



City of Cockburn
Ordinary Council Meeting
Agenda Paper

For Thursday, 8 July 2021



City of Cockburn
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Western Australia 6965

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NOTICE OF MEETING

Pursuant to Clause 2.4 of Council's Standing Orders, an Ordinary Meeting of Council has been called for Thursday 8 July 2021. The meeting is to be conducted at 7.00PM in the City of Cockburn Council Chambers, Administration Building, Coleville Crescent, Spearwood.

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

A handwritten signature in blue ink, appearing to be 'Tony Brun', is written over the printed name and title.

Tony Brun
Chief Executive Officer

CITY OF COCKBURN

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CITY OF COCKBURN**AGENDA TO BE PRESENTED TO THE
ORDINARY COUNCIL MEETING
TO BE HELD THURSDAY, 8 JULY 2021 AT 7.00PM**

1. Declaration of Meeting**2. Appointment of Presiding Member (If required)****3. Disclaimer (To be read aloud by Presiding Member)**

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

4. Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member)**5. Apologies & Leave of Absence**

Cr K Allen	-	Apology
Cr LA Smith	-	Apology
Ms G Bowman, A/Chief Community Services	-	Annual Leave
Ms S Seymour-Eyles, A/Executive Corporate Affairs	-	Annual Leave

6. Written Requests for Leave of Absence

Nil

7. Response to Previous Public Questions Taken on Notice

Nil

8. Public Question Time

9. Confirmation of Minutes

9.1 Minutes of the Ordinary Council Meeting - 10/6/2021

Recommendation

That Council CONFIRMS the Minutes of the Ordinary Council Meeting held on Thursday, 10 June 2021 as a true and accurate record.

9.2 Minutes of the Special Council Meeting - 24/6/2021

Recommendation

That Council CONFIRMS the Minutes of the Special Council Meeting held on Thursday, 24 June 2021 as a true and accurate record.

10. Deputations

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

Nil

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

13. Built and Natural Environment

13.1 Review of Speed Limits, Signage and Line Markings in the Study Area Covered by the Recent Banjup Local Area Traffic Study

Author D Koncar

Attachments 1. Linemarking and Sign Drawings [↓](#)

RECOMMENDATION

That Council:

- (1) NOTES the report;
- (2) NOTES that Main Roads WA have approved signage and line marking design drawings of Beenyup Road between Gaebler Road and Rowley Road, including intersections, in May 2021;
- (3) NOTES the preparation of engineering design drawings for the remainder of the study area have been drafted and submitted to Main Roads WA for approval; and
- (4) NOTES that the City approached the Speed Zoning Team at Main Roads WA and submitted a speed reduction proposal for roads within Banjup in 2020. The proposal was finalised and published on Main Roads WA website and includes three roads within the study, being Beenyup Road, Gibbs Road and Harper Road.

Background

At the 12 March 2020 Ordinary Council Meeting, Deputy Mayor Kirkwood raised the following matter to be noted for investigation without debate:

Item 20.2 Review of Speed Limits, Signage and Line Markings in the Study Area Covered by the recent Banjup Local Area Traffic Study

That City Officers, in concert with Main Roads WA (MRWA), conduct a review of speed limits, signage and line markings in the study area covered by the recent Banjup Local Area Traffic Study.

Reason

Resident concerns about vehicle speed in the Banjup Study Area requires a review of sign posted speed limits to provide better clarity for all road users.

Subsequently, a follow up Council report was adopted at the 9 April 2020 Ordinary Council Meeting:

Item 16.2 Review of Speed Limits, Signage and Link Markings in the Study Area Covered by the Recent Banjup Local Area Traffic Study

Recommendation

That Council:

- (1) receives the report;
- (2) requests review of the study area signage and line marking by Main Roads WA (MRWA);
- (3) requests review by MRWA of the speed zones within the study area; and
- (4) receives a report to a future Council Meeting on the results of the MRWA assessments.

The subject site of this report is the area bounded by Armadale Road to the north, Rowley Road to the south, Tapper Road to the west and the City boundary to the east.

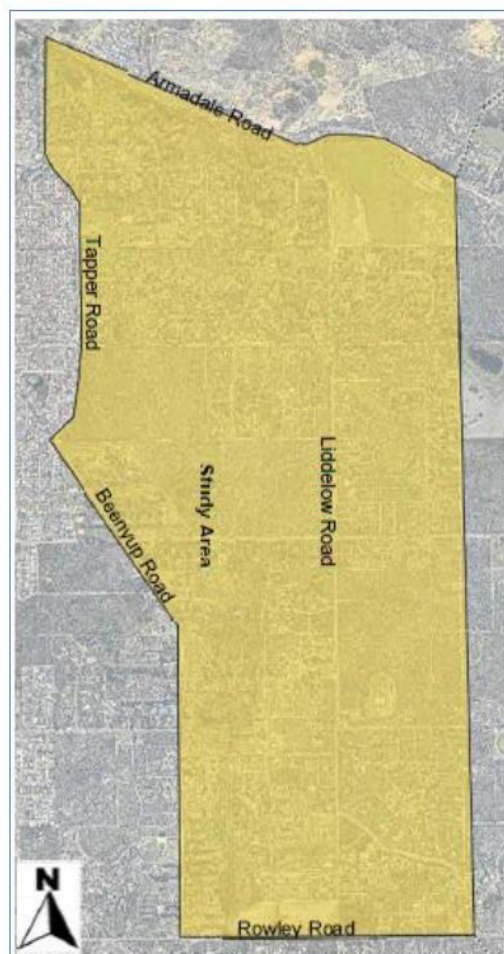


Figure 1 – Location of the subject site

Submission

N/A

Report

In September 2018, the City completed a review of the City of Cockburn District Traffic Study (DTS), which was developed in 2013 to provide a framework for the future road network planning of the City of Cockburn.

The DTS report has been consulted with the wider community and was adopted by Council at the 11 April 2019 Ordinary Council Meeting.

The City engaged Cardno Consultants to complete a Banjup Traffic Study Report (BTSR) in January 2020, which used DTS traffic data and involved seeking the Banjup community's views and inputs.

The BTSR was reviewed and a Council report was adopted at the 9 April 2020 Ordinary Council Meeting. The recommendation was to request MRWA to undertake a review of signage, line marking and speed zones within the study area.

Review of Signage and Line Marking

Since commencement of the signage and line marking review, the City has prepared engineering designing drawings with improvements to Beenyup Road between Gaebler Road and Rowley Road, including the intersections. Drawings were submitted to MRWA and approved in May 2021 (Attached).

Signage and line marking reviews for the rest of the study area were completed with the preparation of engineering design drawings being progressed. It is expected that these drawings will be ready for submission to the MRWA in June 2021 (Attached).

Review of Speed Zones

Speed zone reviews within the study area were completed with the posted speed limits of some sites being not consistent with MRWA Policy and Application Guidelines for Speed Zoning, issued August 2019.

The City approached the Speed Zoning Team at MRWA and submitted a speed reduction proposal for specific roads within Banjup in 2020.

The proposal was finalised and published on MRWA website:

- Gibbs Road within the City of Cockburn and extending into City of Armadale
Effective 22 February 2021, the existing default speed limit will be decreased to 80 km/h between Beenyup Road to Taylor Road.
- Beenyup Road, City of Cockburn
Effective 22 February 2021, the existing default speed limit will be decreased from 80km/h to 70 km/h prior to Gibbs Road to Tapper Road.

- Harper Road, City of Cockburn
Effective 22 February 2021, the existing default speed limit will be decreased to 60 km/h* between Tapper Road to Liddelow Road.

It should be noted that during the liaison with the MRWA Speed Zoning Team, it was recommended the City increase the speed of Liddelow Road between Armadale Road and Harper Road from the existing posted speed limit of 70km/h to 80km/h. After evaluation of the potential traffic issues that could be caused by this change, the recommendation was refused by the City.

Strategic Plans/Policy Implications

City Growth and Moving Around

- Plan, develop and advocate for safe, sustainable, integrated local transport networks, public transport and regional transport networks.

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 cost for design, assessment and application to MRWA along with signage and line marking has been allocated within WC01790 - Banjup Traffic Management.

The cost for signage and line marking installation will be covered by MRWA.

Legal Implications

N/A

Community Consultation

The City undertook community consultation sessions to allow local residents to provide feedback on the existing traffic conditions within and around the study area.

The community consultation involved two stages; the first was held on 14 May 2019 to document the concerns of the residents within the Banjup locality, and the second stage, held on 6 August 2019, was conducted to allow residents to view Cardno's recommended treatments based on community concerns and provide any further input.

Cardno's BTRS Report has been sent to all residents who participated in the above sessions for their information and any feedback.

The changes in speed zones approved by MRWA are available for public access on MRWA website.

Risk Management Implications

The implication of not providing stakeholders with the opportunity to engage with Council on BTRS and MRWA changes in speed zones and signage and line marking is being non-compliant with the City of Cockburn Community Engagement – SC2 Policy.

To ensure a safe environment for all road users, it is necessary to review and modify certain speed zones. The enforcement of speed limits enables traffic flow, maximises road capacity, minimises overtaking and reduces crash risk.

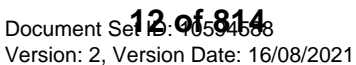
While MRWA are responsible for speed zoning across the State, speed zone changes and signage and line marking on local roads are at the request of the local government. An investigation and assessment is then carried out, prior to any change being approved.

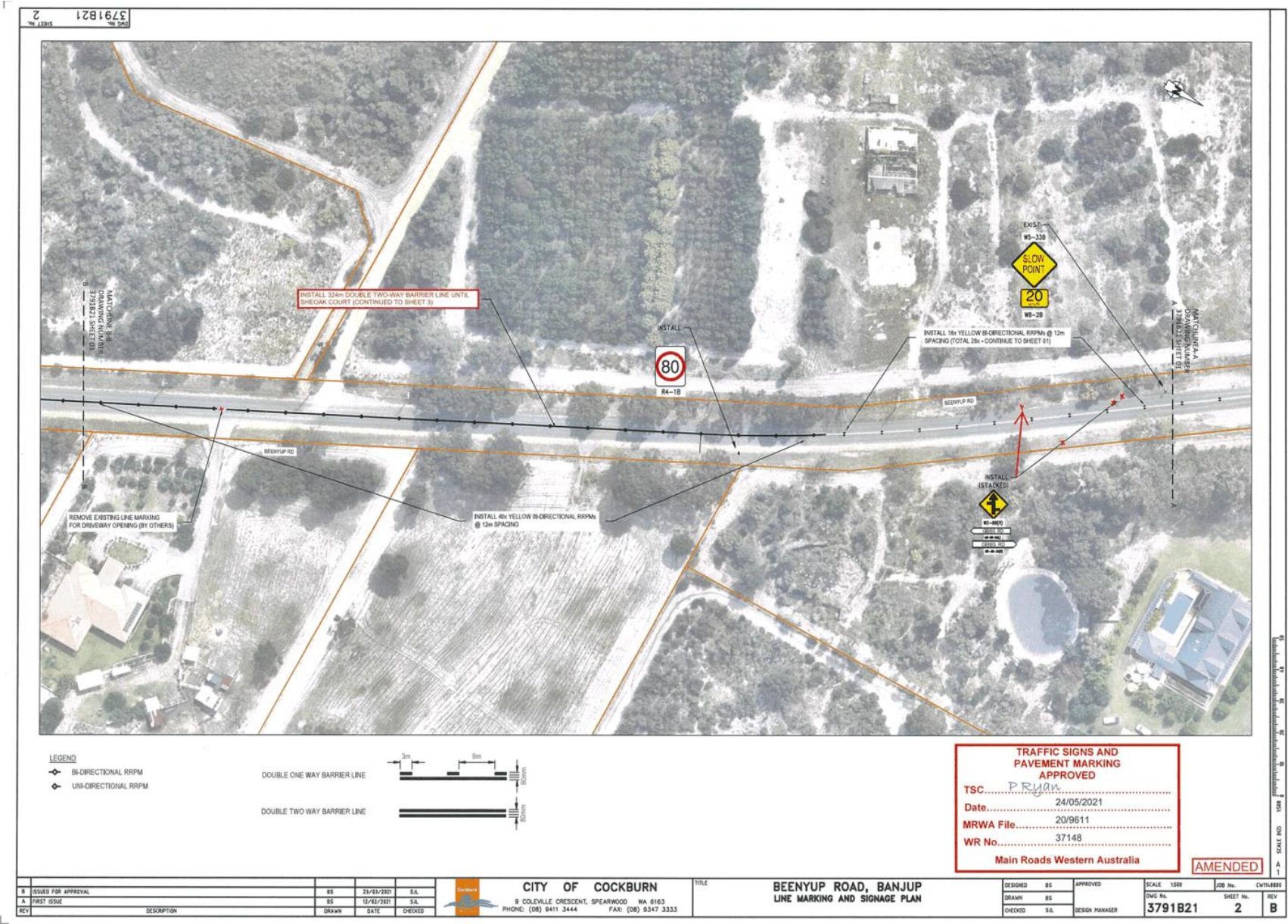
Advice to Proponent(s)/Submitters

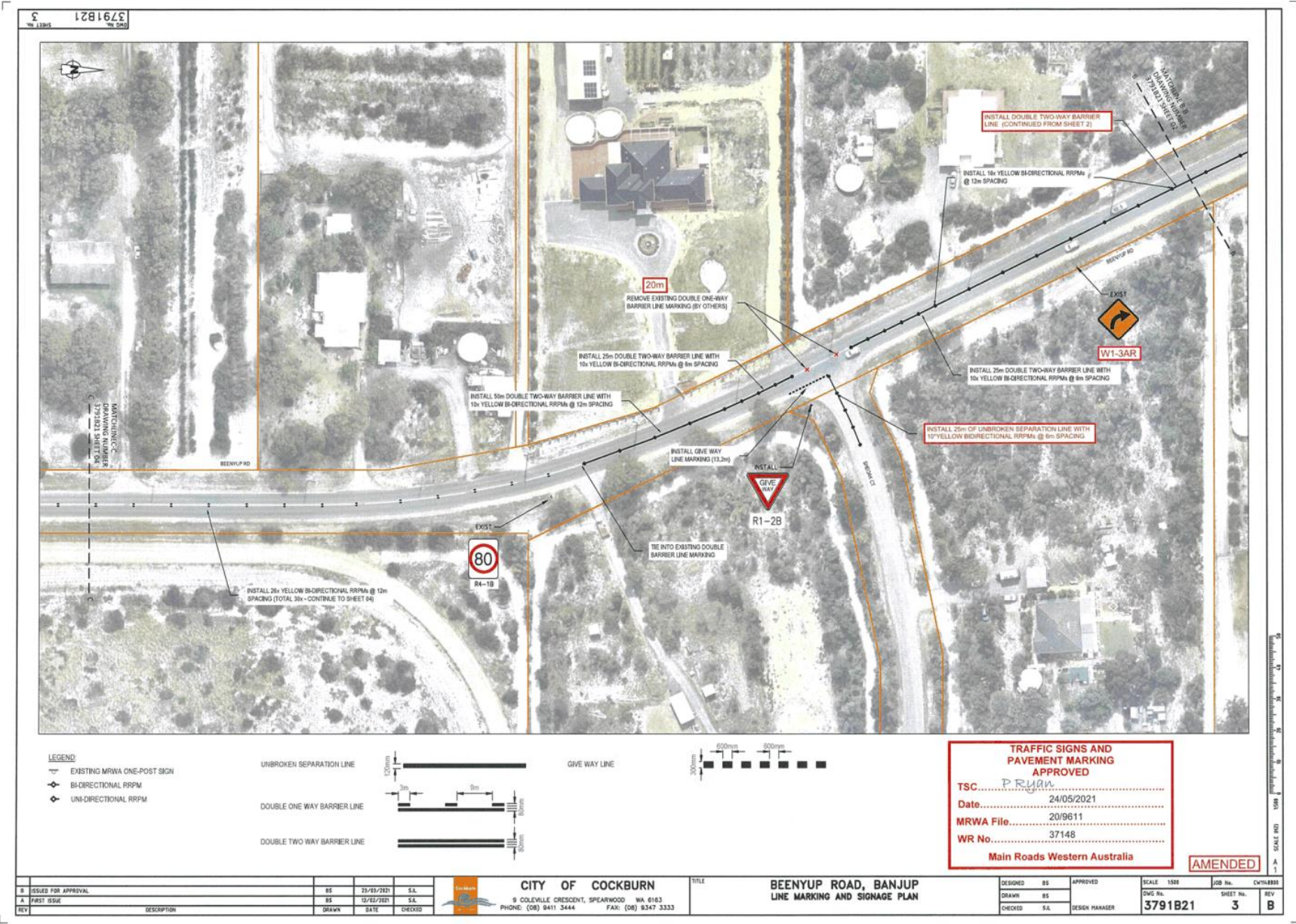
The Proponents and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 July 2021 Ordinary Council Meeting.

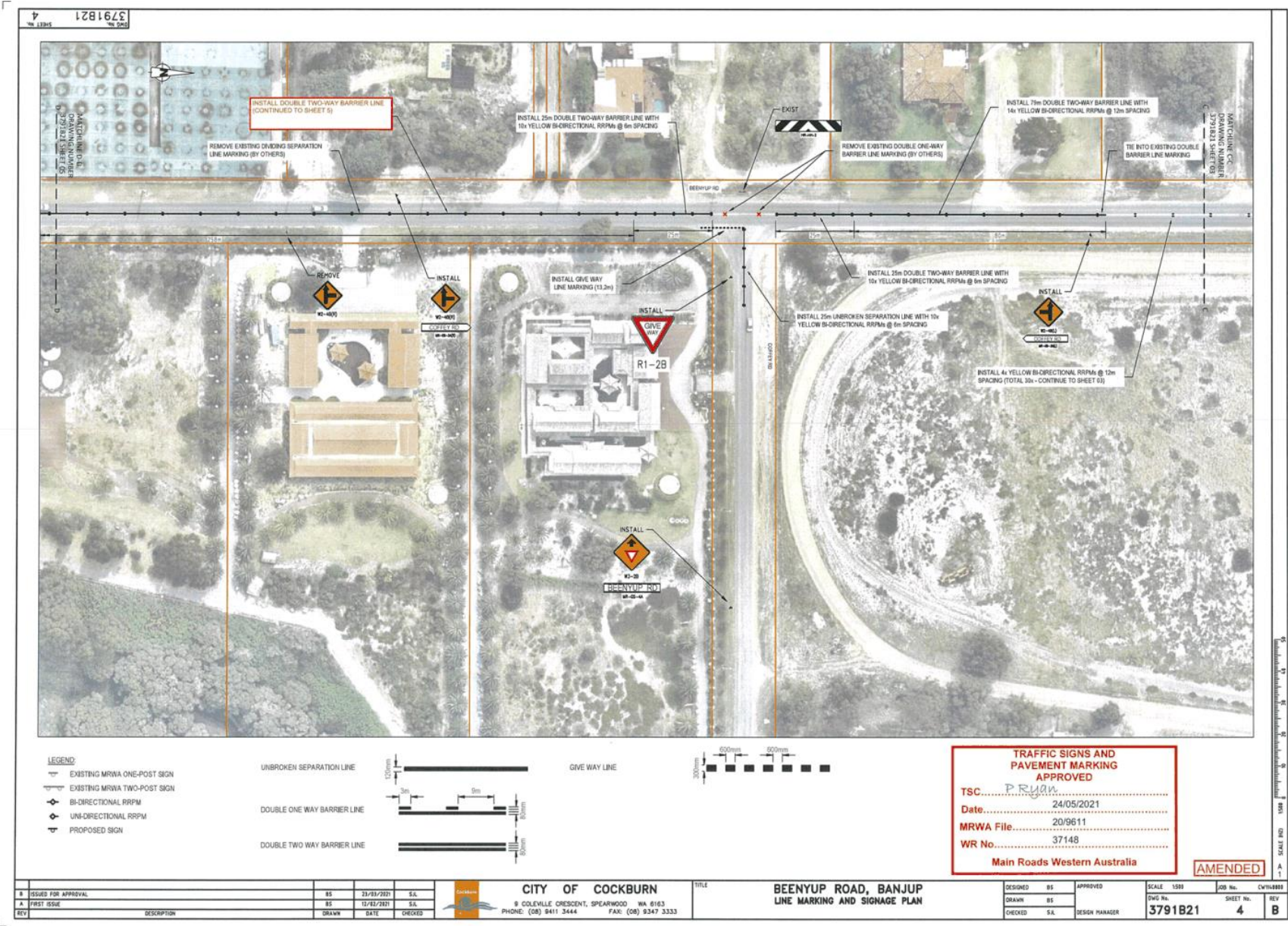
Implications of Section 3.18(3) *Local Government Act 1995*

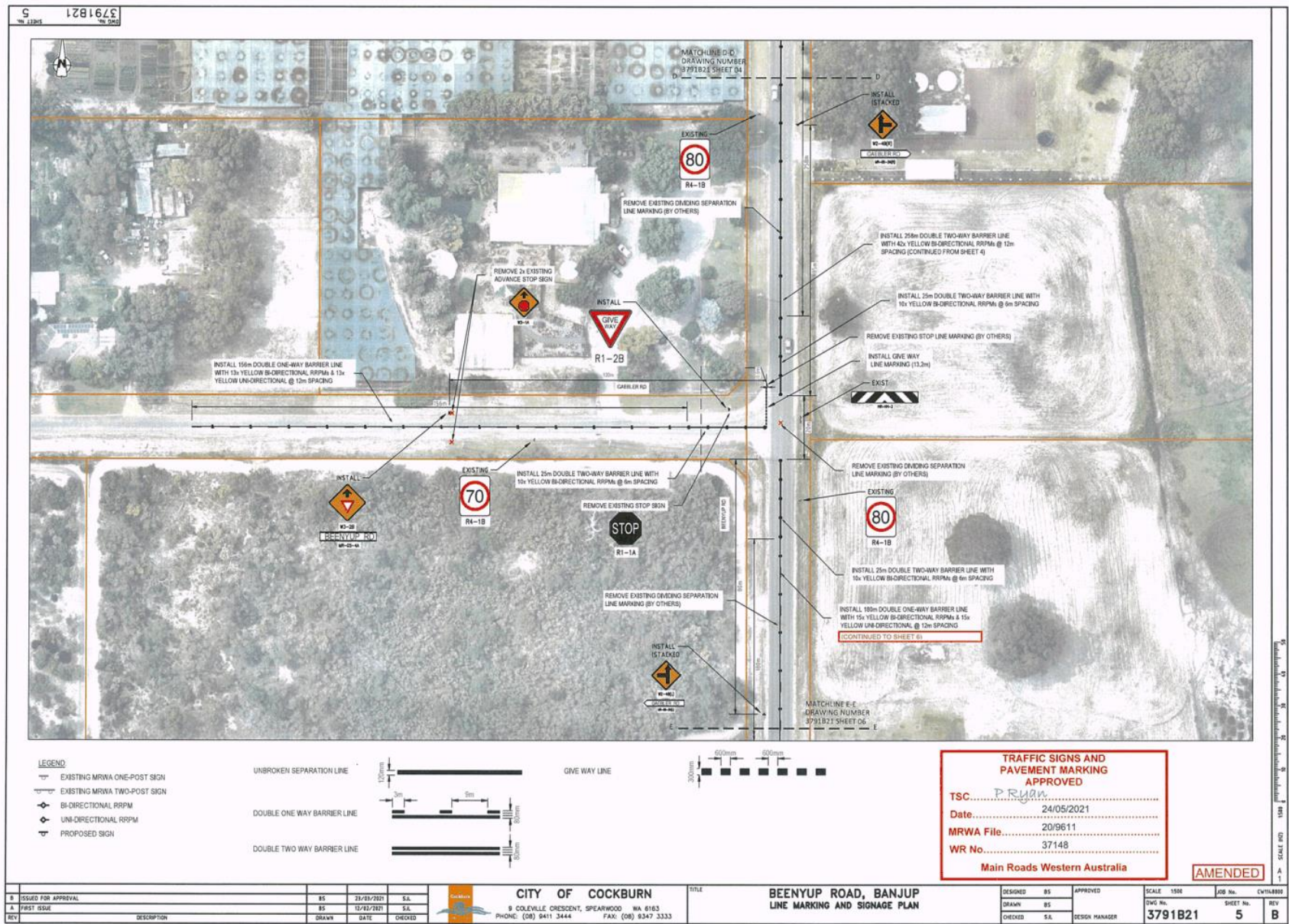
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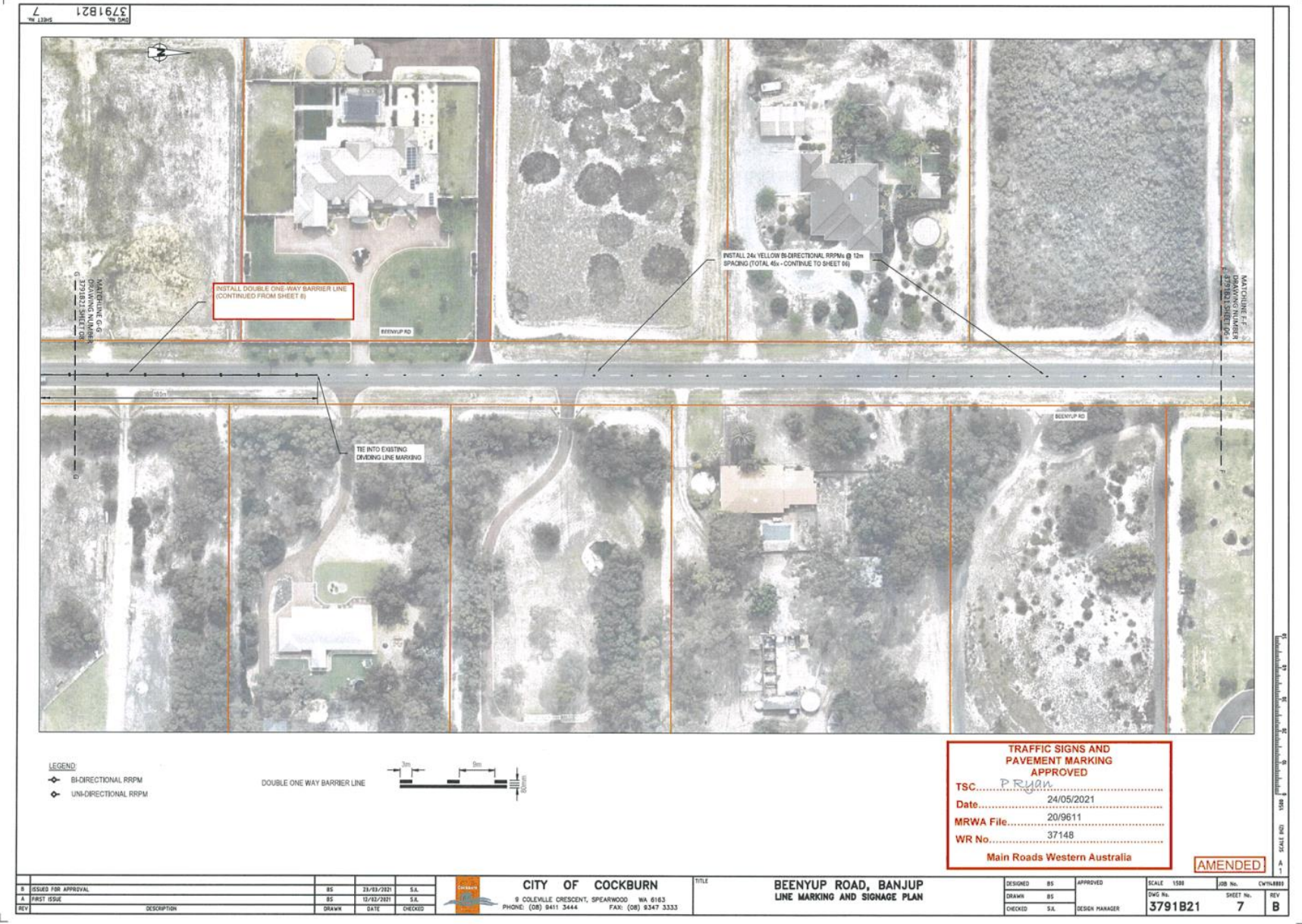


