina	Internal Expertise	n/a	20/21
5	Review and update historic maintenance data	Port Coogee Marina	Internal Expertise	n/a	20/21

Task No	Task	Responsibility	Resources Required	Projected Cost	Timeline
6	Strategic Asset Management (SAM) Implementation for forecasting and renewal plans	Property & Assets	Internal Expertise	n/a	21/22
7	Differentiate between Coastal and Marina infrastructure based on management responsibility and budgets	Port Coogee Marina & Property & Assets	Internal Expertise	n/a	23/24
8	Improve operation and maintenance budget expenditure documentation	Port Coogee Marina	Internal Expertise	n/a	23/24
9	Develop ranking criteria for asset renewal and replacement	Port Coogee Marina	Internal Expertise	n/a	23/24
10	Investigate CCTV provision and improvements	Port Coogee Marina	Internal Expertise	n/a	23/24
11	Add outcomes of coastal infrastructure surveys e.g. erosion and remedial recommendations to future versions of MCIAMP	Port Coogee Marina & Property & Assets	Internal Expertise	n/a	23/24
12	Explore including specialist depreciation models for infrastructure in the MCIAMP	Finance & Property & Assets	Internal Expertise	n/a	23/24

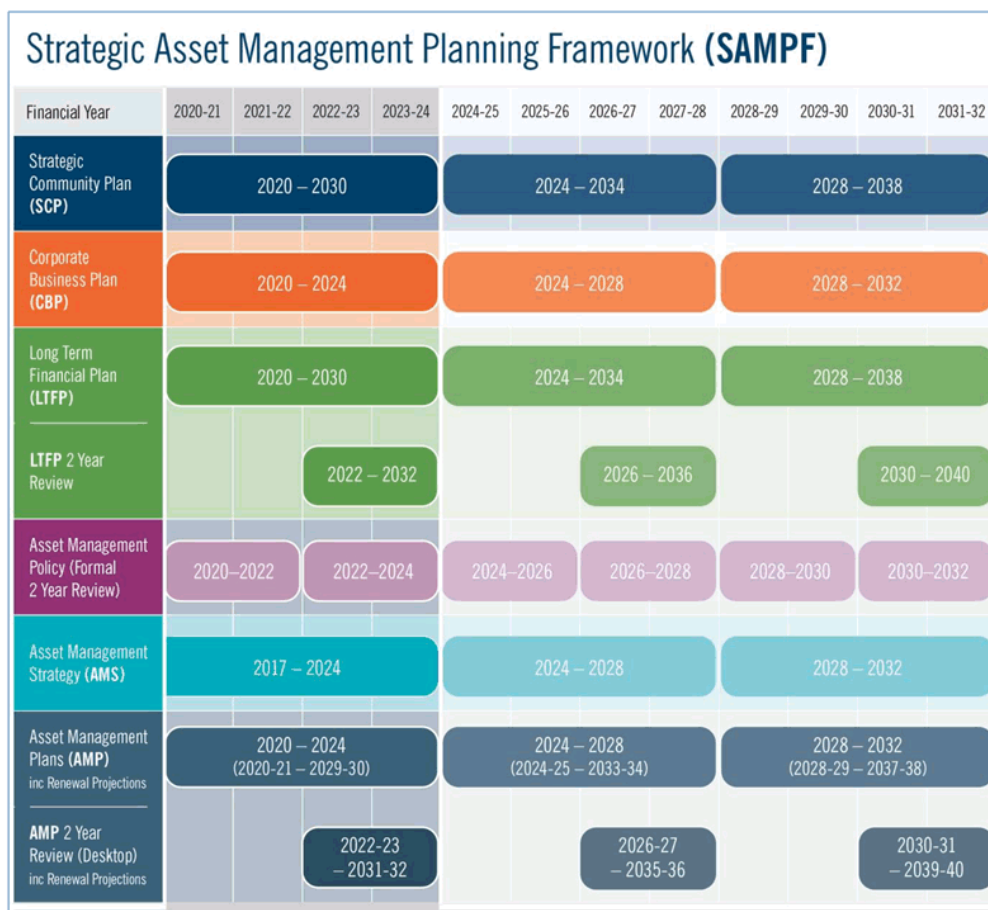
8.3 Monitoring and Review Procedures

The MCIAMP forms part of the City's Strategic Asset Management Planning Framework (SAMPF), covers four financial years (20/21 – 23/24) and acts as an informing strategy to the City's Corporate Planning Framework.

Future iterations of the MCIAMP will be developed every 4 years and be subject to a 2 year desktop review. The MCIAMP review will focus on core elements required by the LTFP, for example asset valuations, growth projections, financial analysis including operating, sustainability ratios and 10 year renewals. This will ensure that future revisions of the LTFP will be derived from a structured AMP development cycle which has received Executive and or Council approval, increasing confidence

and integration of asset management data and methodologies into the City's long term financial planning.

The following diagram provides a visual representation and timeline of the Corporate Planning Framework plans and strategies.



The formalisation and alignment of the City's SAMPF (Asset Management Policy, Strategy and AMP's) within the Corporate Planning Framework reflects the City's increasing maturity and recognises the importance of Asset Management in supporting the City in delivering long term financial sustainability of services and capital asset renewal.

Supported by the relevant business area and the Asset Management Planning & System Sections of the Project & Asset Service Unit, the Project & Asset Manager has overall responsibility and management for each of the Improvement Strategies identified within section 8 of the MCIAMP.

REFERENCES

City of Cockburn – Asset Management Strategy 2017 – 2024

City of Cockburn – Strategic Community Plan 2020 – 2030

City of Cockburn – Long Term Financial Plan 2020-2021 to 2029-2030

City of Cockburn – Management Budget 2019 – 2020

City of Cockburn – Enterprise Risk Management

City of Cockburn – Population Forecast -

<http://forecast2.id.com.au/Default.aspx?id=349&pg=5000>

City of Cockburn – Age Friendly Strategy 2016-2021

<https://www.a-specstandards.com.au/>

[IPWEA](#), 2011, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australia, Sydney

Government of Western Australia, Department of The Premier and Cabinet – [Western Australian Legislation – Acts in force](#)

The Local Government and Municipal Knowledge Base – [LGAM Knowledge Base](#)

DVC, 2006, 'Asset Investment Guidelines', 'Glossary', Department for Victorian Communities, Local Government Victoria, Melbourne,
<http://www.dvc.vic.gov.au/web20/dvclgv.nsf/allDocs/RWP1C79EC4A7225CD2FCA257170003259F6?OpenDocument>

Local Government of Western Australia – Asset Management Framework and Guidelines

<https://www.cockburn.wa.gov.au/Recreation-and-Attractions/Sport-and-Recreation/Port-Coogee-Marina>

AssetVal – Insurance Report – 24th July 2016 V1.5 – Valuation for Insurance Purposes. & AssetVal – Fair Value Report – 24th July 2016 V1.5 – Valuation for Accounting Compliance Purposes.

Port Coogee Marina Expansion Business Case

<https://www.cockburn.wa.gov.au/getattachment/c4dd1423-daec-452f-9abb-2fcc8b6e6057/attachment.aspx>

Port Coogee Marina – Expansion Business Case Annexure

<https://www.cockburn.wa.gov.au/getattachment/77b9d86f-9b4f-41f1-8441-b3dca55ecbb4/attachment.aspx>

Port Coogee Marina – Expansion Business Case - Draft Concept Plan

<https://www.cockburn.wa.gov.au/getattachment/dc410715-ee7f-4696-8064-9dbc8d204628/attachment.aspx>

APPENDICES

Appendix A Legislative Requirements

Legislation	Requirement
Local Government Act 1996 LG (Miscellaneous Provisions) Act 1960 (WA) LG Regulations 2008	Sets out role, purpose, responsibilities and powers of Local Governments including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery.
Occupational Safety and Health Act 1984 (WA) OSH Regulations 1996	Provides for the promotion, coordination, administration and enforcement of Safety and Health in WA. Places emphasis on the prevention of accidents and injury.
Disability Discriminations Act 1992	Sets out requirements to eliminate as far as possible discrimination against persons on the grounds of disability in the areas of work, accommodation, clubs and sport and in the provision of facilities, services and land.
Disability Services Act 1993	An Act for the establishment of the Disability Services commission and the Ministerial Advisory Council on Disability, for the furtherance of principles applicable to people with disabilities, for the funding and provision of services to such people that meet certain objectives and for the resolution of complaints by such people.
Western Australian Marine Act 1982	Sets out rules and regulations in relation to marine and vessel operations; such areas like mooring licence, inspections and maintenance.
Australian Accounting Standards	Sets out the financial reporting standards for the revaluation and depreciation of assets.
Emergency Management Act, 2005 (WA)	Requires lifeline utilities to function at the fullest possible extent during and after an emergency and to have plans for such functioning (business continuity plans)
Australian Standards	Standards are published documents setting out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to. They establish a common language which defines quality and safety criteria.
Environmental Protection Act 1993	An act to provide for the protection of the environment, to establish the Environmental Protection Authority and define its functions, powers and other purposes.

Appendix B Preliminary Five Year Capital Works Program

Asset Project	Project Value	Muni	WEMP/SAR	Marina Asset Replacement Reserve	Bank Loan	Grant/Developer Funding
Coogee Beach Jetty Access Ramp	\$290,000	\$290,000				
Maraboo Bridge Anti Climb	\$200,000	\$100,000	\$100,000			
Marina Expansion Stage 3	\$5,277,400				\$5,277,400	
Beach Steps - Chelydra Park	\$30,000	\$30,000				
Marina Stage 3 - Planning and Preliminary works	\$190,000			\$190,000		
Total Year 20/21	\$5,987,400	\$420,000	\$100,000	\$190,000	\$5,277,400	\$0
Coogee Beach Observation Tower Foundations	\$47,000	\$47,000				
Visitor Moorings Coogee Maritime Trail	\$10,000	\$10,000				
Othello Bridge Anti Climb	\$400,000	\$200,000	\$200,000			
Marina Services Building Flag Poles	\$6,000	\$6,000				
Total Year 21/22	\$463,000	\$263,000	\$200,000	\$0	\$0	\$0
Total Year 21/22 inc 2% CPI	\$472,260	\$268,260	\$204,000	\$0	\$0	\$0
C Y O'Connor Erosion Protection Structures (Phase 1)	\$5,000,000	\$2,500,000				\$2,500,000
Edge Wall Rock Revetment Upgrade	\$500,000		\$500,000			
Total Year 22/23	\$5,500,000	\$2,500,000	\$500,000	\$0	\$0	\$2,500,000
Total Year 22/23 inc 2% CPI	\$5,722,200	\$2,601,000	\$520,200	\$0	\$0	\$2,601,000
Cockburn Coast Foreshore Plan (C Y O'Connor Beach)	\$750,000	\$750,000				
Total Year 23/24	\$750,000	\$750,000	\$0	\$0	\$0	\$0
Total Year 23/24 inc 2% CPI	\$795,906	\$795,906	\$0	\$0	\$0	\$0
Marina Expansion Stage 4	\$1,431,080				\$1,431,080	
Port Coogee Southern Breakwater Fishing Jetty	\$250,000					\$250,000
Total Year 24/25	\$1,681,080	\$0	\$0	\$0	\$1,431,080	\$250,000
Total Year 24/25 inc 2% CPI	\$1,819,655	\$0	\$0	\$0	\$1,549,047	\$270,608

Appendix C Preliminary 10 Year Renewal Program

Asset Classification	Asset Project	Project Value	Municipal Funding	WEMP/ SAR	Marina Asset Replacement Reserve
Gangways, Jetties and Pontoons	Floating Jetties D and E Renewal Works	\$60,000	-		\$60,000
Gangways, Jetties and Pontoons	Swimming Pontoon SP1 Refurbishment	\$12,000	\$12,000		
Coastal	C Y O, Connor Beach Nourishment	\$135,000	\$135,000		
Coastal	Entry Ramp Extension - Coogee Beach Surf Life Saving Club	\$7,900	\$7,900		
Service Lines	Marina Distribution Boards	\$60,000	\$15,000	\$15,000	\$30,000
	Total Year 20/21	\$274,900	\$169,900	\$15,000	\$90,000
Boardwalk	Marina Boardwalk Refurbishment	\$56,000	\$14,000	\$14,000	\$28,000
Gangways, Jetties and Pontoons	Marina Jetty Decking Replacement	\$146,000	-	-	\$146,000
Gangways, Jetties and Pontoons	Coogee & Other Jetties Minor Renewal Works	\$45,000	\$15,000	\$15,000	\$15,000
Gangways, Jetties and Pontoons	Swimming Pontoons Minor Renewal Works	\$18,000	\$18,000		
Coastal	Port Coogee Sand Bypassing	\$300,000	\$150,000	\$150,000	
	Total Year 21/22	\$565,000	\$197,000	\$179,000	\$189,000
	Total Year 21/22 inc 2% CPI	\$576,300	\$200,940	\$182,580	\$192,780
Gangways, Jetties and Pontoons	Swimming Pontoon SP2 Refurbishment	\$12,000	\$12,000		
	Total Year 22/23	\$12,000	\$12,000	\$-	\$-
	Total Year 22/23 inc 2% CPI	\$12,485	\$12,485	\$-	\$-
Gangways, Jetties and Pontoons	Coogee & Fishing Jetty Minor Renewals	\$13,000	\$10,000	\$3,000	
Boardwalk	Marina Boardwalk Paint Major Renewal	\$100,000	\$25,000	\$25,000	\$50,000
	Total Year 23/24	\$113,000	\$35,000	\$28,000	\$50,000
	Total Year 23/24 inc 2% CPI	\$119,917	\$37,142	\$29,714	\$53,060
Gangways, Jetties and Pontoons	Swimming Pontoon SP3 Refurbishment	\$12,000	\$12,000		
Coastal	Port Coogee Sand Bypassing	\$300,000	\$150,000	\$150,000	
	Total Year 24/25	\$312,000	\$162,000	\$150,000	\$-
	Total Year 24/25 inc 2% CPI	\$337,719	\$175,354	\$162,365	\$-

Asset Classification	Asset Project	Project Value	Municipal Funding	WEMP/ SAR	Marina Asset Replacement Reserve
Gangways, Jetties and Pontoons	Coogee & Fishing Jetty Minor Renewals	\$13,000	\$10,000	\$3,000	
Gangways, Jetties and Pontoons	Swimming Pontoon SP 1 Refurbishment	\$12,000	\$12,000		
Boardwalk	Marina Boardwalk Paint Major Renewal	\$10,000	\$2,500	\$2,500	\$5,000
	Total Year 25/26	\$35,000	\$24,500	\$5,500	\$5,000
	Total Year 25/26 inc 2% CPI	\$38,643	\$27,050	\$6,072	\$5,520
Gangways, Jetties and Pontoons	Swimming Pontoon SP 2 Refurbishment	\$12,000	\$12,000		
	Total Year 26/27	\$12,000	\$12,000	\$-	\$-
	Total Year 26/27 inc 2% CPI	\$13,514	\$13,514	\$-	\$-
Seats	Seats	\$8,100	\$8,100		
Gangways, Jetties and Pontoons	Coogee & Fishing Jetty Minor Renewals	\$13,000	\$10,000	\$3,000	
Boardwalk	Marina Boardwalk Paint Major Renewal	\$10,000	\$2,500	\$2,500	\$5,000
Coastal	Port Coogee Sand Bypassing	\$300,000	\$150,000	\$150,000	
	Total Year 27/28	\$331,100	\$170,600	\$155,500	\$5,000
	Total Year 27/28 inc 2% CPI	\$380,330	\$195,966	\$178,621	\$5,743
Rubbish Bins	Standard Bins	\$450	\$450		
Lighting	Feature Wall Lights	\$1,350	\$1,350		
Lighting	Solar Light Lumin	\$4,635	\$4,635		
Signs	Information Sign	\$170	\$170		
Service Points	Fuel Payment Terminal	\$700	\$700		
Gangways, Jetties and Pontoons	Swimming Pontoon SP1 Replacement	\$75,000	\$75,000		
Gangways, Jetties and Pontoons	Fishing Jetty Blast/Repaint	\$20,000		\$20,000	
	Total Year 28/29	\$102,305	\$82,305	\$20,000	\$-
	Total Year 28/29 inc 2% CPI	\$119,867	\$96,433	\$23,433	\$-
Gangways, Jetties and Pontoons	Coogee & Fishing Jetty Minor Renewals	\$13,000	\$10,000	\$3,000	
Boardwalk	Marina Boardwalk Paint Major Renewal	\$10,000	\$2,500	\$2,500	\$5,000
Gangways, Jetties and Pontoons	Swimming Pontoon SP2 Replacement	\$75,000	\$75,000		
	Total Year 29/30	\$98,000	\$87,500	\$5,500	\$5,000

Asset Classification	Asset Project	Project Value	Municipal Funding	WEMP/ SAR	Marina Asset Replacement Reserve
	Total Year 29/30 inc 2% CPI	\$117,119	\$104,571	\$6,573	\$5,975



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17. COMMUNITY SERVICES DIVISION ISSUES

17.1 (2021/MINUTE NO 0089) MULTIPLE DOG APPLICATION 4 PAMBULA COURT, SOUTH LAKE

Author(s) M Emery

Attachments 1. Community Objections [↓](#)
2. Dog 2 and 3 - Confinement [↓](#)

RECOMMENDATION

That Council:

- (1) REJECTS the Multiple Dog Application dated 21 January 2021 from Lisa Shephard (the applicant), 4 Pambula Court South Lake, to keep three (3) dogs at the property; and
- (2) PROVIDES the owner with one (1) month to rehome one of the three dogs of her choosing, subject to this application.

COUNCIL DECISION

MOVED Cr L Smith SECONDED Cr P Corke

That the recommendation be adopted.

CARRIED UNANIMOUSLY 9/0

Background

The City has received an application for retrospective approval to keep three (3) dogs at 4 Pambula Court, South Lake.

Pursuant to the City's *Consolidated Local Law 2000*, Division 3, part 2.9, owners or occupants within the City of Cockburn require approval to keep more than two (2) dogs over the age of three months.

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

According to the Council's Delegated Authority, LGACS11 – Applications to Keep More Than Two (2) Dogs at a Residential Property, in the event that any objections are received, an applicant may not keep more than two dogs without the approval of Council.

As a result of the application's mandatory public consultation, two (2) objections were received. The application to keep more than two dogs at 4 Pambula Court, South Lake is presented to Council for consideration.

Submission

N/A



Report

The applicant has sought retrospective approval to have three (3) dogs on the property. The dogs are:

	Breed	Age	Gender
Dog 1	Staffy/ bull terrier	5 years	Female
Dog 2	Siberian Husky	1 years	Female
Dog 3	Siberian Husky	1 years	Male

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

The Rangers initially investigated a report of dogs escaping from the applicant's home and subsequently killing a neighbour's pet guinea pig in the victim's front yard.

None of the three dogs were registered at the time of the aforementioned attack.

Several days after the attack, dogs 2 and 3 escaped the property and were impounded by the City's Rangers.

Historically, the applicant has been linked to a previous dog attack, where one of the applicant's previous dogs (not subject to this application) attacked and killed another dog in 2016. In 2014, the applicant's dog was also reported to be wandering.

Based on these historical events, condition of confinement and the welfare of dogs 2 and 3, City officers are concerned about the ongoing safety of the animals subject to this application and also the greater community if the animals were to escape.

Procedurally, neighbouring properties were notified of the application. The City received two (2) submissions (refer Attachment 1).

One submission was anonymously provided, however, it has been added to the report as the views expressed by the author reaffirm City Officer's views after conducting an inspection of the property.

During inspection of the property in April 2021, City Officer noted that both dogs appeared underweight and expressed welfare concerns for the dog's health and containment. The City has referred their concerns to the Royal Society for the Prevention of Cruelty to Animals (RSPCA) for further follow-up.

The housing of dogs 2 and 3 is understood to be in a caged environment (refer Attachment 2). The Officer's believe this may be a primary source of noises noted within the community objections.

Fencing at the applicant's property is also in poor condition and is a combination of fibro fencing and temporary builder's fencing. The applicant does not own the property, so permanently addressing the boundary fencing may be problematic for the applicant.

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

1. The owner's lack of ongoing animal compliance (e.g. responsible ownership);
2. The poor condition of the property's fencing;
3. Welfare concerns for the dogs in general;
4. The animal confinement situation;
5. Possible risk to unethically breed dogs 2 and 3; and
6. Objections received

Noting that if the application is refused, the applicant may refer the matter to the State Administrative Tribunal. The City can act on behalf of Council to mediate an outcome throughout these proceedings accordingly.

Strategic Plans/Policy Implications

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- Facilitate and advocate for increased community safety.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

Budget/Financial Implications

N/A

Legal Implications

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

Community Consultation

As part of the application process, the City wrote to neighbouring homes within 50 metres of the applicant's address.

The City received two submissions in relation to the application to keep three (3) dogs at 4 Pambula Court, South Lake. All submissions opposed the application (refer Attachment 1). Identifiable details of the submissions have been redacted.

Risk Management Implications

If approval is given, there may be adverse community reaction for all future instances of nuisance dog behaviour from the property. Accordingly, there is a "low" level of localised possible "Brand/Reputation" risk associated with this item.




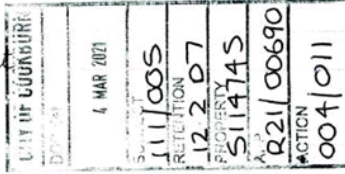
Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 10 June 2021 Ordinary Council Meeting.

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

Nil

Attachment 1 – Community Feedback

Objection 1	<p>Good Afternoon,</p> <p>I would like to raise a few concerns in regards to the excess dog application on 4 Pambula Court.</p> <p>At the present time there is a concerning amount of distressed dog noise coming from that property on a regular basis. My concern is that would increase with the additional animal(s).</p> <p>Regards,</p> <p></p>
Objection 2	<p>PRIVATE AND CONFIDENTIAL</p> <p>Ranger Customer Service REFERENCE: <u>R21/00690</u></p> <p>To Whom it may concern,</p> <p>I received a letter from your department recently regarding an application for the keeping of more than 2 dogs from 4 Pambula Court, South Lake.</p> <p>Although I have no objection to dogs in general, I am concerned about the above address. As a nearby resident, for the past year or so we have heard horrific noises coming from one of the dogs at times, as if it is being mistreated or kept confined. Even visitors to our place have heard it too.</p> <p>It is for this reason that I have concerns that there may be a repetition of this situation.</p> <p>Yours sincerely, A Concerned Resident</p> 

Attachment 3 – Dog's 2 and 3 confinement



18. EXECUTIVE DIVISION ISSUES

18.1 (2021/MINUTE NO 0090) SMART ENABLED LED STREETLIGHT LUMINAIRE REPLACEMENT PROJECT FOR THE CITY OF COCKBURN

Author(s) S Downing, J Harrison and CM MacMillan

- Attachments**
1. Perth Southern Metropolitan and Regional Western Australian LED Streetlighting Business Case - Ironbark Sustainability January 2021 [↓](#)
 2. Smart Enabled LED Streetlight Financial and Emission Reduction Feasibility Analysis for the City of Cockburn - April 2021 [↓](#)
 3. Atwell and Spearwood LED Luminaire Streetlight Trial - Community Feedback - December 2020 to March 2021 [↓](#)
 4. Streetlight Promotional Flyer [↓](#)

RECOMMENDATION

That Council:

1. APPROVES the replacement of Western Power owned Luminaires with Smart Enabled LED luminaire Streetlights including the smart *iTron* streetlight system;
2. FUNDS the net cost of the replacement program of \$6,913,630 from the Land Development and Investment Reserve, subject to a grant from the Clean Energy Fund reducing the net cost by the value of grant;
3. ESTABLISHES a repayment plan over the 6.25 years at the appropriate WATC borrowing rate for the 6.25 years to repay the Land Development and Investment Reserve; and
4. AMENDS the FY21 Amended Municipal Budget to include the Smart Enabled LED Streetlight Luminaire Replacement Project.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

MOVED Cr M Separovich SECONDED Deputy Mayor L Kirkwood

That the recommendation be adopted.

CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 9/0

Background

A group of five councils (Cockburn, Melville, Armadale, Albany and Canning) have come together to propose to streetlight asset owner, Western Power a Super-Trial program to replace 47,000 luminaires (streetlight light emitting diode (LED) and surrounding frame) of the 275,000 streetlights across the Western Power controlled SWIS grid.



The Group has commissioned a business case to support the luminaire replacement program prepared by Australia's pre-eminent streetlight consulting firm, Ironbark Sustainability (refer Attachment 1) to demonstrate the technical feasibility of the program.

In addition, a financial feasibility (attachment 2) has been prepared by the City of Cockburn (and reviewed by Ironbark) on behalf of the five councils. In addition The City of Albany undertook a peer review using Sage Engineering which supported the financial outcomes of the Super-Trial.

The drivers of the Super-Trial are the modernisation of the streetlight luminaire fleet, the substantial improvement in sustainability of the modern LED network and consequential reductions in power consumption and greenhouse gas emissions and financial benefits of shifting to lower tariffs, which will self-fund the transition.

The Super-Trial is the follow-on from the two trials undertaken by the City of Melville (smart enabled LED replacement lighting) and the City of Cockburn (standard, non-smart enabled LED replacement lighting).

Both trials have been shown to be successful. A copy of the community engagement for the City of Cockburn is attached.

Submission

N/A

Report

Introduction

The City has 14,310 streetlights effective at the end of March 2021. All of these streetlights are owned by Western Power, who own and have regulatory control over all aspects of streetlights across the South West Interconnected System (SWIS) grid.

The SWIS covers all aspects of electricity delivery from Geraldton to Esperance and west of the line running between these two towns (commonly known as the poles and wires part of bring electricity to the customer).

Synergy, the State Governments *Gentailer* (electricity generator and retailer) provides the monthly invoice comprising a daily tariff (Z-Tariff) for each streetlight. The tariff comprises of two components being electricity consumed (power usage is estimated as streetlights are unmetered) and network charges.

Synergy will retain a component of the payment to cover electricity consumed and regulatory return on capital (profit) and remit the balance to Western Power to cover network charges, maintenance, depreciation and regulated return on capital (profit).

The City has been attempting to engage Western Power to modernise its fleet of luminaires in Cockburn for the last ten years. Two years ago new management at Western Power responded positively to discussions. In addition, Australia is poised to ratify the Minamata Convention banning the importing of mercury.

This is relevant in that 54% of the streetlights are luminaires known as mercury vapour (MV). It is becoming evident that the future replacement of mercury vapour lights will be problematic due to manufacturing world-wide changing over to LED or Light Emitting Diode lights.

This report will discuss and propose to seek the replacement of all WP luminaires with Smart Enabled LED Luminaires with the support and backing of WP so as to improve sustainability measures such as reduced CO₂ emissions and reduced recurrent outlays.

The Project proposal with costs/funding/payback/benefits

The proposal is to fund the replacement of WP's current fleet of streetlight luminaires totalling 13850 (excluding the already converted LED streetlights of 460 totalling 14,310) with Smart Enabled LED luminaires. As noted above, the luminaire is the frame plus LED lighting equipment and the smart enabled device is the hardware on top of the framework with the smarts to connect to the network.

The cost is estimated to be \$10.64m based on a fixed price established by Western Power (see attached). This price includes luminaires, project management, design, traffic management, smart enabled devices, insurance.

The City with the other members of the Super-Trial group are negotiating with WP over the base price of the luminaire given it is based on the pricing of WP's ad-hoc replacement program of 2,000 to 3,000 luminaires per annum versus the City's 14,000 program or the Super Trial Group of Council's total 47,000 luminaires. The group believes there could be additional savings of between 5% to 10% on the luminaire acquisition program from such bulk purchases.

The funding will consist of grant funding from the Commonwealth Government's Local Roads and Community Infrastructure Grant Round 2 Program totalling \$3.7m. Noting the City received \$1m from the Round 1 grant program and allocated \$0.1m for the LED Street light trial in Atwell and Spearwood.

The balance (net project cost of \$6.92m) of the funds are proposed to be borrowed internally i.e. from the City's Land Development and Investment Fund Reserve, all interest can go to the Reserve at 1.38% to 2.13%, depending on payback period (rather than the current 0.6% pa earned on the funds via term deposits).

The City will be able to fund this internal borrowing as a result of two land sales totalling \$8.56m (ex-gst) that will be settled in May 2021 (Semple Court, South Lake) and July 2021 (Merevale, Beeliar (behind the Shell Service Station)). This will also save paying the state government loan tax of 0.7% of the loan at an overall saving of \$0.181m over the life of a 6.25 year loan).



Table 1 - Funding of the Project

Local Roads and Community Infrastructure Grant (Round 2) Commonwealth Government	\$3.72m
Borrowings – Land Development and Investment Reserve	\$6.92m
Total Project Cost	\$10.64m
Net Project Cost	\$6.92m

As part of the capital cost, WP wants to charge the City the written down value of the existing luminaires with a cost of \$1.383m. This is known as the RAB or regulated asset base cost (streetlights are a regulated asset service controlled by the Economic Regulation Authority or ERA).

The City disputes the validity of the RAB cost as its imposition supposed to provide WP with compensation for assets taken out of service and hence a loss of income.

This is not the case in this instance, in that WP will retain the income from the Z–Tariff and enjoy substantial reductions in operating costs as a result of the Councils investment, let alone not having to provide the capital to replace the luminaires over the short and long term.

In addition, the City, by paying the Z–Tariff, has been paying the depreciation on luminaires for the last 50 years. The City remains in discussion with WP on this issue. It has also been raised with the Minister for Energy by the Group's lobbying firm.