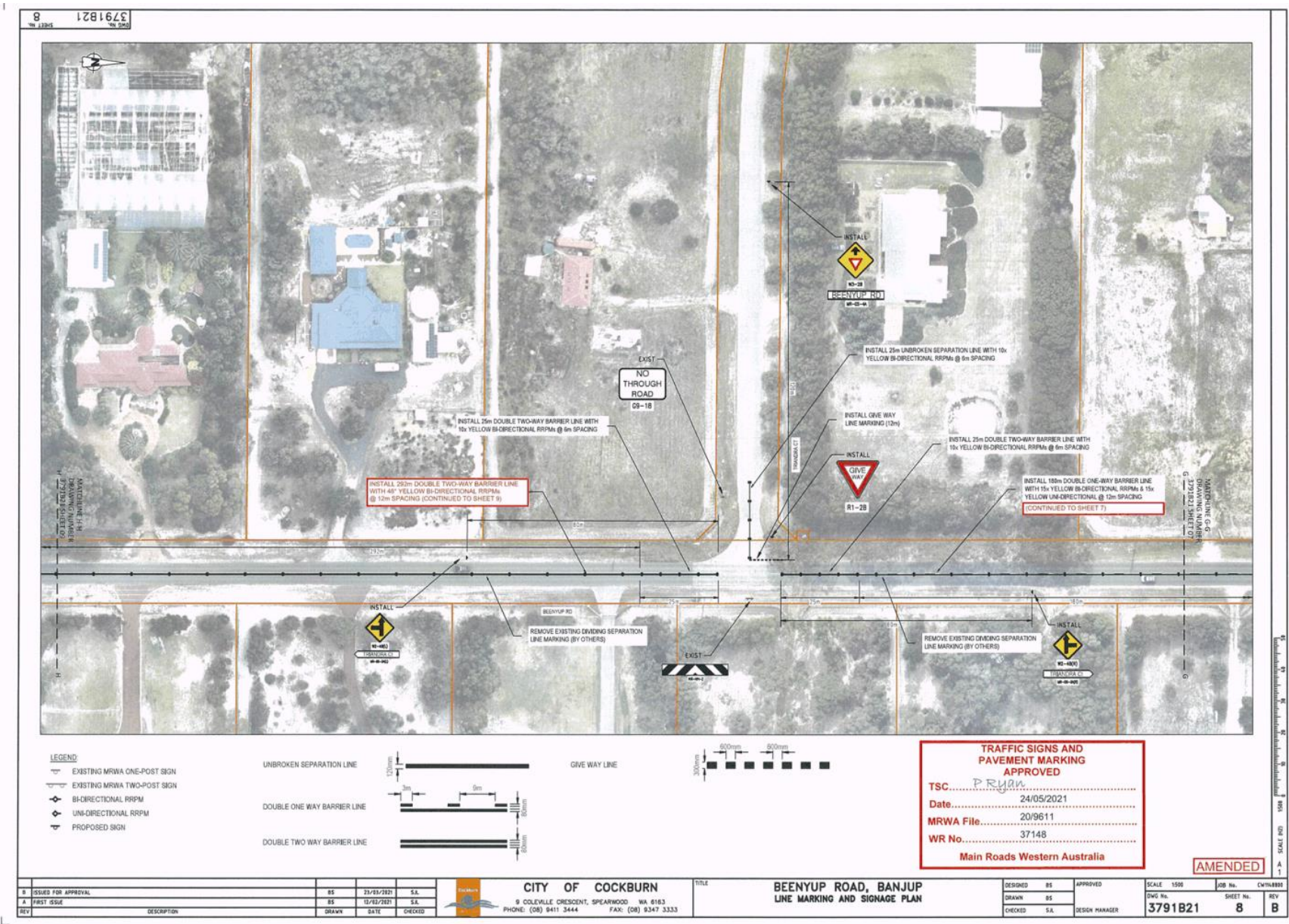






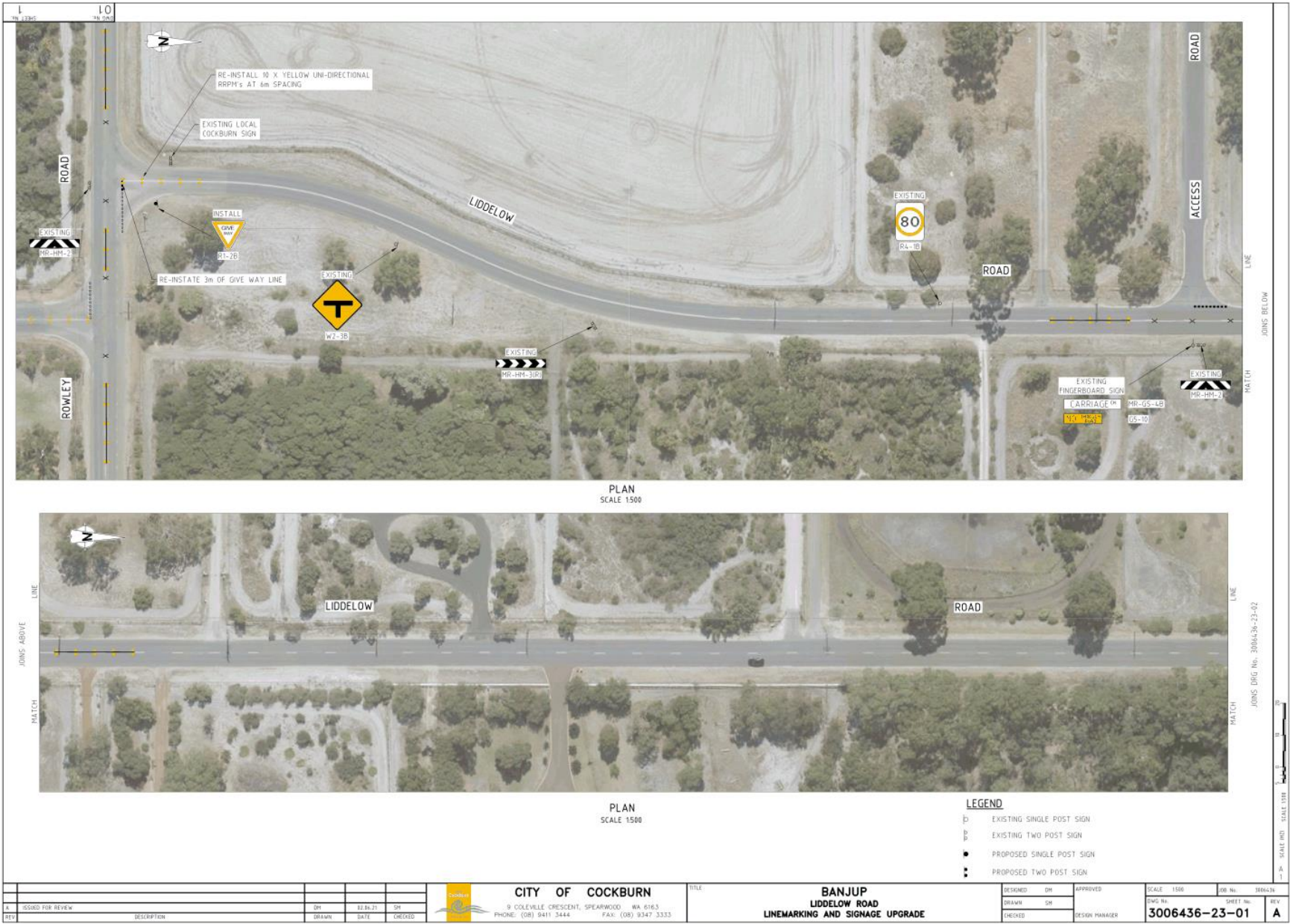


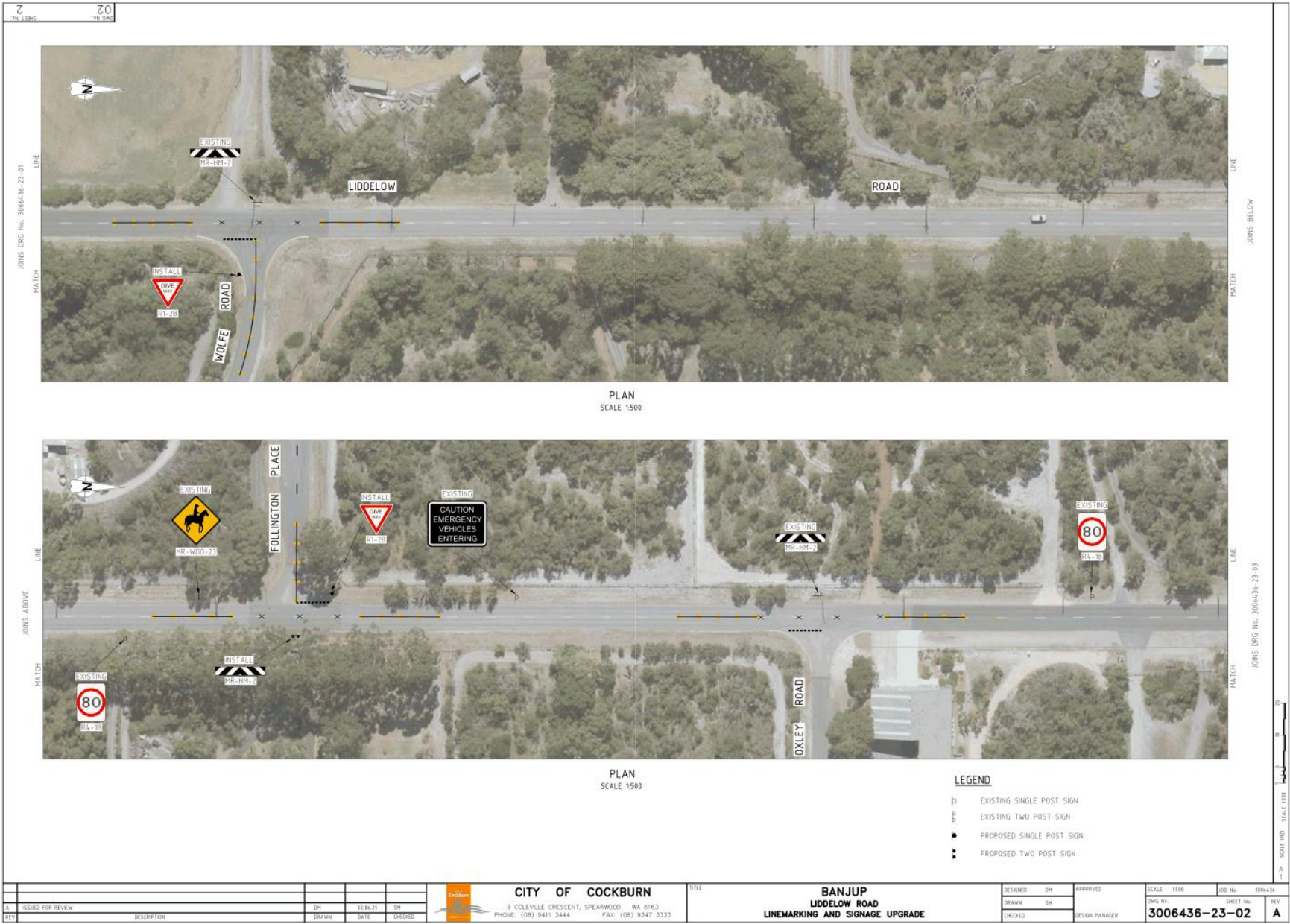






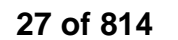


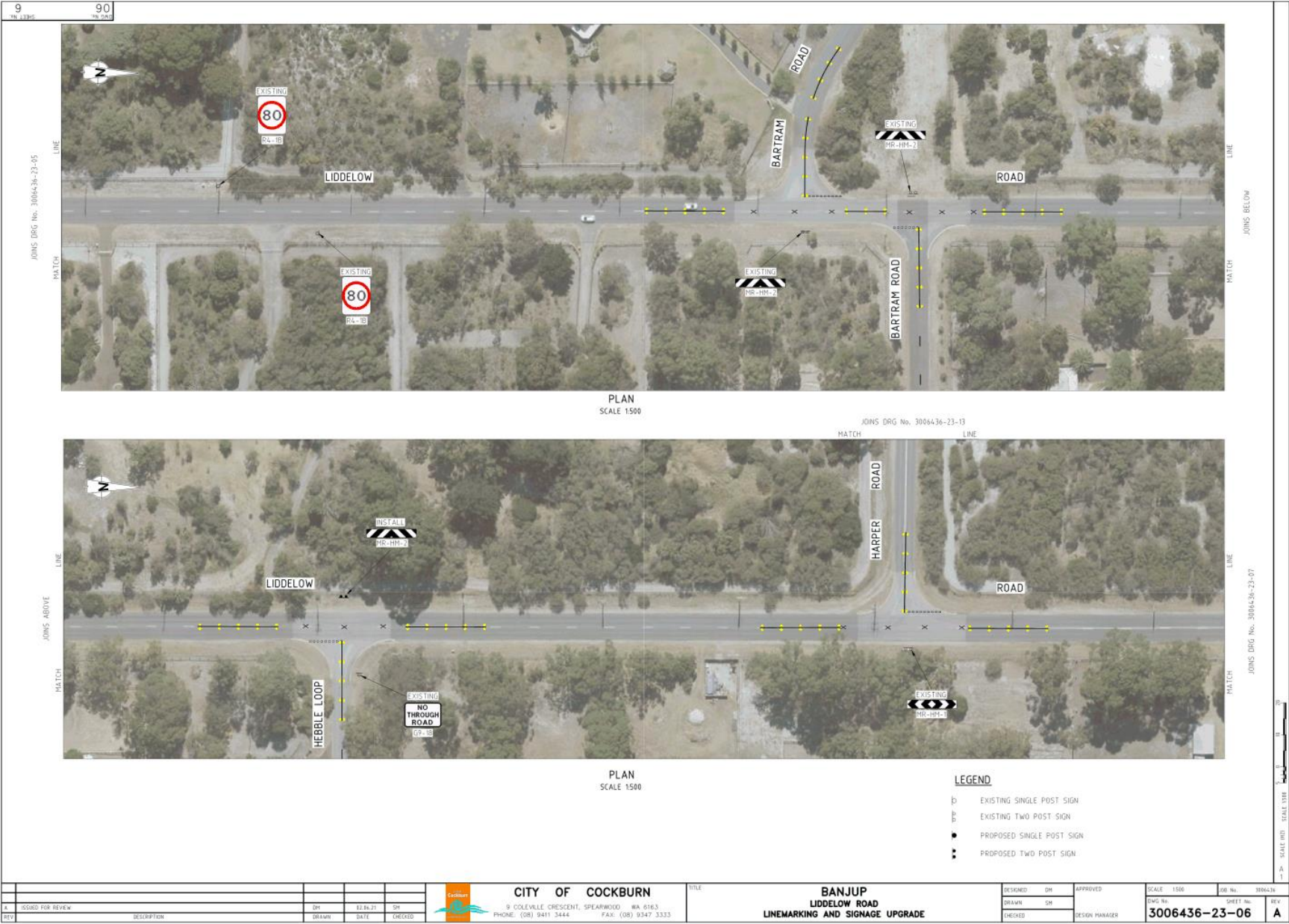




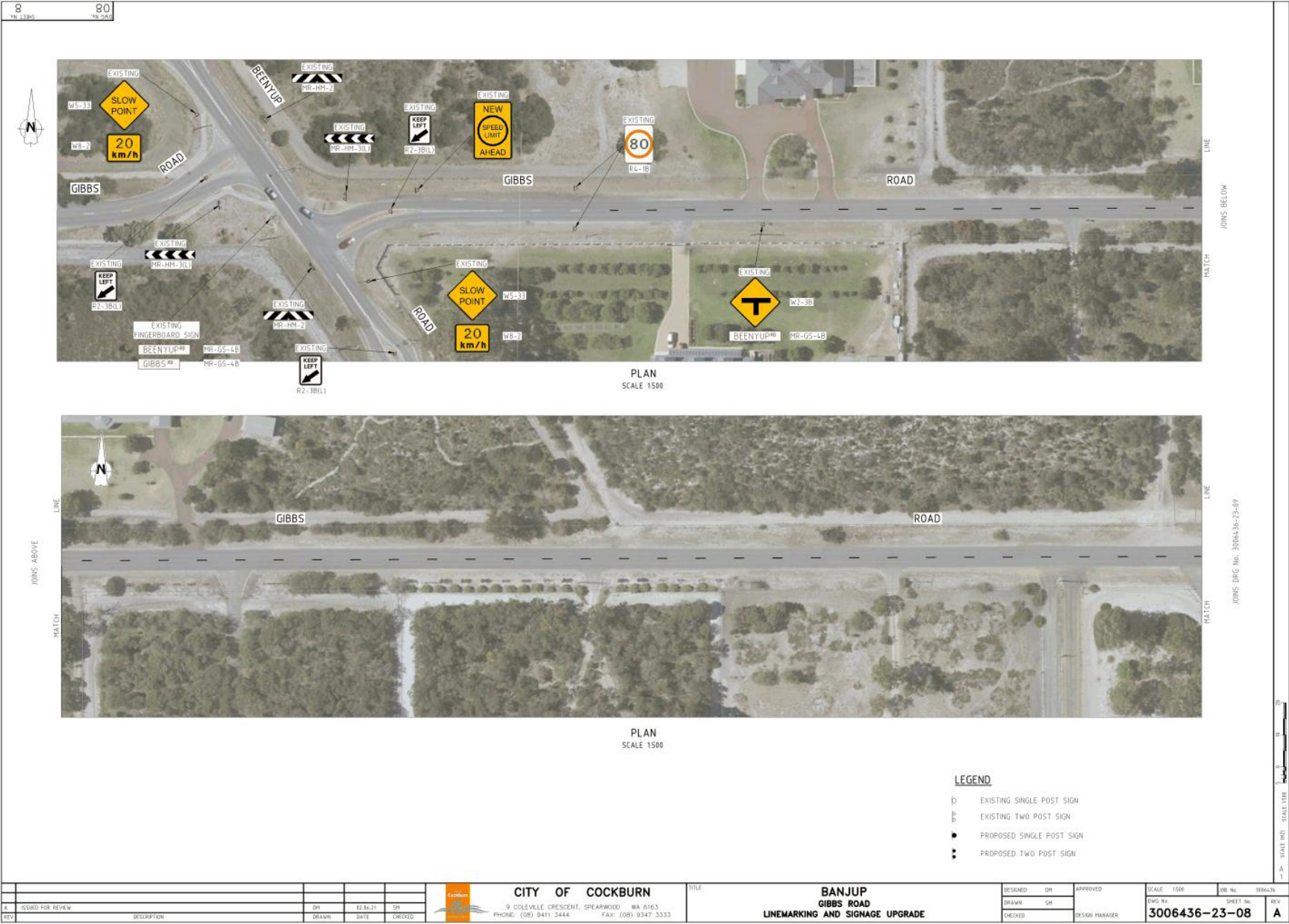


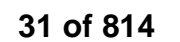








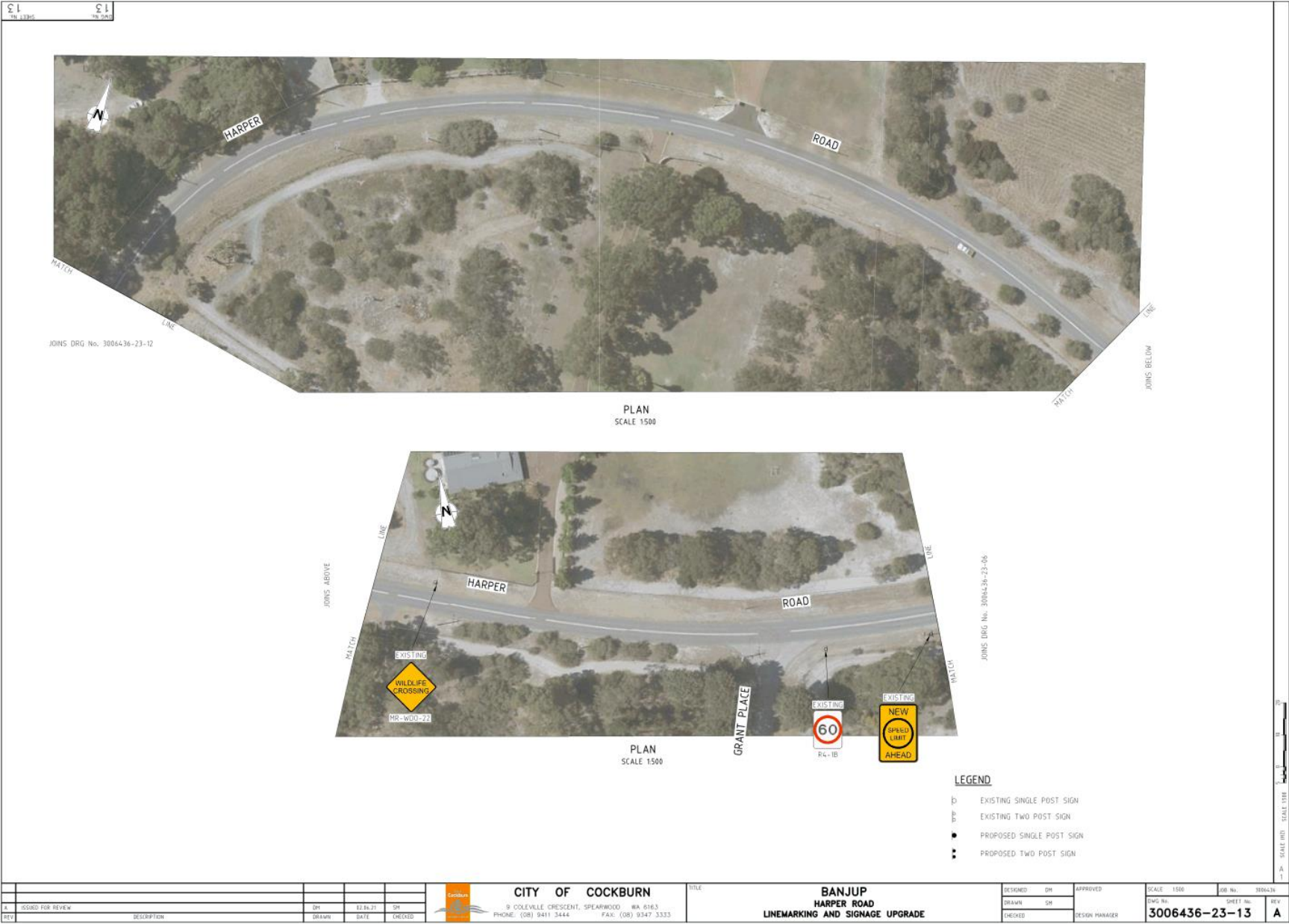












13.2 Development Application - DA21/0009 - Lot 7 (157) Beenyup Road, Banjup - Retrospective Transport Depot and Storage Yard

Author(s)	L Harris
Attachments	<ol style="list-style-type: none"> 1. Locality Plan ↓ 2. Applicant Report ↓ 3. Site Survey ↓ 4. Development Plans ↓ 5. Schedule of Submissions ↓
Location	Lot 7 (157) Beenyup Road, Banjup
Owner	Bradley Douglas and June Kathleen Whincup
Applicant	Urbanista Town Planning
Application Reference	DA21/0009

RECOMMENDATION

That Council:

- (1) REFUSES the application for retrospective approval of a Transport Depot and Storage Yard at Lot 7 (157) Beenyup Road, Banjup, (DA21/0009) for the following reasons:

Reasons

1. The proposal does not comply with *State Planning Policy 2.3 – Jandakot Groundwater Protection*.
2. The proposal does not comply with Draft State Planning Policy No. 4.1 Industrial Interface November. 2017.
3. The proposal does not comply with the *Environmental Protection Authority Guidance for the Assessment of Environmental Factors Separation Distances between Industrial and Sensitive Land Uses No. 3 – June 2005*.
4. The proposal does not comply with the relevant factors of the *South Metropolitan Peel Sub-regional Planning Framework March 2018*.
5. The proposal does not comply with the *City of Cockburn Town Planning Scheme No. 3* including the “aims of the scheme”.
6. The proposal has not adequately audited, defined and accounted for the potential impacts on [potential] “sensitive premises”. Particularly in the context of current and future “amenity”.
7. The proposal does not meet 13 of the objectives of Schedule 2 part 9 of Clause 67 “*Matters to be considered by Local Government*” under the *Planning and Development (Local Planning Schemes) Regulations 2015 – Deemed Provisions*.
8. The proposal does not meet the strategic objectives of the zone (and

area) as set out under the City of Cockburn's Draft Local Planning Strategy as adopted by Council under Item 14.2 of the 8 October 2020 Ordinary Council Meeting.

9. The proposal does not meet the objectives of the 'resource' zone under TPS3 which refers to the protection of the Protection of the Perth Metropolitan underground water resource in accordance with the requirements of *State Planning Policy 6 – Jandakot Groundwater Protection*.
 10. No evidence has been provided to demonstrate how noise will be adequately addressed and mitigated.
 11. No evidence has been provided to demonstrate how dust will be adequately addressed and mitigated.
 12. The nature of this industry/land use is not acceptable in this locality under the precautionary approach.
 13. Such uses should be located in the Industrial zone, which has been designed to accommodate such uses so that they do not conflict with residential or rural amenity. Allowing this use within the resource zone will erode the character of the area that is valued by much of the community.
 14. The proposal is not considered to accord with the provisions of orderly and proper planning. As such the proposal is likely to reduce the quality of life enjoyed by the surrounding inhabitants and is therefore considered to be 'poor planning'.
- (2) NOTIFY the applicant and those who made a submission during the public consultation period of Council's Decision.

Background

The subject site is 4.07 hectares in size and is bounded by rural development to the south, regional reserves to the north and east, and Beenyup Road to the west. Attachment 1 provides a Location and Context Plan identifying the surrounding zones in proximity to the proposal.

In October of 2019 the City's Development and Compliance Services received a [confidential] complaint, advising that an [unapproved] transport depot was being operated from the subject site and causing community concern.

The City commenced planning compliance investigations into the property and received confirmation from site inspections and from the owner that the land had been leased to JAG Traffic Pty Ltd for the purposes of operating a Transport Depot and Storage Yard.

It was noted that no formal approval existed across the subject site for the operation of a Transport Depot or Storage Yard. A letter was sent in October of 2019, advising of the non-compliance.

Following discussion with the City, and ongoing compliance investigation regarding this matter, in January 2021 the tenant for the site lodged an application for retrospective approval of the unauthorised land uses.

The retrospective development application is being presented to Council for determination. Separate to this, the planning compliance matter is the subject of legal proceedings within the Magistrates Court between the City's officers, the owners and the applicant.

On 27 October 1992, Council granted approval to the current owners Mr and Mrs Whincup on the subject site for 'Home Occupation (Vehicle Sales)' subject to:

- No more than 2 vehicles are to be stored on site overnight
- Standard Conditions for Development as adopted by the Council on 11 November 1986; D41, D43, D44, D45
- Payment of \$25.00 annual registration fee.

The 1992 approval has been argued by the owner to constitute an approval for the current land use activities (Transport Depot and Storage Yard). City officers refute this claim as discussed later in this report.

It is important to note that the 1992 approval in its small scale limited capacity for sale of up to two vehicles does not provide approval for the owner or tenant (or anyone) to operate a medium sized 'Transport Depot' including 40+ vehicles and incidental items.

The retrospective transport depot and storage yard was publically advertised resulting in 102 submissions received, of which 96 objected to the proposal, four were non-objections and two provided comment only.

Key concerns related to increased traffic, noise, house values and community safety. The objections received are in part consistent with the officer's planning assessment as described below. Refer to the 'community consultation' section at the end of this report for more details.

Submission

N/A

Report

Proposal

The applicant is seeking retrospective approval to operate a Transport Depot and Storage Yard at the above referenced address. Key aspects of the proposal are as follows:

- Parking on site for:
 - Six (6) 9-tonne rigid vehicles
 - 40 light passenger vehicles
 - 40 trailers for the relocation of message boards,
- A maximum of eight staff on site during operational hours, with 25 additional staff to attend the site per day to collect and return vehicles,
- Hours of operation commencing at 4am, with peak time from 7am to 8am. Return to site would occur from 3pm to 7pm, with peak time from 5pm to 6pm.

All plans and the development report, plus supporting information, have been included as Attachments to this report.

Compliance History

The unauthorised use currently being assessed has been the subject of a significant compliance investigation conducted by the City.

Following the initial investigation undertaken by the City in October of 2019, the owner of the property met with the City in March 2020 and was adamant that they had permission from the Department of Water (Now Department of Water and Environmental Regulation) to operate such land uses at the property under a non-conforming use right.

The City requested that the alleged DWER permission be provided and issued a cease use notice to the tenant, formally advising them that they were required to vacate the property.

In April of 2020 the owner of the property provided the City with an email sent from the DWER dated November of 2019. The email was reviewed and it was noted that the document simply discussed the site context as of November 2019.

It is critical to note that the email provided does not constitute an approval under the Planning and Development Act 2005. The email itself refers to alleged prior clearing for mechanical automotive works that took place over a number of years.

The comments within the email relate only to the perceived potential for any approval for 'mechanical automotive works' ['Home Occupation (Vehicle Sales)'] to potentially enjoy a 'non-conforming land use' right.

Clause 3.8.1 a) of TPS 3 (Non-Conforming Uses) states:

“Except as otherwise provided in the Scheme, no provision of the Scheme **is to be taken to prevent:**

- a) The **continued use of any land** for the purpose for which it was being lawfully used immediately prior to the Gazettal date;”

Review of the history of the site indicates no formal approval exists on the site for ‘mechanical automotive repairs’ or Transport Depot. The subject site does have an approval for ‘Home Occupation (Vehicle Sales)’ (up to 2 vehicles).

The City’s first Scheme was approved in 1974. At that time the subject site was zoned ‘Rural’ and a ‘Transport Depot’ was an ‘X’ use (not permitted).

As mentioned in the Background section of this report, the owner claims to have ‘non-conforming’ use rights. Below is an aerial photograph from 1974 (when the City’s Scheme No. 1 was gazetted).

Fig.1 – 1974 Aerial Photograph of the Subject site identifying no development existing [at that time].



As such the City’s officers refute the claim that the property benefits from non-conforming use rights. Non-conforming use rights do not apply in this instance as the development on the subject site existed post 1974. Had a development application been lodged post 1974 the City would have been required to refuse the application as transport depot was an ‘X’ use under the [then] ‘rural’ zone.

The approval for ‘Home Occupation (Vehicle Sales)’ (up to 2 vehicles), as mentioned above, does not give authority to operate a 40+ vehicle Transport Depot.

The City’s District Zoning Scheme No. 2 was approved in 1992, and at the time the subject site was zoned ‘Rural’. Transport Depot was an ‘X’ use (not permitted) in the ‘Rural’ zone at the time of the ‘Home Occupation (Vehicle Sales)’ approval.

It is therefore considered that the site has never historically had permission, nor would have been able to receive permission, to operate a Transport Depot or Storage Yard at the subject site. To this end, the site does not have 'non-conforming land use' rights.

Planning Framework

Zoning

The subject site is zoned 'Rural – Water Protection' under the Metropolitan Region Scheme (MRS) and 'Resource' under the City of Cockburn Town Planning Scheme No. 3 (TPS 3). The objective of the Resource zone in TPS 3 is:

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

A Transport Depot is defined within TPS 3 as follows:

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

A Storage Yard is defined within TPS 3 as follows:

“premises used for the storage of goods, equipment, plant or materials”.

State Planning Policy 6 – Jandakot Groundwater Protection Policy (SPP 6)

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

SPP 6 has been superseded by State Planning Policy 2.3 (Jandakot Groundwater Protection), however as TPS 3 makes specific reference to SPP 6 the assessment of the proposal has been undertaken against the objectives of this document. Please refer to the Assessment section of this report.

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

SPP 2.3 superseded SPP 6. The purpose of SPP 2.3 is to protect the Jandakot Groundwater Mound from development and land uses that may have a detrimental impact upon the water resource.

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

Perth and Peel @ 3.5 million

The Perth and Peel @ 3.5 million South Metropolitan Peel Sub Regional Planning Framework provides a high-level framework to guide development up to the year 2050. The subject site is identified within the document as Rural – Water Protection. The suitability of the proposed storage yard in the context of Perth and Peel @ 3.5 million is discussed further in the Assessment section of this report.

Assessment

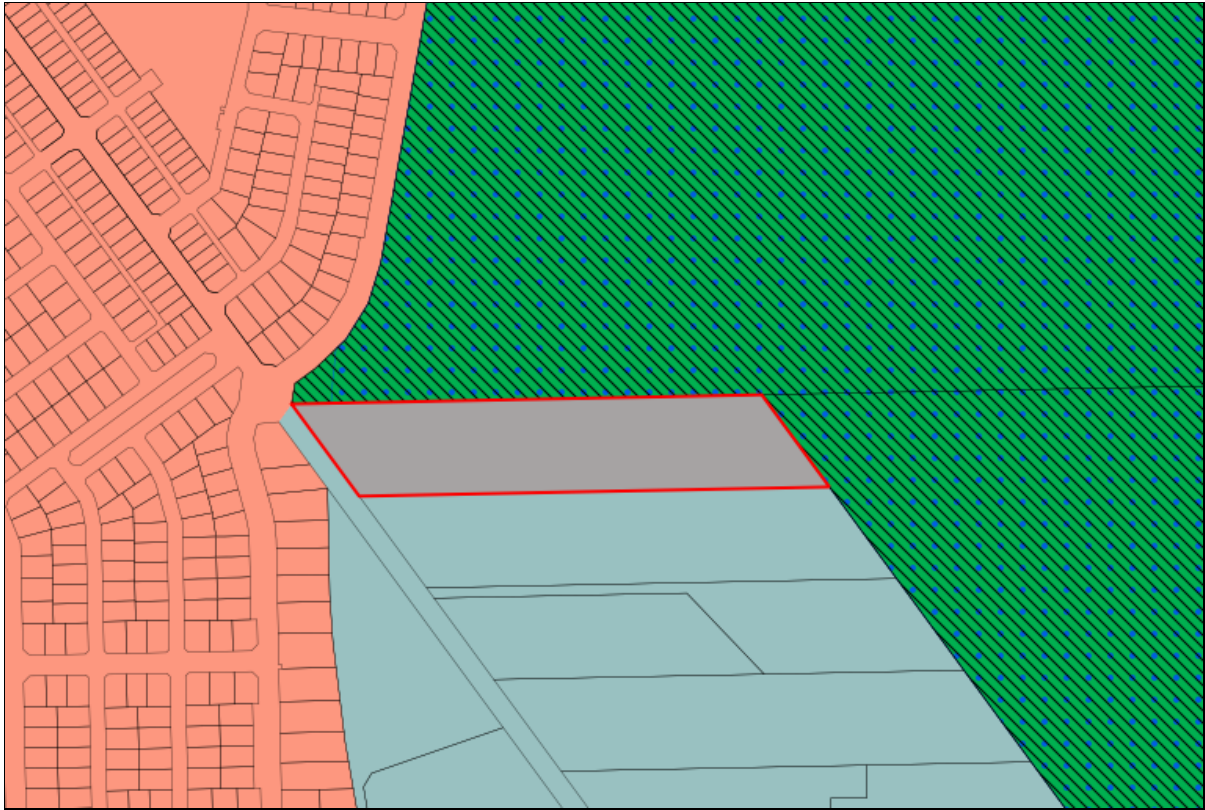
As noted above, although SPP 6 has been superseded, the objective of the Resource zone as contained within the City's TPS 3 states this document shall be used for assessment purposes.

SPP 6 contains five objectives against which the proposal has been assessed, as follows:

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

The proposal is not considered to meet this requirement. Historically, the land has been designated as a Resource zoned area and under the current Perth and Peel @ 3.5 million and the MRS is designated as Rural – Water Protection. Additionally, the land directly abuts an area of Bush Forever on the northern and eastern property boundaries, which is also a PRS special control area. Refer Figure 2 below.

Figure 2 – The site location adjacent to Bush Forever and within the Rural – Water Protection zone of the MRS.



Rural – Water Protection is defined within the MRS as “Rural land over public groundwater areas, where land use is controlled to avoid contamination.”

The site is located in an area designated as a Priority 2 (P2) water source area. As noted within the Department of Water’s *Water Quality Protection Note No. 25 – Land Use Compatibility Tables for Public Drinking Water Source Areas* a P2 area is defined and managed:

“...to maintain or improve the quality of the drinking water source with the objective of risk minimisation. P2 areas occur within PDWSAs [Public Drinking Water Source Areas] where the land is zoned rural and the risks need to be minimised. Low levels of development consistent with the rural zoning are considered appropriate (generally with conditions) in P2 areas.”

Of key importance in this instance is the definition above notes that development within a P2 area should be consistent with the intent of a rural zoning. Based on the objective noted within the Planning Framework section of this report, a transport depot is considered to be a land use that is more industrial in nature.

SPP 2.3 refers to WQPN25 does not have a specific definition for 'Transport Depot' however it does indicate that 'Motor Vehicle repair' is an 'incompatible' land use within P2 areas. This is consistent with the definition of Transport Depot under TPS3 which specifies:

“... including management, **maintenance and repair of the vehicles** used and includes the garaging or parking of such vehicles associated with this use...”

As such the proposal is considered to be inconsistent with WQPN 25.

Additionally, to approve a transport depot as currently proposed does not limit the land use in the future. A different operator could lease the land with different vehicles, or use a greater area of the site, and the land would still be considered as a transport depot. The land use could further intensify without having any formal need for a development approval.

Objective 2 To prevent land uses likely to result in contamination of groundwater through nutrient or contaminant export

The proposal is not considered to meet with this objective. A transport depot, by its very definition, as included in the Planning Framework section of this report, involves maintenance and repair of vehicles.

Repair and maintenance of such vehicles poses a possibility that contaminants associated with the repair could enter the groundwater system. Additionally, wash down of the vehicles (considered to be covered under maintenance) could also lead to contaminants entering the groundwater source area.

General movement of vehicles on site would also cause contaminant spill, given that no vehicle is completely 'sealed'. General oil leaks could still occur from a parked vehicle. The agglomeration of vehicles on the site is considered to create more 'spill' than would normally be appropriate at a standard rural or residential site.

Conditions could be placed on an application to prohibit such processes occurring, however there is no way to police such conditions or prove a breach of the condition, which means that wash down or repair could occur on the site without the City's knowledge. This would in turn have negative impacts upon the groundwater of the area.

Objective 3 To balance environmental protection with the economic viability of the existing land uses

It is considered the key aspect of the above objective is “existing land uses”. The only formal existing and approved land use at the site was issued by the City in 1992 for a 'Home Occupation (Vehicle Sales)' (up to 2 vehicles),

This particular application was subject to compliance action in 2004 as repair of vehicles was being undertaken from the subject site, rather than sale of the vehicles.

The application at hand is retrospective and is not considered to be an 'existing' land use.

With this in mind, it is considered that the existing and approved land use on site is residential housing with an associated home business. This home business, when operated correctly, is considered to meet with Objective 3 in that the land use is minor and others are permitted to live on Resource zoned land and operate home businesses. However, it does not constitute a blanket approval to operate a transport depot that is currently on site.

Objective 4 To maintain or increase natural vegetation cover over the Policy area

As noted above, a P2 water quality protection area is defined and managed to maintain a low level of development consistent with a rural area.

It is generally noted that a transport depot land use requires an amount of land that is unencumbered by vegetation and bitumised and sealed to permit vehicles to move across the site with ease. With this in mind it is considered that the creation of a hardstand area does not enable the opportunity to increase the amount of natural vegetation within an area.

Figure 1 above provides evidence of the 1974 vegetation over the subject site. As is evident from a recent aerial photograph (see attachment 1) most of the original vegetation has been removed over time to make way for the current land use. This is contrary to the intent of the zone and the broader planning framework.

Objective 5 To protect groundwater quality and quantity in the policy area in order to maintain the ecological integrity of important wetlands hydraulically connected to that groundwater, including wetlands outside of the policy area

The Jandakot Groundwater Mound feeds the Beeliar Wetlands, Forrestdale Lake, and Thompsons Lake. Any impact upon the groundwater from land uses that are not appropriately managed may in turn have an impact upon the groundwater of these water bodies.

The P2 water quality protection area noted that development should be low level in accordance with rural land uses in order to minimise the potential impact upon the water quality of the groundwater mound.

The proposal is not considered to meet with this objective as a transport depot has the potential to create spill or leak of vehicular wastes into the groundwater. As noted above, conditions could be placed on an application to prohibit such processes occurring, however there is no way to police such conditions or prove a breach of the condition. For this reason WQPN 25 specifies 'Motor Vehicle repair' as an 'incompatible' land use within P2 areas.

Summary

The proposal is not considered to meet with the objectives of TPS 3 via the SPP 6 objectives as listed above and is therefore not considered to be appropriate for the area.

In addition to this, the SPP 6 document includes a table of land uses which may be considered within the zone, noting that any uses not specified within the table should generally not be permitted. A Transport Depot land use is not referenced within the table, and as such falls within the type of land use that is generally not permitted.

Prevailing Character of the Area

Land designated 'Resource' under the City's TPS3 is made up of large 'rural style' lots. The lots are smaller than those typically seen in agricultural areas, generally only 1-2 ha with frontages between 50-100m. This means that area is not characterised by agricultural crop patterns for example, which are only seen occasionally in the area.

The area has more of a rural-residential or rural lifestyle character with dwellings generally only setback 10-20m from the road or within a designated building envelope. Development generally respects the natural landscape form.

In terms of built form and land use, the majority of properties contain a residential dwelling and associated outbuildings, and there are often rural outbuildings.

Generally buildings and structures are subservient to the agricultural use, established vegetation and open landscape character of the area.

It is noted that a transport depot land use is not something that accords with the rural-resource nature of the area. The City's Draft Local Planning Strategy (adopted at the 8 October 2020 Ordinary Council Meeting) has identified that the approval of a more industrial style land use within such a zone could in turn lead to similar approvals being granted within the area.

Therefore, to permit one such approval leads to the potential for an increase of such uses over time to have a cumulative effect on the character of the area if they continue.

The draft Local Planning Strategy sets out that removal of trees and landscaping, and an increase in hardstand and outbuildings will change the character. As such, proposals like the one under assessment are not considered acceptable from a broad strategic planning perspective. It is important to note that the City's draft LPS has been prepared in accordance with the State Governments guidelines which cover all aspects of the planning framework. This includes a consistent local government response to broader strategic planning objectives as set by Perth and Peel @ 3.5 Million and the relevant SPP's as listed in the refusal [recommended] reasons above.

Given that this area is identified to remain rural-resource under planning frameworks, it is considered undesirable to allow an incremental erosion of the rural character towards that which is more industrial in nature. TPS 3 provides 'aims of the scheme' as follows:

- a) "ensure that development and the use of land within the district complies with **accepted standards** and **practices** for **public amenity** and convenience;
- b) ensure that the future development and use of land within the district occurs in an **orderly and proper** way so that the quality of life enjoyed by its inhabitants is **not jeopardised by poor planning**, unacceptable development and the **incompatible use of land**."

A key consideration is whether this application complies with the 'accepted standards and practices for public amenity and if the proposal is proper and orderly'.

Amenity

The Planning and Development (Local Planning Schemes) Regulations 2015 define amenity as:

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

It has been demonstrated in the above section that the character of the area is clearly rural in accordance with the Resource Zone, and comprises predominantly residential dwellings and associated outbuildings dispersed through significant landholdings.

Of relevance to amenity is the increased traffic that would result from the transport depot. The business operates by having employees attend the site in their own personal vehicles before leaving in other vehicles with trailer attachments. These operations commence as early as 4:00am, which means that there would be the potential for significant vehicular movement both attending and leaving the property from as early as this time.

This proposal seems to directly undermine the "rural character" as demonstrated within this locale. The expectations of the residents are set by the planning framework. It is important that the City makes decisions that are consistent with proper and orderly planning.

Figure 2 above and attachment 1 identify that the subject site is opposite a residential area. This residential area's amenity (as well as rural) is considered to be impacted by the proposed retrospective use. The current and future amenity expectation is rural. A transport depot is considered to be 'industrial' in nature. When you refer to Table 1 – zoning table of TPS3 'transport depot' is grouped under the classification of 'industrial' uses which further emphasises the incompatibility of this use under the planning framework.

Is the site appropriate for a Transport Depot?

Clause 67 (Matters to be considered by local government) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) provides a list of matters which must be considered by the local government.

The following 13 items are considered to be relevant to the subject application as follows:

- “(a) the aims and provisions of this Scheme
- (b) the requirements of orderly and proper planning
- (c) any approved State planning policy (SPP 2.3, 4.1 and 6 in this context).
- (d) any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);
- (e) any policy of the Commission;
- (f) any policy of the State;
- (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
- (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
- (y) any submissions received on the application;
- (za) the comments or submissions received from any authority consulted under clause 66; and
- (zb) any other planning consideration the local government considers appropriate.”

The above-mentioned points are key considerations in line with Clause 67. In particular, as identified in the sections above, the proposal does not align with the objectives of the zone or SPP 6, nor is it consistent with existing land uses in the immediate locality.

Furthermore, with no changes proposed to the zoning of the subject site (under the planning framework), the character is envisaged to remain in its current state in the future.

The proposal does not comply with State Planning Policy 2.3 – Jandakot Groundwater protection for the reasons listed above.

The proposal does not comply with Draft State Planning Policy No. 4.1 Industrial Interface November, 2017. As already mentioned 'transport depot' is an industrial use and therefore SPP 4.1 is of relevance.

One of the objectives of SPP 4.1 is to 'avoid land use conflicts'. As such SPP 4.1 refers to the EPA's Environmental Protection Guidance Statement No.3 Separation Distances between Industrial and Sensitive Land Uses document.

Transport depot is identified as a use that can cause gaseous, noise, dust and odour issues and generally requires a 200m buffer. Attachment 1 provides that the proposal is not a suitable distance from other noise sensitive premises. Its very existence erodes the rural character of the area.

The proposal does not comply with the Environmental Protection Authority Guidance for the Assessment of Environmental Factors Separation Distances between Industrial and Sensitive Land Uses No. 3 – June 2005.

The proposal does not comply with the relevant factors of the South Metropolitan Peel Sub-regional Planning Framework March 2018 which intends for this land to remain 'Rural'.

Referral to DWER

As part of the application process the proposal was referred to DWER for their comment. Following clarification that no previous approvals relating to the business conducted existed on site (refer 'Compliance History' section of this report), DWER stated they had no objection to the proposal, subject to the following conditions being placed upon any approval granted by the City:

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

DWER have indicated that they do not support 'servicing of vehicles' to be undertaken on site. It is noted that the definition of transport depot includes "maintenance and repair of the vehicles used". It is difficult to restrict contemplation for approval under the planning framework for an aspect of the proposal that is included within the definition.

Even if the current business does not maintain vehicles the precedent would be set for a future business operator to seek to 'maintain' vehicles. It is characteristic for 'vehicles to be maintained' under transport depots. The precautionary principle suggests the use is therefore not appropriate in this location.

DWER then go on to say 'no chemicals or hydrocarbons'. Again these activities are characteristic of transport depots. The broad land use planning framework suggests against this use in this zone (noting the environmental issues and the amenity expectations). As such this use in a planning sense is commensurate of putting a square peg in a round hole. It does not fit.

Though DWER have no objection to the proposal, the City must consider all factors, such as the Clause 67 and objectives assessments noted in the above sections, as part of the assessment. The non-objection of one agency is not the 'final say' on any development application.

Public Consultation

Consultation on the proposal was undertaken in accordance with the requirements of the Regulations. A summary of the consultation is included within the 'Community Consultation' portion of this report.

Conclusion

The proposal does not accord with the 'rural character' of the Resource zone and is not considered to meet objectives of SPP 6. Further to this, the proposal has been assessed against Clause 67 of the Regulations and is not considered to be in accordance with orderly and proper planning.

Finally, to approve such an industrial style land use in this area would set an undesirable precedent for development within the Resource zone.

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.

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.

- Listen to, communicate, consult and engage with our residents, businesses and community in a timely, open and collaborative manner.

Budget/Financial Implications

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

Legal Implications

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

Community Consultation

The proposal was advertised for community consultation in accordance with the requirements of clause 64 (4) (Advertising Applications) of the Regulations, and took the form of the following:

- Letters being sent to surrounding properties notifying them of the proposal
- The application and supporting documentation being placed on the City's Comment on Cockburn' website
- A sign was erected on site for the duration of the advertising period.

Over the course of the advertising period a total of 102 submissions were received. A breakdown of the submissions is as follows:

Response Type	Number of Responses
Objection	96
Non-Objection	4
Comment Only	2

Key concerns raised as part of the advertising process are summarised below, with officer responses.

Increase in Traffic Volumes

City Officers have reviewed the latest available traffic volume data (May 2019 and June 2020), which is noted to be of a timeframe to capture the movements of the unauthorised transport depot.

The data indicated a heavy vehicle proportion ranging between 3% to 5% within these periods. This is considered reasonable and consistent with the intended functionality and HV permissibility aspect of Beenyup and Tapper Roads. Notwithstanding, these vehicles are accessing and egressing the property in this location due to the fact the transport depot is located on the subject site. This talks to the 'amenity' consideration.

It is also noted that older traffic data captured in 2015 indicates a relatively comparable heavy vehicle percentage to the 2019/2020 data. This indicates that site activities at the subject property have not materially increased the level of HV usage on the roads.

Noise

The applicant has not provided an acoustic report or any other supporting evidence that demonstrates that the vehicle noise that will be present from 4am will be managed appropriately so as to not have an impact on the surrounding landowners. This is one of many 'amenity' considerations related to SPP 4.1 and the 'separation' distances consideration as discussed above.

House Values

This is not a valid planning based concern. Notwithstanding, the expectation of 'amenity' is a planning consideration. Transport depots are unsightly and cause off-site amenity impacts. These impacts can translate into the perception of 'house values'.

Community Safety

When designing intersections the 19m Prime Mover and Semi-Trailer right of way vehicle is typically used as an example vehicle for cross section elements and turning paths.

This design vehicle has been typically used when establishing the specific aspects of all intersection layouts and road geometry along both Beenyp Road and Tapper Road in the vicinity. With this in mind, both of these roads are considered suitable to accommodate similar size vehicles.

However, of greater concern to the City is the informal crossover access location which is situated immediately south of the roundabout between Tapper Road and Beenyp Road (refer Figure 2).



Figure 2 – Informal Crossover Adjacent to Roundabout

The informal crossover does not provide enough spacing from the roundabout. That, plus the sharp angle of the access point increases the risk of drivers traversing through the roundabout and not reacting in a timely manner to a vehicle exiting from 157 Beenyup Road.

Of additional concern is the presence of trees along Tapper Road. These are likely to obscure Safe Intersection Sight Distance (SISD) and would lead to a vehicle exiting from 157 Beenyup Road failing to give way to vehicles turning left at the roundabout, which could potentially lead to various crash incidents in this location.

There is also the risk that vehicles entering or exiting the crossover could collide with cyclists on shared path along Beenyup Road in vicinity of the site.

Given the above information, the proposed crossover is considered to have an undue potential for impact on the safety of the local community.

Impacts on the Rural-Resource Area and the Proposals 'fit' Within the Zone

As noted in the 'Amenity' and 'Prevailing Character of the Area' sections of this report, the proposal is not considered to fit within the scope and objectives of the zone. Further to this it is considered that to approve such a land use will have a detrimental impact on the Resource zone.

Risk Management Implications

Should the applicant lodge a review of the decision with the State Administrative Tribunal there may be costs involved in defending the decision, particularly if legal counsel is engaged.

Should the application be approved without appropriate conditions that may control pollution (including noise and leakage from vehicles) release, there is potential for amenity impacts upon the surrounding properties, as well as the potential for impacts on the groundwater mound.

Should the application be approved it sets a precedent for the types of development that may be applied for in the Resource zone and Council may see more applications for industrial style land uses lodged within the Resource zone.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 July 2021 Ordinary Council Meeting.

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

Nil.





4 January 2021

City of Cockburn
Attn: Lorenzo Santoriello
9 Coleville Crescent
Spearwood WA 6163

Dear Mr Santoriello,

**RETROSPECTIVE APPLICATION TO EXISTING TRANSPORT DEPOT
NO. 157 (LOT 8) BEENYUP ROAD, BANJUP**

Urbanista Town Planning has been engaged by the operator to lodge the abovementioned development application. This letter includes the following attachments:

- Signed and completed Development Application and MRS forms
- Development Plans
- Certificate of Title
- Referral Agency Comments

The property is 4ha (40,709sqm) in area, located within the local government area of the City of Cockburn ('City'). The subject site is therefore subject to the local planning framework of the City of Cockburn's Local Planning Scheme No.3 ('LPS3', 'LPS' or 'Scheme'), which zones the site 'resource' to align with the 'rural - water protection' zoning under the Metropolitan Region Scheme ('MRS').

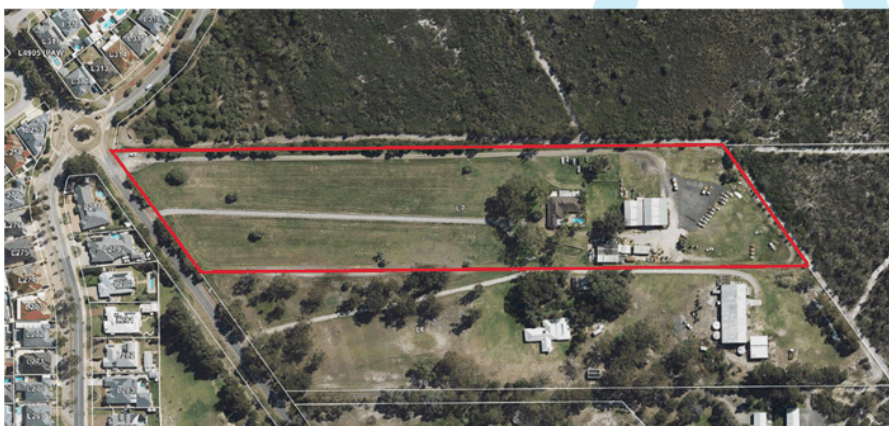


Figure 1, Site Aerial. *MetroMaps - December 2020.*

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The subject site abuts Lot 62 to the north and Lot 206 to the east (rear) which are registered Bush Forever Area sites, specifically No. 263, which relevantly, visually conceals the subject site properties in perpetuity.

State Planning Policy 2.1 (Peel-Harvey Coastal Plan) applies to land as it is within 500 metres, however, does not extend to affect the subject site.

In accordance with the City's LPS3 the land use permissibility is omitted for the 'resource' zone, and by virtue of the MRS 'rural - water protection' zone, is directed by State Planning Policy 2.3 (Jandakot Ground Water Protection) to determine the permissibility of land uses on the site. This policy allows for consideration for a range of different land uses inclusive of a transport depot.

LAND USE

The City has pursued the land use for not having approval; however, it did not arise due to a complaint from a resident. The use of the subject site is best defined as a 'transport depot', within LPS3, as follows:

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

The subject site is operated by JAG Traffic a local business which operates primarily within metropolitan Perth, including a number of local government and state projects which require traffic control measures. The site is used to house passenger vehicles and associated small scale signage and the like associated with traffic control. The workers attend the site in the morning to pick up their allocated vehicles and workers and attend their allocated job. Following completion, they return to the site later in the day, drop off their vehicle, associated equipment and staff and leave the premises. Accordingly, the site is used for the transfer of goods and persons from one motor vehicle to another motor vehicle for reward through the jobs associated with the business, inclusive of the parking or garaging of the vehicles associated with this use.

The subject site is used primarily as a 'transport depot' with incidental and associated storage. The site is currently running at a lesser capacity than what is proposed as part of this application. The proposed operation is as follows:

- The site is to employ a total of eight (8) staff; five (5) in the administration office, two (2) in the site office and one (1) roaming yard supervisor.
- Up to 25 workers are to attend the site daily to collect and return their vehicles and associated equipment.
- Workers can attend the site from 4am, with the primary peak time occurring between 7am and 8am. Employees return to the site between 3pm to 7pm with the peak time between 5pm and 6pm.

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- The site will hold at any one time (maximum):
 - Six (6) 9-tonne vehicles (rigid)
 - 40 light/passenger vehicles ($\leq 1t$)
 - 40 trailers which can include message boards and arrow signs.
- The buildings are sited and will be used consistently as per the attached architectural plans.

STATE PLANNING POLICY 2.3 – JANDAKOT GROUNDWATER PROTECTION

The use permissibility for a 'transport depot' is not established within LPS3. Instead, the rural - water protection zone by the MRS, requires the use be considered as per SPP2.3 and the ancillary documents which guide land use. SPP2.3 details that land use in the priority two area should be considered for its compatibility as per the minimisation of risk and intensity of development as follows:

The management objective is to ensure there is no increased risk of pollution to the water source (i.e. risk minimisation). Restricted development may take place under specific guidelines.

In this regard, the existing use should be assessed according to the likely risks of soil/water contamination and additionally.

To determine the risk of the land use and the significance of this risk to water quality, SPP2.3 provides land-use specific guidance via *Water Quality Protection Note No. 25*. However, there is no guidance for 'transport depots' and requires referral to the Department of Water and Environmental Regulation ('DWER') for comment. The DWER were engaged and confirmed via email on 29 July 2020, that they do not consider the existing 'transport depot' to be a significant risk to water quality.

From: Stephen Watson <stephen.watson@dwer.wa.gov.au>
 Subject: FW: Meeting regarding Mr Whincup
 Date: 29 July 2020 at 2:02:18 pm AEST
 To: "jandakotautos@bigpond.com" <jandakotautos@bigpond.com>

Hi Brad and June

I understand you are making an application to the city for approval of the current land use, IAG traffic. You have asked for advice from DWER on the current land use.

For the current land use, DWER does not consider it to be a significant risk to water quality given the current land use risks relate mostly to parked vehicles; the previous business land uses on the site (including vehicle servicing); and noting other businesses have operated on the site prior to SPP 2.3 for Jandakot groundwater protection being published.

Due regard to the reduction in risks of the current business versus previous business operations, and that a business was operating before SPP 2.3 was published, should be considered in your current land use application as they are matters that are relevant to SPP 2.3 and land use decisions on the Jandakot groundwater protection area.

I am available if you or the City needs to discuss this matter and SPP 2.3.

I also remind you and the City of previous emails I have sent that may contain relevant information.

Stephen Watson
 Section Manager
 Science and Planning Directorate
 0428 910 293

The proposed land use does not result in any emissions as it is primarily related to the parking and moving of vehicles. No significant servicing of vehicles will occur on the site. Accordingly, the proposed land use does not pose a significant risk to the water quality as confirmed by DWER and satisfies the management objective of the policy which is for risk minimisation.

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LOCAL PLANNING SCHEME NO. 3 – RESOURCE ZONE OBJECTIVES

Table 2, Clause 16 of LPS No. 3 provides the objectives for all zones within the scheme area and provides the following objective of the 'Resource' zone as follows:

Zone Objective	Consistency of the Proposal
To provide for the protection of the Perth Metropolitan underground water resource in accordance with the requirements of Statement of Planning Policy No. 6 published by the Western Australian Planning Commission on 12 June 1998.	<p>State Planning Policy 2.3 is the most recent gazettal of planning control to the Jandakot Ground Water Mound and supersedes the Statement of Planning Policy No. 6.</p> <p>The application considers the controls of SPP2.3 and is in accordance with the objective of the 'Resource' Zone for a 'priority two' water protection site.</p> <p>The DWER have advised that the proposed land use will not implicate the underground water source. It is also noted that the land use occurs above ground and does not result in any emissions.</p>

DEVELOPMENT

The proposal also includes a number of building associated with the land use. As illustrated on the attached architectural plans, there is an existing dwelling and a number of sheds and a transportable office and toilet facilities. A portion of the existing dwelling is utilised for office (maximum of five (5) staff) and the remaining areas are used for office filing and storage associated with the land use.

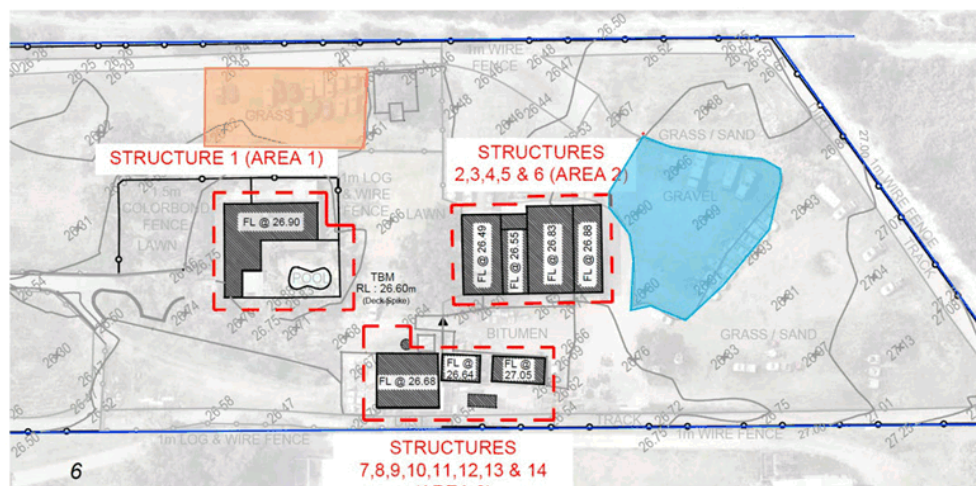
The transportable office notated as structure 7 will house up to two (2) staff members. The transportable toilets are to be utilised by all field workers and those within the transportable office. The remaining structures are used to house trailers, incidental equipment associated with the primary use, record keeping locations and server rooms associated with the land use.

The passenger vehicles and rigid vehicles are proposed to be stored in the area illustrated in blue of the image below. The workers vehicles which remain on site for the duration the other vehicles are offsite and proposed to be stored in the areas located in orange of the image below.

The closest structure to the front boundary, is in excess of 300 metres to the front boundary. All the structures and car parking areas are located behind the existing dwelling on the site. The structures are not visible from Beenyp Road. The structures are also concealed from the adjoining dwelling to the south, through existing vegetation located within proximity to the boundary. The structures are visible from the southern property's large scale commercial/industrial shed (No. 167 Beenyp Road). Given the land uses are sympathetic with one another, the visibility of the structures is not considered to undermine the amenity of the adjoining property.

The structures are visually sympathetic with rural development (based on their minimalistic design and use of materials) and are not impactful on the visual amenity of the adjoining Bush Forever site.

Furthermore, the site includes two access points from Beenypup Road servicing the proposed land use. Allowing for free flowing movements from the site. The primary points of access are separated to the southern lot reducing amenity impacts. Vehicles that come to and from the site, particularly the rigid vehicles are required to access the site via either Tonkin Highway or Kwinana Freeway, exiting onto Rowley Road and then entering the site via Beenypup Road from the south. This ensures there are no resultant increased traffic movements on the local residential road network. This is mandated on job sheets and tracked through the JAG Traffic protocols.



Site Layout

Accordingly, the proposed development does not impact the primary streetscape or the surrounding properties. The development is considered to be low-scale and sympathetic with its surroundings.

PLANNING & DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015

The decision-maker is to have due regard to various matters contained within clause 67 of Schedule 2 Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. It is noted that the development satisfies the matters to be considered by local government within clause 67 of these regulations. In considering an application for development approval the local government (or delegated decision-making authority / decision-maker) is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —

Provision		Justification and Comment
Clause 67 Deemed Provisions		Matters to be considered by local government / decision maker
a.	the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	Satisfies aims and provisions of the Local Planning Scheme as discussed above.

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Provision	Justification and Comment
b. any approved State planning policy;	Satisfies State Planning Policy framework, relating especially to groundwater protection as stated above.
c. the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;	Satisfies the requirements of orderly and proper planning as the land use and development has been considered against the planning framework.
d. any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);	Not applicable to this site.
e. any policy of the Commission;	Satisfies WAPC policies.
f. any policy of the State;	Satisfies State policies.
fa. any local planning strategy for this Scheme endorsed by the Commission;	Satisfied.
g. any local planning policy for the Scheme area;	Satisfied.
h. any structure plan, activity centre plan or local development plan that relates to the development;	Not applicable to this site.
i. any report of the review of the local planning scheme that has been published under the Planning and Development (Local Planning Schemes) Regulations 2015;	Not applicable to this site.
j. in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;	Not applicable to this site.
k. the built heritage conservation of any place that is of cultural significance;	Satisfied. No Indigenous or Australian Heritage registered on-site.
l. the effect of the proposal on the cultural heritage significance of the area in which the development is located;	No cultural heritage significance identified.
m. the compatibility of the development with its setting including — (i) the compatibility of the development with the desired future character of its setting; and (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	Satisfied. The groundwater protection is of utmost priority and considered accordingly. Further, the site provides a compatible and harmonious land use to the surrounding areas. No adverse effect has arisen since the on-site operation commenced. The development itself is sympathetic with its surrounds. The materiality and scale is synonymous with rural land uses. Further, the development is not visible from the primary street

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Provision	Justification and Comment
	<p>as it is setback in excess of 300 metres, behind the existing dwelling and concealed by the surrounding Bush Forever lot.</p> <p>As mentioned previously, the dwelling located on the property to the south is screened by existing vegetation and is not visually impacted. However, the existing commercial/industrial shed located on the property on the south does have a direct line of site to the development but it is considered appropriate in this instance as the scale and land uses are compatible.</p> <p>The materiality, height, scale and bulk is consistent with other shed structures within the locality.</p>
<p>n.</p> <p><i>the amenity of the locality including the following —</i></p> <p>(i) <i>environmental impacts of the development;</i></p> <p>(ii) <i>the character of the locality;</i></p> <p>(iii) <i>social impacts of the development;</i></p>	<p>Satisfied. No impact on the amenity of the area has arisen since on-site operations commenced.</p> <p>Furthermore, the development associated with the land use is setback in excess of 100 metres from the primary street and is primarily concealed by the existing approved dwelling and surrounding bush forever sites. Accordingly, there is not amenity impact on the character of the locality.</p>
<p>o.</p> <p><i>the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;</i></p>	<p>Satisfied. The groundwater protection is of utmost priority and considered accordingly. All relevant state planning policies are considered, including Department referrals having been conducted.</p>
<p>p.</p> <p><i>whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;</i></p>	<p>Satisfied. The land is suitable to be developed to the standard proposed.</p>
<p>q.</p> <p><i>the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;</i></p>	<p>Satisfied. The land is suitable to be developed to the standard proposed.</p>
<p>r.</p> <p><i>the suitability of the land for the development taking into account the possible risk to human health or safety;</i></p>	<p>Satisfied. The proposed vehicular suitable to be developed to the standard proposed.</p>
<p>s.</p> <p><i>the adequacy of —</i></p> <p>(i) <i>the proposed means of access to and egress from the site; and</i></p>	<p>Satisfied. Expected road traffic is insignificant in light of the local road hierarchy.</p>



Provision	Justification and Comment
(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;	As mentioned previously, the site has two access points separated to the property to the south to minimise off site impacts. The six trucks which require access and egress from the site only utilise Kwinana Freeway and Tonkin Highway with the exit onto Rowley Road which then accesses Beenyp Road to the south. These ensure that these vehicles do not traverse through the residential area. This is managed by the operator who requires these routes to be undertaken through job sheets and associated protocols. Tracking does occur to ensure compliance.
t. the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	Satisfied. The proposed parking satisfies the demands of the staff and visitors to the site. As described previously, there is a dedicated day parking area for the staff and an overnight parking area for the transport depot vehicles. Both, accommodating sufficient on-site area for parking.
u. the availability and adequacy for the development of the following — (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability;	Satisfied. No adverse impact to community service or community benefit identified.
v. the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;	Not applicable to the site.
w. the history of the site where the development is to be located;	Not applicable to the site
x. the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;	The proposed development is not considered to impact the community. The use is retrospective and was not brought to the attention of the City via complaint. It has been operating without complaint as it is a low intensity transport depot servicing the local community and wider metropolitan Perth. It creates local jobs, which ultimately benefits the community.



Provision	Justification and Comment
y. any submissions received on the application;	Not applicable.
za. the comments or submissions received from any authority consulted under clause 66;	Not applicable.
zb. any other planning consideration the local government considers appropriate.	Satisfies aims and provisions of the Local Planning Scheme, Regional Planning Scheme and State Planning Policies. The protection of the Jandakot Ground Water Mound is of utmost priority and is treated accordingly.

CONCLUSION

The proposed land use is compatible with its setting and is of low intensity. The development associated with the land use is of low scale and concealed from the primary street as detailed within this letter.

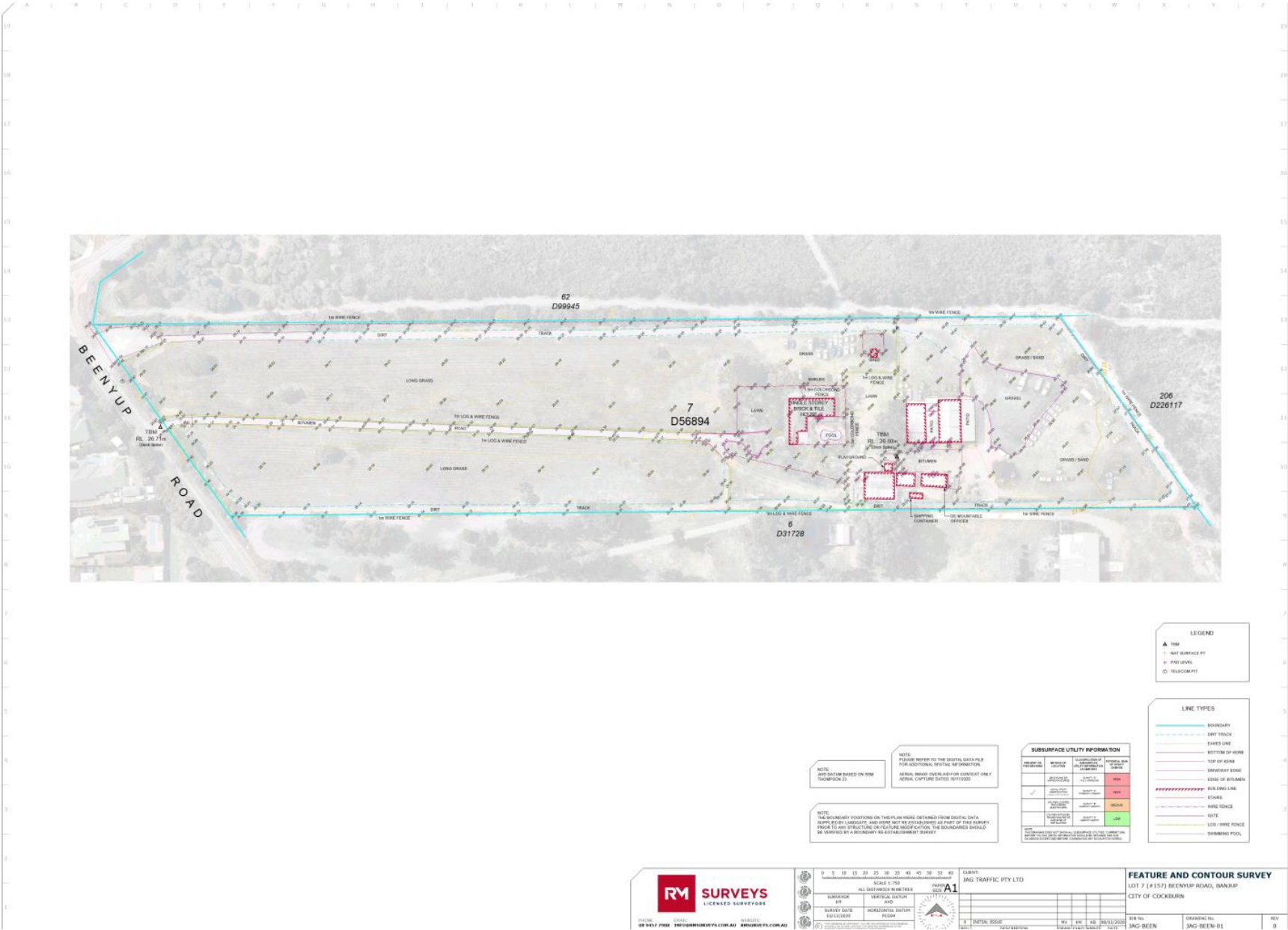
Based on the information presented in this submission Urbanista Town Planning respectfully requests that the City support the proposal.

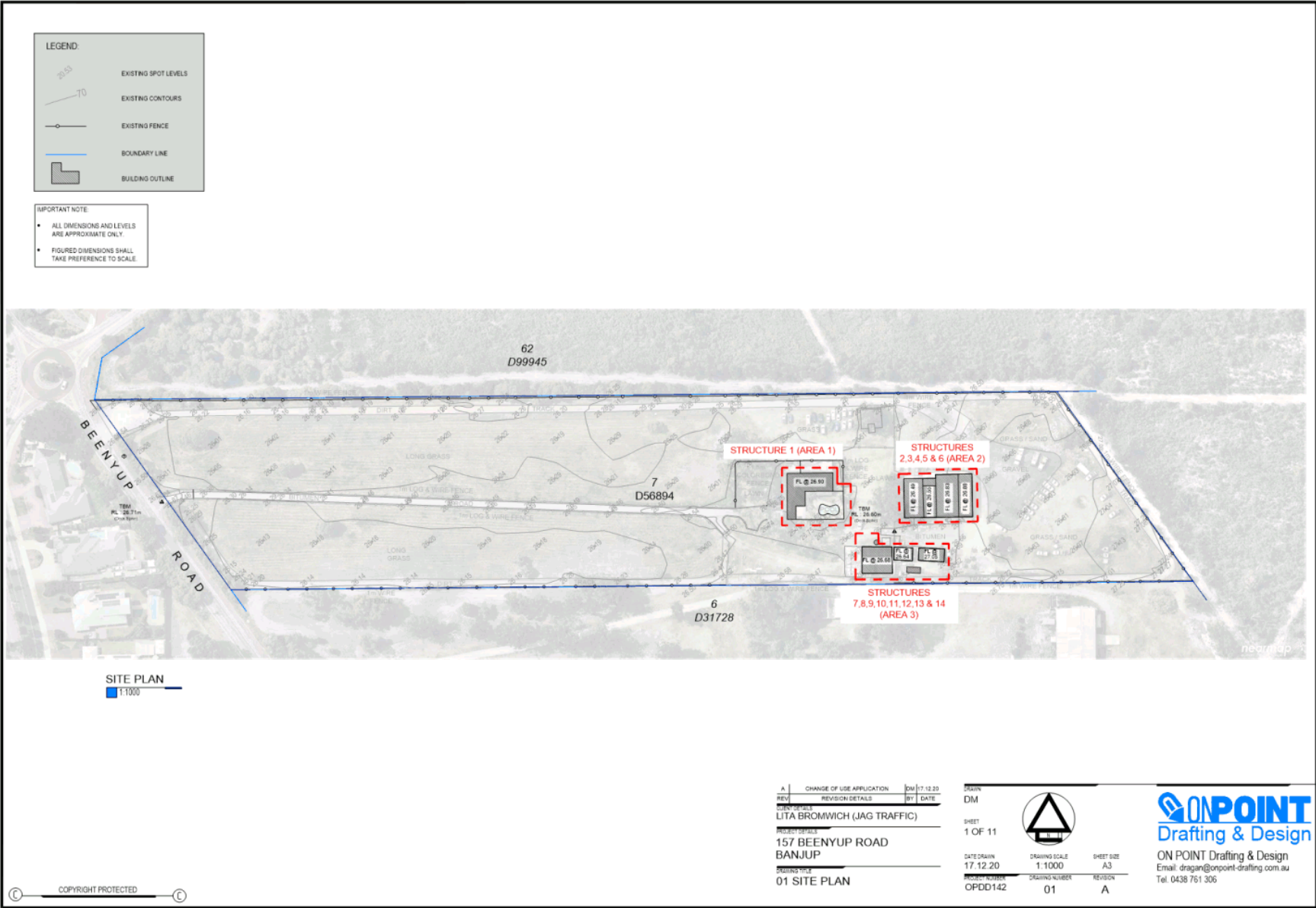
Should you have any question in relation to the details provided in this submission, please contact Bianca Sandri on 6444 9171 or bianca@urbanistaplanning.com.au.