The City has also applied for a \$2.47m grant from the WA State Government Clean Energy Fund because of the significant carbon reduction benefits derived from this project. The payback table (Table 1) below in column Clean Energy Fund Grant only factors in \$1m, so the payback could be further reduced if the total value of the grant is provided rather than \$1m.

If the City was successful with a Clean Energy Fund Grant for every \$1m received, the payback is reduced by 10 months. It is unknown at the date of the report if the City has been successful in the grant application.

After the LED replacement, the City will see the cost of street lighting fall from \$2.7m pa to \$1.56m, a saving of \$1.11m pa using the amended Z -Streetlight tariff published by Synergy.

This encompasses the reduction in energy, maintenance and replacement costs. It also includes a further discount as the City is providing the capital to fund the replacement program. This latter inclusion is due to the Economic Regulatory Authority mandating the discount.

There is also an additional recurrent cost of 3.42c per day per streetlight to fund the WP smart enabled streetlight system.

As highlighted by Table 2 below, that in borrowing the net project cost of \$6.92m, the payback is 6.25 years with a net present value of \$11.69m, with annual savings of \$1.11m for the cost of streetlights.

Other scenarios are also analysed such as:

- Including the potential Clean Energy Fund grant,
- Reduced cost for luminaires from bulk purchases – 5% and 10%,
- Non-payment of the RAB or written down cost of existing luminaires,
- Non-provision of the *iTron* Streetlight system (recurrent cost).

All scenarios have positive net present values and significant savings that recommend the replacement projects should proceed.

Table 2 – Costs, Savings, NPV and Payback for project

Model Assumptions	NPV	Net Cost	PA savings	Payback	Payback with Clean Energy Grant (\$1m)
Base Price + Smart Enabled Device (SED) Service + Regulated Asset Base contribution (RAB)	\$11.69m	\$6.92m	\$1.11m	6.25 Years	5.4 Years
5% Disc Price +SED Services + RAB	\$11.99m	\$6.57m	\$1.11m	5.9 Years	5.1 Years
10% Disc Price +SED Services + RAB	\$12.30m	\$6.23m	\$1.11m	4.67 Years	3.78 Years
Base Price + SED Service + No RAB	\$12.93m	\$4.53m	\$1.11m	3.1 Years	3.2Years
5% Disc Price +SED Services + No RAB	\$13.24m	\$5.18m	\$1.11m	4.71 Years	3.81Years
10% Disc Price +SED Services + No RAB	\$13.55m	\$4.84m	\$1.11m	4.4 Years	3.5 Years
Original NPV No SED Service + RAB	\$14.53m	\$6.92m	\$1.28m	5.41 Years	4.38 Years
Original NPV No SED Service + No RAB	\$15.79m	\$5.53m	\$1.28m	4.4 Years	3.56 Years

Sustainability

The energy demands for LED lamps are 80% less than the current lamps in the street lighting network, with significant greenhouse gas savings. The LED replacement will be the single greatest energy reduction project the City has implemented.

The City's 14,310 streetlights use 7,983MwHrs of electricity annually and at a cost of \$2.7m which is 60% of the City's annual electricity bill for FY21.

By changing to LED luminaires, the electricity consumption will fall to 3,972 MwHrs of electricity. More importantly, the City emits 5,588 tonnes of CO₂ annually from streetlight electricity. The new LEDs will reduce this to 2,781 tonnes or 49.7% saving.



Even though the asset is owned by WP, the City is accredited with the CO₂ emissions.

The City will push for the non-mercury luminaires to be recycled back into the SWIS grid, saving WP even more capital expenditure by using the non-mercury luminaires rather than them ending up in landfill.

An additional benefit is the reduced emissions from trucks being sent to service broken streetlights. The LEDs proposed to be used have a life expectancy of 20 years (with warranty of 10 years) which will reduce waste to landfill compared to conventional lamps that are replaced more frequently.

Benefits of changing to Smart Enabled LED Streetlight Luminaires for the various stakeholders, being the community, Western Power, the State Government and Local Government:

The Community

1. Safer driving at night through better lighting.
2. Safer communities as endorsed by the WA Police Service.
3. Using technology to ensure 100% of the streetlights remain “on” rather than having 5% to 10% being “off” or operating at a level effectively being off but not broken to trigger replacement.

Western Power

1. Lower operating costs and improved efficiency. Low or no capital investment required for street lights.
2. Public lighting that meets Australian Standards.
3. Improved public perception through lower light failure rates and rapid maintenance response through smart control.
4. Contribute to electricity network stability through reduced electricity demand in the peak evening and pre-dawn periods.
5. Protect against the impact of a ban on manufacture and trade of mercury containing globes.
6. Lower transition cost than the alternate replace on failure approach.

State Government

1. Contribute to the Western Australia Climate Policy aspirations for net zero emissions (54,000 tonne pa reduction across the SWIS).
2. Aligns to the Western Australian Climate Policy themes:
 - Transforming energy generation and use
 - Resilient Cities and regions
 - Government leadership.
3. Create jobs from change-over program.
4. Reduce crime by providing Police with superior night time lighting.
5. Improve night time safety for all road users.
6. Improved tourism opportunities in the region (reduced night light pollution for improved space/star viewing).

Local Government

1. Contribute to the City's goals to reduce energy consumption and achieve net zero emissions (Climate Change Strategy 2020-2030).
2. Improved quality (colour temperature and light distribution) and reliability of public lighting.
3. Lower electricity consumption and greenhouse gas emissions. 2,807 tonnes annually for the City or approximately 54,000 tonnes for the 113 Councils on the SWIS streetlight network.
4. More efficient operating and maintenance costs reflected in reduced tariffs.
5. Reduced light spill and light pollution.
6. Lower waste to landfill though longer life-cycle.
7. Reduced impact of maintenance operations (lane closures).
8. Elimination of harmful mercury from the environment, especially landfill.
9. Ability to actively manage lighting to meet changing needs and respond to environmental impacts in sensitive locations.

LED Streetlight Trials in Cities of Melville and Cockburn

- Cockburn – Changeover of 169 streetlights in Spearwood and Atwell with standard LED luminaires.
- Melville – Changeover of 100 streetlights in Melville (suburb) with smart enabled LED luminaires with the ability to dim. This was implemented and trialled. The project trial was deemed a success.

Super-Trial

It is proposed to undertake a super-trial using the five councils representing 47,000 luminaires.

Table 3 – Super Trial Council participants – Numbers of Luminaires

Council	No. of Luminaires
Cockburn	14,118
Melville	8,958
Armada	11,167
Albany	3,958
Canning	8,809
Total	47,010

The criteria to participate in this Group was a commitment from the City (subject to relevant Council approval) to invest the capital upfront to replace the luminaires whether using municipal/grant/borrowings.

This initiative is funded by the savings of the new LED Z-Tariff plus the additional saving of providing the capital as determined by the ERA.

This is instead of waiting for the State Government to fund the project as per WALGA's request contained in the submission to the 2021 State Election or waiting the 40 to 50 years for WP's ad-hoc Luminaire Replacement Program to be implemented.

WALGA has endorsed this Super-Trial project.



Timeframe

WP has provided assurances to Cockburn that the project can be implemented and completed within 12 months. This is important, as part of the LRCI grant funding is required to be expended/acquitted within 12 months.

As part of the rollout, the plan is to standardise all street lighting and remove the decorative lighting. This is due to the prohibitive cost of replacing the current suite of decorative streetlights in parts of Hamilton Hill, Coolbellup and Port Coogee. The cost of decorative lighting is three to four times the cost of the standard LED luminaire.

Dual Tariff from State Government (Synergy and WP) similar to Victoria

As noted in the Ironbark Business Case, Victoria has a two part tariff, one from the *gentailer* for electricity consumption and a second from the network provider (owner of the actual streetlight).

Both tariffs are regulated. This enables the tariff to be transparent. It also provides for the opportunity to reduce the energy component. This will be done by the provision of accurate data for the provision of Kwhrs of actual electricity consumed.

Currently the system is unmetered. By metering (using the smart enabled device to accurately measure consumption), the Councils will be able to argue for the streetlight network to be a contestable supply similar to the Council Administration building or the Cockburn ARC or the 20 other contestable sites.

The aim is to reduce the cost of running the streetlight network by:

- Implementing competition for actual supply of electricity to the 275,000 streetlights on the SWIS grid.
- Reduce power consumption on appropriate roads during low patronage hours (midnight to 5am).
- Improvements to LED Network to Australian lighting standards (potential investing part of the cost reduction in improving lighting to meet the relevant lighting standard).

As the asset is owned by Western Power, the City does not need to go to tender under Local Government (Functions and General) Regulations.

The City's Private Lighting LED upgrade for roads program is nearing completion. Port Coogee is now well underway with the final 22 conversions to be completed in the next week. Total 217 or 239 LED conversions have been completed to date.

Parks services are also looking at the private lighting retrofit kits for the Port Coogee area, in particular Perlinte Dr to Omeo Reserve. The Metal Halides in this area have a very high failure rate due to excessive heat, and performance life is lower than the 7000 hours recommended by the manufacturer.

Strategic Plans/Policy Implications

Environmental Responsibility

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

- Sustainably manage water, energy and other resources and promote the use of environmentally responsible technologies.

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- Facilitate and advocate for increased community safety.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Deliver value for money through sustainable financial management, planning and asset management.

Budget/Financial Implications

As noted above, the project cost is \$10.63m including a RAB cost of \$1.383m.

The cost of the project is to be funded from the LRCI Grant of \$3.72m with the balance from borrowings. The preference is to use the Land Development and Investment reserve with the proceeds of the two land sales to settle in May 21 and July 21):

- Lot 1 Semple Court, South Lake \$2.35m – May 21
- Lots 9004 and 805 Merevale Gardens, Beeliar \$6.21m – July 21

This will enable interest to be credited to the reserve at 1.38% rather than at 0.6% currently being earned plus saving the 0.7% tax the State Government charges Local Governments to borrow from WA Treasury Corporation.

Table 2 above provides from various NPV returns depending on assumptions. Based on the recommendation, the payback is 6.25 years or less if the City is successful in obtaining a Clean Energy Fund Grant (CEF). A full CEF grant of \$2.47m will reduce the payback to 3.1 years.

A contingency budget of \$300,000 is also proposed to cater for potential costs such as community consultation, signage, or legal fees. This will be funded from the FY22 budget if required and sourced from the Land Development and Investment Fund Reserve.

Under the current street light provision model, the City will incur \$68.2m over the next twenty years. This will reduce to \$39.8m if the City changes to LED luminaires and maybe less if the City can control the consumption of power.



This saving of approximately \$28.4m can be allocated not only to repay the capital but additional services to the community.

Legal Implications

The City does not have to go to tender as the City is exempted under Regulation 11 (2)(e), of the *Local Government (Functions and General) Regulations* where the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies.

Community Consultation

Community consultation was undertaken as part of the Streetlight Trial in Atwell and Spearwood (December 2020 to March 2021):

During the feedback period, the project website on Comment on Cockburn had 221 visitors.

A total of 28 responses were received, which included:

- 10 online feedback form responses were received. Four responses were received from residents outside of the trial area. These responses related to LEDs in general.
- 14 online feedback forms were completed during the door-knock.
- Four submissions were received via email.

Responses received via the feedback form (from those that live in the trial area) indicated:

- The majority of respondents are satisfied with the new LED lights in terms of overall lighting level in their street (75% said it was just right), and brightness of individual lights (70% said they were just right).
- Most respondents said the new LED lights made them feel either more safe (45%) or just as safe (25%) as before.
- The colour of the new lights attracted less feedback than brightness levels. 50% said the colour was just right, however 45% had no opinion.
- Of those less satisfied with street lighting (20%), all but one suggested this was a pre-existing concern as opposed to a result of the new lighting (eg: "lights are blocked by trees"; "it is lighter than before but still not light enough").
- Overall, respondents were either very positive about the new lighting or had not particularly noticed (eg: "I think they are great, thank you for changing them"; "Haven't noticed a difference, but I don't go out at night").
- Responses received via the feedback form (from those that do not live in the trial area) were general in nature and not specifically related to the trial lights. As feedback was unrelated to the trial lights, responses to the luminance, brightness and colour tones are omitted from the below points. General comments included:
 - Support for LED use elsewhere in Cockburn.
 - Comments on light colouring and the relationship to melatonin production.
 - How cost savings would flow on to ratepayers.
 - Technical queries regarding light patterns and illuminance distribution.

- Comments on the intensity of LEDs and the potential for this to distract drivers.
- Responses received via email were mostly general in nature, including:
 - Support for LED use.
 - How cost savings would flow on to ratepayers.
 - The purpose of the trial.
 - Whether the trial includes smart lights (and a preference for smart LED lights not to be used in proximity to the respondent's home).

A Communications Plan would be prepared as would community advertising to bring the community along with Council on the rollout of the new LED luminaires.

Risk Management Implications

A notable risk is the development required from Western Power to facilitate the backend IT system to activate the Smart Enabled LED streetlights.

Noting the City of Melville trial was successful, WP are still to commit to creating the IT back-end for Councils to take advantage of the *iTron* streetlight system. Although the *iTron* system is a proven system around the world, WP are still yet to commit to delivering it for Council access.

The risk then is the upfront capital of installing the Smart Enabled Device at approximately \$175 per luminaire or for Cockburn \$2.5m plus the recurrent cost to operate the system of 3.42c per day per luminaire.

The aim is to have a clause in the contract if WP fail to deliver the access the City will be able to claim back the cost.

Another risk of inaction or delayed action is the high recurrent costs (electricity bills) for the conventional lamps. If the City does not proceed with a Council funded, proactive replacement of the lights, and instead relies on WP's ad-hoc luminaire replacement program (which may take 40 to 50 years to see a complete rollout), the City will incur decades of high electricity costs (approx. 28.4m over 20 years) and would also incur additional carbon offset costs (addition \$1m over 20 years) to achieve its net zero aspirations by 2030.

Advice to Proponent(s)/Submitters

N/A

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

Nil





Perth Southern Metropolitan and Regional Western Australian LED Street Lighting Business Case



**Prepared for**

City of Cockburn

Version	Author	Date	Description of changes
V1a	Paul Brown	30/12/2020	First Draft Release Copy
V1b	Paul Brown	29/1/2020	Updated version based on comments from Cockburn and Melville councils and GRA Partners. Release copy is word document with tracked changes for ease of further comment.

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About Ironbark Sustainability

Ironbark Sustainability is a specialist consultancy that works with government and business around Australia by assisting them to reduce energy and water usage through sustainable asset and data management and on-the-ground implementation. Ironbark has been operating since 2005 and brings together a wealth of technical and financial analysis, maintenance and implementation experience in the areas of building energy and water efficiency, public lighting and data management. We pride ourselves on supporting our clients to achieve real action regarding the sustainable management of their operations.

Our Mission

The Ironbark mission is to achieve real action on sustainability for councils and their communities.



Ironbark are a certified B Corporation. We have been independently assessed as meeting the highest standards of verified social and environmental performance, public transparency, and legal accountability to balance profit and purpose.