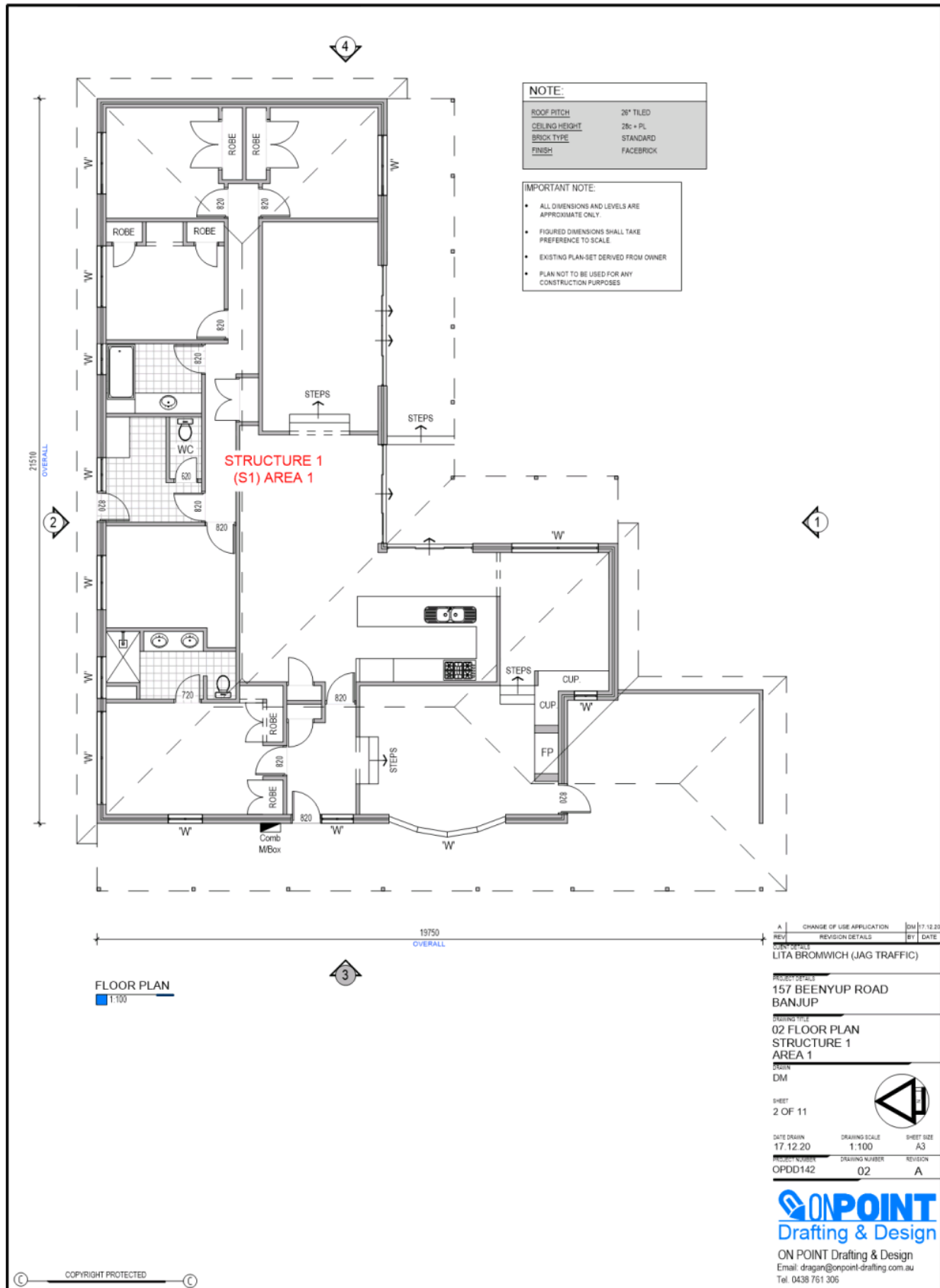
Yours sincerely,

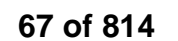
A handwritten signature in black ink, appearing to read "Bianca Sandri".

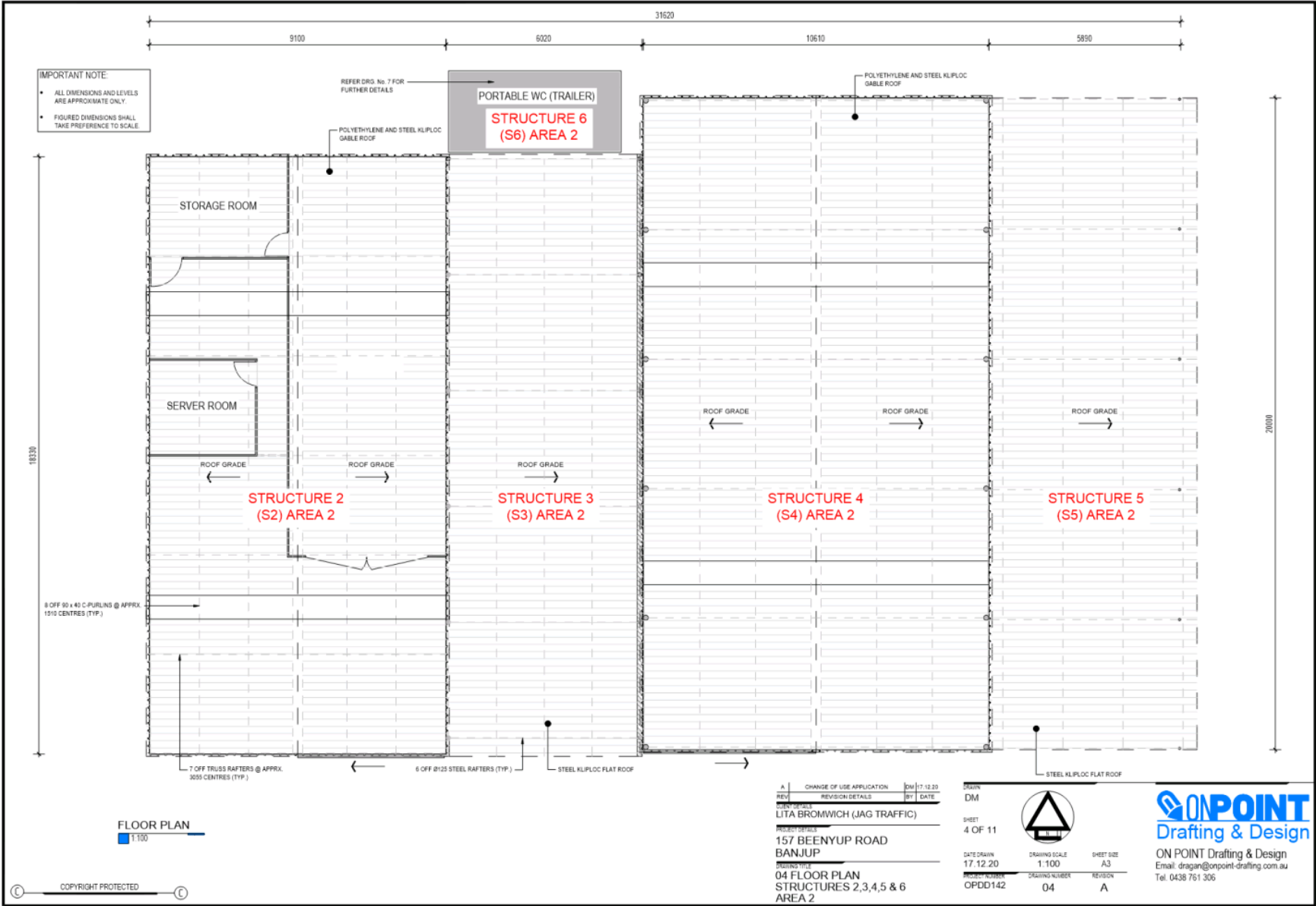
Bianca Sandri | **Director**



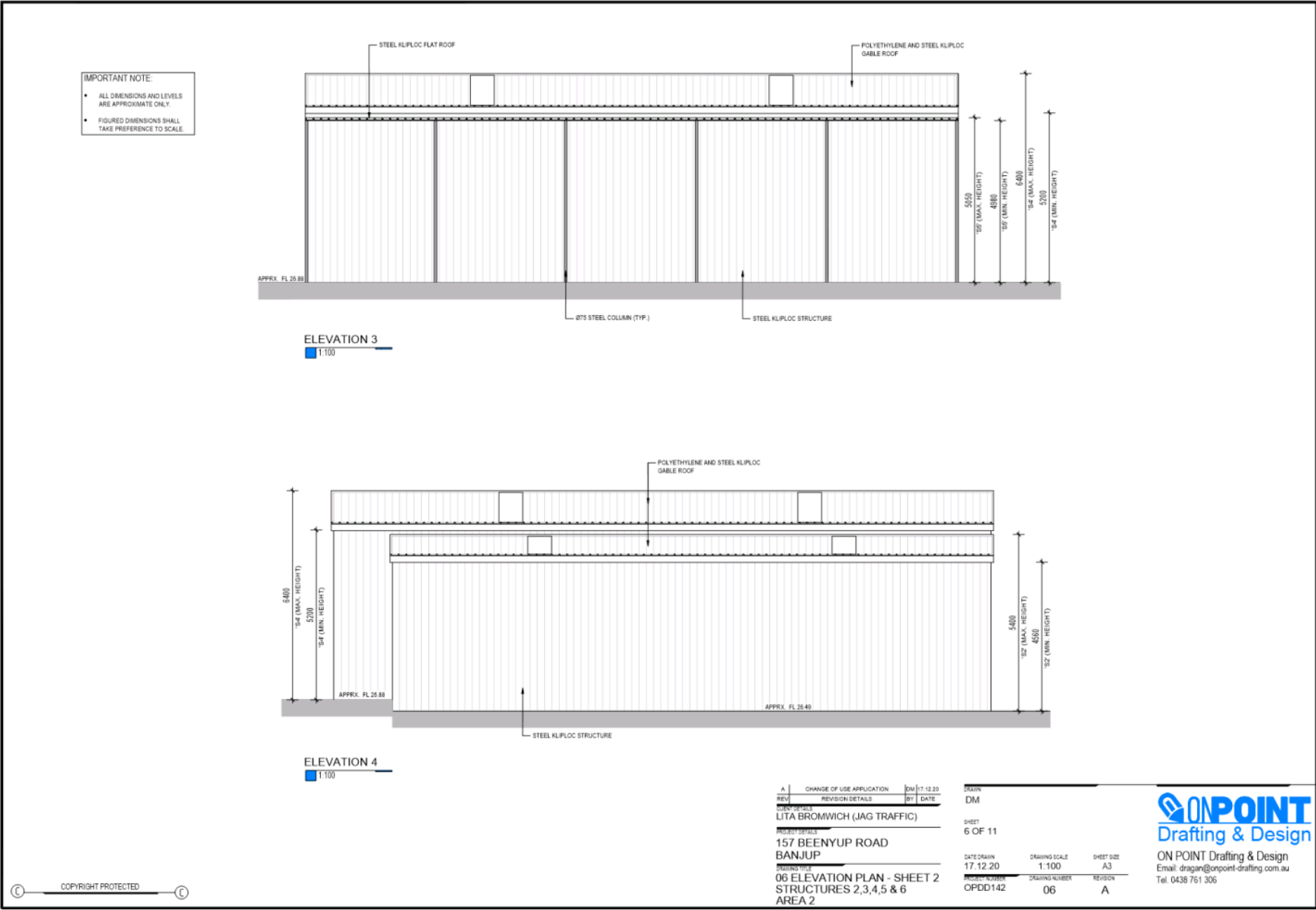


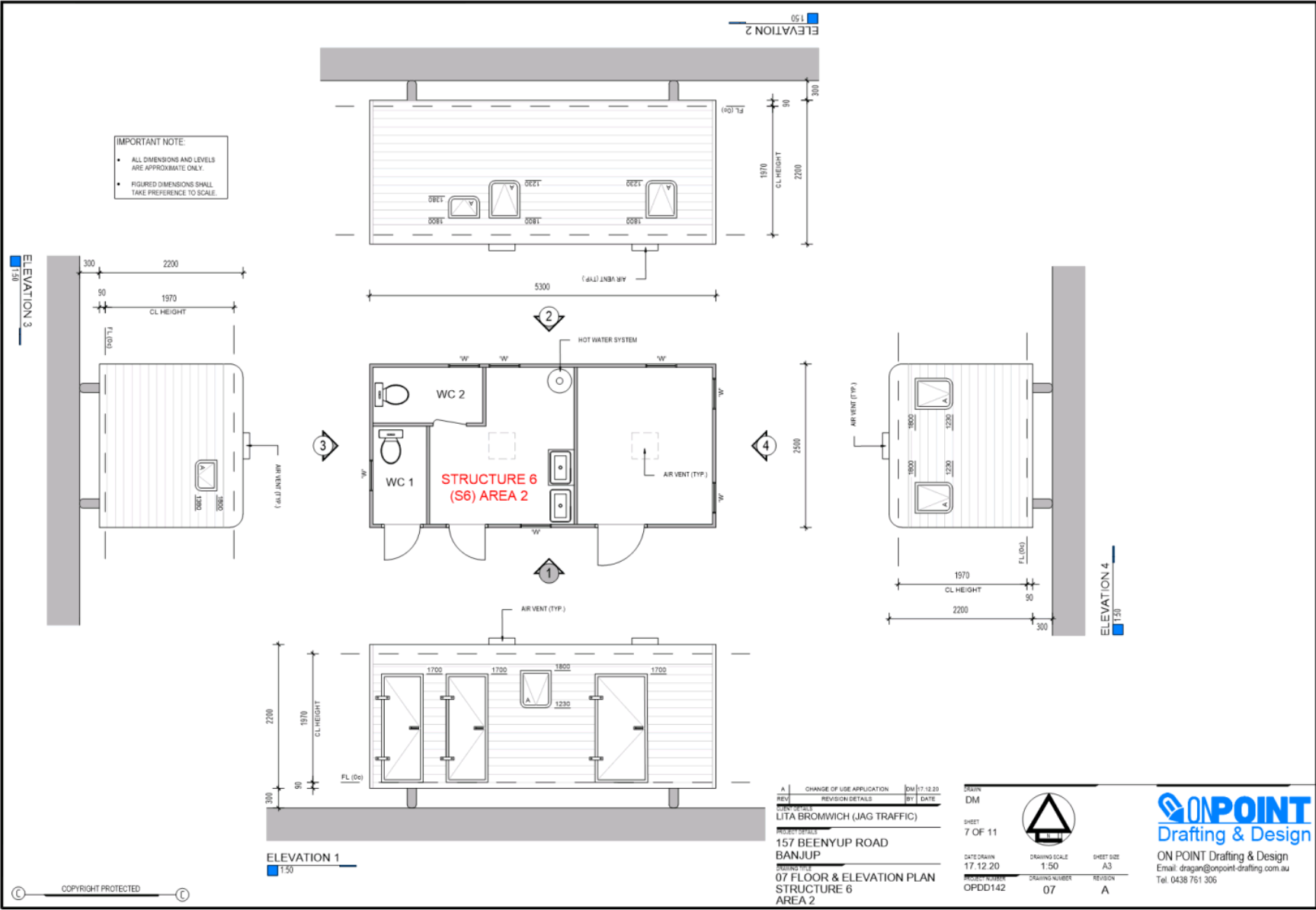


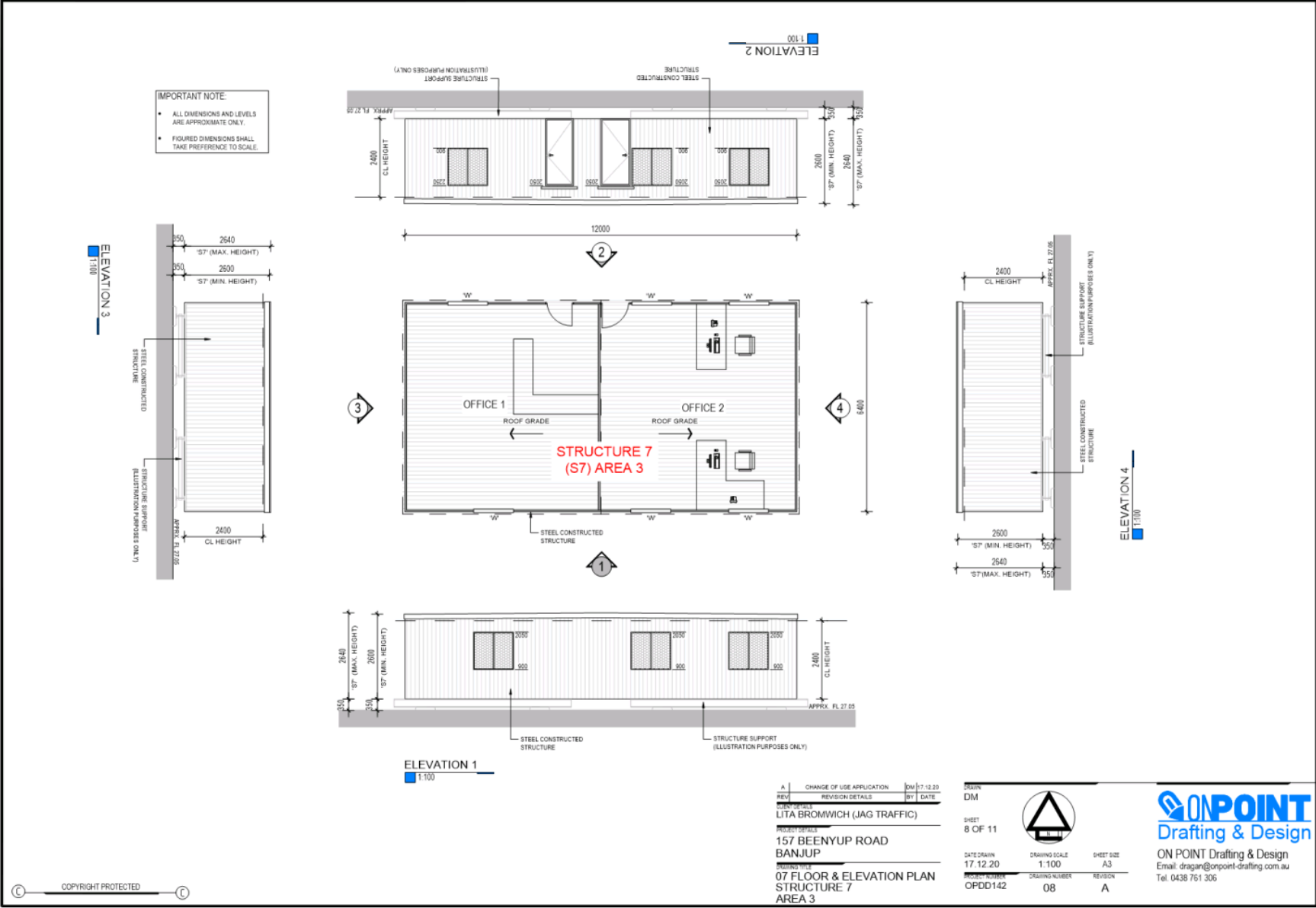


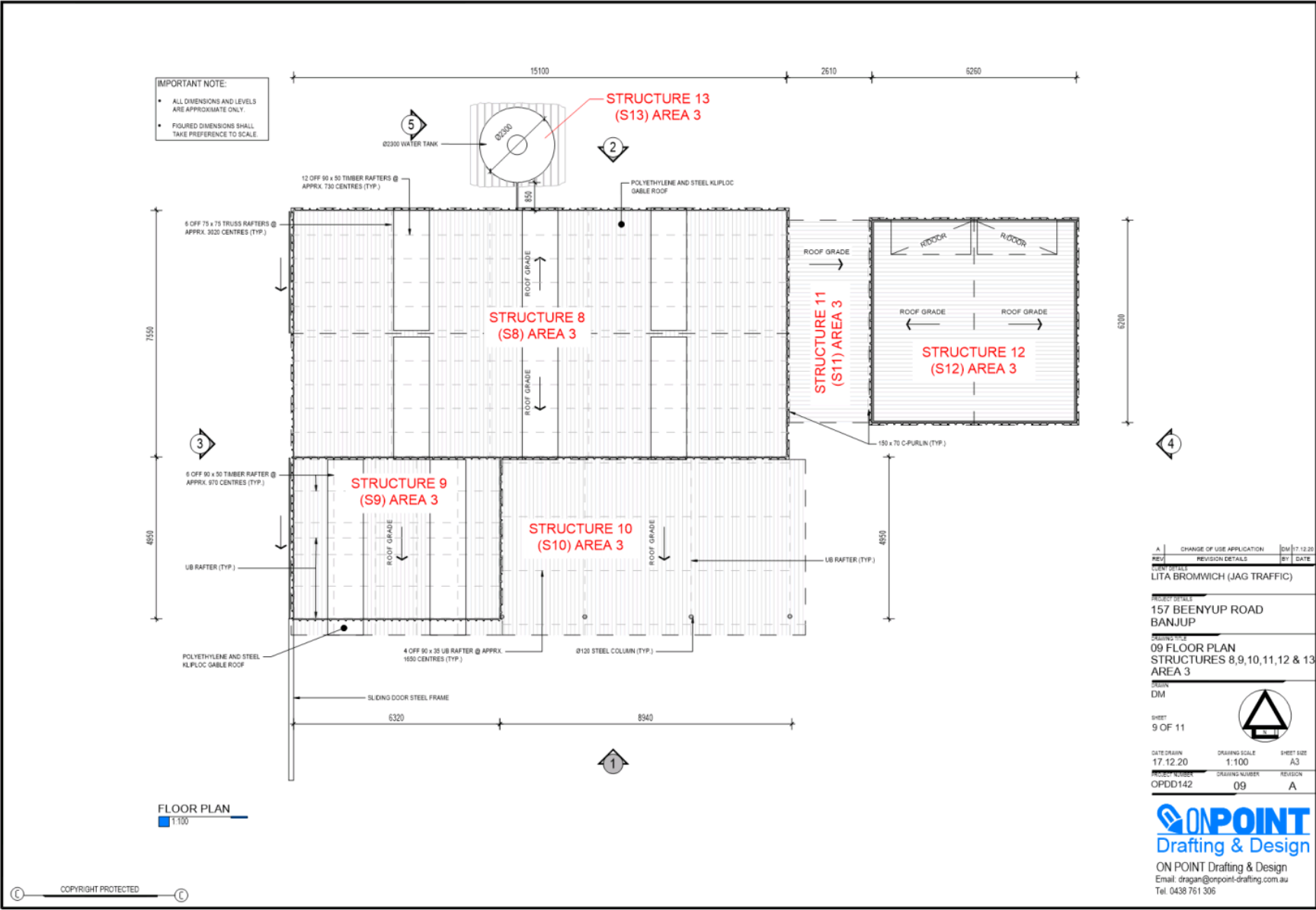


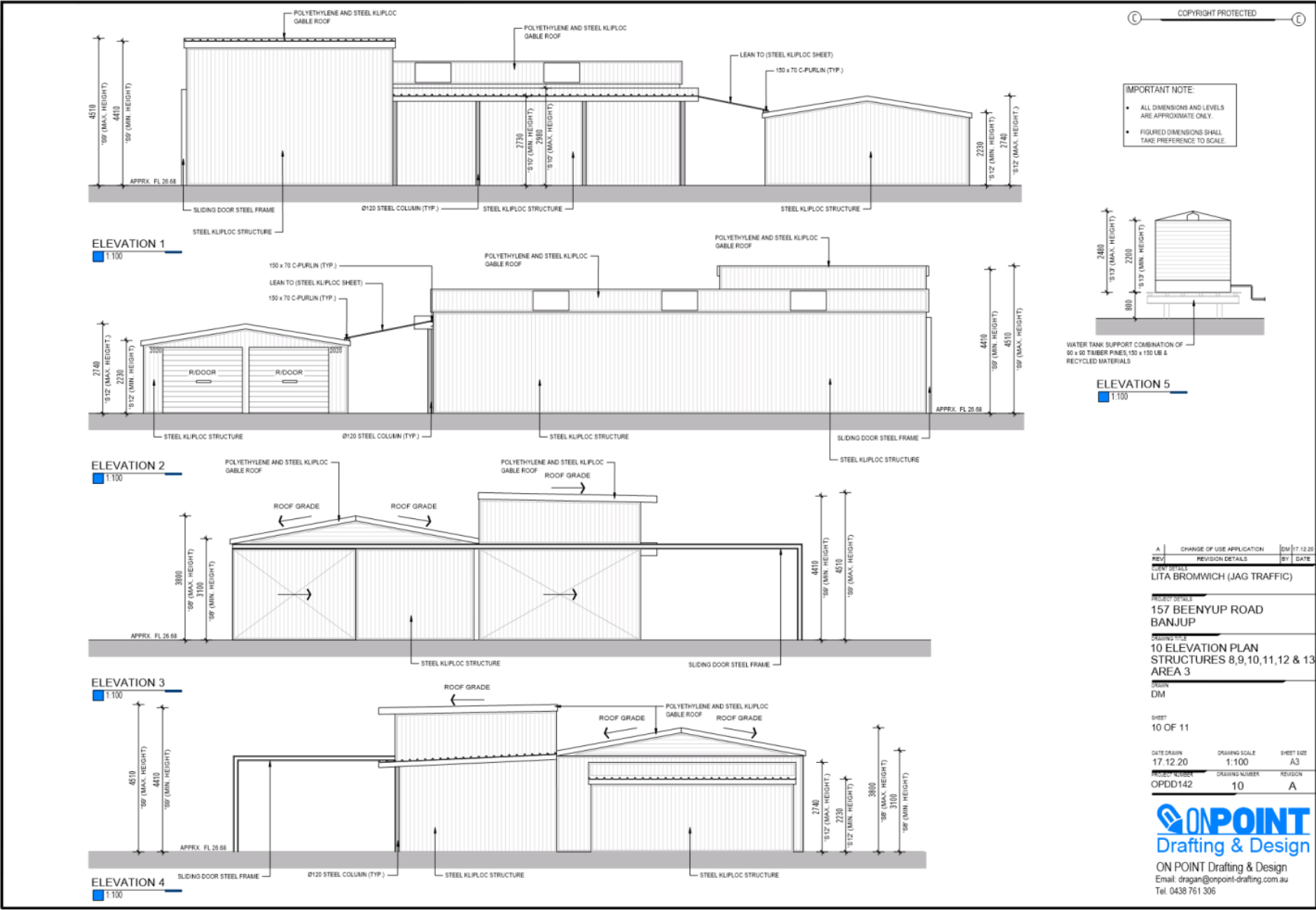


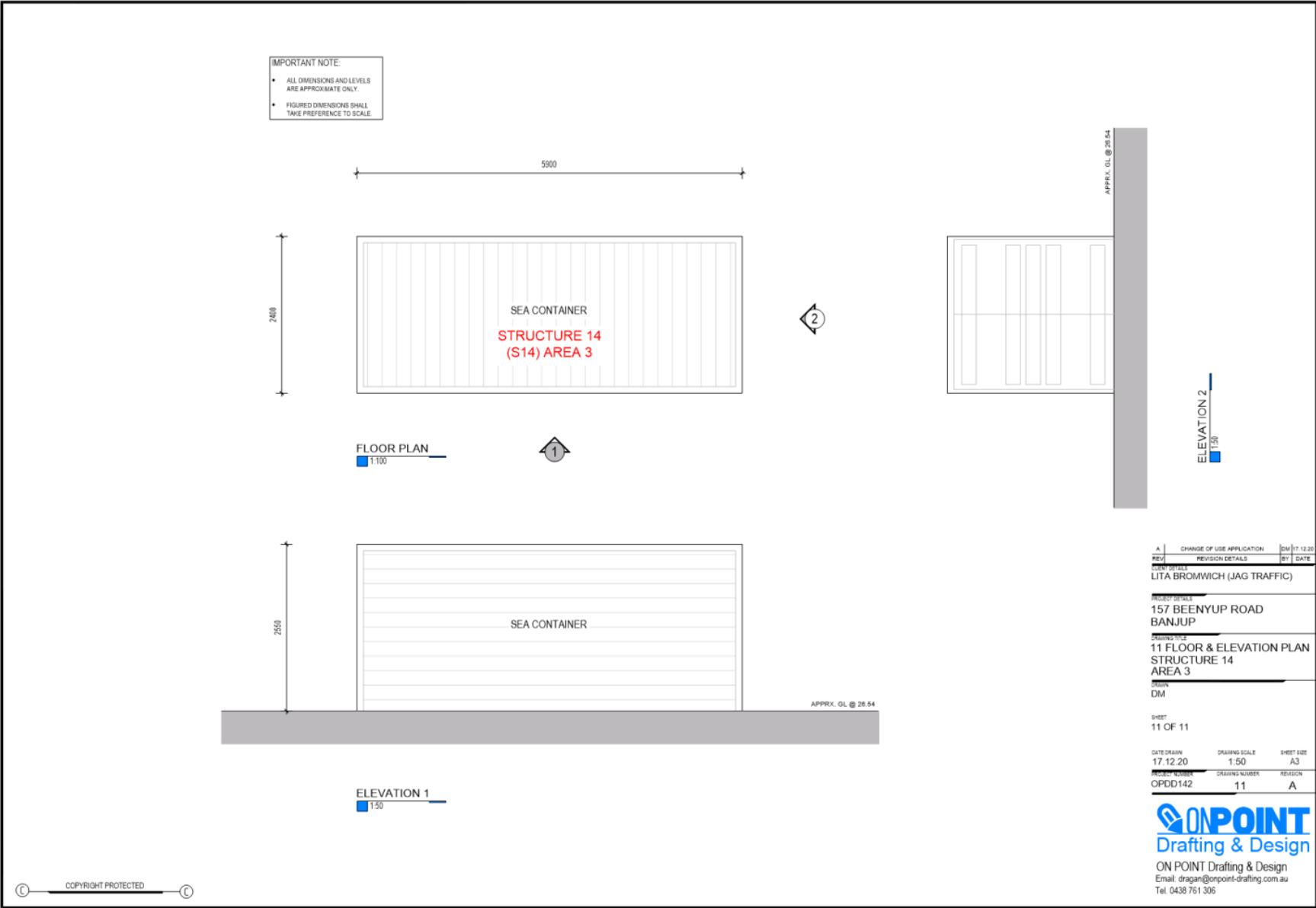












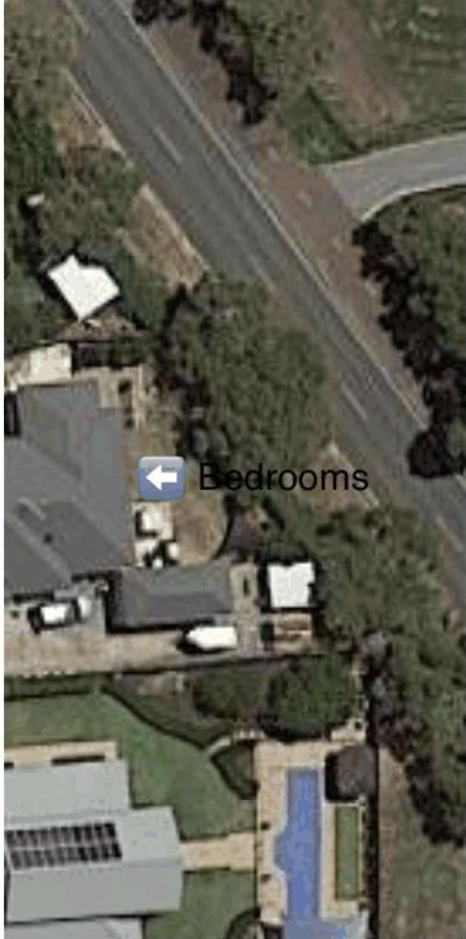
Schedule of Submissions**DA21/0009 – 157 Beenyup Road, Banjup**

No.	Name & Address	Submission	Officer's Response
1	Name & Address Withheld	<p data-bbox="658 451 770 475">Objection</p> <p data-bbox="658 512 1648 687">We strongly oppose to this proposal. Our Reasons being; Devaluation of property with no compensation, noise, fumes and gas (wife has a chronic illness cystic fibrosis), traffic congestion, a target for undesirable thieves into the neighbourhood and ruins the atmosphere of the suburb which is a semi rural retreat. Negatively impact the regional park Shirley Balla and Mitzi Swap reserves flora and fauna. Suggesting other suburbs such as Hammond park, Success, Bibra lake and South Lake.</p>	<p data-bbox="1671 451 1863 667">1. Regarding comments related to property values, this is not a valid planning concern.</p> <p data-bbox="1671 699 1863 1050">2. Regarding comments related to noise the applicant has not provided an acoustic report to demonstrate that noise will be appropriately managed.</p> <p data-bbox="1671 1082 1863 1233">3. Regarding the comments related to 'undesirable persons' the current</p>

			<p>Planning Framework does not offer a statutory pathway to account for any perceived 'undesirable element'</p> <p>4. Regarding comments related to the proposals fit within the character of the area the proposal is not considered to fit within the scope and objectives of the zone.</p>
2	Name & Address Withheld	<p>Objection</p> <p>Definitely not a good idea. We live in a nice area and this will devalue the cost of our properties and will make the suburb not welcoming. There is also the noise, fumes and gas, problems with traffic (which we already have) and we become a target for thieves. It also negatively impacts the regional park Shirley Balla and Mitzi.</p> <p>Please do not go ahead with this.</p>	<p>5. Regarding comments related to property values please see response point 1.</p> <p>6. Regarding comments related to</p>

			<p>noise please see response point 2.</p> <p>7. Regarding comments related to 'undesirable persons' please see response point 3.</p>
3	Name & Address Withheld	<p>Objection</p> <p>Traffic is highly congested in this area without adding heavy vehicles, support vehicles etc. The noise also is a high consideration due to be ing adjacent to residential areas</p>	<p>8. Regarding comments related to noise please see response point 2.</p> <p>9. Regarding comments relating to traffic review of the latest road data available notes that the proportion of heavy vehicles on Tapper and Beenyup Roads is reasonable</p>

			and consistent with the intended functionality of the roads.
4	Name & Address Withheld	<p>Objection</p> <p>We did not buy and build in an industrial area and don't want it to become one!</p>	10. Regarding comments related to the proposals 'fit' within the area please see response point 4.
5	Name & Address Withheld	<p>Objection</p> <p>If the City is to consider the Transport Depo should pay additional fees to cover damages to the road while using Six 9-tonne rigid vehicles.</p>	11. Regarding comments related to traffic please see response point 9.
6	Michelle Tipic 271 Tapper Road, BANJUP	<p>Objection</p> <p>I strongly oppose this proposal. The site is directly behind our house. Our main bedroom and daughter's bedroom is at the back of our house and therefore very close to the entry of 157 Beenyup Road. We currently hear vehicles arriving early in the morning... having additional vehicles and trucks would be very disruptive not only to our sleep, but outdoor entertaining space during the day. In my opinion this site does not belong in our beautiful semi-rural area. I would strongly push for this site to be placed in an industrial area.</p> <p>I have attached a photo which shows where our bedrooms are and the close proximity to the entry of 157 Beenyup Road.</p>	<p>12. Regarding comments related to noise please see response point 2.</p> <p>13. Regarding comments related to the proposals 'fit' within the area please see response</p>

		 <p>Bedrooms</p>	point 4.
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7	Name & Address Withheld	<p>Objection</p> <p>This is a residential area and is already very busy with Tapper Road used as a short cut.</p> <p>I leave early for work every morning and this place is already busy with vehicles coming and going.</p> <p>This type of business should be in an industrial area not in an housing estate.</p> <p>I am totally opposed to this proposal</p>	<p>14. Regarding comments related to traffic please see response point 9.</p> <p>15. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
8	Name & Address Withheld	<p>Objection</p> <p>Increase traffic</p> <p>Increase noise</p>	<p>16. Regarding comments related to traffic please see response point 9.</p> <p>17. Regarding comments related to noise please see response point 2.</p>
9	Name & Address Withheld	<p>Objection</p> <p>Concerns of heavy rigid vehicles running along roads (Tapper & Beenyup) not built to carry them. Residential homes in close proximity, many with children accessing Tapper</p>	<p>18. Regarding comments related to traffic please see response</p>

		<p>Rd and Beenyup Rd to travel to and from primary and secondary schools.</p> <p>Whilst I support growth of small businesses I feel there is a point at which they need to look at the growth and access whether current location is still suitable.</p> <p>Atwell is a residential suburb and the constant running of trucks is not suitable.</p>	point 9.
10	Name & Address Withheld	<p>Objection</p> <p>Long operating hours with noisy large trucks in a suburban area</p>	<p>19. Regarding comments related to noise please see response point 2.</p> <p>20. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
11	Name & Address Withheld	<p>Objection</p> <p>Trucks should not be going through Atwell because it is predominantly residential. The amount of trucks that pass through are painful enough as is. The only suggestion would be to restrict access to vehicles entering onto Tapper Rd. They should go back through Banjup and down Liddlelow Rd and onto Armadale Rd.</p>	21. Regarding comments related to traffic please see response point 9.
12	Name & Address Withheld	<p>Objection</p> <p>Its already a busy road with SCHOOL times, its on a road where kids go to and from school and near a park. Extra traffic is not safe and add the extra weight and noise. This is a beautiful untouched neighbour hood and it should stay that way. Keep things</p>	22. Regarding comments related to traffic please see response

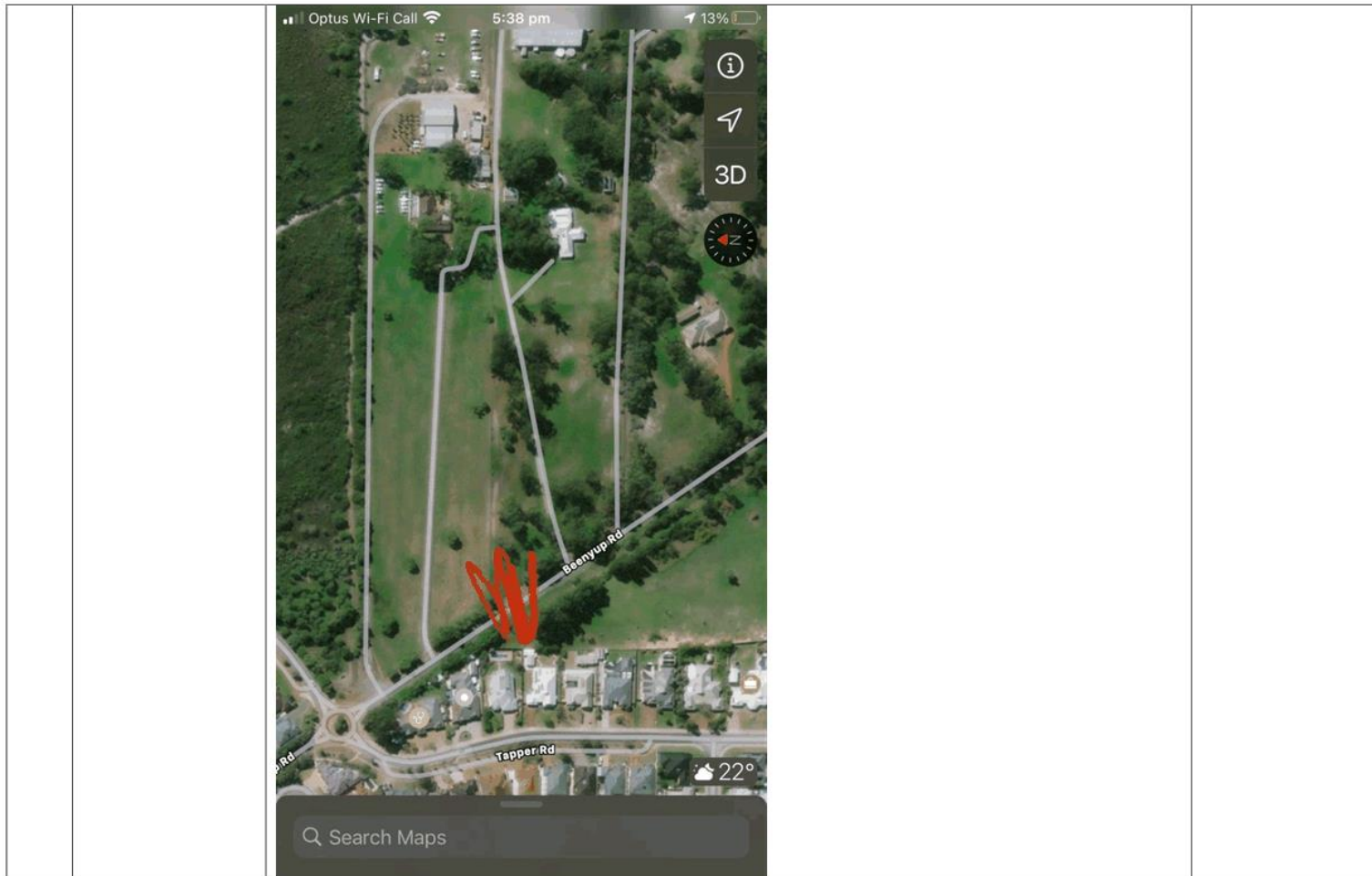
		like depots in industrial area not suburbs	point 9. 23. Regarding comments related to the proposals 'fit' within the area please see response point 4.
13	Name & Address Withheld	<p>Objection</p> <p>They're already using that site, and this submission seems to expand their operations. We don't want heavy trucks and machinery moving through a suburb, on a road that is already under congestion. I walk my dog along that area and I'd be upset if the roads were full of heavy vehicles. They should go to commercial area.</p>	<p>24. Regarding comments related to traffic please see response point 9.</p> <p>25. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
14	Sean 9 Tranquil Gardens, ATWELL	<p>Objection</p> <p>Too much truck traffic on tapper rd already</p>	26. Regarding comments related to traffic please see response point 9.

15	Name & Address Withheld	<p>Objection</p> <p>The roundabout is a total disgrace and an accident waiting to happen and having such large trucks coming and going at all hours will only add the chaos. I do not think this a suitable site</p>	<p>27. Regarding comments related to the access from the roundabout the City has reviewed the informal crossover and has determined that it is unsafe and cannot be supported in its current location.</p> <p>28. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
16	Name & Address Withheld	<p>Objection</p> <p>I regularly walk in the nature reserve that sits next to this proposal, and having an increased level of vehicles will only add to the environmental impact of the area. There are only a small number of natural reserves in the area, which have already become</p>	<p>29. Regarding comments related to the proposals 'fit' within the area please see response</p>

		<p>smaller due to the urban infill, so please don't destroy what is left.</p> <p>Also, the traffic level on Tapper Road is dangerous at the best of time, especially with vehicles using this road to avoid freeway traffic, and the regular school drop off and pick up from Atwell College. Adding more heavy usage vehicles will add to the risk around the Tapper/Beenyup road intersection as well as increased degradation of the road surface which in turn would lead to more dangerous road driving conditions.</p>	<p>point 4.</p> <p>30. Regarding comments related to traffic please see response point 9.</p>
17	Name & Address Withheld	<p>Objection</p> <p>This is a residential area. We have lost so much to development already. The biggest thing from this DA we would be losing is our quieter neighborhood, and safe spaces for children and family to ride their bikes. Please no more large vehicles and trucks using Tapper Rd This facility will just grow with time.</p>	<p>31. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
18	Name & Address Withheld	<p>Objection</p> <p>The increased amount of traffic and noise in a residential area, especially the times proposed. The noise from large vehicles will greatly effect my sleep and the sleep of my family at 4am. Many children ride their bikes to Atwell primary school along the Tapper road and the addition of more large trucks on the road will make it less safe.</p>	<p>32. Regarding comments related to noise please see response point 2.</p> <p>33. Regarding comments related to traffic please see response point 9.</p>
19	John Kilgallon 246 Tapper Road, ATWELL	<p>Objection</p> <p>We already deal with large volumes of traffic on Tapper Road. Cars, motorbikes,</p>	<p>34. Regarding comments related to</p>

		trucks, semi trailers, these at all hours of the day and night. We constantly experience Hoons, who speed up and down Tapper Road with no consideration for the residents they disturb. So the proposal for a transport depot is a definite NO from us. When we built 16 years ago on Tapper Road we never thought we would be dealing with the volume of traffic we experience every day, and the impact it has on our peace and quiet. Adding to this with the suggestion of a transport depot, and the residents it is likely to impact on, is an invasion of what little privacy we have left.	traffic please see response point 9.
20	Name & Address Withheld	<p>Objection</p> <p>As a resident of Beenyup Rd with a cottage block close to the road, this means additional traffic coming past from 0400 in the morning. Beenyup Rd is not designed as a main road and to add 9 tonne trucks and additional traffic from 0400 is not acceptable. Just because that part of Beenyup is semi rural does not mean the rest of Beenyup and tapper roads will not be affected by this traffic noise.</p>	35. Regarding comments related to traffic please see response point 9.
21	Name & Address Withheld	<p>Objection</p> <p>Heavy vehicles in residential area create too much noise to nearby estate and properties for people that want a rural lifestyle.</p>	36. Regarding comments related to noise please see response point 2.
22	Name & Address Withheld	<p>Objection</p> <p>I object to the current use of the property as a business, that has traffic management vehicles coming and going. The operators of the vehicles have disregard to the local community and amenities due to below average driving standards. Why are there currently road cones peppered down the driveway. It's a typical example of the lack of regard to the natural settings of our pristine environment.</p> <p>To change it to a transport depot, so close to the roundabout that is not designed for large vehicles at Tapper Rd at one end and a slow point at Gibbs Rd is a recipe for</p>	<p>37. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p> <p>38. Regarding comments related to the roundabout</p>

		<p>disaster.</p> <p>This business should be operated in an industrial area, that will cater for the noise pollution of the vehicles, ground pollution of the maintenance demands the large amount of parking required.</p>	<p>please see response point 27.</p>
23	Name & Address Withheld	<p>Objection</p> <p>Our property's backyard looks out to beenyup road straight at that property. There is no noise barriers from our backyard through to there paddocks and we have notice for a long time this property has had many more trucks and car than listed on the proposal. They are noisy and intrusive. We bought the property backing onto rural properties not industrial useage and are so not support the usage for entry from beenyup road especially during non business hours.</p>	<p>39. Regarding comments related to noise please see response point 2.</p> <p>40. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>



24	Brian MacDonald 266 Tapper Road, ATWELL	<p>Objection</p> <p>I have many concerns about this plan, the obvious is the long driveway made from a dusty material and having 40+ vehicles running along there probably one after the another in the morning as they all will be leaving around the same time in summer months with an common easterly wind the dust will blow straight over the houses in the section of tapper road from the roundabout at beenyup and tapper road to tapper road and harmony Ave. Also the material on the driveway in winter will become muddy and be dragged by the vehicle tyres onto surrounding roads as they exit creating a mess for upto several hundred metres.</p> <p>Another major concern is the extra traffic this will bring to the section of tapper road near the beenyup/tapper roundabout as this is already an extremely busy section of road and the way the driveway exit is it comes out right at the roundabout and I foresee much congestion as vehicles exit onto beenyup from the driveway straight onto the roundabout, and also as the vehicles returning to the driveway immediately after leaving the roundabout creates an unnecessary hazard. I am not sure if they could maybe put a new driveway with an exit somewhere else in a safer position</p> <p>As mentioned before the traffic on tapper road is already extremely heavy and is a rat run for some reason and I have noticed a large increase in pedestrians and people using this section for walking exercise since covid, I think to avoid the problems I have noted with traffic and congestion that may arise if this proposal where to go ahead would be to make tapper road where it meets beenyup road into a cul de sac thus turning the roundabout into a 3 way instead of a 4 way and the traffic would then when heading north on tapper road turn right into short section of gibbs road and then left into beenyup and approach the roundabout along beenyup and vice versa as these sections of road are largely uninhabited, or at the very least make the section of tapper road between the gibbs road right turn and the roundabout "local traffic only"</p> <p>Apart from the safety issues and dust, noise and congestion issues I am also extremely concerned about the precedence that comes with approving a business in</p>	<p>41. Regarding comments related to dust the applicant has not demonstrated that the accessway would be hardstanded appropriately to avoid instances of dust escape.</p> <p>42. Regarding comments related to traffic please see response point 9.</p> <p>43. Regarding comments related to the roundabout please see response point 27.</p> <p>44. Regarding comments related to noise please see response</p>
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		<p>what is largely a residential area as this may lead to more businesses that may be linked to this one or other businesses seeking approval once the opportunity is there.</p> <p>I have just been made aware of this proposal in the last few days and feel there is more that I have not had time to comprehend as yet so hopefully I can add some more to this comment, please contact me at anytime if you would like, regards Brian Macdonald</p>	<p>point 2.</p> <p>45. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
25	Name & Address Withheld	<p>Objection</p> <p>My reasoning for opposing this Planning Application is due to the fact this is a Residential location, even though the property mentioned is Semi Rural. There are residential houses in very close proximity to 157 Beenyup Road.</p> <p>The roundabout in the location is a very busy roundabout at the best of times. Adding additional trucks could prove to be lethal as not only is the roundabout busy but the positioning of it makes it difficult to get a clear view of traffic.</p> <p>Large vehicles constantly have difficulty navigating this roundabout also.</p> <p>There are plenty of more suitable location in designated Commercial/Industrial areas with the City of Cockburn.</p>	<p>46. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p> <p>47. Regarding comments related to traffic please see response point 9.</p>
26	Name & Address Withheld	<p>Objection</p> <p>This should be located in an industrial area. This business had been operating for a long time here and should have applied a long time ago and is way too big for Banjup. If permission is granted what is next?</p>	<p>48. Regarding comments related to the proposals 'fit' within the area please see</p>

			response point 4.
27	Name & Address Withheld	<p>Objection</p> <p>The location is directly across adjacent to residences frequented by children.</p> <p>If it was possible to restrict truck exit and entry to the southern part of Beenyup road (ie. Never to enter Tapper Rd or within Atwell) it may be acceptable, however there is also a busy bicycle path directly outside the property which would cause issue.</p> <p>Further work would need to be done regarding the traffic concerns before proceeding.</p>	<p>49. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p> <p>50. Regarding comments related to traffic please see response point 9.</p>
28	Name & Address Withheld	<p>Objection</p> <p>Definitely too much heavy traffic and a residential area. There is plenty of vacant land in this state and around this area which is no where near homes, children and pets.</p>	<p>51. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
29	Name & Address Withheld	<p>Objection</p> <p>I live on the same street a small way down the road - i already get woken up by the early morning noise - if the noise and traffic is going to increase then this should not be allowed to be approved.</p>	<p>52. Regarding comments related to noise please see response point 2.</p>

30	Anthony 74 Oxley Road, BANJUP	<p>Non-Objection</p> <p>People who buy land should be able to operate a business from it. If the business is expanding then the council should support this. There is traffic on the roads everywhere so it won't increase and won't require any extra infrastructure. I support this 100%.</p>	53. Noted
31	Name & Address Withheld	<p>Objection</p> <p>This area is directly opposite homes and the hours of operation will cause near by residents disharmony nor do we need additional traffic in our suburbs.</p>	54. Regarding comments related to the proposals 'fit' within the area please see response point 4.
32	Name & Address Withheld	<p>Objection</p> <p>I am concerned about the negative impact of this depot on nearby residents, road surfaces, traffics and the local bush and wildlife. There is a nearby industrial area for this type of business. Trucks make noise and pollute the environment. The area the depot is proposed for is not zoned industrial nor is this a small business.</p>	55. Regarding comments related to the proposals 'fit' within the area please see response point 4.
33	Name & Address Withheld	<p>Objection</p> <p>The traffic congestion, noise pollution and air pollution from the proposed transport depot would significantly impact local residents, devalue local properties and impact on the local environment. This land along this road is currently for residential/semi rural properties and I believe it should remain so. I strongly oppose the proposed transport depot at 157 Beenyp Rd.</p>	<p>56. Regarding comments related to property values please see response point 1.</p> <p>57. Regarding comments</p>

			<p>related to noise please see response point 2.</p> <p>58. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
34	Name & Address Withheld	<p>Objection</p> <p>1. This is a commercial operation operating in a residential area, putting more traffic on already clogged roads.</p> <p>2. There is excess traffic on the roads earlier in the morning, due to the workers starting at 4.00am, this can be seen by the amount of traffic on Tapper Road early in the morning.</p> <p>3. The roads are not designed for the 9-tonne trucks to be driven on a daily basis, with the number of roundabout's on Tapper Road.</p>	<p>59. Regarding comments related to traffic please see response point 9.</p> <p>60. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
35	Ash 156 Gibbs Road, BANJUP	<p>Objection</p> <p>Feel this development is unfair to surrounding neighbours who would be burdened with additional noise and traffic</p>	<p>61. Regarding comments related to the proposals 'fit' within the area</p>

			please see response point 4.
36	Name & Address Withheld	<p>Comment Only</p> <p>Planning approval for this application should take into consideration of the ongoing safety of pedestrians using Beenyup Road and the need to cross a 'rural' access driveway which carries more than the usual vehicular traffic. Beenyup Road is a popular walk, enabling the enjoyment of the rural bush setting from the nearby homes.</p> <p>Currently the only footpath on Beenyup Road between Gibbs Road and Tapper Road is located on the eastern side of Beenyup Road. To reach the roundabout at Tapper and Beenyup Roads, a pedestrian crosses the driveway access for this development, which is also adjoins the parking area to access the reserve parkland next to the property. To continue to walk and turn south onto Tapper Road and to use the only footpath at the roundabout at Tapper and Beenyup Roads, a pedestrian must walk completely around the northern side of the roundabout to continue south on Tapper Road. This involves crossing the development driveway, a car park and up to three roads. This roundabout is also used by Transperth buses and is, at times very congested.</p> <p>A continuation of the north/ south footpath on the eastern side of Tapper Road, around the south eastern side of the corner of these two roads, and down Beenyup Road would allow a pedestrian to avoid using the roundabout crossing to continue south on Tapper Road. The footpath would only need to continue down the western side of Beenyup Road sufficiently to avoid the traffic from the roundabout and the said driveway, before a pedestrian could safely cross to the existing footpath on Beenyup Road.</p>	62. Regarding comments related to traffic please see response point 9.

		As part of the approval can consideration be made for pedestrian safety, particularly as the approval will allow the continuation of the vehicular driveway access above the 'normal' levels for a rural subdivision?	
37	Name & Address Withheld	<p>Objection</p> <p>The site is located in a largely residential area.</p> <p>Early morning and through to late evening/night hours is a noise hazard/annoyance.</p> <p>As if it can be guaranteed they will never be running late and will need to stay open after 7 or start the day before 4am.</p> <p>The roads in this area are busy enough.</p> <p>Three schools within the area with hundreds of children and teens walking/riding to school each day as well as the extra traffic parents add at drop off and pick up times.</p>	<p>63. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p> <p>64. Regarding comments related to noise please see response point 2.</p>
38	Name & Address Withheld	<p>Objection</p> <p>As soon as any approval is given, all roads in the area become truck and transport access roads instead of the residential roads they are intended to be.</p> <p>Reviewing the Functional Road Hierarchy, the information is outdated and needs review based on local traffic numbers. Adding a transport depot with trucks and other commercial vehicles is not helping the issues present as is.</p> <p>As a minimum before any application is considered let alone approved, traffic counters and wait time analysis should be conducted to determine suitability of application.</p> <p>Removing the retrospective aspect of the application, business owners would have been aware of land zoning and requirements for approvals. There is a reason it wasn't</p>	<p>65. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p> <p>66. Regarding comments related to traffic please see response point 9.</p>

		<p>applied for at first instance and no leniency should be given.</p> <p>Further questions around suitability of premises including BAL ratings, storages (including fuels and cargo) in a groundwater sensitive area, vehicle access, sight distances, bushfire ready plans and more can all be raised.</p> <p>Commercial and industrial complexes are designed for these purposes - Beenyup Road certainly isn't.</p> <p>The City of Cockburn has the Functional Road Hierarchy documented and available on the public website.</p>	
39	Jodi Ward 9 Quong Place, ATWELL	<p>Objection</p> <p>The area is semi rural and not suitable for a business of this type. The fact council is offering retrospective approval instead of shutting them down and making them move is disgusting and disrespectful to the owners of properties nearby. We live near Tapper Road, this is not a commercial area. If they want to run a business with trucks coming and going at 4am they can take it to an area that is suitable.</p>	67. Regarding comments related to the proposals 'fit' within the area please see response point 4.
40	Name & Address Withheld	<p>Objection</p> <p>noise levels in a residential area from 4am is a huge concern</p>	68. Regarding comments related to noise please see response point 2.
41	Name & Address Withheld	<p>Objection</p> <p>4am is far too early for that kind of traffic noise so close to residential living. I would not be so opposed if it was a reasonable start time eg 7am or later.</p> <p>Tapper road and its roundabouts are also not built to suit the size vehicles proposed</p>	69. Regarding comments related to noise please see response point 2.

		<p>which would need to be addressed.</p> <p>This proposal feels rushed, especially and the property mentioned has already been doing similar things without this proposal.</p>	70. Regarding comments related to traffic please see response point 9.
42	Name & Address Withheld	<p>Objection</p> <p>We have a rental right near this site and am worried this would decrease the desire to live there</p>	71. Regarding comments related to property values please see response point 1.
43	Name & Address Withheld	<p>Objection</p> <p>We believe that this will have an adverse effect on property valuations in this area. We also believe that quality of life will be impacted for people living adjacent to this site will be unfairly affected</p>	<p>72. Regarding comments related to property values please see response point 1.</p> <p>73. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
44	Name & Address Withheld	<p>Objection</p> <p>The location for such a transport depot is not suitable since it is so close to residential</p>	74. Regarding comments related to the

		suburbs. The increase in heavy vehicles and associated traffic poses an unacceptable risk.	proposals 'fit' within the area please see response point 4.
45	Name & Address Withheld	<p>Objection</p> <p>Feel that such large vehicles/trucks traveling through that area at such an early time of the day is not right</p>	75. Regarding comments related to noise please see response point 2.
46	Name & Address Withheld	<p>Objection</p> <p>As the location closely borders existing residential area, the trucks and vehicles will obviously be using Tapper Road and Gibbs Road for access. There is already a great deal of small and large vehicles that use these roads, mainly during peak hours to avoid freeway traffic jams. These vehicles speed on these streets and police are usually present each week to catch speeders.</p> <p>Given the hours of operation of the proposed business, vehicle noise will increase during the hours of operation from 4am to 7pm.</p> <p>Opposed for the above reasons.</p>	<p>76. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p> <p>77. Regarding comments related to noise please see response point 2.</p> <p>78. Regarding comments related to traffic please see response point 9.</p>

47	Name & Address Withheld	<p>Objection</p> <p>This is next to a residential area. There are enough cars on the road in this area. We do NOT need more!</p>	79. Regarding comments related to the proposals 'fit' within the area please see response point 4.
48	Name & Address Withheld	<p>Objection</p> <p>Too much heavy traffic right next to an intersection which is already quite busy for its size. Roads too narrow to share with such large vehicles. Trucks will possibly need both lanes of a single lane road to turn in and out of business entry. This is going to create dangerous driving conditions for all road users in the area.</p>	80. Regarding comments related to traffic please see response point 9.
49	Name & Address Withheld	<p>Objection</p> <p>With the current traffic that this round about experiences and the risk that the 9-tonne vehicles pose to the surrounding area as they enter and exit the site I feel it would be unsafe to approve this application.</p> <p>Or have restrictions that they must enter and exit from Beenyup Rd and not drive along Tapper Rd.</p>	81. Regarding comments related to traffic please see response point 9.
50	Rob Wilga Court, BANJUP	<p>Objection</p> <p>Traffic congestion and dangerous road access on corner.</p>	82. Regarding comments related to traffic please see response point 9.
51	Name & Address Withheld	<p>Objection</p>	83. Regarding comments

		There are already this activity happening on this property now trying to increase causing more heavy traffic in area plus what happens when next block sells to them and another increase and before we know it is another industrial area by us also not forgetting the Jandakot Bush	related to the proposals 'fit' within the area please see response point 4.
52	Name & Address Withheld	<p>Non-Objection</p> <p>We walk past this property on a near daily basis for our daily walk. The drivers of the vehicles have always been courteous to us as pedestrians walking on Beenyp road and the equipment is stored to the rear of the property far from view. As a nearby resident I support this proposal.</p>	84. Noted
53	Name & Address Withheld	<p>Objection</p> <p>[Names withheld as requested] object to the proposal of a Retrospective Transport Depot at 157 Beenyp Road, Banjup for the following reasons.</p> <p>The activity of a transport depot, that has been applied for, does not fit in with the residential and rural ambiance of the Atwell/Banjup suburbs. The scale of this operation is akin to that in an industrial zone, where it would be more appropriately located.</p> <p>We have lived on Tapper Road, right next to the Beenyp Road roundabout for seventeen years. During this time there has been an increased level of traffic travelling on Tapper Road, this is to be expected as the suburb has grown. However, we had noticed over the past couple of years a number of trucks and cars on the road going around the roundabout in and out of the property at very early hours in the morning and into the evening. We do not support these commercial vehicle movements commencing at 4am and not finishing until 7pm. These hours of operation are inappropriate for a residential area. The early morning noise is very disruptive to our household.</p> <p>In the City of Cockburn 'Commercial Vehicle Parking' Planning Information Sheet it</p>	<p>85. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p> <p>86. Regarding comments related to noise please see response point 2.</p>

		<p>states that commercial vehicle parking is a discretionary use within the resource zones under the City of Cockburn Town Planning Scheme No. 3. We note that for resource zones one commercial vehicle can be parked on land owned by the owner of the vehicle in the Rural Living and Resource zones provided that the vehicle is parked on a lot containing a single house; the vehicle forms an essential part of the occupation of an occupant of the dwelling; any repairs undertaken on the lot must be carried out in an area fully screened from the street and adjoining properties; and in the opinion of the City, it is not likely to adversely affect the amenity of the surrounding land.</p> <p>This application is not for one commercial vehicle it is for six, along with a large number (40) of passenger vehicles and trailers. That is a lot of vehicles entering and exiting this busy roundabout and road every day.</p> <p>We would be interested in whether this application has been submitted with a traffic impact study or assessment to demonstrate that the surrounding road network can accommodate any additional traffic generated by this proposal? The City of Cockburn Policy number LPP 1.17 'Non Residential Uses in Residential Zones' states that proposals that generate traffic beyond the capacity of the surrounding road network shall generally not be supported. Also, has a Noise Impact Assessment been submitted to demonstrate that the proposed use will not generate an unreasonable level of noise that may negatively impact on the amenity of neighbours?</p> <p>We do understand that the zoning of the property at 157 Beenyup Road Banjup is a Resource Zone however, feel that consideration needs to be made for the residents directly across the road who live in a residential zone.</p> <p>The commercial business undertaken by this application has already and will continue to adversely affect the amenity of the surrounding residences and therefore we object to the proposal.</p>	
54	Name & Address Withheld	<p>Objection</p> <p>This area is residential, with many young children and I am very concerned about</p>	87. Regarding comments related to the

		safety. The ambience is nice with nearby parks - it's not appropriate to have a commercial operation, with multiple 9 tonne huge trucks coming and going from the early hours of each morning. This is not the reason I purchased my house in this area, to have commercial truck operations so close to us.	proposals 'fit' within the area please see response point 4.
55	Ian Thurston 207 Liddelow Road, BANJUP	Objection As attached from the Banjup Residents Group	88. Regarding comments related to the proposals 'fit' within the area please see response point 4. 89. Regarding comments related to traffic please see response point 9.

		<p>BANJUP RESIDENTS GROUP 157 BEENYUP ROAD OBJECTION – MAY 2021</p> <p>Planning Application – DA21/0009 – Retrospective Transport Depot – 157 Beenyup Road, Banjup</p> <p>The Banjup Residents Group <u>strongly objects</u> to the retrospective planning application at 157 Beenyup Road, Banjup.</p> <p>The Banjup Residents Group represents 172 households in rural Banjup and a further 80 households in rural Jandakot and Treeby. The Committee of the Group has notified all our members of the planning application and we have received unanimous messages of support for opposing the application.</p> <p>Deliberate Flouting</p> <p>The transport depot seems to have been operating unlawfully for several years. Over that time, the operator/occupier of the property would have been very aware of the land usage restrictions in the Resource Zone (see 4.10.8 of Cockburn's Town Planning Scheme). However, he has deliberately flouted them and has relied on inertia of neighbours and their avoidance of a confrontation to continue his unlawful land use. This has saved him many thousands of dollars that he would otherwise have spent leasing appropriate premises in an industrial zone.</p> <p>Having over 80 road-licenced vehicles coming and going each day and 8 staff on site must make 157 Beenyup the worst of several non-compliant properties in Banjup, Jandakot, and Treeby.</p> <p>Under Estimate of Traffic Movements</p> <p>The applicant's development report implicitly recognises that the transport depot operator has been acting unlawfully at 157 Beenyup Road. However, while the report acknowledges the comings and goings of 80 road-licenced vehicles and the employment of 8 staff on site, it fails to mention how the 25 other "driving" staff come to the property to commence work from 4:00 am and how they leave the property to go home by 7:00 pm. There could well be 50 other traffic movements each day for such staff.</p> <p>Further, it would appear that there are 60% more utility and trailer combinations than there are staff to take them to their destinations (40 vs 25). This could be explained by the trailers being left at their destinations for several days. If so, then the utility vehicles and their drivers could return to 157 Beenyup several times during a day to take other trailers to other destinations. This is not covered in the applicant's development report but the daily face value of 25 comings and 25 goings could be a substantial under-estimate.</p>	
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		<p>Future Growth and Use</p> <p>And what of the future growth of the business? Of the 4 hectares at 157 Beenyup about 1 hectare is occupied currently by the business. If the planning application were approved, then the business, its traffic movements, and its impacts on the environment and on neighbours could quadruple before the business moved elsewhere.</p> <p>Furthermore, if the property's use as a transport depot were approved, then the value of the property would be increased substantially and the current owners might choose to take a large profit and sell to a bigger and more overt transport company, compounding the negative impacts on the area.</p> <p>Cynical and Disingenuous Ploy</p> <p>The essence of the development report is to give Cockburn reasons to grant an exceptional approval within the State Planning Policy 2.3. This is a cynical and disingenuous ploy to absolve the proponent of his misdeeds and to regularise them for the future. What would happen if criminals could absolve themselves in such a way?</p> <p>Other Landowners Subsidising the Applicant's Business</p> <p>Non-compliant land use is not a victimless matter. Land and groundwater can become polluted, sensitive environment can be damaged, noise nuisance can increase, and general amenity of the area reduced. The value of neighbouring properties can be reduced. And all the while the non-compliant property owner is saving thousands of dollars annually by not operating from an industrial site. In effect, other landowners in Banjup are subsidising his business.</p> <p>Dangerous Precedent</p> <p>In Banjup residents' view, if Cockburn were to give approval, then the precedent would allow approval for dozens of transport depots across Banjup, all of which would cite the same reasons for exceptions. The protection of our rural amenity would be severely compromised. Indeed, the whole of Banjup might as well be zoned "industrial".</p> <p>Banjup residents note that the City's 10 year objectives include being a:</p> <ul style="list-style-type: none"> • Leader in environmental management that enhances and sustainably manages our local natural areas and resources. • Community focused, sustainable, accountable and progressive organisation. <p>In this context, we request that Council reject the application and proceed to have the proponent desist from operating the business at 157 Beenyup Road.</p>	
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56	Robert Gruszka 20 Tranquil Gardens, ATWELL	<p>Objection</p> <p>Our house is just on the opposite site of her roundabout.</p> <p>Due to road congestions on the freeways people are taking shortcuts through the roundabout just outside our house. we are getting a lot of noise and dust which is annoying and frustrating. Allowing a proposed deposit to be built in the residential area will add more noise especially at 4am and a lot more dust as the houses are to the west from proposed site and whole most of the year we have strong easterly winds.</p> <p>I really believe the depo should be in the commercial or industrial areas not next to the houses people leave.</p>	<p>90. Regarding comments related to noise please see response point 2.</p> <p>91. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p> <p>92. Regarding comments related to dust escape on the driveway please see response point 41.</p>
57	Name & Address Withheld	<p>Objection</p> <p>The area in which this planning application refers to is semi rural and bordering on the fringe of suburbia. There are industrial areas suitable for a business of this type, with appropriate roads and heavy vehicle access already established. I have lived in Atwell for over 10 years and to say I am disappointed that the council is offering retrospective approval instead of closing the business down is an understatement. It is disrespectful to residents nearby. Tapper and Beenyup Roads are very busy roads as it is. They're frequently used by road users as a rat run to avoid the freeway and to access</p>	<p>93. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p> <p>94. Regarding</p>

		<p>Armada Road, and vice versa. I witness speeding and driver impatience on a daily basis, especially when dropping and picking up my children at Atwell Primary School. I also use Tapper Road daily and have witnessed many near misses as well, with many road rage incidents initiated by drivers in trucks and commercial vehicles at school pick up and drop off times, it's dangerous!!!! An increase in heavy vehicle usage through this area will only amplify driver impatience should this planning application be approved. My parents back onto Tapper Road and the noise from the general traffic is bad enough now. What will it be like if this application gets approved?! I really hope that the council takes into consideration that not only has this business been operating out of the said property illegally, granting them retrospective approval is only rewarding them. I am highly opposed to this planning application. Atwell residents have put up with an incredible amount of inconvenience with ongoing road works on Armada Road x Tapper Road, and increased traffic due to the road users avoiding Kwinana Freeway widening road works. We've also put up with increased noise due to urban sprawl and population growth and don't need anymore. It concerns me that if you approve this, then it will set a precedent. Then what will happen when someone else applies to set up a similar business in the area?! It's about time we reap the benefits we deserve with the Armada road works completion due soon. We don't need any more trucks accessing our beautiful, quiet leafy suburb! As I said earlier, there are industrial areas suitable for a business of this type. Please consider us, the residents of Atwell!</p>	<p>comments related to traffic please see response point 9.</p>
58	Erin 104 Lydon Boulevard, ATWELL	<p>Objection</p> <p>Traffic is already an nightmare</p>	<p>95. Regarding comments related to traffic please see response point 9.</p>
59	Name & Address Withheld	<p>Objection</p> <p>Tapper Road is a major route for residential users. It is one of the major 'arteries' for school drop offs and pick ups - this includes Atwell Primary School, Harmony Primary</p>	<p>96. Regarding comments related to traffic please</p>