Perth Sth. Metro LED Street Light Business Case Report



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CONFIDENTIAL



1 Executive Summary

The report summarises the benefits to replacing existing streetlights with LEDs and the application of smart technology by Western Power within the Perth Southern Metropolitan Region and Albany local government area of Western Australia.

These replacement programs are widespread in many other Australian states and the cities of Albany, Armadale, Canning, Cockburn and Melville have been working collaboratively with the South West Group of Councils, the Western Australian Local Government Association (WALGA) and Western Power to build the case for a large scale roll out in their local government areas.

This program proposes to replace around 47,000 streetlights to energy efficient and low maintenance LED lights. The program will be funded by the participating councils.

Table 1 provides a summary of the expected outcomes for the councils from the program and the potential for this if extrapolated across the entirety of the Western Power managed SWIS Grid.

Table 1: Summary of results

Region	Number of lights	Project Cost (inc. interest)	Total Cost Savings (20 yrs.)	Total Energy Savings (MWh, 20 yrs.)	Total Greenhouse Savings (tCO2-e, 20 yrs.)	Payback (yrs.)
Perth Sth Metro and Albany	47,000	\$25 to 29m	\$107 to 123m	300,000 to 370,000	210,000 to 250,000	5.0 to 6.3
All of Western Power SWIS Grid (est.)	276,000	\$150 to \$170m	\$620 to \$720m	1.7m to 2.2m	1.2m to 1.5m	5.0 to 6.3

It demonstrates a direct benefit of around \$4 saved for every \$1 spent over the life of the new lighting assets. In addition, the program demonstrates a reduction of 55-60% in overall energy and emissions from the lighting system.

There are a range of other benefits for the Western Australian Community and for Western Power that are delivered by the project. The main additional community benefits include improved road safety through better designed, more reliable streetlights and the ability to control the lights to reduce overlighting and light spill.

For Western Power this program will support the roll out of a smart city system (the "advanced metering system"). Lighting will be one part of a widespread network that will enable automatic electricity meter reading and improved network fault detection. The lighting system will help by adding sensors to the system which will improve overall network coverage as well as supporting the business case for the smart city network deployment.

In addition, many of the lights being replaced will need replacement within the next 3-5 years to meet the requirements of the International Minamata Convention to limit mercury. The current lighting assets include large numbers of mercury based products, by replacing them now at Council cost this will negate the need for added investment by Western Power in this replacement.

Perth Sth. Metro LED Street Light Business Case Report



1.1 Key Recommendations

The key next steps to deliver this program are as follows:

- Negotiate agreed project costs, product selection and future system management models with Western Power. Importantly the project partners need to ensure an open book sharing of costs and savings so that the overall system costs and benefits are clear and overarching community benefit the main test of the overall project outcomes.
- Undertake lighting design based on the preferred project option. This is best directed by Council.
- Work with Western Power and Synergy to ensure the preferred technology (including smart lighting systems) are used within this project and there are appropriate tariffs for these.



It is the intent to ensure this program can be delivered in the short term, in conjunction with the roll out of the proposed smart city system. This "advanced metering system" is currently in roll out planning and councils desire roll out of the lighting replacement to begin in the 2021/22 year.



2 Introduction

The South West Group of Councils, the Western Australian Local Government Association (WALGA) and a number of Metropolitan and Regional Local Governments have been exploring a proposal involving the replacement of existing streetlight lamps with LED lamps and the application of smart technology to achieve a range of community benefits with Western Power.¹

This report analyses the costs and savings that can be expected from a replacement of all non-LED light types for the following cities:

- Albany
- Armadale
- Canning
- Cockburn
- Melville

This report includes a summary of the lights considered for replacement to LEDs within the region (Section 3), external funding opportunities (Section 6) and the impact of the lighting upgrade on social, environmental and health impacts of the upgrade (Section 7). However, the main focus is to report on the expected business case outcomes from different project scenarios (Section 4).



¹ Image on page courtesy Western Power: <https://www.westernpower.com.au/our-energy-evolution/projects-and-trials/smart-streetlights-trial/>



3 About the Regions Street Lights

Public lighting consists of unmetered street lighting and off-street lighting in Public places such as beaches, parks, public facilities and car parks. The scope of this report is limited to the management of streetlights within the unmetered streetlighting network.

Synergy is the retailer and charges tariffs for the cost of operation, maintenance and electricity use. Western Powers maintenance and operation charges are charged within these tariffs.

This business case considers the replacement of 35,888 minor road streetlight types (typically under 130W for non-LED lights) and 11,122 major road streetlights. Details of lighting types, road types and quantities can be found in Table 2.

Table 2: Council light types included in business case

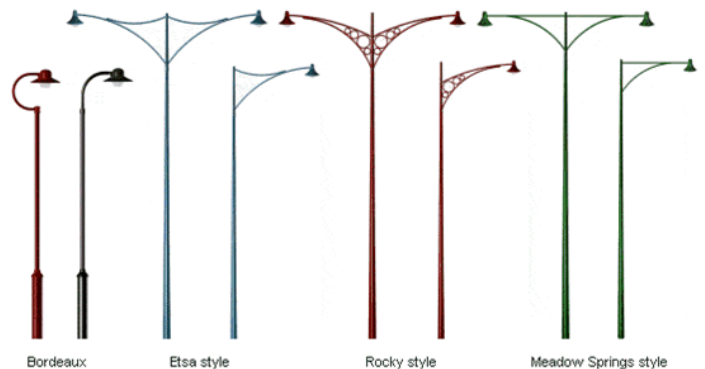
Type	Nominal Wattage	Road Type (Indicative)	Quantity
CFL	42	Minor	9,051
HPS	250	Major	8,216
	150	Major	1,816
	70	Minor	80
LED	17	Minor	63
	20	Minor	330
	22	Minor	152
	36	Minor	108
	42	Minor	34
	53	Minor	115
	80	Major	64
	100	Major	5
	160	Major	43
	155	Major	1
	170	Major	97
MH	70	Minor	2,359
	250	Major	148
	150	Major	500
MV	50	Minor	2
	80	Minor	14,699
	125	Minor	8,895
	250	Major	232
Total Non-LEDs			45,998
Total LEDs (not included for replacement)			1,012
Total Lights			47,010
Total Minor Road Lights			35,888
Total Major Road Lights			11,122

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3.1 Decorative street lighting

Councils commonly have a number of decorative lighting types which consist of several different luminaire models, paint colours and spigot entry points and sizes². This presents challenges for the accuracy of feasibility studies as well as for future stock management compared to the one size fits all approach that can be used for standard streetlight replacement programs. For the sake of this business case, these lights have been excluded from the analysis.



Careful planning of a bulk replacement of decorative lights is required as material costs can be up to 300% greater than standard lights and each error that is passed through to the project implementation phase can result in additional project costs of \$1,000, thus highlighting the importance of having an accurate asset register of decorative street lighting assets. This is typically addressed within the planning and preparation stage of the project.

3.2 Off Street Lighting

For off street lighting assets an audit and management program can be developed. This has been completed by Cockburn and many of these assets replaced with LED lighting with smart controls. Within the same timeframe of the bulk LED street lighting program an audit of off-street lighting can be carried out by the other participating councils to determine future project scope for this replacement program. Typically, councils have around 10% of total lights in off street locations and 90% are unmetered streetlighting. Based on that analysis within the region it is expected that around 5,000 off streetlights in parks, carparks, sporting grounds and other public spaces will be present.



3.3 Technology Choice

We have assumed for the purpose of this report that Council will install the luminaire with the lowest pay-back period and the lowest wattage that meets standards. In some circumstances

² Image Courtesy <https://adcoote.net.au/lighting-columns/architectural-columns/street-vision/>



that has meant identifying and utilising products that are the latest version of approved Western Power suppliers and products. It is important to check the price and wattages of the approved luminaires in the lead up to any streetlight bulk change as prices and wattages can drop, therefore influencing the pay-back periods of the approved luminaires.

Based on discussion with industry suppliers, suitable replacement options based on current luminaire types and lights wattages have been identified. In future, these choices will be available at a lower wattage and capital cost as technology improves.

In this business case the table below outlines the assumed technology for the replacement project.

Table 3: LED Residential LED replacement technology options

Current Light	Preferred equivalent LED luminaire
80W MV	Sylvania-Schröder 13.7W StreetLED3
150W HPS	Sylvania-Schröder 70W RoadLED Midi
250W HPS	Sylvania-Schröder 150W RoadLED Midi



4 Benefits for Western Power and State Government

This section outlines some of the benefits to both Western Power and the Western Australian State Government/Community. This is not a full outline, but simply a summary of the range of potential community wide benefits the program will deliver.

4.1 Benefits for Western Australian State Government/Community

- Reduced greenhouse gas emissions
- Reduced energy use and lower energy demand reducing upward pressure on electricity prices
- Creation of approximately 50 jobs during the project
- Reduced crime by providing more consistent and reliable night time lighting
- Improve night-time safety for all road users. This is expected to have significant health benefits to the hospital system as well as property and vehicle damage. Initial estimates indicate benefits of in excess of \$1,000 per light over 20 years from smart lighting as a result of reduced accidents.
- Improved tourism opportunities in the region (night time –space/star viewing through lower light spill and the ability to dim and control lights)
- Western Power to lead the nation for a whole of grid conversion to Smart LED streetlights in collaboration with Local Government and State Government
- Short term action to counter criticism received regarding recently released Climate Change Paper regarding lack of short term emissions reduction actions (this assumes that energy production will be reduced to matched reduced demand)
- Significant Partnership initiative at no cost to State Government that can be announced within the next few months
- Accelerates State Government response to the international Minamata Convention which bans the sale of mercury based products (the majority of the lamps replaced are mercury based products)

4.2 Benefits for Western Power

- Significantly reduced maintenance costs. LEDs are shown to reduce failure rates by 80-90% over comparable technology
- Low or no capital investment to upgrade the technology reducing the need for further investment by WP to replace lights (in particular mercury products which will need replacing by 2025)
- Public lighting that meets an improved Australian Roadlighting Standards
- Improved public perception through lower light failure rates and rapid maintenance response through smart control, resulting in lower complaints

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- Contribute to electricity network stability through reduced electricity demand in the peak evening and pre-dawn periods
- Protect against the impact of a ban on manufacture and trade of mercury containing globes
- Lower transition cost than the alternate replace on failure approach
- Supports the business case for the wide scale network roll out of smart city technology which has a host of other benefits including:
 - Additional service opportunities through partnerships with other state agencies (e.g. Water Corp remote water meter reading and real-time consumption data)
 - Consistency of smart technology and parallel timing with the rollout of Smart Meters (50% households in metro area in 2021)
 - Adding sensors to the system which will improve overall network coverage
 - Community benefits through availability and utilisation of other smart applications (moisture meters, noise meters, traffic counters, etc.)

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5 Business Case Summary

A project to replace streetlighting on a large-scale in the Southern Metropolitan region of Perth and regional Western Australia makes financial sense if the Western Power project costs fall within the expected range and Synergy pass through the energy benefit to councils through reduced tariffs. The modelling has assessed the business case for the region as a whole. Individual Council modelling can be readily completed.

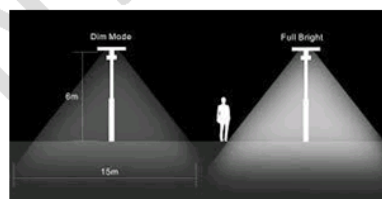
5.1 Business Case Options Considered

This section analyses the project considering three replacement options:

- Option 1: Standard, like for like replacement at the average national project cost
- Option 2: Standard, like for like replacement at the average contestable project cost
- Option 3: Smart lighting enabled and designed at the average contestable project cost

5.1.1 About Lighting Design Options

The like for like replacement options (option 1 and 2) assume only minor consideration of lighting design and that the lights include smart cells, however, they are not designed to improve lighting to Australian Standards. The smart lighting enabled and designed option (option 3) includes project costs to ensure the installations meet Australian Standards (where possible within project constraints) and to take advantage of the smart lighting functionality to reduce energy from the final LED installation by a further 30%. In practice this additional energy savings ranges from 25 to 40% based on a low number of installations nationwide.



5.1.2 Project Cost Benchmarking

Ironbark has collated current data on project costs from 7 DNSPs (Distribution Network Service Provider) nationally (not including Western Power) who have delivered similar projects. Each of these include comparative technologies, often from the same technology providers using the same products available for this project. The results of this benchmarking is outlined in Table 4.

Table 4: LED Street Lighting Benchmark Pricing in Australia

	DNBP A	DNBP B	DNBP C	DNBP D	DNBP E	DNBP E	DNBP F	Average
Minor Road – 80W MV LED equivalent	\$260	\$260	\$388	\$405	\$396	\$344	\$350	\$343
Major Road – 150W HPS LED equivalent	\$587	\$587	\$726	\$737	\$715	N/A	\$620	\$662

This pricing is based on large scale replacements (greater than 2000 units) and includes luminaire material costs (exc. Smart cells), labour, traffic and project management costs.

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These prices do not include written down value or taxation on gifted assets or council side design, negotiation and preparation costs.

For the Options analysed within this business case we have utilised the average national project cost from these 7 DNSPs (for option 1 and 2) and the average contestable project cost (option 3), whereby councils could directly engage all contractors except for minor works of the DNSP such as end of project sample auditing and updating data systems. To these project costs has been added a cost for written down value (\$60/light) and the smart cells (\$100). In reality the project costs may or may not be within the range of costs estimated with this report and is currently subject to negotiation between councils and Western Power.

5.1.3 About the Modelling

The modelling has been developed by Stuart Downing, Director of Finance & Corporate Services, from the City of Cockburn and reviewed and built upon by Paul Brown, Managing Director of Ironbark Sustainability to create the tables and graphs within this report. As with all modelling this includes a range of assumptions which are outlined in Appendix 1. The major input into the modelling, other than the project costs (as outlined above) are the tariffs for maintenance and provision of energy for each luminaire by Synergy. This report assumes the current system and the basic model continues and that the lower energy lights and smart enabled lighting are rewarded with lower tariffs by Synergy.

5.2 Summary of Business Case Outcomes

Table 5 provides a summary of the outcomes of each of the three options. It demonstrates that the range of potential costs are expected to fall within the \$25 to \$29m range and the total savings over 20 years (the life of the light) ranges from \$107m to \$123m. Total greenhouse savings range from 210,000 to 250,000 tonnes and paybacks are expected to be between 5 and 6.3 years.