		<p>School and Atwell College. It is used by locals for walking and exercising, including families walking with kids. It is already inadvertently being used as a thoroughfare between the Freeway/Gibbs Road and Armadale Road as well as by vehicles involved in the development of the Armadale Bridge, which affects the safety of residents and the air quality in the area. The current operation of the Transport Depot at 157 Beenyup Road only adds to these excessive traffic issues in an area that is supposed to be a quite residential suburb. Such operation should not be located where it is currently located on the first place. It should be located far away from residential housing, with no vehicle routes going through residential areas. The proposed expansion of operations will result in even more vehicles passing through the area jeopardising the safety of the residents and the air quality. Atwell is a quite, clean, environmentally-friendly residential suburb. The Harvest Lakes estate, which is located directly near the Depot, was originally built using environmental and sustainability practices. The houses built in the area had to comply with certain environmental regulations imposed by the developer. New residents had to go to great length to comply with those regulations because they chose to be part of an environmentally friendly community. There is a number of reserves and wetland areas in Atwell and local residents are actively involved in keeping the area clean, with the local Community and Environmental Centre serving as a hub for the community. A large proportion of people living in the area are families with children who moved into the area for exact that reason - they wanted to live in a quite, clean suburb. Atwell is the most unsuitable suburb for a busy operation such as a Transport Depot. Therefore, I strongly oppose the Planning Application. The Application should be denied by the City of Cockburn.</p>	<p>see response point 9.</p> <p>97. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
60	<p>Toni Hayward 168 Brenchley Drive, ATWELL</p>	<p>Objection</p> <p>This type of business is too close to residents</p>	<p>98. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>

61	Name & Address Withheld	<p>Objection</p> <p>There is already enough traffic in that area.</p>	99. Regarding comments related to traffic please see response point 9.
62	Name & Address Withheld	<p>Objection</p> <p>I live on the opposite side on Beenyup road and it would be remarkably loud to have heavy vehicles coming and going from 4 am. I'm sorry</p>	100. Regarding comments related to noise please see response point 2.
63	Name & Address Withheld	<p>Objection</p> <p>The noise level and dust it will cause. Traffic in an already busy road</p>	<p>101. Regarding comments related to noise please see response point 2.</p> <p>102. Regarding comments related to dust escape on the driveway please see response point 41.</p> <p>103. Regarding comments related to traffic please see response</p>

			point 9.
64	Name & Address Withheld	<p>Objection</p> <p>The Beenyup road is not suitable for frequent use of heavy transport vehicle. We are already suffering on horrific traffic condition. This could only compile to our traffic issues.</p>	104. Regarding comments related to traffic please see response point 9.
65	Name & Address Withheld	<p>Objection</p> <p>After years of roadworks and construction (over 15 that I have been here for) we have only just started to have some normality, that's enough for anyone let alone the fact that we moved to a quiet suburban street with the promise of a certain lifestyle, I along with many others will not appreciate the road traffic from 4am.</p> <p>That property already has a decent amount of traffic coming in and out of it that we have to schedule our dog walks around as it can be chaotic (you may think these are first world problems but when your work and running a household at home with 2 special needs young adults and a teenage girl takes up all of your waking hours and you struggle to get 7 hours sleep on a good night, it is a genuine health and well-being problem).</p> <p>Too close to suburbia, a good 2 streets south east in my opinion would be the only viable location to start even entertaining the idea...</p> <p>There is land for sale on Rowley and surrounding rural areas please encourage them to consider a different location.</p> <p>I need my sanity, I paid for a nice quiet street, I finally have it please don't ruin what rest I do get with increased vehicles again, I can't use methods for blocking out noises because I am required to keep an ear out for my kids, I don't have anywhere else to sleep other than in my room at the front of the house, if we have vehicle's running over</p>	<p>105. Regarding comments related to traffic please see response point 9.</p> <p>106. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>

		the stupid round about more than absolutely necessary (more often than you are aware, always work vehicle's) I will seriously loose my mind. Please I am begging you!!!	
66	Name & Address Withheld	Objection The roads in the area are not built to deal with trucks of this size. Residents do not want to have the noise associated with large trucks at stupidly early times of the morning. There are many pedestrians, particularly school children that use the paths in the area and the large trucks will provide too much of a risk to them.	107. Regarding comments related to noise please see response point
67	Name & Address Withheld	Objection Traffic, noise, safety, and pollution within the suburb of Atwell will increase.	108. Regarding comments related to noise please see response point 2. 109. Regarding comments related to traffic please see response point 9.
68	Name & Address Withheld	Objection It will create more traffic and noise on an already busy and noisy road	110. Regarding comments related to noise please see response point 2. 111. Regarding

			comments related to traffic please see response point 9.
69	Laura 25 Kanji Loop, ATWELL	<p>Objection</p> <p>To much pollution, noise, traffic. The roundabout is set up for that much traffic.</p>	<p>112. Regarding comments related to traffic please see response point 9.</p> <p>113. Regarding comments related to noise please see response point 2.</p>
70	Name & Address Withheld	<p>Objection</p> <p>Too close to residents and young children, very busy round about not suitable for that many trucks. They have upgraded armadale Rd to reduce have taper Rd used as a main high traffic area due the large number of families.</p> <p>The lot is not suitable for running that kids of business plus the damage to the roads if would cause putting lives at risk</p>	<p>114. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p> <p>115. Regarding comments related to traffic please see response point 9.</p>

71	Samantha Holt 9 Rosehill Court, ATWELL	Objection Enough traffic in the area already	116. Regarding comments related to traffic please see response point 9.
72	Angela Manson 6 Kanji Loop, ATWELL	Objection Tapper Road was not built for heavy traffic in a small community plus it goes past Atwell primary school with kids crossing. We have had to put up with heavy traffic on Tapper while the Kwinana was being upgraded and people using Tapper as a bypass. Finally Tapper is now what it should be a suburban street. This would now put it back to a busy thoroughfare.	117. Regarding comments related to traffic please see response point 9.
73	Name & Address Withheld	Objection Concern for traffic of an industrial nature through a residential area. Noise, pollution and risk to residents with large vehicles in streets not designed as an industrial truck route. The block is also adjacent to a nature reserve which should also not be subjected to the above noise or pollution or risks.	118. Regarding comments related to the proposals 'fit' within the area please see response point 4. 119. Regarding comments related to traffic please see response point 9.
74	Name & Address Withheld	Objection Dont think its appropriate business to conduct	120. Regarding comments related to the

			proposals 'fit' within the area please see response point 4.
75	Name & Address Withheld	Objection Too close to residential area for transport depot	121. Regarding comments related to the proposals 'fit' within the area please see response point 4.
76	Name & Address Withheld	Objection Concerns about noise levels, safety issues, added impact on traffic issues entering and leaving the suburb,	122. Regarding comments related to the proposals 'fit' within the area please see response point 4. 123. Regarding comments related to noise please see response point 2. 124. Regarding comments related to traffic please

			see response point 9.
77	Name & Address Withheld	<p>Objection</p> <p>This area has been used as a industry traffic management storage area for some time now. This area is residential acreage and not for light/heavy industry. We see these guys pull out early morning and late night with flashing lights. It's not the area for this.</p>	125. Regarding comments related to the proposals 'fit' within the area please see response point 4.
78	Name & Address Withheld	<p>Objection</p> <p>Noise</p> <p>Property values decrease</p> <p>Aesthetics</p> <p>Increased risk of traffic accidents with increase of heavy vehicles in suburb.</p> <p>High number of children in suburb</p>	<p>126. Regarding comments related to noise please see response point 2.</p> <p>127. Regarding comments related to property values please see response point 1.</p> <p>128. Regarding comments related to traffic please see response point 9.</p>

79	Milos Djanis 7A Cranshaw Mews, ATWELL	<p>Objection</p> <p>It will just bring more traffic to Atwell. Don't get me wrong, the road works around Armadale road are great and are very much needed to get rid of some of the traffic that comes through and past Atwell. However if we build this transport depot, we're blocking ourselves on two fronts, Tapper road will be blocked up by two ends. Trucks and all sorts of machinery coming and going especially right next to a round-about.</p> <p>I just don't think it's smart.</p>	129. Regarding comments related to traffic please see response point 9.
80	Name & Address Withheld	<p>Objection</p> <p>Traffic issues</p>	130. Regarding comments related to traffic please see response point 9.
81	Name & Address Withheld	<p>Objection</p> <p>To close to residential area it will be too noisy and bring too much traffic into the area</p>	<p>131. Regarding comments related to traffic please see response point 9.</p> <p>132. Regarding comments related to noise please see response point 2.</p> <p>133. Regarding comments related to the proposals 'fit'</p>

			within the area please see response point 4.
82	Name & Address Withheld	<p>Objection</p> <p>Too close to residential area, will increase noise pollution and heavy vehicle traffic in the area. This should be in the Jandakot industrial area.</p>	<p>134. Regarding comments related to traffic please see response point 9.</p> <p>135. Regarding comments related to noise please see response point 2.</p> <p>136. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
83	Name & Address Withheld	<p>Objection</p> <p>Too close to houses and noise and excessive traffic</p>	<p>137. Regarding comments related to traffic please see response point 9.</p>

			<p>138. Regarding comments related to noise please see response point 2.</p> <p>139. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
84	Callan 6 Woolmore Cross, ATWELL	<p>Objection</p> <p>Business premises of these types should be kept to industrial areas as these are purpose built for exactly these types of businesses. Heavy vehicles travelling around suburban roads will only expedite damage to the roads and create noise issues.</p>	<p>140. Regarding comments related to traffic please see response point 9.</p> <p>141. Regarding comments related to noise please see response point 2.</p> <p>142. Regarding comments related to the proposals 'fit' within the area</p>

			please see response point 4.
85	Name & Address Withheld	<p>Objection</p> <p>The proposed location at 157 Beenyp Road is not suitable for a business operation such as vehicles Depot due to it being in close proximity to residential housing, walkways and school routes. Atwell is a residential suburb with certain estates built using environmental principles (such as Harvest Lakes). The developer and the Council have imposed strict guidelines in the past on the residents building new houses in the area - all to ensure the area stays clean, sustainable and environmentally-friendly. Those who chose to build a house in Atwell have complied with those guidelines and are doing their best to keep the area clean and livable. Allowing a Transport Depot to operate in close proximity to such residential areas (literally, next door) defeats the purpose and the principles on which the suburb was built. A large number of vehicles exiting and entering the property and passing through the area will not only create noise, pollution and disturbance to the residents, but will also create safety issues for locals who walk in the mornings and afternoons/evenings. To allow such operation would be against all the principles of sustainability and environmental care advocated by the developer and the Council when the area was originally established.</p>	<p>143. Regarding comments related to traffic please see response point 9.</p> <p>144. Regarding comments related to noise please see response point 2.</p> <p>145. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
86	Rebecca 6 Tiberius Rise, ATWELL	<p>Objection</p> <p>I am strongly opposed to this development. I am local resident and I believe that if this proposal goes ahead there will be increased noise levels for Atwell, increased congestion in an already congested location which is near to a school and park where children can be at risk from more traffic, and increased dust in the area. I believe it would also an aesthetic blight on the location which has undergone much change</p>	<p>146. Regarding comments related to traffic please see response point 9.</p> <p>147. Regarding</p>

		already with loss of trees and green due to the road works.	<p>comments related to noise please see response point 2.</p> <p>148. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
87	Name & Address Withheld	<p>Objection</p> <p>We are concerned about having large trucks so close to a residential area. The early hours, the noise and increased traffic.</p>	<p>149. Regarding comments related to noise please see response point 2.</p> <p>150. Regarding comments related to traffic please see response point 9.</p>
88	Name & Address Withheld	<p>Objection</p> <p>The owners oppose this application due to the following reasons:</p> <p>1. Industrial land use on a residential rural block - this means it's land use isn't</p>	<p>151. Regarding comments related to the proposals 'fit' within the area please see</p>

		<p>permissible and any acceptance could result in other land owners seeking similar approvals</p> <p>2. Traffic impact from around 80 vehicles coming and going or more as the operation expands.</p> <p>3. Environmental risk on the Jandakot water mound as industrial use isn't permitted</p> <p>The current industrial use of the land is a contravention of the planning laws - why has the council not proceeded direct to court?</p>	<p>response point 4.</p> <p>152. Regarding comments related to traffic please see response point 9.</p>
89	Name & Address Withheld	<p>Objection</p> <p>Concerns around heavy haulage vehicles using taper road roundabout causing additional flow of traffic and increased hazards to local residential roads and pedestrians. There are many children whom ride or walk to local schools. A transport depot in a residential area is not safe for the families who live nearby.</p>	<p>153. Regarding comments related to traffic please see response point 9.</p> <p>154. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
90	Name & Address Withheld	<p>Objection</p> <p>My concern is the amount of traffic and noise. Tapper Rd is already busy. The home owners already have the additional noise from the bridge and this will add more noise and also traffic on both Tapper and Armadale Rd. All of these changes are pushing residents out if a place we love to live with the nature and peaceful area. It's disappointing. There are also horses nearby. This could really change Atwell. The</p>	<p>155. Regarding comments related to noise please see response point 2.</p> <p>156. Regarding</p>

		location should be an industrial area, not a wetlands, stables, nature and peaceful place.	<p>comments related to traffic please see response point 9.</p> <p>157. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p>
91	Name & Address Withheld	<p>Objection</p> <p>The further increase to the traffic issues already faced on the Tapper road. The Tapper road is the main access link road to the numerous residences and also the Primary and senior High school sandwiched between the freeway and the Tapper road.</p>	158. Regarding comments related to traffic please see response point 9.
92	Mark McNeil 7 Concord Terrace, ATWELL	<p>Objection</p> <p>As this proposal is for transport and the after hours of business, I find it inappropriate in a quiet residential area.</p> <p>I do find it bizarre that it is being proposed and not squashed on its first application.</p> <p>I do hope the council looks after its rate paying households.</p>	159. Regarding comments related to the proposals 'fit' within the area please see response point 4.
93	Chris Elliot 133 Beenyup Road, ATWELL	<p>Objection</p> <ul style="list-style-type: none"> - Create too much noise within the area - Increase heavy vehicle traffic, therefore increase opportunity of accidents and 	160. Regarding comments related to the proposals 'fit'

		<p>potential serious injury</p> <ul style="list-style-type: none"> - Atwell is a family and residential community <u>not</u> an industrial area!!! - It is way too unsafe to consider this proposal!!! 	<p>within the area please see response point 4.</p> <p>161. Regarding comments related to noise please see response point 2.</p> <p>162. Regarding comments related to traffic please see response point 9.</p>
94	Joe Hughes Address Withheld	<p>Objection</p> <p>The location of 157 Beenyup Road is directly adjacent a residential neighbourhood. It is not a commercial or industrial area and should be treated as such.</p> <p>The number of vehicles heavy (9 tonne) trucks should not be in such close proximity of a residential neighbourhood.</p> <p>The times of operation is too early and too late.</p> <p>The fact that this is a retrospective application suggest they tried to get away with such activities without consideration of the people and neighbours around them.</p>	163. Regarding comments related to the proposals 'fit' within the area please see response point 4.
95	NM & BG Jones 4 Dulcet Link, ATWELL	<p>Non-Objection</p> <p>No Comment</p>	164. Noted

96	Glenda Wright 167 Beenyup Road, BANJUP	<p>Non-Objection</p> <p>Good neighbours, no problems.</p> <p>Very little noise, more than happy for this to go through</p>	165. Noted
97	Filipe Lino 285 Tapper Road, ATWELL	<p>Objection</p> <p>If the trucks are to use the route of Tapper Road, I do not see this to be appropriate; and therefore would object.</p> <p>Furthermore, the plan does not indicate if it is a 7 day a week or not, in which case noise on the early hours and on Sunday would also no be appropriate.</p>	<p>166. Regarding comments related to traffic please see response point 9.</p> <p>167. Regarding comments related to noise please see response point 2.</p>
98	Department of Planning, Lands and Heritage 140 William Street, PERTH	<p>Comment Only</p> <p>I write in regard to City's invitation for comment on proposed development of retrospective transport depot at Lot 7 (No. 157) Beenyup Road, Atwell. The following is noted:</p> <ul style="list-style-type: none"> • The subject land is zoned rural-water protection under the Metropolitan Region Scheme and zoned <i>Rural Living – Resource</i> under the City's planning scheme. • Lot 7 abuts Crown land reserved for parks and recreation to the north and the east. The Crown land is part of Bush Forever area 263. • The proposal of transport depot is retrospective and therefore, the development has been operating on site. <p>The transport depot is considered unlikely to have any detrimental effect on the</p>	168. Noted

		purposes of Parks and recreation of the abutting Crown land. Moreover, the development is not expected to undermine the conservation value of Bush Forever area. However, it is advised that the City consults the Department of Water and Environmental Regulations (DWER) regarding the retrospective development.	
99	Name & Address Withheld	<p>Objection</p> <ol style="list-style-type: none"> 1. The proposed site is Resource Zone with our precious underground water to protect. Introduction of such a commercial (possibly industrial) usage will have negative impact on the integrity of the Resource zoning. This is apparent with the increase in activities resulting in increase in sewage effluent discharging into the ground water. Pollution from vehicular movement, repairs and maintenance which will discharge toxic gas and liquid into the environment. 2. Permitting such usage tantamount to a "change of use" to the delicately protected Resource-rural residential zone with this "permissible" commercial use, will give rise to future application by other landowners/tenants to enhance the value of their land for personal gain at the expense of the zoning, environment and the neighbouring properties. 3. Being a rural residential area, residents expect a quiet serene neighbourhood. The business activities will bring along many strangers to the neighbourhood at peak hours and in the night. Many of us have young children and walking along Beenyp Road to the nearby bus-stops would be an added concern for the children when the permit is given. 4. Entrance to the site is only a few metres away from the Beenyp/Tapper Road circle. The introduction of 46 extra commercial vehicles plus trailers with loads will render the area accident prone. This is not even considering the workers personal vehicles which easily double the figures. Prior to this permit being approved, an increase in activities already noticeable with unfamiliar vehicles using private driveway 'surveying' the area. Increase in activities to the rear at the reserve with strangers taking photograph also noticed. The secondary entrance lined with traffic cones is an eyesore to the area for too long and 	<p>169. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p> <p>170. Regarding comments related to traffic please see response point 9.</p>

		talking about sympathetic to the environment.	
100	Peter Webb & Associates 2/19 York Street, SUBIACO (On behalf of six (6) residents)	Objection	171. Regarding comments related to traffic please see response point 9. 172. Regarding comments related to the proposals 'fit' within the area please see response point 4.

Dear Mr Harris

**SUBMISSION ON RETROSPECTIVE APPLICATION FOR TRANSPORT DEPOT (DA21/0009)
LOT 8 (#157) BEENYUP ROAD, BANJUP**

We thank the City of Cockburn for the opportunity to make a submission on the Retrospective Application for Transport Depot at Lot 8 (#157) Beenyup Road, Banjup (**Subject Land**).

Peter Webb & Associates (**PWA**) jointly acts for the following landowners in proximity to the Subject Land:

- Andrew & Renae Thelander - 179 Beenyup Road, Banjup
- Toni Garrigan - 193 Beenyup Road, Banjup
- Steven & Amy Rowett – 199 Beenyup Road, Banjup

Figure 1 below identifies the Subject Land and the land of the three owners that PWA acts for.




Figure 1: Aerial Photograph

		<p>Andrew & Renae Thelander are planning the construction of a new home on their land, and are quite concerned about the Retrospective Application for the Existing Transport Depot occurring from #157.</p> <p>Toni Garrigan's family has owned #193 Beenyp Road for nearly 50 years, since 1972.</p> <p>The Garrigan family has been subject to many amenity issues over the years during various activities occurring from the Subject Land. Sale of vehicles, vehicle servicing and other activities have occurred on the Subject Land over the years. An investigation on the extent of approved development and uses on the Subject Land has uncovered that there are no records for the existing mechanical workshop and sheds from 2001 to 2021 (20 years), but there seems to have been a gradual development of these buildings (and land use) during these years. A review of aerial photography during these years confirms this. We understand the City has written to the landowner over the years about various compliance issues, but it still appears this has not deterred the landowner from undertaking activities that are not approved.</p> <p>We are aware that there is a large floodlight on the largest shed on the Subject Land which comes on extremely early in the morning and at night, often until quite late. There is also very obvious vehicle traffic occurring, with some mornings commencing shortly after 4:00am which appear to be associated with the operations occurring on the Subject Land. This has caused surrounding landowners (particularly the Garrigan's and Rowett's) to be woken at early hours, and this is an amenity issue that has gone long unaddressed. Quite often, these landowners have been woken and have observed the vehicle traffic, vehicle headlights and the large floodlight on the Subject Land.</p> <p>This submission is an OBJECTION to the Application for Retrospective Transport Depot based on the following detailed submissions:</p> <p>ZONING & LAND USE SUITABILITY:</p> <p>We have carefully reviewed the City of Cockburn's Local Planning Scheme No. 3 (LPS3) and worked our way through the land use permissibility issues in relation to the retrospective application for the Transport Depot. This is outlined in the following paragraphs in this section.</p> <p>Under LPS 3, the Subject Land is zoned "Resource" which has a key objective in LPS3 "to provide for the protection of the Perth Metropolitan underground water resource..."</p> <p>Clearly, all development and use of land should align with that objective, and as a result, very limited development and use should occur within this zone. A cautious approach to development and use should occur in the "Resource" zone.</p> <p>The Subject Land is immediately adjacent to a Metropolitan Region Scheme (MRS) Reserve for "Parks & Recreation" and "Water Catchment" and abuts registered Bush Forever sites located to the north and east (rear). Again, the context of this is important.</p> <p>We understand that the Subject Land is within the Priority 2 (P2) Water Protection area.</p> <p>Priority 2 (P2) areas are defined and managed to maintain or improve the quality of the drinking water source with the objective of <i>risk minimisation</i>. P2 areas occur within PDWSAs where the land is zoned rural and the risks need to be minimised. Low levels of development consistent with the rural zoning are considered appropriate (generally with conditions) in P2 areas. Therefore, use and development consistent with rural zoning (i.e. single dwellings and rural pursuits) are considered appropriate.</p> <p>The proposed "Transport Depot" use is an industrial use / activity, and generally is not appropriate in an rural environment, and much less in a "Resource" zone.</p> <p>Upon reviewing Table 1 - Zoning Table of LPS3, Land Uses for the "Resource" zone are not listed, and instead refers to "Note 1" under the Zoning Table.</p> <p>(Interestingly, the "Transport Depot" use is listed in the Zoning Table under the Category Heading "Industrial Uses". It should be noted that the "Transport Depot" use is "X" (Not Permitted) in all zones except for the "Light & Service Industry" zone and "Industry" zone. Transport Depot is "X"</p>	
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		<p>(Not Permitted) in the "Rural" zone and the "Rural Living" zone (for obvious reasons). Therefore, the "Transport Depot" use that the applicant is operating should normally be operating from Industrial zoned land and should not be permitted to operate within a rural environment, and much less in a "Resource" zone.)</p> <p>"Note 1" under the Zoning Table of LPS3 states that: "Development and use of land is to be in accordance with:</p> <p>(ii) Statement of Planning Policy 2.3 – Jandakot Groundwater Protection Policy gazetted on 12 June 1988."</p> <p>The objectives of State Planning Policy 2.3 (SPP2.3) are:</p> <ul style="list-style-type: none"> • To ensure that all development and changes to land use within the policy area are compatible with maximising the long-term protection and management of groundwater, in particular for public drinking water supply; • To protect groundwater quality and quantity in the policy area in order to maintain the ecological integrity of important wetlands that are hydraulically connected to that groundwater, including wetlands outside the policy area; • To prevent, minimise, and manage in defined locations development and land uses that may result in contamination of groundwater; and • To maintain or increase natural vegetation cover over the policy area. <p>Clause 3.4.2 (b) of LPS3 states: "If a person proposes to carry out any use that is not specifically mentioned in the (b) Land Use Suitability – Table 1 contained in SPP2.3 – Jandakot Groundwater Protection Policy which applies to the permissibility of use and development of land in the Resource Zone, and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category in the Table, the use is not permitted." (Emphasis added).</p> <p>SPP2.3 has a reference note stating: "Reference to the Land Use Suitability – Table 1 of State Planning Policy 2.3 in local planning schemes should be interpreted as reference to Water quality protection note 25: Land use compatibility tables for public drinking water source areas until such time as the scheme is amended."</p> <p>Upon referring to the Land Use Compatibility Tables in the Water Quality Protection Note 25 (WQPN25), it is noted that a "Transport Depot" land use is not listed in the Table. Therefore, using the words stated under Clause 3.4.2 of LPS3, where the use is not specifically mentioned in the Table..... it is not permitted.</p> <p>So using the language of LPS3, the City should not even be considering this application, because as the Transport Depot use not listed in the Land Use Compatibility Table, the use is not permitted.</p> <p>To reinforce this point, and perhaps, this is the key component of this submission, Clause 4.10.11 "Resource Zone" of LPS 3 at part (e) states:</p> <p><i>"Any use which is not provided for in Statement of Planning Policy No. 2.1 - Peel-Harvey Coastal Plain Catchment Policy or included in Table 1 of Statement of Planning Policy No. 2.3 - Jandakot Groundwater Protection Policy is not permitted 'X' in the Resource Zone."</i> (Emphasis is kept as per the LPS3 document. This appears to emphasise the point that uses that are not provided for, should be refused).</p> <p>As described above, the "Transport Depot" use is not provided for in SPP2.3 or the WQPN25 which is referenced as being the working Land Use Suitability Table for the purposes of SPP2.3.</p> <p><u>So using the very express language of LPS3 at Clause 4.10.11 – as the Transport Depot is not a use provided for in either SPP2.3 or WQPN25, the use is not permitted.</u></p> <p>However, if the City DOES consider that the application warrants some assessment, and considers a similar type, class of any other use category in the Table as Clause 3.4.2 of LPS3</p>	
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		<p>describes, it is possible for the City to consider a similar use that is listed in WQPN25, at least for guidance on the issues.</p> <p>It may be possible to connect a "Works Depot (p)" use described in WQPN25, to the proposed Transport Depot.</p> <p>"Works Depot" is defined in the Explanatory Notes of WQPN 25 against letter (p) as: "permanent or temporary depot for a range of works which may include (but is not limited to) municipal, road, construction of infrastructure projects."</p> <p>It is considered that the proposed (Transport Depot) use of the land (for a traffic management company associated with construction and road projects) could align with this type of class/activity, and is probably the closest match to Transport Depot, at least for assessment purposes.</p> <p>A Works Depot (p) use is noted to be Incompatible in the P2 area, and therefore, even if the City progress to consideration of the application, the City should arrive at a position to refuse this application, because it is deemed to be Incompatible.</p> <p>The term "Incompatible" is defined in WQPN as: "Land uses and activities that are shown as incompatible are considered to pose an unacceptable contamination risk to water quality within the applicable priority area and will not be supported by the Department of Water (unless the Special circumstances described on the previous page apply). Applications for these land uses should be refused by decision-making authorities, or referred to the Department of Water for advice if it is likely that they will be approved."</p> <p>Therefore, <i>Incompatible</i> land uses and activities should not be permitted. Clearly, this type of use poses an unacceptable risk to water quality. It is also noted that the site has in the past been used for servicing of vehicles and may have already contaminated the site. The Applicant's planning report also states, "No significant servicing of vehicles will occur on the site." (Emphasis added) which indicates there may be some servicing occurring. Again, this is something that should be avoided in the "Resource" zone. Therefore, there should be no question that this application should be refused, and the City should direct the business to cease operation.</p> <p>The City should also note that other similar uses in the Table in WQPN25 such as "Car Park Only" (not associated with another land use) is also incompatible in the P2 area. So, even a car park for the parking of vehicles is deemed to be incompatible in a P2 area.</p> <p>It is also noted that the City could refer the application to the Department of Water and Environment Regulation (DWER) for specific comments/recommendation, and we understand the City has done so. We look forward to learning what DWER has advised with respect to this application.</p> <p>Based on our careful review of the Land Use Suitability of the Transport Depot use, in either scenario, the City should arrive at a position to refuse the application, because either the Land Use is Incompatible or is otherwise deemed to be Not Permitted having regard to Clause 4.10.11 of LPS3.</p> <p>OTHER PLANNING ISSUES:</p> <p>Aims of LPS 3:</p> <p>The City's LPS3 sets out two Aims of the Scheme at Clause 1.6 of LPS3. The aims of the Scheme (LPS3) are to:</p> <ol style="list-style-type: none"> ensure that development and the use of land within the district complies with accepted standards and practices for public amenity and convenience; ensure that the future development and use of land within the district occurs in an orderly and proper way so that the quality of life enjoyed by its inhabitants is not jeopardised by poor planning, unacceptable development and the incompatible use of land. <p>So administering the Scheme in assessing and considering the application, the City should keep in mind that use of the land should comply with accepted standards laid down in the planning framework, referenced above.</p>	
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		<p>Orderly and proper planning is also referenced as a key Aim to ensure the quality of life of inhabitants is not jeopardised by poor planning, unacceptable development and the incompatible use of land (which in our view, the subject application is).</p> <p>The proposed application does not accord with the Aims of the Scheme.</p> <p>Bushfire Prone Areas:</p> <p>In accordance with the Department of Fire and Emergency Services mapping, the Subject Land in its entirety is identified as being 'bushfire prone'. Refer Figure 2 below.</p>  <p>Figure 2: Aerial Photo with Bushfire Prone Area overlay</p> <p>Therefore, the requirements of <i>State Planning Policy 3.7: Planning in Bushfire Prone Areas</i> (SPP 3.7) apply to the proposed application. The objectives of SPP 3.7 are:</p> <ul style="list-style-type: none"> • Avoid any increase in the threat of bushfire to people, property and infrastructure. The preservation of life and the management of bushfire impact are paramount. • Reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making at all stages of the planning and development process. • Ensure that higher order strategic planning documents, strategic planning proposals, subdivision and development applications take into account bushfire protection requirements and include specified bushfire protection measures. • Achieve an appropriate balance between bushfire risk management measures and, biodiversity conservation values, environmental protection and biodiversity management and landscape amenity, with consideration of the potential impacts of climate change. <p>The Applicant's application does not reference the submission of a Bushfire Management Plan (BMP) or Bushfire Attack Level (BAL) Assessment and appears to be deficient in this regard. The additional use of land without a BMP should be refused.</p> <p>Local Planning Policy 2.5 (LPP2.5) Building Envelopes:</p> <p>Building Envelopes are used in the Resource Zone to guide and contain development on a lot so that vegetation and wetlands are protected from clearing and development. They are also used for separating dwellings and buildings on lots for the purpose of achieving a high degree of amenity.</p> <p>The Policy Statement of LPP2.5 states that, "The area of the modified building envelope is similar in size to the original building but should in any event not exceed 3000m²."</p> <p>The existing buildings, hardstand area, car parking and use of the land is in excess of 9000m², being 3x the policy requirement to limit development on Resource zoned land.</p> <p>This significantly departs from the intention of policy, and is yet another reason that this application should be refused.</p>	
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		<p>Having driven along roads in the immediate locality, there does not appear to be any other commercial or industrial operation occurring in the area. Therefore, particularly on Beenyp Road within the Resource zone area, the area should be characterised as a rural environment.</p> <p>Having characterised the existing amenity of the area, it is now appropriate to consider the likely future character and amenity of the area.</p> <p>In terms of likely future character and amenity, it is submitted that the likely future character of the area will be dictated by the planning framework that exists and that will likely persist in future. The Resource zone and associated state planning policy and water quality protection documentation is the predominant planning framework that guides development and land use. Reviewing the land use suitability in the relevant documentation, it is noted that the Resource zone would only be used for a very small (compatible) range of uses other than single dwellings and rural pursuits. All Industrial activities in the Land Use Suitability table are deemed to be incompatible, and therefore, the likely future character of the amenity is likely to be aligned with the intent of this planning framework.</p> <p>For these reasons, it is expected that the immediate locality, located in the Resource zone, will continue to be only used for single dwellings and a range of compatible rural pursuits, all of which are considered complementary to amenity considerations of a rural environment. Clearly, in these circumstances, a Transport Depot goes 'against the grain' in terms of amenity consideration, particularly on the basis of traffic movements over a long period of the day and night (early morning commencing 4am), storage of vehicles, and possibly, servicing of vehicles. As an industrial land use, it does not align with the likely future character or amenity of the locality.</p> <p>Given the operation of the Transport Depot and resulting impacts, it is submitted that the Transport Depot is not consistent with the existing or future amenity of the locality, and on this basis, it fails the test of Clause 67(m) and (n) of the Deemed Provisions.</p> <p>This is yet another reason that the application should be refused.</p> <p>CONCLUSION:</p> <p>Based on our assessment with respect to Land Use Suitability, and the very express clauses of LPS3, the application for the Retrospective Transport Depot at 157 Beenyp Road, Banjup (DA21/0009) should be refused by the City of Cockburn. The Application also appears deficient in a number of policy areas.</p> <p>The amenity and traffic issues associated with the existing / proposed operations are concerning, and none of these are addressed in the application.</p> <p>We thank the City for the opportunity to make a submission on this application on behalf of A&R Thelander, T Garrigan and S&A Rowett, and we look forward to learning whether the City's planning staff share our concerns. We will attend a Council Meeting for determination on this matter, should the application get to that point and if required, give a deputation to Councillors.</p> <p>It would be appreciated if you could keep us apprised of the progress of this application, including when/if the matter will be considered by Council.</p>	
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Dear Mr Harris

**SUBMISSION ON RETROSPECTIVE APPLICATION FOR TRANSPORT DEPOT (DA21/0009)
LOT 8 (#157) BEENYUP ROAD, BANJUP**

We thank the City of Cockburn for the opportunity to make a submission on the Retrospective Application for Transport Depot at Lot 8 (#157) Beenyup Road, Banjup (**Subject Land**).

Peter Webb & Associates (**PWA**) jointly acts for the following landowners in proximity to the Subject Land (in addition to the other three landowners the subject of our previous submission):

- David & Katrina Walton – 201 Beenyup Road, Banjup
- Kim Cameron - 205 Beenyup Road, Banjup
- Rocco & Kelly Mazzone – 147 Gibbs Road (cnr Beenyup Road), Banjup


Figure 1 below identifies the Subject Land and the land of the three owners that PWA acts for.



Figure 1: Aerial Photograph

		<p>PWA has been engaged by at least six (6) landowners in the Beenyup Road precinct to object to the application on the Subject Land.</p> <p>This submission is an OBJECTION to the Application for Retrospective Transport Depot based on the following detailed submissions:</p> <p>ZONING & LAND USE SUITABILITY:</p> <p>We have carefully reviewed the City of Cockburn's Local Planning Scheme No. 3 (LPS3) and worked our way through the land use permissibility issues in relation to the retrospective application for the Transport Depot. This is outlined in the following paragraphs in this section.</p> <p>Under LPS 3, the Subject Land is zoned "Resource" which has a key objective in LPS3 "to provide for the protection of the Perth Metropolitan underground water resource..."</p> <p>Clearly, all development and use of land should align with that objective, and as a result, very limited development and use should occur within this zone. A cautious approach to development and use should occur in the "Resource" zone.</p> <p>The Subject Land is immediately adjacent to a Metropolitan Region Scheme (MRS) Reserve for "Parks & Recreation" and "Water Catchment" and abuts registered Bush Forever sites located to the north and east (rear). Again, the context of this is important.</p> <p>We understand that the Subject Land is within the Priority 2 (P2) Water Protection area.</p> <p>Priority 2 (P2) areas are defined and managed to maintain or improve the quality of the drinking water source with the objective of <i>risk minimisation</i>. P2 areas occur within PDWSAs where the land is zoned rural and the risks need to be minimised. Low levels of development consistent with the rural zoning are considered appropriate (generally with conditions) in P2 areas. Therefore, use and development consistent with rural zoning (i.e. single dwellings and rural pursuits) are considered appropriate.</p> <p>The proposed "Transport Depot" use is an industrial use / activity, and generally is not appropriate in a rural environment, and much less in a "Resource" zone.</p> <p>Upon reviewing Table 1 - Zoning Table of LPS3, Land Uses for the "Resource" zone are not listed, and instead refers to "Note 1" under the Zoning Table.</p> <p>(Interestingly, the "Transport Depot" use is listed in the Zoning Table under the Category Heading "Industrial Uses". It should be noted that the "Transport Depot" use is "X" (Not Permitted) in all zones except for the "Light & Service Industry" zone and "Industry" zone. Transport Depot is "X" (Not Permitted) in the "Rural" zone and the "Rural Living" zone (for obvious reasons). Therefore, the "Transport Depot" use that the applicant is operating should normally be operating from industrial zoned land and should not be permitted to operate within a rural environment, and much less in a "Resource" zone.)</p> <p>"Note 1" under the Zoning Table of LPS3 states that: "Development and use of land is to be in accordance with:</p> <p>(ii) <i>Statement of Planning Policy 2.3 – Jandakot Groundwater Protection Policy gazetted on 12 June 1988."</i></p> <p>The objectives of State Planning Policy 2.3 (SPP2.3) are:</p> <ul style="list-style-type: none"> • To ensure that all development and changes to land use within the policy area are compatible with maximising the long-term protection and management of groundwater, in particular for public drinking water supply; • To protect groundwater quality and quantity in the policy area in order to maintain the ecological integrity of important wetlands that are hydraulically connected to that groundwater, including wetlands outside the policy area; • To prevent, minimise, and manage in defined locations development and land uses that may result in contamination of groundwater; and • To maintain or increase natural vegetation cover over the policy area. 	
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		<p>Clause 3.4.2 (b) of LPS3 states: "If a person proposes to carry out any use that is not specifically mentioned in the (b) Land Use Suitability – Table 1 contained in SPP2.3 – Jandakot Groundwater Protection Policy which applies to the permissibility of use and development of land in the Resource Zone, and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category in the Table, the use is not permitted." (Emphasis added).</p> <p>SPP2.3 has a reference note stating: "Reference to the Land Use Suitability – Table 1 of State Planning Policy 2.3 in local planning schemes should be interpreted as reference to Water quality protection note 25: Land use compatibility tables for public drinking water source areas until such time as the scheme is amended."</p> <p>Upon referring to the Land Use Compatibility Tables in the Water Quality Protection Note 25 (WQPN25), it is noted that a "Transport Depot" land use is not listed in the Table. Therefore, using the words stated under Clause 3.4.2 of LPS3, where the use is not specifically mentioned in the Table..... it is not permitted.</p> <p>So using the language of LPS3, the City should not even be considering this application, because as the Transport Depot use not listed in the Land Use Compatibility Table, the use is not permitted.</p> <p>To reinforce this point, and perhaps, this is the key component of this submission, Clause 4.10.11 "Resource Zone" of LPS 3 at part (e) states:</p> <p><i>"Any use which is not provided for in Statement of Planning Policy No. 2.1 - Peel-Harvey Coastal Plain Catchment Policy or included in Table 1 of Statement of Planning Policy No. 2.3 - Jandakot Groundwater Protection Policy is not permitted 'X' in the Resource Zone."</i> (Emphasis is kept as per the LPS3 document. This appears to emphasise the point that uses that are not provided for, should be refused).</p> <p>As described above, the "Transport Depot" use is not provided for in SPP2.3 or the WQPN25 which is referenced as being the working Land Use Suitability Table for the purposes of SPP2.3.</p> <p><u>So using the very express language of LPS3 at Clause 4.10.11 – as the Transport Depot is not a use provided for in either SPP2.3 or WQPN25, the use is not permitted.</u></p> <p>However, if the City DOES consider that the application warrants some assessment, and considers a similar type, class of any other use category in the Table as Clause 3.4.2 of LPS3 describes, it is possible for the City to consider a similar use that is listed in WQPN25, at least for guidance on the issues.</p> <p>It may be possible to connect a "Works Depot (p)" use described in WQPN25, to the proposed Transport Depot.</p> <p>"Works Depot" is defined in the Explanatory Notes of WQPN 25 against letter (p) as: "permanent or temporary depot for a range of works which may include (but is not limited to) municipal, road, construction of infrastructure projects."</p> <p>It is considered that the proposed (Transport Depot) use of the land (for a traffic management company associated with construction and road projects) could align with this type of class/activity, and is probably the closest match to Transport Depot, at least for assessment purposes.</p> <p>A Works Depot (p) use is noted to be Incompatible in the P2 area, and therefore, even if the City progress to consideration of the application, the City should arrive at a position to refuse this application, because it is deemed to be Incompatible.</p> <p>The term "Incompatible" is defined in WQPN as: "Land uses and activities that are shown as incompatible are considered to pose an unacceptable contamination risk to water quality within the applicable priority area and will not be supported by the Department of Water (unless the Special circumstances described on the previous page apply). Applications for these land uses should be refused by decision-making authorities, or referred to the Department of Water for advice if it is likely that they will be approved."</p> <p>Therefore, Incompatible land uses and activities should not be permitted. Clearly, this type of use poses an unacceptable risk to water quality. It is also noted that the site has in the past been used</p>	
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		<p>for servicing of vehicles and may have already contaminated the site. The Applicant's planning report also states, "<i>No significant servicing of vehicles will occur on the site.</i>" (Emphasis added) which indicates there may be some servicing occurring. Again, this is something that should be avoided in the "Resource" zone. Therefore, there should be no question that this application should be refused, and the City should direct the business to cease operation.</p> <p>The City should also note that other similar uses in the Table in WQPN25 such as "Car Park Only" (not associated with another land use) is also incompatible in the P2 area. So, even a car park for the parking of vehicles is deemed to be incompatible in a P2 area.</p> <p>It is also noted that the City could refer the application to the Department of Water and Environment Regulation (DWER) for specific comments/recommendation, and we understand the City has done so. We look forward to learning what DWER has advised with respect to this application.</p> <p>Based on our careful review of the Land Use Suitability of the Transport Depot use, in either scenario, the City should arrive at a position to refuse the application, because either the Land Use is Incompatible or is otherwise deemed to be Not Permitted having regard to Clause 4.10.11 of LPS3.</p> <p>OTHER PLANNING ISSUES:</p> <p>Aims of LPS 3:</p> <p>The City's LPS3 sets out two Aims of the Scheme at Clause 1.6 of LPS3. The aims of the Scheme (LPS3) are to:</p> <ol style="list-style-type: none"> <i>ensure that development and the use of land within the district complies with accepted standards and practices for public amenity and convenience;</i> <i>ensure that the future development and use of land within the district occurs in an orderly and proper way so that the quality of life enjoyed by its inhabitants is not jeopardised by poor planning, unacceptable development and the incompatible use of land.</i> <p>So administering the Scheme in assessing and considering the application, the City should keep in mind that use of the land should comply with accepted standards laid down in the planning framework, referenced above.</p> <p>Orderly and proper planning is also referenced as a key Aim to ensure the quality of life of inhabitants is not jeopardised by poor planning, unacceptable development and the incompatible use of land (which in our view, the subject application is).</p> <p>The proposed application does not accord with the Aims of the Scheme.</p> <p>Bushfire Prone Areas:</p> <p>In accordance with the Department of Fire and Emergency Services mapping, the Subject Land in its entirety is identified as being 'bushfire prone'. Refer Figure 2 below.</p>  <p>Figure 2: Aerial Photo with Bushfire Prone Area overlay</p>	
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		<p>Therefore, the requirements of <i>State Planning Policy 3.7: Planning in Bushfire Prone Areas</i> (SPP 3.7) apply to the proposed application. The objectives of SPP 3.7 are:</p> <ul style="list-style-type: none"> • <i>Avoid any increase in the threat of bushfire to people, property and infrastructure. The preservation of life and the management of bushfire impact are paramount.</i> • <i>Reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making at all stages of the planning and development process.</i> • <i>Ensure that higher order strategic planning documents, strategic planning proposals, subdivision and development applications take into account bushfire protection requirements and include specified bushfire protection measures.</i> • <i>Achieve an appropriate balance between bushfire risk management measures and, biodiversity conservation values, environmental protection and biodiversity management and landscape amenity, with consideration of the potential impacts of climate change.</i> <p>The Applicant's application does not reference the submission of a Bushfire Management Plan (BMP) or Bushfire Attack Level (BAL) Assessment and appears to be deficient in this regard. The additional use of land without a BMP should be refused.</p> <p>Local Planning Policy 2.5 (LPP2.5) Building Envelopes:</p> <p>Building Envelopes are used in the Resource Zone to guide and contain development on a lot so that vegetation and wetlands are protected from clearing and development. They are also used for separating dwellings and buildings on lots for the purpose of achieving a high degree of amenity.</p> <p>The Policy Statement of LPP2.5 states that, "<i>The area of the modified building envelope is similar in size to the original building but should in any event not exceed 3000m².</i>"</p> <p>The existing buildings, hardstand area, car parking and use of the land is in excess of 9000m², being 3x the policy requirement to limit development on Resource zoned land.</p> <p>This significantly departs from the intention of policy, and is yet another reason that this application should be refused.</p> <p>Local Planning Policy 5.3 (LPP5.3) Control Measures for Protecting Water Resources in Receiving Environments:</p> <p>The purpose of <i>LPP 5.3: Control Measures for Protecting Water Resources in Receiving Environments</i> (LPP 5.3) is to ensure drainage generated from development can be controlled through best practices water sensitive urban design to protect water resources in receiving environments.</p> <p>The applicant's application has not referenced a local water management strategy to support the proposed use of the land. Therefore, the applicant's application appears to be deficient in this regard and does not comply with this local planning policy.</p> <p>Traffic Impacts:</p> <p>Based on the number of traffic movements proposed to the Subject Land, the Transport Depot use is anticipated to significantly increase the number of vehicle trips that would have ordinarily occurred for the rural site, and therefore, a Traffic Impact Statement (TIS) should have been prepared in support of the application in accordance with the <i>WAPC Transport Impact Assessment Guidelines Vol 4 – Individual Developments</i>.</p> <p>The application does not reference the provision of a TIS, and appears to be deficient in this regard. Further, it appears that vehicles associated with the operations on the Subject Land are accessing the driveway closest to the roundabout on Beenyup Road, which has not been assessed in a TIS either. This is a safety issue.</p> <p>AMENITY ISSUES:</p> <p>In addition to the land use suitability and policy issues discussed above, this application has the ability to compromise the amenity enjoyed (or expected to be enjoyed) in a Resource (rural) environment.</p>	
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		<p>CONCLUSION:</p> <p>Based on our assessment with respect to Land Use Suitability, and the very express clauses of LPS3, the application for the Retrospective Transport Depot at 157 Beenyp Road, Banjup (DA21/0009) should be refused by the City of Cockburn. The Application also appears deficient in a number of policy areas.</p> <p>The amenity and traffic issues associated with the existing / proposed operations are concerning, and none of these are addressed in the application.</p> <p>We thank the City for the opportunity to make this objection submission on behalf of D&K Walton, K Cameron and R&K Mazzone who are (additional) concerned landowners in proximity to the Subject Land.</p> <p>It is clear to us that there is a strong community position for the application to be refused.</p> <p>It would be appreciated if you could keep us apprised of the progress of this application, including when/if the matter will be considered by Council.</p>	
101	Arthur Lee 5 Pacific Avenue, ATWELL	<p>Objection</p> <p>I believe this proposal could have well in excess of a 100 plus vehicle movements a day. (46 + vehicles)</p> <p>The proposal goes against councils zoning for the BANJUP area and the impact of commercial vehicles in this residential/rural setting is unwarranted.</p>	<p>173. Regarding comments related to the proposals 'fit' within the area please see response point 4.</p> <p>174. Regarding comments related to traffic please see response point 9.</p>
102	Jean-Jacques Harel 275 Tapper Road, ATWELL	<p>Objection</p> <p>I am very concerned about the noise and the traffic at the 4am start which is in the middle of the night.</p>	<p>175. Regarding comments related to noise please</p>

			<p>see response point 2.</p> <p>176. Regarding comments related to traffic please see response point 9.</p>
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13.3 Development Application - DA21/0093 - Lot 197 (9) Cocos Drive, Bibra Lake - Proposed Industry General (Licensed) - Liquid Waste Treatment Plant

Author(s)	L Harris
Attachments	<ol style="list-style-type: none"> 1. Locality Plan ↓ 2. Applicant Report ↓ 3. Additional Support information from Applicant ↓ 4. Plans Bundle ↓ 5. Odour Report ↓ 6. Noise Assessment ↓ 7. Traffic Impact Statement ↓ 8. Waste Volumes ↓ 9. Emergency Response Plan ↓ 10. Evacuation Plan ↓ 11. Hazmat Plan ↓ 12. Schedule of Submissions ↓
Location	Lot 196 (9) Cocos Drive, Bibra Lake
Owner	Berrimel Pty Ltd
Applicant	Glen McLeod Legal
Application Reference	DA21/0093

RECOMMENDATION

That Council:

- (1) APPROVES the application for a proposed Industry – General (Licensed) (Liquid Waste Treatment Plant) at Lot 197 (9) Cocos Drive, Bibra Lake, subject to the following conditions and footnotes:

Conditions

1. The development must be carried out in accordance with the details of this application as approved herein, and any approved plan.
2. All stormwater must be contained and disposed of on-site, to the satisfaction of the City of Cockburn.
3. The car parking areas, access ways and landscaping located in front of the building shall be maintained to the satisfaction of the City and shall not to be used for storage of any type.
4. Prior to the commencement of the use hereby approved, the parking bay/s, driveway/s and points of ingress and egress shall be sealed, kerbed, drained, line marked and made available for use in accordance with the approved plans.
5. A maximum of seven (7) employees are permitted to attend the site at any one time.
6. Prior to the commencement of the use hereby approved an odour management plan shall be prepared to the satisfaction of the City of

Cockburn and the Department of Water and Environmental Regulation. The odour management plan shall thereafter be implemented in perpetuity to the satisfaction of the City on advice from DWER. The OMP shall formalise the procedures, triggers and corrective actions described in the supplemental information report and is to include complaint management procedures and regularly scheduled maintenance checks on the integrity of infrastructure involved in the activated carbon operation.

7. If odour is detected at adjacent premises and is deemed to be a nuisance by the City, then any process, equipment and/or activities that are causing the odour nuisance shall be stopped until the process, equipment and or activity has been altered to prevent the odour to the satisfaction of the City.
8. A noise management plan is to be provided to the City for approval and maintained thereafter to the satisfaction of the City of Cockburn.

Footnotes

- a) This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health and engineering requirements of the City, or with any requirements of the City of Cockburn Town Planning Scheme No. 3, or with the requirements of any external agency.
- b) In regards to condition 9; If noise is detected at adjacent premises and is deemed to be a nuisance by the City, then any process, equipment and/or activities that are causing the noise nuisance shall be stopped until the process, equipment and or activity has been altered to prevent the noise to the satisfaction of the City.
- c) The development shall comply with the requirements of the Building Code of Australia.
- d) Regarding Condition 6, the applicant is advised that the odour management plan must reflect the control and management measures contained within the odour report Ref: M7750 M02 9 Cocos Dr Odour Rev 0 and dated 29 April 2021.
- e) Construction works to be contained within construction site boundary, ensuring no building material is placed within the rail reserve boundary (e.g. stockpiled earth, concrete, sheet metal, cables, insulation, other materials).
- f) No parking of construction equipment (e.g. front end loader, excavator, dozer, dump trucks, bobcats, utilities, other equipment) is permitted on rail reserve land at any time during construction works.
- g) Should the developer require access across the rail reserve to enable construction works, this requires a separate application for approval.
- h) No services (water, electricity, fibre optic, gas, other) to/ from the subdivision are to be run across the rail reserve, either above or below ground.
- i) No drainage or water runoff from construction works is permitted onto rail reserve land. All water runoff is to be contained on the site during construction and operational phases.

- j) During construction and any earthworks activities, PTA recommends dust suppression methods (i.e. watering down) are deployed to prevent airborne dust from being released to atmosphere that may affect rail operations (prevailing wind direction dependent).
 - k) The lot boundaries must be fenced by the developer to prevent access onto the rail reserve boundary (1.8 metres high); and
- (2) NOTIFY the proponent and all submitters of the decision of Council

Background

The subject site is 7,133m² in area and is bounded by industrial development on the east and west, Cocos Drive to the south, and a rail reserve to the north. The subject site is currently in an improved state and contains a portion of hardstand and an existing warehouse structure.

Historically, the site was approved for an Industrial Warehouse, issued in 2002, and is surrounded by other industrial and warehouse style developments.

The registered proprietor of the subject site at 9 Cocos Drive in Bibra Lake is Berrimel Pty Ltd (the landlord). The applicant (Controlled Waste Disposals Pty Ltd) has leased the site from the landlord.

The applicant currently operates a liquid waste facility at 107 Garling Street O'Connor (City of Fremantle). Given the existing operations are within the City of Fremantle the City of Cockburn does not have records for the previous approval(s). This is however discussed below in more detail.

The applicant has secured an alternative location for the facility and is now looking to progress obtaining the relevant environmental and planning approvals for the proposed relocation of the existing premises, i.e. from 107 Garling Street O'Connor (City of Fremantle) to 9 Cocos Drive in Bibra Lake (the subject site).

Under Schedule 1 of the *Environmental Protection Regulations 1987 (EP Regulations)*, waste facilities are generally described as prescribed premises subject to production or design capacity thresholds. As such, the EP Act requires a works approval to be obtained from *Department of Water and Environmental Regulation* ('DWER') before constructing the prescribed premises and a licence is required to operate the premises.

The applicant is therefore applying [separately] to DWER for a works approval to construct, commission and operate (time-limited operations) a waste facility as outlined in the below table:

#	Category	Description	Production or design capacity
61	Liquid waste facility	Premises on which liquid waste produced on other premises (other than sewerage waste) is stored, reprocessed, treated or irrigated.	41,000 tonnes per year
61A	Solid waste facility	Premises on which solid waste produced on other premises is stored, reprocessed, treated, or discharged onto land.	5,000 tonnes per year
57	Used tyre storage (general)	Premises (other than premises within category 56) on which used tyres are stored	500 tyres

The subject site within the City of Cockburn is zoned 'industrial' under the City of Cockburn Town Planning Scheme No. 3 (TPS3). Liquid/ solid waste facilities regulated by DWER are defined as 'Industry – general (licensed)' land use (in 'Planning') which is a discretionary ('D') land use in the TPS3 Zoning Table. This means that the use is not permitted (in 'Planning') unless the City has exercised its discretion by granting planning approval.

At a meeting held in September 1996 Council considered a proposal for liquid waste on the subject site. This was however under a previous scheme namely the City of Cockburn Town Planning Scheme No. 2, which did not provide an 'industry – general (licensed)' use rather the relevant use at the time that was applied was 'industry – noxious' which was an 'X' use (not permitted).

It is important not to misunderstand this key difference. Since 20 December 2002 TPS3 (the scheme post TPS2) has been introduced this provides a new 'use' being 'industry – general (licensed)'. Noting, this use was not an option under the 1996 application and hence council refused the previous application for liquid waste. Council's refusal of the previous application was only in relation to the then permissibility which is no longer a relevant factor for the reasons listed above.

This application is therefore for the 'planning' approval leaving the above details within the above table for separate approval from DWER.

The applicant has operated a liquid waste facility at 107 Garling Street since 2013 as Fremantle Plumbing Services Pty Ltd. The facility accepts, stores and treats a broad range of bulk and packaged liquid wastes produced by industry and commercial sectors.

The current facility (in the City of Freemantle) is regulated by DWER under *Part V, Division 3 of the Environmental Protection Act 1986* (EP Act) as a Category 61: Liquid Waste Facility, and Fremantle Plumbing Services holds Licence L8730/2013/1 for the operation of the facility. The licence was granted in March 2013 and last updated in June 2020; the licence expires in March 2022.

Between November 2015 and June 2018, DWER received 211 complaints regarding odour from the City of Freemantle facility. After investigation, DWER issued an Environmental Protection Notice (EPN) to the applicant under section 65 of the EP Act requiring Fremantle Plumbing Services to take action to prevent the emission of unreasonable odours from the facility. In response, the applicant submitted a Remediation Plan (Strategen 2018), which was approved by DWER.

After implementation of the Remediation Plan, the number of odour complaints reduced significantly. Since March 2018, DWER has received only seven complaints regarding odour from the facility (DWER 2020).

This implies that the applicant has, in the past been non-compliant [at a particular point in time] with their operations [in the City of Freemantle]. They have however seemed to adjust their practices [at their City of Freemantle site] to reduce their impact on surrounding premises. What this also highlights is that 'the system' (i.e. the approval and regulatory authorities being DWER and local government) have the authority to manage sites post approval to ensure minimal impact on surrounding owners.

Land uses immediately surrounding the site include vacant land and fuel station to the west; reserve land and industrial units to the north; plastic products and timber board manufacturing units to the east; and industrial units to the south on the opposite side of Cocos Drive.

The Bibra Lake industrial area is occupied by various industrial premises including several waste management facilities such as:

- an organic waste transfer station at 10 Cocos Drive;
- a resource recovery park at 65 Howson Way; and
- a health medical waste treatment plant at 19 Coolibah Way.

The nearest residential receptors to the site are approximately 750-800 m to the southeast in Yangebup. There are several parks and reserves within 1 km of the site, including South Lake Reserve, Cocos Park Reserve, Levi Park and Little Rush Lake.

The proposed land use is considered to be appropriate in this context on this subject site. To support this view the City has consulted with the Department of Health who have advised;

"In relation to noise and odour the Department of Health believes that from the proposal, these two issues have been addressed. However, confirmation should be sought from DWER as to whether these issues have been adequately addressed."

DWER has indicated as follows;

- *“The proposed controlled waste facility appears to pose low odour impact risk at the nearest park receptor (at ~300m) and residential receptors (at ~800m) if the management practices, operations and odour controls of the current facility are maintained at the new premises.*
- *Implementation of an odour management plan is recommended that formalizes the procedures, triggers and corrective actions described in the Supplemental Information report and includes complaints management procedures and regularly scheduled maintenance checks on the integrity of infrastructure involved in activated carbon operation.*
- *No fatal flaws were noted with the activated carbon filter commissioning procedure.*
- *Improved activated carbon filter performance monitoring is recommended.*

This information has been provided internally to the Departments assessment process for approvals under Part V of the EP Act. Please note this does not represent support for the proposal nor pre-empt the outcome of this assessment process”.

As mentioned, the City considers the proposal to be acceptable in this location subject to the abovementioned conditions. Note recommended condition 6 above includes the comments from DWER to ensure best practice is upheld into the future.

The current facility in the City of Freemantle is regulated by a DWER License for category 61 waste disposal.

Category 61 is defined as follows within the Environmental Protection Regulations 1987:

“Liquid Waste Facility: premises on which liquid waste produced on other premises (other than sewerage waste) is stored, reprocessed, treated or irrigated.”

The proposal was advertised within 500m of the subject site in accordance with state planning framework requirements. In total the City received 17 submissions of which 15 objected to the proposal and two were in support/non-objections.

The details of the public advertising process, including issues raised, are provided at the end of this report under the ‘Community Consultation’ section.

An elected member has formally requested that the application be presented to Council for determination, as opposed to be considered under delegated authority

Submission

N/A

Report

Proposal

The proposal seeks approval to change the use of the site to Industry – General (Licensed) land use to facilitate a liquid waste treatment plant.

Key aspects of the proposal are as follows:

- The site will accept, store, and treat a broad range of bulk and packaged liquid wastes, including the following:
 - Water based paint washings
 - Waste oil and emulsions
 - Engine coolants
 - Galvanising liquid wastes
 - Concrete truck and batching plant wash-down
 - Industrial wash water
 - Drilling mud,
- Treatment and storage processed will be undertaken on the site
- Hours of operation proposed are 7:00am to 6:00pm Monday to Saturday. Some after-hours acceptance of wastes may also occur
- A total of seven (7) staff will be present at the site at any one time.

Planning Framework

Zoning and Land Use

The subject site is zoned 'Industrial' under the Metropolitan Region Scheme (MRS) and 'Industry' under the City's Town Planning Scheme No. 3 (TPS 3). The objective of the Industry Zone in TPS 3 is:

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

An Industry use is defined by TPS 3 as follows:

“Premises used for the manufacture, dismantling, processing, assembly, testing, servicing, maintenance or repairing of goods or products on the same land used for –

- a) The storage of goods;
- b) The work of administration or accounting;
- c) The selling of goods by wholesale or retail; or
- d) The provision of amenities for employees.”

An Industry – General (Licensed) land use is defined as follows under TPS 3:

“means an industry which is a category of prescribed premises set out in Schedule 1 of the Environmental Protection Regulations, notwithstanding the production or design capability for each category of prescribed premises specified in the Schedule, but where a prescribed premises is also included in Schedule 2 of the Health Act, the Health Act prevails, for the purpose of the Scheme.”

Within the Industry Zone and Industry – General (Licensed) land use is a ‘D’ (Discretionary) land use, which means:

“...that the use is **not permitted unless** the local government has exercised its discretion by granting planning approval.”

Draft State Planning Policy 4.1 – Industrial Interface (SPP 4.1)

The objectives of the Western Australian Planning Commission (WAPC) SPP 4.1 are to:

- “(a) protect existing and proposed industry, and infrastructure facilities from encroachment by incompatible land uses that would adversely affect efficient operations;
- (b) avoid land use conflict between existing and proposed industry/infrastructure facilities and sensitive land uses; and
- (c) promote compatible land uses in areas impacted by existing and proposed industry and infrastructure facilities.”

The above objectives are considered to be key in this instance for assessing the proposal at hand.

A sensitive land use is defined within SPP 4.1 as:

“Land uses that are residential or institutional in nature, where people live or regularly spend extended periods of time. These include dwellings, short-stay accommodation, schools, hospitals and childcare centres, and generally excludes commercial or industrial premises.”

It is noted that the nearest sensitive land use as defined by SPP 4.1 is 750m from the subject site.

Though the above definition excludes commercial or industrial premises, the Environmental Protection Authorities (EPA) Guidance Statement No. 3 does allow consideration of certain industrial or commercial land uses as sensitive land uses.

EPA Guidance Statement No. 3 – Separation Distances Between Industrial and Sensitive Land Use (Guidance Statement)

Further to the above, the definition of a sensitive land use within the Guidance Statement is as follows:

“Land use sensitive to emissions from industry and infrastructure. Sensitive land uses include residential development, hospitals, hotels, motels, hostels, caravan parks, schools, nursing homes, child care facilities, shopping centres, playgrounds and some public buildings. Some commercial, institutional and industrial land uses which require high levels of amenity or are sensitive to particular emissions may also be considered “sensitive land uses”. Examples include some retail outlets, offices and training centres, and some types of storage and manufacturing.”

It is considered that based on the above, some commercial or industrial land uses can be considered as sensitive land uses.

Review of the applicant’s report notes that some effort has been made to classify the land uses located in close proximity to the subject site. Of particular importance in this case is that there is an existing waste transfer station located at 10 Cocos Drive. This station was approved under delegation by the City in May of 2006 and continues to operate at the site.

Also within the area, there is a fuel station, plastic products and timber board manufacturing, and additional industrial units to the north and south. These premises are not considered to meet the definition above for an industrial use to be considered as a sensitive land use.

The Guidance Statement indicates that odour and noise are of concern for liquid waste facilities and states that an acceptable buffer to sensitive land uses in this instance is determined on a ‘case-by-case’ basis (Refer Figure 1).

Industry	Description of industry	DoE Licence or Registration category (*)	Key Government agencies for advice or approvals	Code of Practice (CoP) / environmental requirements	Impacts					Buffer distance in metres and qualifying notes
					Gaseous	Noise	Dust	Odour	Risk	
Vanadium mine	extraction and processing of vanadium	√ (5, 12, 70)	DoIR		√	√	√	√	√	1500-3000
Vineyards (viticulture)	broad-scale operations (including winery)	√ (25)	DAWA, WRC, local gov’t	CoP - 2002	√	√	√	√		500
Waste disposal industrial liquid waste	site on which liquid waste from other premises is stored, reprocessed, treated or irrigated/discharged	√ (61)	DoH, WRC, local gov’t			√		√		case by case

Figure 1 – Buffer distance to sensitive land uses

In this instance, the case-by-case buffer is considered based upon the type of materials being disposed of and the level of supporting information provided by the applicant.

The City sought advice from the Department of Water and Environmental Regulation (DWER) in relation to determining the appropriate buffer distance in this instance.

DWER provided a response that indicated that a buffer distance of 500m would be appropriate. It is noted that no sensitive land uses are contained within the 500m distance from the subject site, however, the City has determined to consult within the 500m buffer (refer 'Community Consultation' section of this report).

Assessment

Storage of Received Materials

Given the nature of the proposal it is considered critically important to understand how the materials that are received at the site will be stored. Review of the plans provided indicates that all storage of materials and the processing of those materials will be fully enclosed within the existing warehouse on site. This has been undertaken for the purposes of odour mitigation and to minimise the potential for odour escape from the site.

Odour Mitigation

As identified in Figure 1 (above) the release of odour from such a site is considered to be a key impact that could affect the amenity of nearby properties.

In support of the proposal the applicant has provided an odour report that outlines how odours will be mitigated on the site. In order to determine if the measures proposed are appropriate the City has sought advice from the Department of Water and Environmental Regulation (DWER) on the matter.

Following their review of the supporting documentation as supplied, DWER indicated there were no 'fatal' flaws identified within the carbon filter commissioning procedure and that the potential risk for odour impact on the nearest residential receptor would be low on the provision that:

- a) *"An odour management plan is implemented that formalises the procedures, triggers and corrective actions described in the odour report and includes complaints management procedures and maintenance checks; and*
- b) *Improved activated carbon filter performance monitoring is recommended".*

With the above in mind, it is considered the applicant has demonstrated that odour will be appropriately managed on site. Additionally, conditions are recommended to be placed on any approval granted that specify the creation of an odour management plan, as well as an additional condition stating that works on the site must cease should off site unreasonable impacts occur pending the rectification of the issue.

The proposed use is an important component of the local economy and needs to be located somewhere. It is understood there have been concerns raised in regard to the proposal being located on the subject site. It is understood that sensitive premises up to 1,000+m away may be concerned with the proposal should the future operations result in odour and other offsite issues.

Context is an important factor when considering the nature of this specific proposal and where it should be located. As can be seen in Figure 2 (below), the proposed location is within the middle of an industrial area. Land use planning needs to 'find a home'/suitable location for this important land use.

It is considered, based on the advice from DWER, and in the context of the planning framework that this proposal is acceptable in the proposed scale and on the subject site.

The subject site is appropriately zoned and suitably situated away from residential or light and service industry zoned properties. Anecdotally the predominant wind patterns of south westerlies crosses over the wetlands which further reduces impacts on residential and other sensitive land uses. Figure 2 (below) identifies the subject site in red.

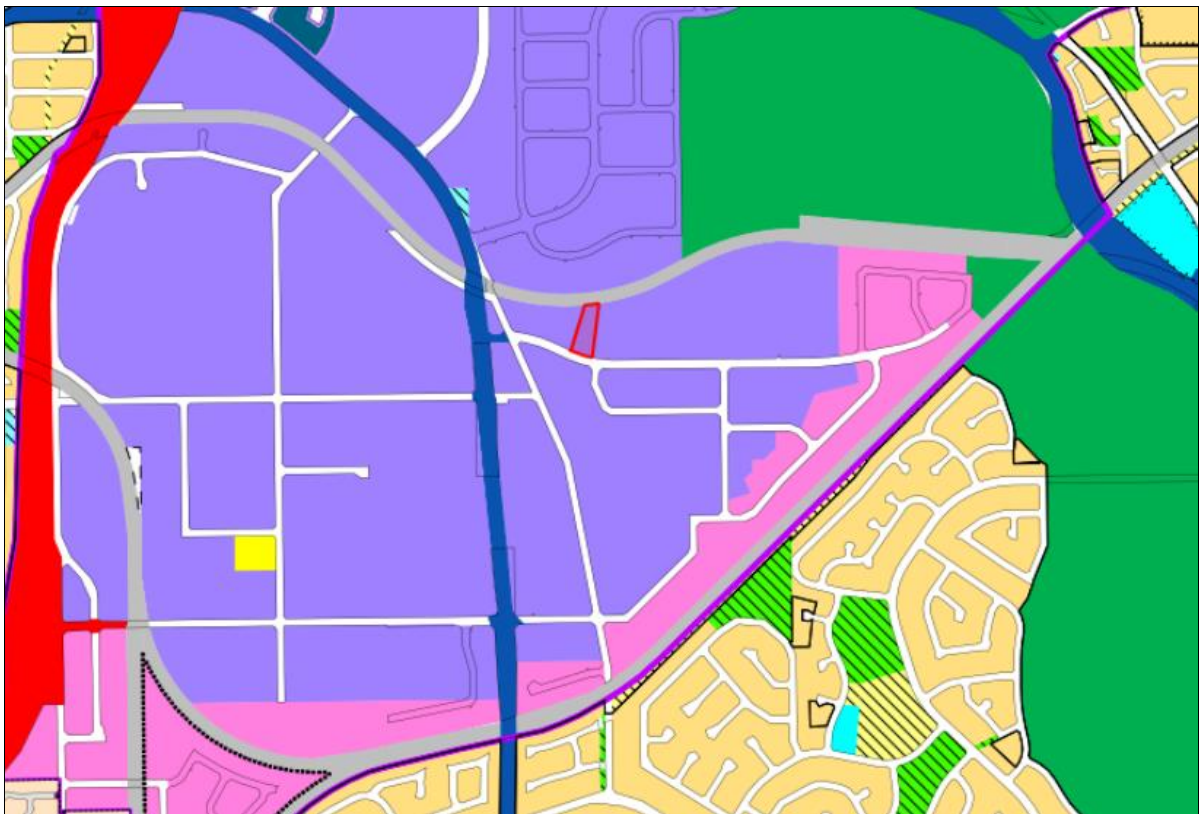


Figure 2 – Zone Map indicating proposed location in the context of surrounding properties.