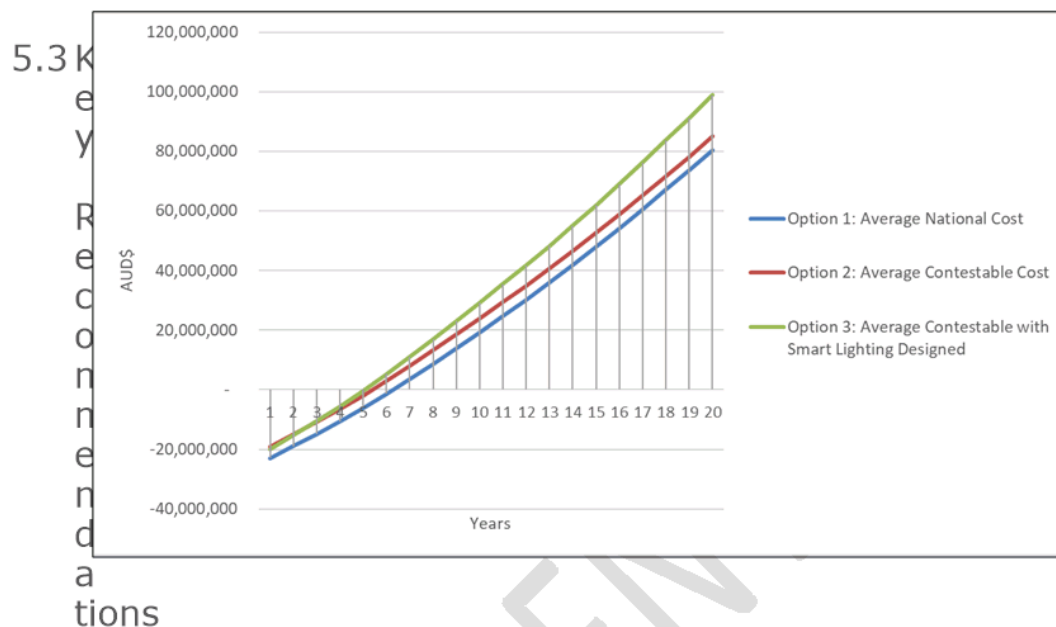
Table 5: Summary of results

Scenario	Project Cost (inc. interest)	Total Cost Savings (20 yrs.)	Total Energy Savings (MWh, 20 yrs.)	Total Greenhouse Savings (tCO ₂ -e, 20 yrs.)	Payback (yrs.)
Option 1: Average national project cost with like for like design	\$29m	\$107m	300,000	210,000	6.3
Option 2: Average contestable project cost with like for like design	\$25m	\$107m	300,000	210,000	5.4
Option 3: Average contestable project cost with smart lighting enabled design	\$26m	\$123m	370,000	250,000	5.0

Figure 1 graphically represents the full range of costs and net savings range for these options. The best option is Option 3 as a result of the improved energy savings over the project lifetime. The savings estimates from smart lighting are based on comparative projects in other cities, however, a full understanding of the costs and savings from this option will only be known once preparatory design work is completed.



Figure 1: Lifetime cashflows of different scenarios



A project to replace lighting rapidly on a large-scale in Southern Perth Metropolitan region and regional Western Australia is expected to result in a positive project outcome and reasonable paybacks (between 5 and 7 years).

In preparation for the project, it is recommended that negotiations with Western Power be progressed to confirm all project costs and confirm the management model for smart lighting systems to ensure ongoing community benefit.

The project preparation and delivery steps to implement the project over the next 12-24 months are well known and have been delivered by many other councils around Australia.

The recommended project stages to deliver an improved lighting system are as follows:

1. Prepare
2. Fund
3. Define
4. Procure
5. Manage and Finalise

During Stage 1: Prepare the following is a summary of the key tasks Council can aim to achieve during this period:

- Negotiate the preferred project costs, product selection and future system management models with Western Power
- Undertake design based on the preferred project option.



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This is best directed by Council. Examples of the standard process for both standard, like for like projects and for detailed smart lighting designs can be provided to Council from other jurisdictions.

- Work with Western Power and Synergy to ensure the preferred technology (including smart lighting systems) are used within this project and there are appropriate tariffs for these.



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6 External Funding

Over the last 10 years, there have been a range of funding and financing opportunities available for street lighting projects and Ironbark has been assisting councils with these options. Many of these are no longer running (such as the Community Energy Efficiency Program). Two current avenues from the Federal Government available to Council are the Local Roads and Community Infrastructure Fund and the Roads to Recovery Program.

6.1 Local Roads and Community Infrastructure Fund (LRCI)

The Federal Government have announced \$1.5bn for local governments to spend to help the economic recovery after the COVID-19 pandemic. The federal Treasurer states (after the program was expanded from \$500m to 1.5bn):

"We are also expanding the Local Roads and Community Infrastructure program. Investing an additional \$1 billion to support local councils' immediate upgrades of local roads, footpaths and street lighting. These investments in our local communities will support local jobs."

Dozens of councils are using this funding for street lighting bulk replacements. However, the timing of the funding means the project needs to be complete by June 2021 (for the first \$500m tranche) and December 2021 for the second tranche.



For more information see:

https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/

6.2 Roads to Recovery Funding (R2R)

Under the Roads to Recovery Program, direct funding to local councils is distributed as untied grants for local roads as part of annual financial assistance grants to councils. In other LED replacement projects, some councils have chosen to use the R2R funding to deliver the project.

Features of local roads grants are:

- Each state receives a fixed share of the grant.
- Each council's share of the grant is determined by the state's local government grants commission

For more information, see

https://investment.infrastructure.gov.au/infrastructure_investment/roads_to_recovery/



7 Social, Environmental and Health Implications

The LED options all perform comparably under a range of social criteria. All are a significant improvement on the existing lamps, particularly in terms of evenness of light spread and reduced mercury content. Many of these options are manufactured in Australia and are Australian owned technologies.

7.1 Social Considerations

It is undesirable to light residential streets above the minimum required standard. Doing so creates unnecessary cost and greenhouse emissions. In many areas, residents have a preference for low levels of lighting.

However, in some areas higher levels of lighting may be desirable to encourage walking, cycling and use of public transport. In areas where there are concerns about safety at night, it may improve perceptions of safety and residential amenity to exceed the Australian Standards for lighting levels. Council may also have specific policy objectives (such as pedestrian connectivity between transport nodes and shopping centres) that can be supported with higher levels of light in strategic locations.



Many councils, when delivering these projects undertake detailed design to ensure improved road and pedestrian safety. In addition, these can deliver improved energy savings through smart lighting. These improved design outcomes can be planned for in the standard bulk replacement program and has been included within Option 3 of this modelling.

7.2 Environmental Considerations

LED lights are substantially more efficient than current lighting, particularly MV lamps. The greenhouse savings are significant.

Some traditional light technologies such as MV are manufactured using harmful substances such as lead and mercury which are not used in the manufacturing of LEDs. These substances risk being introduced into the environment during a light's service life and must be carefully disposed of when a light is retired. However, while not containing mercury, LEDs contain printed circuit boards (PCBs), which include electronic waste that causes potential problems if not disposed properly.



Consideration should also be made on effects to local biodiversity – from insects such as moths through to birds and small marsupials. These can be addressed by cutting down glare and installing shields or installing “warmer colour” LEDs where there are

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protected or endangered species. Generally, LEDs are advantageous because there is significantly less light spill.

There are now numerous completed projects around Australia demonstrating how bulk LED changeovers have resulted in reduced upward lighting spill and light pollution, such as the image above from the "Lighting the Regions" project in Bendigo, Victoria in 2015.

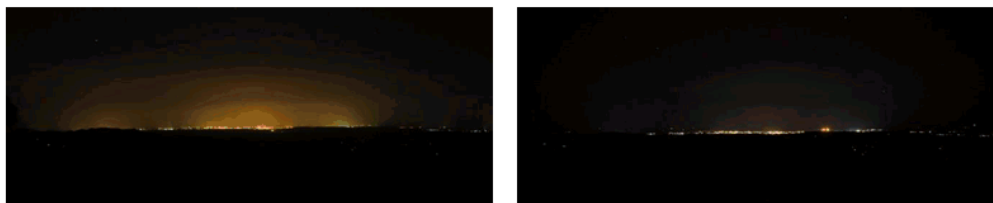


Figure 2: Bendigo glare "before" (in March 2015) and "after" (in August 2015) a change from 80W MVs to 18W StreetLED (HPS lights not yet replaced)

7.3 Health Considerations

There is an increasing amount of public discourse around the potential negative effect of public lighting on human health due to too much "blue light". In June 2016, a report by the American Medical Association (AMA) adopted guidance for local communities on selecting among LED lighting options to minimize potential harmful human and environmental effects. While the report is based on the experience in the USA, it reinforces what could be considered as "best practice public lighting" which dictates that lighting should be designed and managed by professionals and with concern for broader environment, health and social factors.

The AMA also blames high colour temperatures and recommends a colour temperature of 3000K or lower for LED street lighting to limit the amount of blue light. Unfortunately, many 3000K lights can have high blue light content and Figure 35 shows that the warmer colour temperatures (LPS and HPS at 3000K or lower) result in slower driver reactions times and have direct road safety implications.

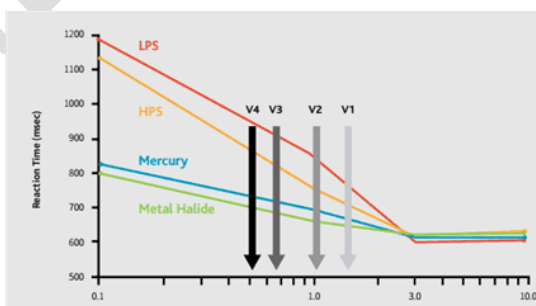


Figure 3: Australian Highway Lighting Categories, reaction times improved by white light (Davis 1999, Arizona DoT, SLPC, from IPWEA SLSC Roadmap 2016)

According to the IPWEA Street Lighting and Smart Controls Roadmap (2016) "in practical terms, this means that at a vehicle speed of 50km/hr, the stopping distance might be reduced by 4.2m" when using a higher colour temperature compared to the warmer colours. The understanding of reaction times for LEDs at warmer colours is not yet known. The Australian Standard (SA/SNZ TS 1158.6) that states a "recommended" colour temperature of 4000K for street lighting.



It's important to note that much of the public discourse around "over lighting" and too much "blue white" is based on experiences in the USA and Europe. While still important, it is of less relevance to Australia because Australian street lighting levels are relatively low by international standards. In the UK, the minimum lighting levels are up to 7 times higher than the minimum levels in Australia. What's more, the "old" lights in USA and Europe are commonly HPS lights which generally have a lower colour temperature than the MV lights in Australia.

In the absence of any conclusive research or evidence, the potential risks of blue lighting can be managed by good design. For example, lighting to the levels required (not higher), reducing light spill through well-designed luminaires and lighting schemes and the use of glare shields where appropriate. These issues and actions are generally discussed and decided during the Design and Preparation Stage of a lighting project.

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Appendix 1: Modelling Assumptions

- All luminaires to be replaced over a 12-month period
- Borrowings at WATC rates including Loan Tax of 0.7%
- Aim to repay loan ASAP which forms payback period
- Number of lights as per latest Synergy bill supplied
- Discount rate 3.8% - NB if the discount rate matched the loan rate, the NPV would increase by about 25%
- NPV Period is over 20 years
- Current project pricing as per benchmarked and \$100 for smart lighting PE \$60 for WDV
- Increase both current lighting and LED lighting tariffs by 2.5% pa
- Tariffs are based on daily rates as per Synergy website including discount for councils paying for changeover
- The savings would be greater for growing councils such as Kwinana, Rockingham and Cockburn as streetlights are growing by approx. 1% per annum on top of the price increase.
- Estimated kWh rate at 17c/kWh. This is relevant for the smart lighting benefits (Option 3)
- Technology power consumption is as per National Electricity Market Load Tables for Unmetered Connection Points
- All savings and cost figures are GST exclusive

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CITY OF COCKBURN - STREETLIGHT CHANGEOVER - SMART ENABLED LED LIGHTS																						
Wattage	Type	Model	Quantity	Cost per Luminaire	Current Rate ex GST	Cost PA	LED SL	Current Rate Inc GST	Current Rate ex GST	Cost PA	rate ex cap contribution %	cost after cap contrib	base	consumed per day kWhrs	consumed per year Mwhrs	base	consumed per day kWhrs	consumed per year Mwhrs	Energy Saving per Class	Tonnes CO2 for current	Tonnes CO2 for LED	Saving
42	CHL	SE-C	1878	\$655	\$0.3868	\$263,140	20	\$0.271533	\$0.2468	\$369,206	0.7325	\$559,967	42	0.5796	397.80	20	0.276	189.15	-52%	278.11	132.43	-165.68
20	LED	RG-C	68	\$0	\$0.2449	\$6,078	20	\$0.271533	\$0.2468	\$6,127	0.2811	\$6,877	20	0.276	6.80	30	0.276	6.80	0%	4.80	4.80	0.00
80	MV	C	4852	\$655	\$0.4394	\$742,749	20	\$0.271533	\$0.2468	\$437,140	0.2325	\$411,740	80	1.104	1,955.36	20	0.276	488.79	-73%	1368.61	342.15	-1026.46
125	MV	C	2812	\$655	\$0.5393	\$547,368	53	\$0.399612	\$0.3087	\$316,683	0.2933	\$302,042	125	1.725	1,770.51	53	0.7314	750.69	-58%	1239.35	525.49	-713.87
42	LED	BH-C	35	\$0	\$0.4037	\$1,399	20	\$0.271533	\$0.2468	\$1,391	0.2811	\$1,539	42	0.5796	3.17	30	0.276	3.51	-53%	1.22	1.06	-1.36
70	MH	C	660	\$655	\$0.6827	\$364,462	80	\$0.392853	\$0.3571	\$86,035	0.3430	\$82,630	70	0.966	232.71	80	1.104	265.95	14%	162.90	186.17	23.27
250	MH	C	48	\$742	1.0972	\$19,223	160	\$0.569611	\$0.5178	\$9,072	0.4907	\$8,597	250	3.45	60.44	160	2.208	38.68	-36%	42.31	27.08	-15.23
52	LED	RG-C	13	\$0	\$0.3525	\$1,440	53	\$0.399612	\$0.3487	\$1,465	0.3430	\$1,627	52	0.7314	3.47	53	0.7314	3.47	0%	2.43	2.43	0.00
250	HPS	C	2239	\$742	\$0.7697	\$629,026	160	\$0.569611	\$0.5178	\$422,187	0.4907	\$401,037	250	3.45	2,819.46	160	2.208	1,804.45	-36%	1973.62	1263.12	-710.50
170	LED	RF-C	37	\$0	\$0.3582	\$4,837	170	\$0.39402	\$0.3582	\$4,837	0.3924	\$5,300	170	2.346	31.68	170	2.346	31.68	0%	22.18	22.18	0.00
300	LED	RF-C	8	\$0	\$0.3771	\$693	300	\$0.63481	\$0.5771	\$643	0.6113	\$693	300	3.38	2.01	300	3.38	2.01	0%	1.41	1.41	0.00
125	MV	A	4	\$655	\$0.462	\$675	53	\$0.399612	\$0.3087	\$451	0.2933	\$428	125	1.725	2.52	53	0.7314	1.07	-58%	1.76	0.75	-1.02
150	HPS	C	430	\$655	\$0.579	\$86,647	80	\$0.392853	\$0.3571	\$53,446	0.3430	\$51,331	150	2.07	309.78	80	1.104	165.21	-47%	216.84	115.65	-101.19
160	LED	RF-C	34	\$0	\$0.502	\$2,565	160	\$0.689611	\$0.5178	\$2,648	0.5521	\$2,821	160	2.308	11.28	160	2.308	11.28	0%	7.96	7.96	0.00
17	LED	BH-C	33	\$0	\$0.2812	\$1,440	17	\$0.396246	\$0.3598	\$6,961	0.3941	\$7,624	17	0.2346	4.54	17	0.2346	4.54	0%	3.18	3.18	0.00
22	LED	C	93	\$0	\$0.2812	\$9,545	22	\$0.80347	\$0.2759	\$9,365	0.8101	\$10,527	22	0.3036	10.31	22	0.3036	10.31	0%	7.23	7.23	0.00
250	HPS	A	3	\$742	\$0.619	\$678	160	\$0.569611	\$0.5178	\$9,292	0.4907	\$537	250	3.45	3.78	160	2.208	2.42	-86%	2.64	3.69	-4.95
250	MV	C	28	\$742	\$0.7812	\$7,984	160	\$0.569611	\$0.5178	\$9,292	0.4907	\$9,013	250	3.45	39.26	160	2.208	23.57	-86%	24.68	15.80	-8.88
36	LED	C	10	\$0	\$0.2728	\$998	36	\$0.2394	\$0.2376	\$794	0.2033	\$742	36	0.4968	1.81	36	0.4968	1.81	0%	1.27	1.27	0.00
42	CHL	BH-C	565	\$655	\$0.4032	\$83,150	20	\$0.271533	\$0.2468	\$50,906	0.2325	\$47,546	42	0.5796	119.53	20	0.276	56.92	-52%	83.67	39.84	-43.83
42	CHL	BH-C	6	\$655	\$0.4384	\$960	20	\$0.271533	\$0.2468	\$541	0.2325	\$509	42	0.5796	2.27	20	0.276	0.80	-52%	0.89	0.42	-0.47
42	CHL	SE-A	3	\$655	\$0.3988	\$984	20	\$0.271533	\$0.2468	\$730	0.2325	\$255	42	0.5796	0.63	20	0.276	0.30	-52%	0.44	0.21	-0.23
42	CHL	SE-M	1	\$655	\$0.3527	\$129	20	\$0.271533	\$0.2468	\$90	0.2325	\$83	42	0.5796	0.21	20	0.276	0.10	-52%	0.15	0.07	-0.08
42	LED	C	35	\$655	\$0.4037	\$2,199	42	\$0.44187	\$0.4017	\$2,199	0.4359	\$2,387	42	0.5796	3.17	42	0.5796	3.17	0%	2.22	2.22	0.00
70	HPS	C	31	\$655	\$0.4244	\$4,689	80	\$0.392853	\$0.3571	\$3,249	0.3430	\$3,064	70	0.966	10.93	80	1.104	5.83	-40%	7.65	3.91	-3.72
80	LED	PK-C	3	\$0	\$0.506	\$554	80	\$0.5803	\$0.5239	\$560	0.5482	\$603	80	1.104	3.21	80	1.104	3.21	0%	0.85	0.85	0.00
80	LED	RF-C	18	\$0	\$0.4492	\$2,294	80	\$0.5463	\$0.5139	\$3,276	0.5482	\$3,601	80	1.104	7.25	80	1.104	7.25	0%	5.08	5.08	0.00
150	MH	C	235	\$742	\$0.9089	\$77,961	80	\$0.5463	\$0.5139	\$44,081	0.4998	\$42,868	150	2.07	177.55	80	1.104	94.70	-47%	124.29	66.29	-58.00
Minor			11250																			
Major			2525																			
LED			343																			



LED Street Light Trial, Atwell and Spearwood

Community Feedback Summary
April 2021

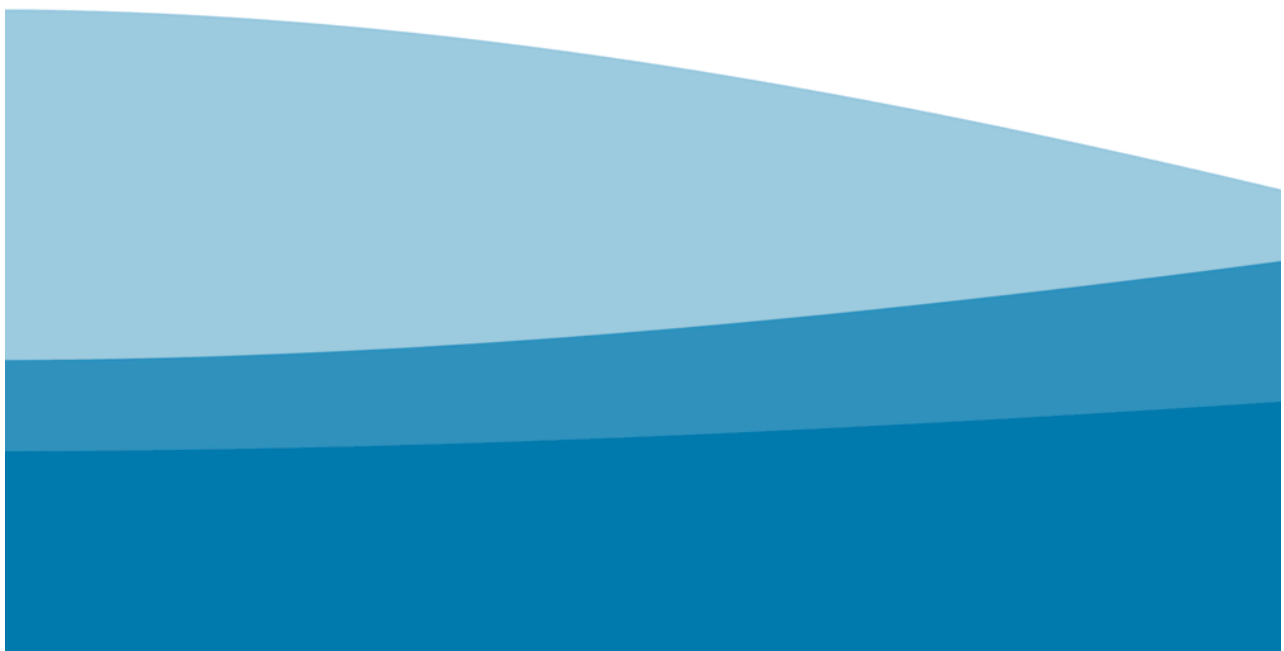


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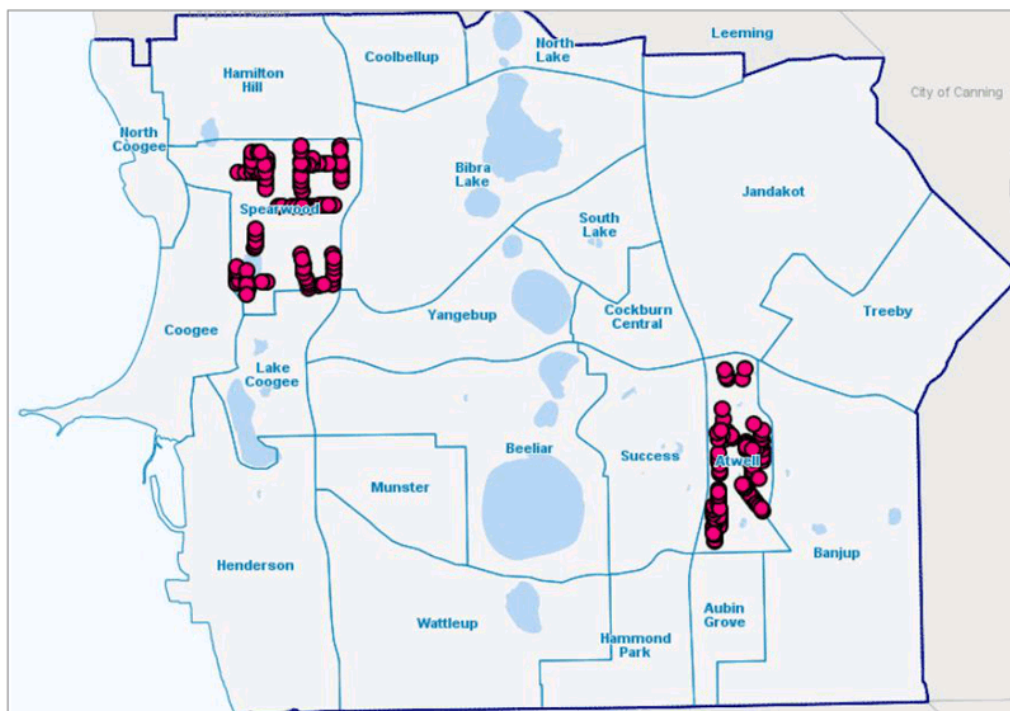


1. Context

The City's operational activities generate over 30,000 tCO₂-e per annum. This equates to 1.2% of emissions in the Cockburn municipality. Purchased electricity and gas are the second largest source of emissions (35%) and include energy used in street lighting, facilities, parks and sporting facilities.

Street lighting contributes to almost half of the City's electricity consumption at a cost of \$2.7 million per annum. Wider implementation of LEDs could reduce the City's street lighting emissions by around 50% while saving ratepayers.

Between December 2020 and March 2021, Western Power and the City of Cockburn trialled the use of 169 new LED luminaires on existing streetlight poles in sections of Spearwood and Atwell.



Above: Locations of the LED luminaires.

This trial was funded by the Australian Government (through the Local Roads and Community Infrastructure Program) and the City of Cockburn.

The purpose of this trial was to identify whether the existing streetlight poles are suitable for the LED luminaires, given LEDs have a different brightness and colour tone to the traditional mercury vapour/compact fluorescent luminaires.

Required luminance levels differ from area to area because of factors like road conditions. For this reason, the trial was carried out in areas of Spearwood and Atwell that reflect the variety of infrastructure in place across the City.

If the existing poles are considered suitable, it means LEDs could potentially be installed throughout Cockburn, without replacing the actual streetlight infrastructure.

While trial outcomes will be determined by technical criteria, community feedback provides valuable insight into the potential suitability of the LED luminaires on the existing poles. As such, the City invited feedback from residents who live near the modified luminaires during the trial. This document provides a summary of this process and the feedback received.



Above: LED street light, Spearwood.

2. Summary of Process

Information about the trial was communicated via the following channels:

- Letters to 2,236 households within the immediate vicinity of the trial areas.
- Signage affixed to street light poles at the following locations:
 - 5 Gerald Street, Spearwood;
 - 4 Kent Street, Spearwood;
 - 79 Edeline Street, Spearwood;
 - 22 Garden Road, Spearwood;
 - 4 Marvell Avenue, Spearwood;
 - 73 Beenyup Road, Atwell;
 - 10 Molloy Circuit, Atwell;
 - Intersection of Lydon Boulevard and Lipton Mews, Atwell.
- Footpath stickers with QR codes located under LED street lights along streets where the new luminaries were installed.
- A project page located on the City's consultation website, Comment on Cockburn.
- Social media posts.
- Articles in the City's Cockburn Soundings magazine.
- References and web-links in the City's e-newsletters.
- Media releases.
- Information on the City of Cockburn website.



Above: Footpath sticker.

The purpose of seeking feedback was to understand whether residents in the impacted areas felt the new LED lighting was adequate and whether there were specific design issues that needed to be considered.

Thus the feedback process actively targeted households within close proximity to the trial area. Participants were asked to share their views on the level of luminance, colour and brightness. An open ended section was provided for respondents to go into further detail or to provide any other suggestions.

While input was sought from those most impacted, the feedback form was available online to anyone and therefore a handful of non-local respondents submitted feedback. These responses are considered separately in the key findings.

The feedback period was open between 25 November 2020 and 31 March 2021.

Respondents were encouraged to wait a couple of weeks after the new luminaires were installed to adjust to the new lighting, before providing feedback.

Feedback was invited in the following ways:

- An online form available on the Comment on Cockburn website;
- Email
- Phone

In addition to the advertised feedback channels, a door-knock of a sample of households within the trial area was undertaken. Of the 33 properties door-knocked, 14 opted to provide feedback. City staff completed the feedback form with those interested in sharing their comments.

3. Key Findings

- During the feedback period, the project website on Comment on Cockburn had 221 visitors.
- A total of 28 responses were received:
 - 10 online feedback form responses were received.
 - Four responses were from residents outside of the trial area. These responses were about LEDs in general.
 - 14 online feedback forms were completed during the door-knock.
 - Four submissions were received via email.
- Responses received via the feedback form (from those that live in the trial area) indicated:
 - The majority of respondents are satisfied with the new LED lights in terms of overall lighting level in their street (75% said it was just right) and brightness of individual lights (70% said they were just right).

- Most respondents said the new LED lights made them feel either more safe (45%) or just as safe (25%) as before.
- The colour of the new lights attracted less feedback than brightness levels. 50% said the colour was just right, however 45% had no opinion.
- Of those less satisfied with street lighting (20%), all but one suggested this was a pre-existing concern as opposed to a result of the new lighting (e.g. "lights are blocked by trees"; "it is lighter than before but still not light enough").
- Overall, respondents were either very positive about the new lighting or had not particularly noticed (e.g. "I think they are great, thank you for changing them"; "Haven't noticed a difference, but I don't go out at night").
- Responses received via the feedback form (from those that do not live in the trial area) were general in nature and not specifically related to the trial lights. As feedback was unrelated to the trial lights, responses to the luminance, brightness and colour tones are omitted from the below points. General comments included:
 - Support for LED use elsewhere in Cockburn.
 - Comments on light colouring and the relationship to melatonin production.
 - How cost savings would flow on to ratepayers.
 - Technical queries regarding light patterns and illuminance distribution.
 - Comments on the intensity of LEDs and the potential for this to distract drivers.
- Responses received via email were mostly general in nature, including:
 - Support for LED use.
 - How cost savings would flow on to ratepayers.
 - The purpose of the trial.
 - Whether the trial includes smart lights (and a preference for smart LED lights not to be used in proximity to the respondent's home).

Feedback form responses and submissions are provided in full in Section 2.

4. Next Steps

The feedback received will be considered alongside other technical information as part of the trial review.

Depending on the outcomes, the City plans to work with Western Power towards replacing incandescent street lighting throughout Cockburn with more energy efficient LED lighting.

For more information on the City's vision and roadmap towards a more climate resilient and sustainable future, view the City of Cockburn's Climate Change Strategy available at www.cockburn.wa.gov.au.



5. Results

5.1 Feedback Form Responses

In the interest of transparency, responses are as they appeared in the survey with minimal editing. Therefore some spelling and/or grammatical errors may exist.

Q1. What suburb do you live in?

Response	Count of responses
Spearwood	13
Atwell	7
Jandakot	1
Coogee	1
Success	1
Not specified	1

Q1b. (asked of those living in other suburbs) Do you have any other comments or feedback on the LED street lighting trial?

Comments
I like the idea, please do it in Jandakot.
Please use Warm yellower LED light as it is healthier than blue white lights. Warm light has a lower percentage of blue & green wavelengths. Blue & green wavelengths severely block melatonin production at night, leading to many of the maladies associated with shift work syndrome. Gingin's Observatory Discovery Centre astronomers talked about this on my visit there & advises our street lights should be warm white NOT blue white for this reason. Fauna also are affected by too much bright blue/white lighting.
Sounds like a great proposal for saving energy etc but we need to consider light pollution. Below is from the FAQ page. When compared to existing street lighting, LEDs may appear both brighter and whiter. This is largely due to the colour of the lights. See this article below which highlights some concerns. https://www.thenicee.com/Article/what-is-light-pollution Is it possible to consider utilising less bright or 'warm' coloured rather than white lights. We know that light pollution has a considerable impact on both people and animal populations especially ones who are nocturnal. With less bright, warm coloured light that is shielded and facing downwards rather than upwards into the sky and radiating further.
I have observed that the LED lights appear to be a high intensity type where the light

source causes intense glare and detracts from their lighting function of street furniture and the ground. Conventional lighting tends to use diffuser type covers or the light source itself is shaded from direct view of the observer. The intense LED light source tends to be visible to the observer and therefore causes distraction. How are the proposed energy savings going to be recouped by the rate payer? As I would understand it, street light circuits are not metered. How do LED lights perform in fog conditions? Is there information available on light pattern and illuminance distribution? Will street light distances need to change where existing conventional installations exist? The concept of reduced energy consumption and reduced maintenance costs is great but I remain to be convinced that the glare emitted from most I have seen is a good thing. Is any information available on the reasoning for the light colour selected in relation to observer (motorist) detecting movement such as pedestrians?

Q2. Now that the new LED lights have been installed, is the overall level of lighting in your street...

Response	Count of responses
Just right	15
Not light enough	5
Too light	1
No opinion	3

Q3. Compared to the previous street lights, do the new LED lights make you feel...

Response	Count of responses
More safe	10
Just as safe as before	5
Less safe	2
No opinion	7

Q4. Is the brightness level of the individual LED lights...

Response	Count of responses
Just right	14
Too dim	3
Too bright	1

No opinion	6
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Q5. Is the colour of the new LED lights...

Response	Count of responses
Just right	10
Too warm	2
Too cool	1
No opinion	11

Q6. Do you have any other comments or feedback on the LED street lighting trial?

Comments
They are lighter, it's a good thing. The more light the better.
Brighter than the old lights. It's a good light up there.
Better than it was. Way brighter.
Fairly dark near my house, but a little brighter than before. Very sparse across the street – the path is not lit up. More light now, but still dark.
Could do with a few more street lights – it's a bit dark at this end of the street especially near the footpath.
Better lighting, it's brighter and the flood is wider. The colour is just right.
Lighter than before which is a good thing. Reduces crime.
Noticed the new lights were quite bright. No complaints. They are quite good. They are brighter so you can see things clearer when it's dark. I'm happy with them.
Did not notice a difference
Haven't noticed a difference, but I don't go out at night
I hadn't noticed but I have the blinds pulled down at night so I don't see it
No different - I hadn't noticed. I don't go out after dark. It's a good idea, they will be more economical.
The lights are crap. It's completely dark because the trees on the street are too thick and block the lights. My house is very dark at night. The lights do not shine at all to my house. It's pitch black. I haven't noticed any difference since the new lights were installed.
I am not living in the area where the lighting trial is in place. So I cant comment other than what I have been advised by the astronomers at Gingin who are asking for warm lighting not Blue White lighting in our street lighting.
please consult with an expert on light pollution if the project hasnt already been.

There is one up the corner i like to see another one down the middle of the street that is Daffodil Court
We've had the new LED fitted to a light post outside our house now for about 6 months. It's reduced the glare and although just as bright does not reflect back into the house or in eyes as you drive by. Great to see the rest of the street the same.
I am right outside a light pole and have been since 2001. [address] Fallow Crescent. the new LED light is not as bright, or at least it should much cooler in colour, the current light is too warm in colour, makes the area look definitely not as bright. thank you.
I think they are great, thank you for changing them.
This feedback form is pointless because your information provided does not name the streets in Spearwood that had new LED lights installed. I have checked twice - maybe I am blind. This does not surprise me though. Have you considered actually testing your consultation material to check you have provided enough information to allow the community to respond and make an informed decision or provide informed feedback? Whilst I support the concept of changing lights to LED for their cheaper running costs and less replacement requirements, LED street lights are known to cause undue and unnecessary brightness for some houses which affect peoples circadian rhythm and ability to rest and sleep. Again your consultation material lacks because it implies you are just straight out changing bulbs over. This does not address light direction, glow and spill. AS a result i dont think you're trial will be accurate and does not bode well for future decision making. Can you please confirm that the following national guidelines have been taken into account in this trial, given that we apparently have " world class wetlands" in Cockburn, but we also have protected marine species along the coast which is really the jewel in Cockburn's crown. There are roads and footpaths within proximity to the coast and the lightspill needs considering. https://www.environment.gov.au/biodiversity/publications/national-light-pollution-guidelines-wildlife
I live in Mac Morris Way Spearwood We have ongoing anti social behaviour drug houses nearby PowerWatch security light shining into Bavich Park and up the public access way.Improving the street lighting all the way along MacMorris Way would only improve the safety of residents and allow us to indentify the individuals who are creating problems for us and people who use the Park and Access Way to get to the Phoenix Shopping Centre

5.2 Email Submissions

Note: In the interest of transparency, responses are as they appeared in the survey with minimal editing. Therefore some spelling and/or grammatical errors may exist.

Comments

I have viewed the LED lights trialled in Kent Street and Sussex Street in Spearwood and have found them to be brighter than the original lighting, to look at as you drive down the street but seem to light the area directly below a little less, in my opinion. However, it's modern times and we must go with the times. LED lighting is the way to go and I'm all for it. One small detail in the letter sent, the wattage consumption of the existing lighting was mentioned but not of the new lighting. My understanding is the new lighting uses considerably less power, not just 50% as presented. Anyhow, I'm all for the new lights and it will be a saving in energy bills and maintenance for Cockburn in the future.

I have received the council letter with regards to the above subject. It's a great work, and I hope it all goes well. If the trial is deemed successful and the new LED lights are installed across the Atwell suburb, would it reduce our annual council rate? I presume that a portion of the council rate goes towards the street lighting. I look forward to hearing from you.

My house is on the corner of [street] in Atwell. I note that there will be a LED street lighting trial. I have a street light right outside the main bedroom and do not wish to have a smart LED street light right outside my bedroom. How can I opt out of having this installed on this particular corner? Is this street light going to be a 'smart' LED streetlight? Why I ask is because on Western Power's website they talk of smart enabled LED streetlight technology. If it is a 'smart' LED streetlight, could you please tell me the radiofrequency electromagnetic energy associated with this infrastructure.

I don't understand why you have to waste ratepayers money with a trial before retrofitting all lights poles to LED, if you already know, it will save costs and CO2 emissions? Why not just go straight to the retrofitting to a cold LED lighting (the brighter of the two). No question they reduce cost and are more reliable than incandescent lighting. You could have saved money by just rolling them out. Jobs could have been created for a faster roll out, people may feel safer on the streets, with brighter lighting. Sometimes I don't understand local government, you spend a lot of money beautifying the streetscapes, median strip, not thinking how will this look in ten years? Ok when it is done but as trees grow can create blinds spots for traffic . One example is along Rockingham Rd, out front of KFC, the verge is tall with weed creating a not only danger to see cars coming if you come out of KFC or the bottle shop but unsightly, the verge is high than the road so it needs to be either concreted or some

Appendix A - List of Streets in Trial

Atwell trial streets (parts of the following roads):

Beenyup Road, Pindan Elbow, Avon Crescent, Lakehurst Way, Molloy Circuit, Jenniphur Court, Chivalry Way, Lyon Road, Congenial Loop, Balance Lane, Flourish Loop, Woodhead Way, Folland Parade, Nancarrow Way, Turnbull Close, St Claire Gardens, Freshwater Drive, Branchley Drive, Mayhew Cross, Connolly Mews, Daley Court, Hedges Retreat, Haring Green, Dunnage Court, Kinship Way, Bartram Road & Bendee Drive.

Spearwood trial streets (parts of the following roads):

Gerald Street, Macmorris Way, Glendower Way, Gurney Road, Blunt Place, Bushy Road, Bolingbroke Street, Sussex Street, Hotspur Road, Edeline Street, Zlinya Circle, Mell Road, Bosnich Way, Newton Street, Ionesco Street, Fallow Crescent, Garden Road, Trellis Place, Daffodil Road, Marvell Avenue, Skeahan Street, Poins Place, Vernon Place, Kent Street, Leaside Way, Gerovich Way, Chesterton Street and Malcolm Street.



Appendix B – Frequently Asked Questions

What is the trial?

Western Power and the City of Cockburn have come together to trial new LED streetlights on existing street light poles in selected Cockburn suburbs.

What is the aim of the trial?

During the trial, existing street lights, which consist of old technology, will be replaced with modern LED lights in selected streets in Atwell and Spearwood. The LED lights will be retrofitted onto existing street light poles.

The trial will provide Western Power and the City of Cockburn with insight for the potential replacement of Western Power street lights in Cockburn.

Where is the trial happening?

This trial is occurring in two City of Cockburn suburbs, Atwell and Spearwood. The two suburbs were selected as they reflect both types of power infrastructure (underground and overhead).

A selection of streets in Atwell and Spearwood have been identified for the trial so that a range of new LED types can be tested.

Atwell trial streets (parts of the following roads):

Beenyup Road, Pindan Elbow, Avon Crescent, Lakehurst Way, Molloy Circuit, Jenniphur Court, Chivalry Way, Lyon Road, Congenial Loop, Balance Lane, Flourish Loop, Woodhead Way, Folland Parade, Nancarrow Way, Turnbull Close, St Claire Gardens, Freshwater Drive, Brenchley Drive, Mayhew Cross, Connolly Mews, Daley Court, Hedges Retreat, Haring Green, Dunnage Court, Kinship Way, Bartram Road & Bendee Drive.

Spearwood trial streets (parts of the following roads):

Gerald Street, Macmorris Way, Glendower Way, Gurney Road, Blunt Place, Bushy Road, Bolingbroke Street, Sussex Street, Hotspur Road, Edeline Street, Zlinya Circle, Mell Road, Bosnich Way, Newton Street, Ionesco Street, Fallow Crescent, Garden Road, Trellis Place, Daffodil Road, Marvell Avenue, Skeahan Street, Poins Place, Vernon Place, Kent Street, Leaside Way, Gerovich Way, Chesterton Street and Malcolm Street.

When is the trial happening?

The trial is expected to begin in December 2020 and be completed by March 2021. Feedback is invited until 31 March 2021.

Why do the street lights need upgrading?

Street light upgrades are being undertaken for a number of reasons:

- A number of current light types are no longer available, especially the 80w and 125w mercury vapour lights. Manufacturing here and overseas is moving to LED lights only.
- A coordinated move by both Western Power and the City of Cockburn to be more sustainable by reducing electricity consumption and the generation of carbon dioxide. This changeover will see a 50% reduction in CO2 production.
- LED lights are longer lasting and retain the quality of the light for a longer period, reducing ongoing maintenance expenditure.
- "Smartlights" – one of the trial's aims is to introduce smart-enabled lighting. These lights can alert Western Power when they fail, speeding up the replacement time.
- Improved lighting enhances safety on our roads and in our neighbourhoods. Consultation with the Western Australia Police favours the introduction on the new LED street lighting.
- LED street lighting is now being installed in Melbourne, Sydney, Adelaide and Brisbane.
- Western Power are currently installing LED lights on an ad-hoc basis and the proposed trial and replacement program will be the first retrofit program undertaken by Western Power and a council in WA.

What is the difference between LED lights and existing street lights?

Compared to existing street lights, LED street lights:

- Are more focussed, ensuring more of the light shines onto the street and sidewalks, with less light spill into adjacent areas.
- Provide a more uniform illumination of the area.
- Are brighter.
- Require less maintenance and last a lot longer than standard lighting.
- Use about 30% less energy than current street lighting technology.
- Reach full brightness instantly.
- Contain no mercury or lead which is better for our environment.
- Emit no UV rays or infrared radiation.
- Operate at a much cooler temperature, making them a safer option.
- Cut greenhouse gas emissions and reduce landfill.

Source: westernpower.com.au

Are LEDs brighter than previous street lights?

When compared to existing street lighting, LEDs may appear both brighter and whiter. This is largely due to the colour of the lights.

Fortunately, the direct light from LEDs will minimise glare which also reduces light into and onto properties in most situations.

Source: westernpower.com.au

City of Cockburn

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SMART LED STREETLIGHT

REPLACEMENT SUPER TRIAL PROPOSAL

The local governments of Albany, Armadale, Canning, Cockburn and Melville have been working collaboratively with Western Power to deliver innovative, intelligent and future-focussed solutions for streetlighting. The proposal is subject to Council approval by the respective local governments.

An ambitious and widespread rollout program to replace approximately 47,000 streetlights with energy efficient and low maintenance Smart LED streetlights across the five local government areas is being proposed as a *Super Trial* covering almost 17% of streetlights across the South West Interconnected System (SWIS) power grid.

FAST FACTS

Smart LED has the potential to achieve a:

65% Reduction in greenhouse gas emissions compared to standard streetlights and major energy savings of up to **40%** for each participating Local Government.

Streetlighting represents

40-50%

of total energy costs for most local governments

47,000

streetlight lamps in the Cities of Albany, Armadale, Canning, Cockburn and Melville

Approx. **278,000**

streetlight lamps across the SWIS network covering the Perth Metropolitan Area and South West Region.

Western Power have already trialled

SMART LED

streetlights in the City of Melville



BACKGROUND

The five participating local governments have prepared a business case and are already advancing detailed replacement proposals with Western Power, based on the local governments meeting the capital cost of progressively replacing approximately 47,000 inefficient and poorer quality streetlights including mercury vapour streetlights that will need to be phased out under the Minimata Convention.

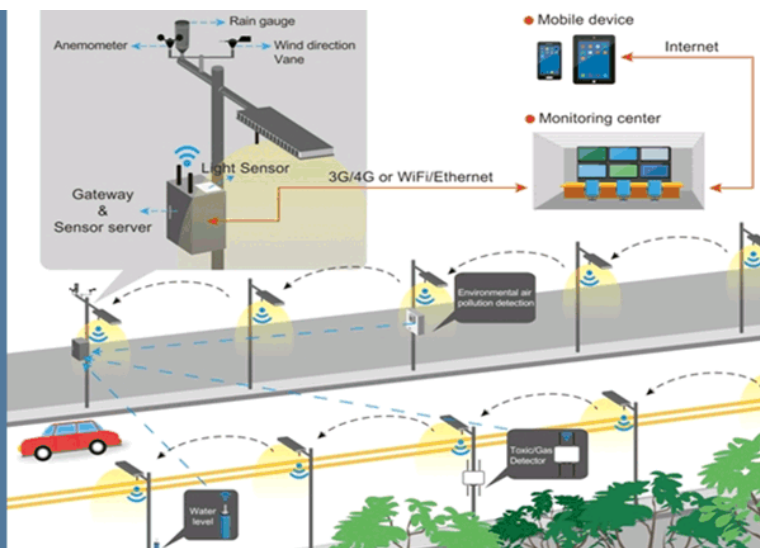
In the future, LED Smart Poles could be installed in key activity centres and popular community spaces with smart technology applications to facilitate art experiences, Wayfinding, PA systems, SOS, Public Wi-Fi, etc.

Sensors and cameras could also be installed for traffic counting, surveillance, environmental monitoring, etc. on poles as a valuable community asset supporting Smart City capability.



COMMUNITY BENEFITS

1. Safer driving at night through better lighting
2. Safer communities as endorsed by the WA Police Service
3. Using technology to ensure 100% of the streetlights remain "on"
4. More efficient and better performing streetlights with superior lighting quality



BENEFITS

WESTERN POWER

1. Lower operating costs and improved efficiency for Western Power
2. Low or no capital investment required for street lights.
3. Public lighting that meets Australian Standards.
4. Improved public perception through lower light failure rates and rapid maintenance response using smart controls
5. Contribute to electricity network stability through reduced electricity demand in the peak evening and pre-dawn periods
6. Protect against the impact of a ban on manufacture and trade of mercury containing globes.
7. Lower transition cost than the alternate "replace on failure" approach

STATE GOVERNMENT

1. Contribute to greenhouse gas emissions reductions of up to 7,250 tonnes CO₂ per year
2. Create jobs from change over program
3. Reduce crime by providing Police with superior night time lighting
4. Improve night time safety for all road users
5. Improved tourism opportunities in the region (night time – space/star viewing)

LOCAL GOVERNMENT

1. Improved quality (colour temperature and light distribution) and reliability of public lighting
2. Lower electricity consumption (up to 50%) and greenhouse gas emissions (up to 65%)
3. More efficient operating and maintenance costs reflected in reduced tariffs
4. Reduced light spill and light pollution
5. Lower waste though longer life-cycle
6. Reduced impact of maintenance operations (lane closures etc)
7. Elimination of harmful mercury from the environment especially landfill
8. Ability to actively manage lighting to meet changing needs and respond to environmental impacts in sensitive locations



19. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**19.1 (2021/MINUTE NO 0091) PROPOSED REVOCATION OF PREVIOUS COUNCIL DECISION - 12 NOVEMBER 2009 - MINUTE 4085 - AGENDA BRIEFING SESSIONS****Author(s)** D Green**Attachments**
1. Notice of Motion - Mayor Howlett [↓](#)
2. Report - 12 November 2009 Ordinary Council Meeting - Agenda Briefing Sessions [↓](#)**RECOMMENDATION**

That Council REVOKES the following Council decision made on 12 November 2009, in accordance with the attached Notice of Motion:

"That Council Agenda Briefing Sessions not be open to the public in future and that they be conducted under the same procedures as those which operated prior to being open to the public" CARRIED 6/4

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

MOVED Mayor L Howlett SECONDED Cr C Stone

That the recommendation be adopted.

LOST 5/4 DUE TO THE LACK OF AN ABSOLUTE MAJORITY

For: Mayor L Howlett, Cr P Corke, Cr L Smith, Cr C Stone, Cr T Widenbar

Against: Deputy Mayor L Kirkwood, Cr K Allen, Cr M Separovich, Cr P Eva

Background

By letter dated 14 May 2021, a Notice of Motion signed by Mayor Howlett, Cr Widenbar, Cr Corke, Cr Stone and Cr Eva was received in accordance with the provisions of Section 5.25 (1)(e) of the *Local Government Act 1995* and Regulation and Regulation 10 of the *Local Government (Administration) Regulations 1996*.

The Notice of Motion is in relation to a decision of Council made on 12 November 2009, which provides for the Agenda Briefing Sessions, conducted by the City's senior officers to Elected Members for the purpose of explaining the items to be considered at the following week's Council Meeting, to be held in private.

A copy of the relevant Council item and accompanying decision is attached.

Submission

N/A

Report

Should the Motion be successful and the Agenda Briefing Sessions are no longer required to be conducted without public access, the intent is to move a Motion along the following lines, to enable public attendance at these forums:

“That Council conducts its Monthly Council Meeting Agenda Briefing Sessions on line which will enable members of the public to access these meetings via the City’s website, excluding any “Confidential Matters” identified by the Chief Executive Officer as being unsuitable for public viewing at the Briefing”

Reason

One of the recommendations from the recent City of Cockburn Inquiry Report was for the City to undergo a Governance Review. While the scope of that recommendation is detailed in a separate report for the consideration of Council, the City could demonstrate its immediate commitment to openness and transparency by providing public access to the monthly Agenda Briefing Sessions, which are held in the week prior to the Ordinary Council Meeting.

The process for conducting the Agenda Briefing Sessions is to be the subject of a future report to Council.”

From the officer’s viewpoint there is no impediment to maintain the privacy for these sessions, as there is no potential for any decisions to be made at these briefings, and there is an opportunity for the public to view a process in an open forum to ensure transparency.

However, as this is a matter which is also linked to the Inquiry into the City of Cockburn Report, as referenced at Item 13.1 of this Agenda, it is prudent for this matter to be the subject of the proposed governance review.

Strategic Plans/Policy ImplicationsListening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.
- Listen to, communicate, consult and engage with our residents, businesses and community in a timely, open and collaborative manner.

Budget/Financial Implications

N/A



Legal Implications

Section 5.25 (1) (e) of the *Local Government Act 1995* and Regulation 10 of the *Local Government (Administration) Regulations 1996* refer.

Community Consultation

N/A

Risk Management Implications

There is a “Substantial” level of “Brand / Reputation” risk associated with this item.

Advice to Proponent(s)/Submitters

N/A

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

Nil



Mr Tony Brun
Chief Executive Officer
City of Cockburn
PO Box 1215
BIBRA Lake WA 6965

14 May 2021

Dear Tony

Proposed Revocation of Council Decision 12 November 2009 – Minute No 4085 – Agenda Briefing Sessions

We, the undersigned, wish to propose a revocation of the following decision made at the Ordinary Meeting of Council held on 12 November 2009:

ITEM 13.1 – (MINUTE NO 4085) – AGENDA BRIEFING SESSIONS

"That Council Agenda Briefing Sessions not be open to the public in future and that they be conducted under the same procedures as those which operated prior to being open to the Public"
CARRIED 6/4

If successful, I will propose the following motion:

That Council conducts its Monthly Council Meeting Agenda Briefing Sessions on line which will enable members of the public to access these Meetings via the City's website, excluding any "Confidential Matters" identified by the Chief Executive Officer as being unsuitable for public viewing at the Briefing.

Reason

One of the recommendations from the recent City of Cockburn Inquiry Report was for the City to undergo a Governance Review. While the scope of that recommendation is detailed in a separate Report for the consideration of Council, the City could demonstrate its immediate commitment to openness and transparency by providing public access to the monthly Agenda Briefing Sessions, which are held in the week prior to the Ordinary Council Meeting. The process for conducting the Agenda Briefing Sessions to be the subject of a future report to Council.


Yours sincerely



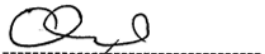
Mayor L K Howlett, JP



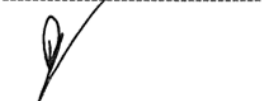
cr Tom Widenbar



cr PHOEBE CORKE



cr Chontelle Stone



cr Philip Evans JP

13.1 (MINUTE NO 4085) (OCM 12/11/2009) - AGENDA BRIEFING SESSIONS (1713) (D GREEN)

RECOMMENDATION

That Council continues with open Agenda Briefing Sessions for the future, under similar conditions that apply to the current forum.

COUNCIL DECISION

MOVED Mayor L Howlett SECONDED Cllr I Whitfield that Council:

- (1) continue with open Agenda Briefing Sessions for the future, under similar conditions that apply to the current forum;
- (2) convene informal briefing sessions for Elected Members at a date and time agreeable to all or the majority of Elected Members each month; and
- (3) through the Mayor, convene an informal discussion session for Elected Members (up to 30 minutes) immediately following the informal briefing session shown at point 2 above.

AMENDMENT

MOVED Cllr R O'Brien that Council change the agenda Briefing Session start time to 7.30pm and that Council publicly release the Council Agenda and Agenda Attachments for the Council meeting for that month by 4.00pm on the Wednesday of the week before the Council meeting.

AMENDED MOTION LAPSED FOR WANT OF A SECONDER

MOTION LOST 4/6

MOVED Cllr L Smith SECONDED Cllr V Oliver that Council Agenda Briefing Sessions not be open to the public in future and that they be conducted under the same procedures as those which operated prior to being open to the Public.

CARRIED 6/4

NOTE: Mayor Howlett requested that the names of Councillors who voted For and Against the motion be recorded:

Voted For -

Deputy Mayor Allen
Cllr Smith
Cllr Oliver
Cllr Attrill
Cllr Reeve-Fowkes
Cllr Romano

Voted Against -

Mayor Howlett
Cllr Whitfield
Cllr Limbert
Cllr O'Brien

OCM 12/11/2009

Reason for Decision

At the request of the public, Council opened the briefing sessions only to find that very few attended, however their opinions were heard and taken very seriously. Recently, the Mayor acknowledged more time was needed by Councillors to build strategy, collaborate and work more closely together. With the closing of briefing sessions to the public this will allow more time for Councillors to work collaboratively in the best interests of those who elected them. In addition, Council should reflect on best practice. The Local Government operational guidelines that are set down for us to follow in relation to Council forums. It is very important that the public are reminded that no decisions are made behind closed doors, that briefing sessions are given to Councillors to give them the opportunity to become fully informed so as to represent those who elected them and so that Councillors can come up with alternatives and responses and vote on very complex issues. The Agenda is made available to the public at the same time as it is provided to the Councillors, and it will continue to be made available to the public prior to the Council Meetings.

Background

At the Council Meeting conducted on 9 April 2009, the following resolution was passed:

MOVED Cllr H Attrill SECONDED Cllr S Limbert that Council trials open Agenda Briefing Sessions for the period May – October 2009, under similar conditions that apply to the current forum with the exception of:

- (1) *That up to 30 minutes be allocated at the conclusion of the Agenda Briefing Session to the Elected Members segment in order to allow the public to ask questions on any matter on the Agenda, of the staff;*
- (2) *Confidential matters on the Agenda to be 'briefed' behind closed doors.*

CARRIED 8/2

Reason for Decision

The current briefing session methodology presently provides the best possible outcome for people who are making applications to the City either for Planning, policy or other matters to be considered.

This decision does not support a proposal that delays the processing of matters which are brought before the Council. The

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briefing session is to provide the opportunity for questions to be raised at the time by the public.

Submission

To continue the Council Agenda Briefing Sessions in the current format.

Report

Following the trial period and the Council elections, the following assessment of the Open Briefing Sessions is provided for members' consideration.

From an administrative point of view the sessions have not posed any difficulties and do not require any further effort by officers to explain the items being presented.

The timeframe (7.00 pm commencement) does require a disciplined effort by staff and Elected Members to ensure the public are not kept waiting for the briefing.

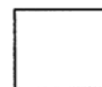
The previous arrangement enabled a more flexible timeframe to be employed and also allowed other matters to be informally briefed to Elected Members, prior to the Agenda Briefing Session commencing. This is not now possible and any such informal briefings now commence at 5.45 p.m. and last no longer than 45 minutes to allow time for dinner prior to the commencement of the agenda briefing at 7.00 p.m.

To enable Elected Members more time to receive informal briefings there are a number of options which could be considered.

These include:

- Commencing the Agenda Briefing Session at 6.00 pm, followed by dinner, and then provide the information.
- Convene informal briefing sessions prior to the Agenda Briefing, which is pushed back until 7.30 p.m.
- Convene informal briefing sessions at another pre-determined day/time (e.g. 4th Thursday each month).

Anecdotally, the sessions are of little interest to the general public with regular attendance in the public gallery in the vicinity of 10-15 each meeting. Persons who have an item on any Agenda are informed of the briefings, should they wish to ask any questions on the item, following its presentation to the forum. On rare occasions, such people have attended the Sessions.



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Overall, the only discernible difference between open and closed agenda briefing sessions is that the meetings are not recorded under the current arrangements and the format for the presentations is more formal and disciplined. On the basis that there are no obvious reasons to revert to closed briefings; it is recommended that Council continues with the current processes into the future.

Strategic Plan/Policy Implications

Governance Excellence

- To conduct Council business in open public forums and to manage Council affairs by employing publicly accountable practices.

Budget/Financial Implications

N/A

Legal Implications

There are no statutory provisions relative to local government briefing procedures.

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil

13.2 (MINUTE NO 4086) (OCM 12/11/2009) - MEMBERSHIP OF THE AUDIT AND STRATEGIC FINANCE COMMITTEE (5017) (D GREEN) (ATTACH)

RECOMMENDATION

That Council:

- (1) include "Strategic Finance" in the title applied to the Audit Committee previously established by Council;

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20. NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING**20.1 Notice of Motion provided by Mayor Howlett**

That Council display on its website information that informs the community of various activities that would normally only be provided on an annual basis or not at all.

Reason

The Minister for Local Government is calling for greater transparency from local governments and accordingly there is an opportunity for the provision of information such as elected member attendance at Council meetings, Standing Committee meetings, Agenda Briefing sessions, general briefings, reference group meetings, external Boards and Committees, annual returns compliance, leasing arrangements in the wider context, memorandum of understandings with various organisations, etc. to be provided on the City's website.

21. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY MEMBERS OR OFFICERS

Nil

22. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE**22.1 CLUB/COMMUNITY GROUPS - EQUIPMENT STORAGE**

Mayor Howlett has requested a report to identify suitable location(s), building requirements and budget considerations to house the equipment and other Club/Community Group items that are needed, during their respective off seasons, or generated through their normal activities.

Reason

There is a continuing need identified by Club/Community organisations to have a practical and secure location to store their equipment and other items versus having to store them in members' homes and/or garages etc.

23. CONFIDENTIAL BUSINESS

Nil

24. (2021/MINUTE NO 0092) RESOLUTION OF COMPLIANCE**RECOMMENDATION**

That Council is SATISFIED that resolutions carried at this Meeting and applicable to items concerning Council provided services and facilities, are:-

- (1) integrated and co-ordinated, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- (2) not duplicated, to an extent Council considers inappropriate, services or facilities as provided by the Commonwealth, the State or any other body or person, whether public or private; and
- (3) managed efficiently and effectively.

COUNCIL DECISION

MOVED Cr P Corke SECONDED Cr T Widenbar

That the recommendation be adopted.

CARRIED UNANIMOUSLY 9/0

25. CLOSURE OF MEETING

The Presiding Member closed the meeting at 9.28pm.