Noise Mitigation

As identified in Figure 1 (above) the release of noise from such a site is considered to be a key impact that could affect the amenity of nearby properties. In support of the proposal, the applicant has provided an acoustic report that outlines how noise will be mitigated on the site.

The documents provided were reviewed by City Officers and were determined to be appropriate, noting that the potential risk of noise impacts on the surrounding properties was low given that the surrounding land uses were industrial in nature.

A condition has been recommended ensuring that operations on site accord with the requirements of the acoustic report submitted at all times.

Additionally, a further advice note is recommended that should noise be determined to be having a detrimental impact on adjoining properties, operations on site are to cease pending rectification of the issue.

Traffic Movement and Parking

Following an initial review of the proposal the City requested that the applicant provide a Traffic Impact Statement (TIS) to further support and clarify vehicle movements to and from the property, as well as a noted parking shortfall (15 bays provided in lieu of 39 required).

The applicant provided the requested document and, following review by City Officers, it was determined to be appropriate in clarifying vehicle movements for the site.

Regarding the proposed parking shortfall, it is acknowledged that the applicant only proposes to have seven staff attending the site at any one time. This means that of the 15 parking bays provided, seven will be filled at any one time, which leaves a remainder of eight bays free for visitors to the site.

Given the unlikely nature of visitors to the property, it is considered that this shortfall is appropriate. To further control this, a condition has been recommended, capping the maximum number of staff to attend the site at any one time.

Referral to Department of Health

The proposal was referred to the Department of Health for their comments on the appropriateness of the land use within its setting and the potential for odour and noise impact of the proposal on surrounding properties.

The Department of Health returned a response stating that based upon their review of the proposal the noise and odour mitigation measures proposed would address these issues, however they further recommended that consultation be undertaken with DWER.

Public Consultation

Consultation on the proposal to surrounding properties was undertaken. The outcomes of the consultation are detailed within the 'Community Consultation' section of this report.

Summary

The proposal is considered to meet the objectives of the industrial zone and has been situated in such a location as to be surrounded by 'like' industries (10 Cocos).

The acoustic and traffic management documentation provided is comprehensive and considered to be appropriate in addressing the potential for noise escape from the property, as well as the traffic flow to and from the site.

The odour report submitted and referred to DWER has been determined to outline appropriate methods for management of odour escape from the property.

It is considered that the operations on site can be effectively managed through appropriate and comprehensive conditions and controlled through any future compliance actions should they occur. Refer below to the 'community consultation' section for more details.

Strategic Plans/Policy Implications

Local Economy

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

- Advocate and attract investment, economic growth and local employment.

Budget/Financial Implications

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

Legal Implications

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

Community Consultation

The proposal was advertised for community consultation in accordance with the requirements of clause 64 (3) and (6) (Advertising Applications) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), and took the form of the following:

- Letters being sent to surrounding properties notifying them of the proposal
- The application and supporting documentation being placed on the City's 'Comment on Cockburn' website
- A sign was erected on site for the duration of the advertising period.

Based on the advice provided by DWER, the letters were sent to the owners and occupiers of all properties within 500m of the subject site.

In accordance with the Regulations an advertising period of 28 days was prescribed, during which a total of 17 responses were received.

A breakdown of the submissions is as follows:

Response Type	Number of Responses
Objection	15
Non-Objection	2
Comment Only	-

Key concerns raised by submitters are summarised and responded to as follows:

Noise Concerns

As noted in the 'Noise Mitigation' portion of this report, the applicant provided documentation that outlined how noise would be controlled at the subject site. Following review of the documentation the City has determined that the measures proposed are adequate and noise is unlikely to have an impact on surrounding properties.

Appropriate conditions have been recommended to be placed on any approval granted ensuring that noise is monitored and controlled into the future.

Odour Concerns

As noted in the 'Referral to DWER' portion of this report, the City sought advice from DWER regarding the potential for odour escape from the site.

DWERs technical experts within the air quality branch responded stating that, should the operations on site adhere to the information provided within the submitted Odour Report and a Management Plan is provided prior to operations commencing on site, the risk of odour release from the site will be 'low'.

It is therefore considered that the risk of odour release can be appropriately managed subject to appropriate conditions and any compliance actions as may be required.

Traffic Concerns

As part of the proposal, the applicant was required to provide a Traffic Impact Statement (TIS) for review. This document has been reviewed by City Officers and has been determined to be appropriate.

It is considered that the level of traffic generated by the proposal will not be a detriment to the area.

Property Values

This is not a valid planning concern, however amenity considerations are. The intended amenity expectations in this area are for 'industrial' uses.

The proposal meets the intended amenity expectations.

Land Use 'Fit'

As noted within the 'Planning Framework' section of this report, an Industry - General (Licensed) land use is a 'D' (Discretionary) land use within the Industry Zone, which allows consideration of the proposal.

The site is a significant distance from sensitive land uses and as noted above the implementation of management plans will in turn minimise the potential for amenity impact on these land uses.

The land use is therefore considered to be appropriate for its location.

History of Compliance Proceedings for Owner

The previous undertakings of any property owner or applicant cannot form part of any assessment of a proposal. Each application is assessed on its own merits and the information provided.

The assessment is undertaken presuming that all operations will comply with any operational plans and conditions specified on a development approval.

Risk Management Implications

Should the applicant lodge a review of the decision with the State Administrative Tribunal there may be costs involved in defending the decision, particularly if legal counsel is engaged.

Should the application be approved without appropriate conditions, requiring that all management plans be adhered to at all times, there is potential for amenity impacts upon the surrounding properties.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 July 2021 Ordinary Council Meeting.

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

Nil.





Controlled Waste Disposals Pty Ltd
Works Approval Application – Supporting Information
(Attachment 8)

9 Cocos Drive
Bibra Lake

9 November 2020
57750/123,456 (Rev 0)

JBS&G Australia Pty Ltd T/A Strategen-JBS&G

www.jbsg.com.au



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1. Introduction

1.1 Background

Controlled Waste Disposals Pty Ltd (the applicant) currently operates a liquid waste facility at 107 Garling Street in O'Connor WA 6163. The applicant has secured an alternative location for the facility and is now looking to progress obtaining the relevant environmental and planning approvals for the premises, which is located at 9 Cocos Drive in Bibra Lake (the site).

1.2 Purpose and scope

This document has been prepared to support the following applications to facilitate the construction and operation of a waste facility at the site:

- Planning Approval – City of Cockburn (the City); and
- Works Approval – Department of Water and Environmental Regulation (DWER).

The document is structured to align with the requirements of the City of Cockburn *Form of Application for Development Approval* and the DWER *Application form: Works Approval / Licence / Renewal / Amendment / Registration*.

2. Applicant details

The applicant for the purposes of the applications is shown Table 2.1 below.

Table 2.1: Applicant details

The table content is completely redacted with a solid black box.

2.1 Applicant history

The applicant has operated a liquid waste facility at 107 Garling Street since 2013 as Fremantle Plumbing Services Pty Ltd. The facility accepts, stores and treats a broad range of bulk and packaged liquid wastes produced by industry and commercial sectors.



The current facility is regulated by DWER under Part V, Division 3 of the *Environmental Protection Act 1986* (EP Act) as a Category 61: Liquid Waste Facility, and Fremantle Plumbing Services holds Licence L8730/2013/1 for the operation of the facility. The licence was granted in March 2013 and last updated in June 2020; the licence expires in March 2022.

Between November 2015 and June 2018, DWER received 211 complaints regarding odour from the facility. After investigation, DWER issued an Environmental Protection Notice (EPN) to the applicant under section 65 of the EP Act requiring Fremantle Plumbing Services to take action to prevent the emission of unreasonable odours from the facility. In response, the applicant submitted a Remediation Plan (Strategen 2018), which was approved by DWER.

After implementation of the Remediation Plan, the number of odour complaints reduced significantly. Since March 2018, DWER has received only seven complaints regarding odour from the facility (DWER 2020).

2.2 Consultation

The applicant has engaged with relevant stakeholders during the site selection and design phases as described in Table 2.2.

Table 2.2: Stakeholder consultation

Date	Description of Engagement	Stakeholders	Stakeholder comments/issue	Applicant response and/or resolution	Stakeholder response
25/11/2019	Meeting	City of Cockburn	Discussion on scope and content of planning approval application	Comments included in the development of the planning approval application	None provided
06/12/2019	Site meeting	DWER	Site familiarisation visit and application scoping discussion	Comments included in the development of the works approval application	None provided

3. Location and siting

3.1 Site location

The site is located at Lot 197 (No. 9) Cocos Drive in the Bibra Lake industrial area as shown on Figure 3.2.

The site covers an area of approximately 7,100 m². Existing infrastructure at the site includes a large industrial building/workshop (1,650 m²), office building (250 m²) and an external hardstand area (3,500 m²) (refer to Plate 1 and site features survey and elevations in Appendix C).

The site is currently serviced with appropriate industrial/utility services including reticulated water and sewer connection, electricity and telecommunications.

Land uses immediately surrounding the site include vacant land and fuel station to the west; reserve land and industrial units to the north; plastic products and timber board manufacturing units to the east; and industrial units to the south on the opposite side of Cocos Drive.

The Bibra Lake industrial area is occupied by various industrial premises including several waste management facilities such as:

- the Suez organic waste transfer station at 10 Cocos Drive;
- the Suez resource recovery park at 65 Howson Way; and
- Daniel's Health medical waste treatment plant operated by Cleanaway at 19 Coolibah Way.



Plate 1: Site layout (www.commercialrealestate.com.au)

3.2 Residential and sensitive premises

The nearest residential receptors to the site are approximately 750 m to the southeast in Yangebup (Figure 3.2). There are several parks and reserves within 1 km of the site, including South Lake Reserve, Cocos Park Reserve, Levi Park and Little Rush Lake.

The distances to residential and sensitive receptors are detailed in Table 3.1.

Table 3.1: Residential and sensitive receptors

Receptor	Distance from site boundary
Yangebup residential area	750 m southeast
Commercial/industrial property	Adjacent to the west, within 100 m to the east, north and south
Recreational areas	South Lake Reserve (270 m northeast), Nicholson Reserve (950 m southeast), Levi Park (750 m southeast) and Little Rush Lake (1 km east)

Environmental Protection Authority (EPA) guidance on separation distances between industrial land and sensitive land uses (EPA 2005) identifies noise and odour as key concerns for liquid waste facilities and advises that buffer distances for such facilities should be applied on a case-by-case basis. The DWER Guideline: Odour Emissions (DWER 2019) provides an odour screening distance for liquid waste facilities of 1,000 metres. The site is located within this recommended screening distance to sensitive receptors.

3.3 Specified ecosystems

South Lake Reserve is approximately 300 m northeast of the site. The reserve contains the following environmentally sensitive areas as shown in Table 3.2 and Figure 3.2. Similar environmentally sensitive areas are located approximately 1 km from the site associated with Little Rush Lake and Yangebup Lake.

**Table 3.2: Specified ecosystems**

Receptor	Distance from site boundary
Protected ecological community (Tuart woodland)	300 m northeast
Bush Forever site	650 m northeast
Multiple use / Resource enhancement geomorphic wetland	725 m northeast

3.4 Groundwater and water sources

The Perth Groundwater Map¹ states that the site is underlain by Tamala Limestone and that groundwater beneath the site is 27 m below ground level. There are no groundwater abstraction bores or public drinking water source areas located within 1,000 m of the site and there is no known risk of Acid Sulfate Soils occurring beneath the site².

3.5 Bushfire risk

Based on the Department of Fire and Emergency Services (DFES) database, the site is not located within a bush fire prone area. The nearest bushfire risk area is 250 m northwest of the premises.

3.6 Heritage values

A search of the Department of Planning, Lands and Heritage Plan (DPLH) mapping system³ did not identify any Aboriginal Sites or Other Heritage Places; Historic Heritage Places (Heritage Council); or Historic Heritage Municipal Inventory Places (City of Cockburn).

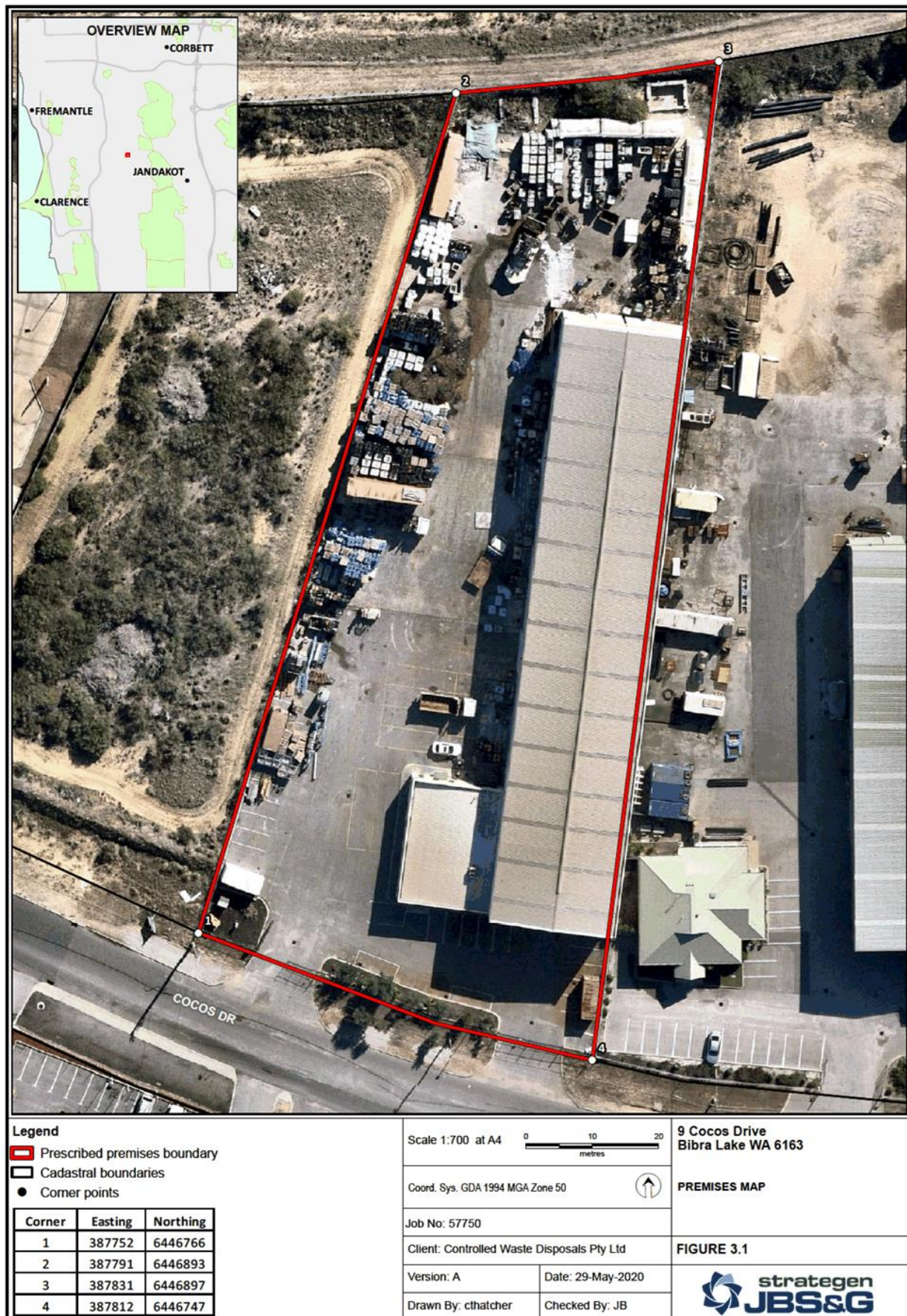
3.7 Other site characteristics

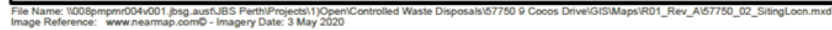
Stormwater generated on the site is contained and managed on-site via infiltration sumps located as shown on the site features survey drawing in Appendix C. A drainage reserve is located approximately 75 m to the south of the site boundary at 3 Coolibah Way.

¹ <https://www.der.wa.gov.au/your-environment/acid-sulfate-soils/65-ass-risk-maps>

² <https://maps.water.wa.gov.au>

³ <https://www.dplh.wa.gov.au/planwa>







4. Legislative context

4.1 Prescribed premises

Under Schedule 1 of the Environmental Protection Regulations 1987 (EP Regulations), waste facilities are generally described as prescribed premises subject to production or design capacity thresholds. As such, the EP Act requires a works approval to be obtained from DWER before constructing the prescribed premises and a licence is required to operate the premises.

The applicant is therefore applying to DWER for a works approval to construct, commission and operate (time-limited operations) a waste facility as outlined in Table 4.1.

Table 4.1: Prescribed premises categories

#	Category	Description	Production or design capacity
61	Liquid waste facility	Premises on which liquid waste produced on other premises (other than sewerage waste) is stored, reprocessed, treated or irrigated.	41,000 tonnes per year
61A	Solid waste facility	Premises on which solid waste produced on other premises is stored, reprocessed, treated, or discharged onto land.	5,000 tonnes per year
57	Used tyre storage (general)	Premises (other than premises within category 56) on which used tyres are stored	500 tyres

4.2 Planning approval

The site is located in the City of Cockburn and is zoned 'Industrial' under the City's Town Planning Scheme No. 3 (TPS3). Liquid waste facilities regulated by DWER will be defined as 'Industry - general (licensed)' under TPS3 – "... *an industry which is a category of prescribed premises set out in Schedule 1 of the Environmental Protection Regulations [1987], notwithstanding the production or design capacity for each category of prescribed premises specified in the Schedule...*".

The 'Industry – general (licensed)' land use is a discretionary ('D') land use in the TPS3 Zoning Table, which means that the use is not permitted unless the City has exercised its discretion by granting planning approval.

The applicant has applied to the City for planning approval to use the site as a liquid waste facility.

4.3 Lease agreement

The registered proprietor of the site is Berrimel Pty Ltd (the landlord). The applicant has leased the site from the landlord. Copies of the Certificate are contained in Appendix B and a copy of the lease will be provided prior to the determination of the works approval application.

4.4 Contaminated sites

A search of the DWER contaminated sites database⁴ concluded that the site is not recorded as contaminated under the *Contaminated Sites Act 2003*.

4.5 Trade waste permit

The applicant will apply for a trade waste permit from the Water Corporation to discharge treated wastewater to sewer. The permit will define the type of wastewater allowed to be discharge to the sewer and will specify limits for discharge rate and concentrations of contaminants.

The Water Corporation has confirmed that a sewer connection is available. Initial discussion between the applicant and Water Corporation has indicated that the waste acceptance criteria, discharge volumes and flow rate requirements will be the same as the permit for the applicant's existing Garling Street facility.

⁴ <https://dow.maps.arcgis.com/apps/webappviewer/index.html?id=c2ecb74291ae4da2ac32c441819c6d47>



This permit and connection for the current facility will remain active until the applicant notifies Water Cooperation that the facility is no longer in use. In the unlikely event that the trade waste permit is not granted for the site, the applicant will not continue with the proposed development.

5. Proposed activities

5.1 Operational aspects

The applicant proposes to operate a waste treatment facility at the site that will primarily accept, store and treat a broad range of bulk and packaged liquid wastes produced by industry and commercial sectors.

The facility will receive the following general types of liquid waste for treatment:

- water-based paint washings;
- waste oil and emulsions from the automotive industry;
- engine coolants from automotive and mining industries;
- wetting agents from composting processes;
- galvanizing liquid wastes (acids);
- concrete truck and batching plant wash down (alkalis);
- low strength industrial wash water (mainly car and truck wash water and contaminated industrial wash water); and
- drilling mud.

The treatment processes that will be employed on-site include oily water separation, electrocoagulation and ozone treatment. Treated wastewater will be disposed of directly to the existing sewer. Sludges and precipitates from the various treatment processes will be solidified with sawdust (or other inert material) to a spadeable form, which will be subsequently removed from the site for landfill disposal at an authorised facility.

The process flow of the proposed facility is shown in Figure 5.1 below.

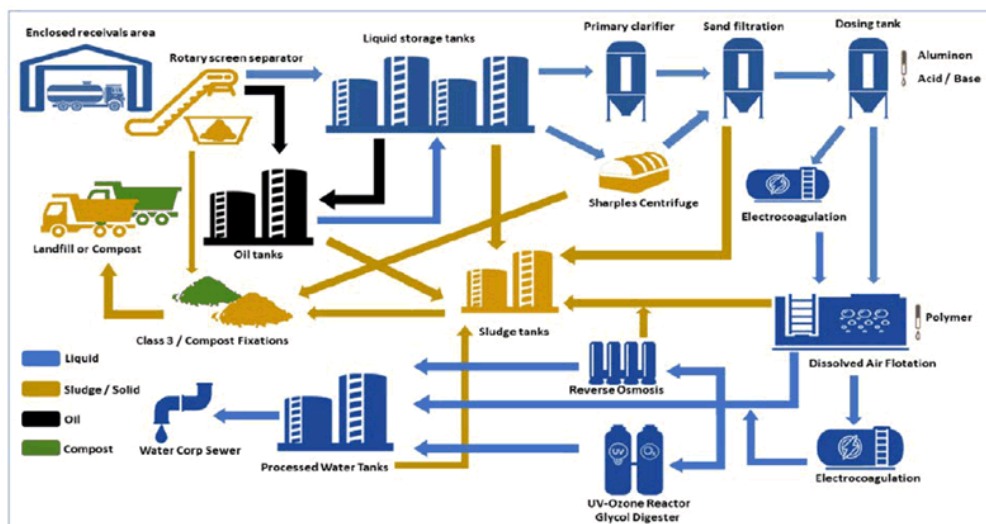


Figure 5.1: Process flow



5.2 Operational hours

The normal operating hours of the facility will be 7 am to 6 pm, Monday to Saturday. Given the nature of the waste industry, receipt of waste may occur after 6 pm and on Sundays on limited occasions and on request only.

5.3 Site layout

The proposed site layout is shown on the site plan in Appendix C.

The existing building will be used for the majority of the waste receipt, handling, storage and treatment activities. A tank farm will be constructed at the northeaster corner of the site for the receipt and storage of bulk liquids and external yards areas will be used for the storage and treatment (e.g. crushing) of empty bulk (e.g. isotainers) and small containers (e.g. steel drums and intermediate bulk containers [IBCs]).

5.4 Staff

The facility will employ five full-time and two casual workers with occasional contractors as required.

5.5 Parking

Car parking spaces will be provided at the front of the site as shown on the site plan in Appendix C. Further details regarding car parking are provided in Section 7.5.

5.6 Landscaping

A small landscaped area will be planted on the southern boundary (Cocos Drive) of the site as shown on the site plan in Appendix C.

5.7 Site office

The existing office building will be used as the site administration, welfare and laboratory facilities. The building is connected to the reticulated sewage system. An area to the rear of the office building will be used as the service area for commercial waste and recycling generated on the premises.

5.8 Site infrastructure

The waste acceptance, storage and treatment infrastructure and equipment at the site is described in Table 5.1 and shown on the site plan in Appendix C.

Table 5.1: Infrastructure and equipment

Area	Description	Specification	Location
Main building	<ul style="list-style-type: none"> Driver access and bulk unload bay Packaged waste work area Waste storage areas Temporary sorting area Liquid treatment area Packaged flammable drums and IBC area; dangerous goods container Solid sorting treatment area Sawdust receival area 	<ul style="list-style-type: none"> Enclosed building with 4 x roller door access Concrete floor 150 mm high concrete ramped bund at all doorways Individually bunded areas for the receipt, storage and treatment of waste where appropriate 	Site plan in Appendix C
Tank farm	8 x tanks for the storage of liquid waste, hydrocarbons and treated wastewater (see Table 5.2 below)	<ul style="list-style-type: none"> 3 x 170 kL tanks 2 x 20 kL tanks 1 x 60 kL tank 2 x 40 kL tanks Concrete bunds with capacity to contain 110% of largest tank 	



Area	Description	Specification	Location
Liquid treatment area	Within main building	<ul style="list-style-type: none"> Bunded area Electrocoagulation/electrowinning plant 55,000 L capacity Rotary screen, pH adjustment unit, sand filtering unit and recirculating oxygenation facilities Dissolved air flotation (DAF) system capacity 50 kL per 10 hour day Centrifuge BOD reduction circuit, oxygenation and UV treatment tanks Oxy/redox meter and oxidation circuit UV-ozone reactor Reverse osmosis treatment unit Oily water plate separator 	
Solid sorting treatment area	Within main building	<ul style="list-style-type: none"> Bunded bay with concrete push walls Solids belt press 	
Air filtration	Within main building	<ul style="list-style-type: none"> Activated carbon filter designed for a flow rate of 3000 m³/hr Extraction hoods ducted to an activated carbon filter above the: <ul style="list-style-type: none"> Bulk unload bay Electrocoagulation/electrowinning unit and feed tank oily water plate separator vessel UV-ozone reactor vessel DAF unit Solid sorting treatment area Exhaust vent at roof level 	
External yard areas	Isotainer storage and used container treatment and disposal	<ul style="list-style-type: none"> Bunded concrete hardstand with sealed drainage sump 	

The bulk tanks within the external tank farm are described in further detail in Table 5.2 below. The bulk tanks will be primarily used for oil wastes (J-category) and wash waters (L-category). However, they will be able to be used for most liquid waste types subject them being emptied and flushed prior to use for storage of different waste categories.

Table 5.2: Tank farm

Area	Tank	Purpose	Capacity (kL)	Minimum bund capacity	Bund requirement
A	Tank 1	Bulk liquid waste	170	190 kL	110% of largest tank
	Tank 2	Bulk liquid waste	170		
	Tank 3	Bulk liquid waste	170		
B	Tank 4	Bulk liquid waste	20	70 kL	110% of largest tank
	Tank 5	Bulk liquid waste	20		
C	Tank 6	Treated waste for sewer discharge	60		
	Tank 7	Bulk liquid waste	40		
	Tank 8	Bulk liquid waste	40		
Total			690	240 kL	

The following waste treatment equipment will be installed in the main building (Table 5.3).



Table 5.3: Waste treatment equipment

#	Equipment	Capacity	Operational throughput	Maintenance
1.	Centrifuge	15,000 L/h	10,000 L/h	Clean up and inspect every 12 month
2.	Dissolved air floatation unit	30,000 L/h	10,000 L/h	Clean up and inspect monthly
3.	Electro-coagulation unit	15,000 L/h	10,000 L/h	Clean up and inspect monthly
4.	Sterilizer unit	41,000 L/h	10,000 L/h	Clean up and inspect monthly
5.	Activated carbon unit	20,000 L	20,000 L	Clean up and inspect monthly
6.	Reverse osmosis unit	70,000 L/h	30,000 L/h	Clean up and refill every 6 month
7.	Corrosive neutralisation	4,000 L/batch	2,000 L/batch	Clean up and replace cartridges every 3 to 6 month
8.	Aerosol paint cans press	500 kg/h	200 kg/h	Clean up and inspect monthly
9.	Drum press	500 kg/h	200 kg/h	Clean up and inspect monthly
10.	Rotary screen	N/A	40,000 L/h	Clean up and inspect monthly

5.9 Waste delivery

Liquid wastes will be received either as bulk delivery or via packaged containers as defined in the Environmental Protection (Controlled Waste) Regulations 2004 as follows:

- “bulk controlled waste” means a controlled waste that is transported in a tank on, attached to or part of a vehicle and used, or designed to be used, for the transportation of a liquid or gas in bulk.
- “packaged controlled waste” means a controlled waste transported in a container, including:
 - spray cans and oil filters;
 - 20 litre containers - either metal or plastic;
 - 200 litre metal drums; and
 - 1,000 litre IBCs.

It is anticipated that waste will be delivered by a combination of vehicles including light rigid trucks (flat-bed and curtain-sided tautliner), light and medium rigid vehicle tankers (e.g. small tankers and larger KingVAC vehicles), and occasional deliveries via heavy combination and multi-combination vehicles.

All vehicles will enter the site from Cocos Drive via one of two existing 10 m wide crossovers as shown on the site plan in Appendix C and will enter the main building via an entrance on the southern building elevation (bulk unload bay) or one of two exits on the western building elevation (packaged waste). A doorway on the northern building elevation will be used for exiting only.

5.10 Waste types

The site will accept waste from several third-party controlled waste carriers for storage, treatment and disposal. Waste types that will be accepted are shown in Table 5.5.

5.11 Waste acceptance

All waste materials will be assessed prior to quotation and collection following documented health, safety, environmental and quality (HSEQ) procedures and the requirements of the Environmental Protection (Controlled Waste) Regulations 2004.

Prior to acceptance, the waste category, primary storage requirement and applicable treatment method for the liquid waste will be determined in accordance with:

- Controlled Waste Disposals quotation and conditions;
- DWER controlled waste tracking form;
- waste or dangerous goods transport document (if applicable) and labels;



- waste acceptance form; and
- Controlled Waste Disposals *Compliance Procedure – Waste Liquids Receivals*.

All documented information, including safety data sheets for all accepted wastes will be held on file in the site office.

Wastes that do not meet the site's waste acceptance procedure will be quarantined and rejected from the site in accordance with Controlled Waste Disposals *Compliance Procedure – Controlled Waste Quarantine and Rejection*.

5.12 Waste receipt and storage

Waste will be discharged/unloaded and stored in the storage areas described in Table 5.5 and shown on the site plan in site plan in Appendix C.

In general, liquid waste will be passed to a primary settlement tank and then through a solids separation process via a rotary screen before being transferred into bulk storage tanks. Recovered solids are transferred to a storage bin for disposal at an approved off site facility.

Once liquid waste has been unloaded, waste carriers may washout residual liquid waste in the transport vehicle with clean water. Vehicle wash-waters will be discharged the same way as liquid waste. The facility will not wash down vehicles that are not associated with site activities.

Oil that separates in the primary settlement tank or liquid storage tanks will be pumped to the oil storage tanks. Wastewater that separates in the oil storage tanks will be pumped back to the liquid storage tanks. Sludge that accumulates in the liquid and oil storage tanks will be pumped to the sludge tanks and then sent to the centrifuge prior to mixing with other wastes and transport off site for disposal to landfill or incorporation into composting processes.

Surfactants and detergents (wetting agents) and drilling muds will be delivered to the site and unloaded into the solid sorting treatment area.

5.13 Waste treatment

The processing of controlled wastes can take several different pathways through the site process into three export (offsite disposal or reuse) categories:

- treated wastewater;
- hydrocarbons; and
- solids.

Wastewater from liquid storage tanks will be treated by a number of processes to remove residual oil, solids and sludge materials, as well as to adjust pH for final disposal to sewer.

These processes will include:

- rotary screening for course solids/liquids separation;
- storage tank gravity settlement and clarifier sedimentation;
- filtration (mesh screen, bag filters, sand filter);
- Dissolved Air Flotation (DAF);
- centrifugation (to remove sludge);
- coalescing plate oil/water separator;
- electrocoagulation/electrowinning pre-treatment;
- reagent mixing (e.g. limewater, ferric chloride, aluminium chloride, hydrochloric acid); and



- pH adjustment (hydrochloric acid / sodium hydroxide dosing).

Active processing equipment to be installed at the facility will include:

- rotary-screen separator;
- Sharples centrifuge;
- Dissolved Air Flotation (DAF) unit;
- electro-coagulation/electrowinning unit;
- reverse osmosis (RO) unit;
- UV-ozone reactor / glycol digestion unit; and
- spray can crusher.

Throughput of controlled liquid wastes will be limited both by the capacity of the treated wastewater storage tank (60 kL) and the discharge rate of treated wastewater to sewer allowed under the trade waste permit, which is expected to allow no more than 60 kL per day discharge (in line with the permit for the applicant's existing facility).

Where possible, filter medium that cannot be washed or regenerated will be processed in the solid sorting and treatment area to a standard to allow disposal off site at an appropriate facility. Filter medium that cannot be managed through the premises (e.g. reverse osmosis membranes) will be removed off site for appropriate recovery or disposal.

Oil water desludging treatment methods will be used for waste oil and water emulsions and mixes. Sludge and solid material will settle in the bottom of tanks (depending on the material stored within in them). Sludge from the bottom of the tanks will be periodically removed and managed through the solid sorting treatment area. Water separated from oil at the top of tanks will be decanted into other tanks for treatment.

Waste will be treated in the liquid treatment area (treatments including centrifuge, dissolved air flotation, electro-coagulation as described in the sections below). Sludge and solids separated in the treatment processes will be managed in the solid sorting treatment area.

Empty storage tanks will require periodic cleaning. Sludges from cleaning will be managed as described above. Wash water from cleaning will be managed through other tanks and the liquid treatment area.

5.13.1 Sharples centrifuge

The centrifuge physically separates heavy solids from waste liquids, with all sludge collected (gravity fed from tanks) or discharged to the DAF sludge tank (via sludge/hydrocarbon removal scrapers). Sludge can also be processed through the centrifuge for further de-watering.

The centrifuge is a machine for applying centrifugal force to a liquid. The rotor, called a bowl, has an opening in the bottom to allow the liquid to enter, and openings in the top of the bowl to allow the fluid or fluids to discharge. The fluid entering the rotating bowl is caused to rotate with the bowl. A centrifugal separator force is adjusted to continuously separate and discharge oils and water. Since this force is also acting on any solids present, clarification takes place at the same time through the deposit of these solids against the wall of the bowl.

5.13.2 Dissolved air flotation (DAF)

Primary-treated wastewater with residual hydrocarbon content will be transferred to the DAF unit. The waste stream will be pre-injected with a polymer flocculation agent for separation of suspended solids, precipitation and biochemical oxygen demand (BOD) reduction.



Air-flotation treated wastewater will then be transferred to a settling tank for further solid/precipitate settlement prior to polishing via the electro-coagulation plant or reverse osmosis filtration, and/or to the sewer discharge holding tank.

5.13.3 Electrocoagulation/electrowinning

Electrocoagulation is utilised for:

- removal of surfactants, detergent and phosphates from industrial wash water which could affect further treatment processes (i.e. flocculation);
- removal of emulsified oil and total petroleum hydrocarbons;
- removal of suspended solids larger than 30 µm;
- stabilisation/neutralisation of pH of the wastewater;
- BOD reduction; and
- heavy metal reduction.

Electrocoagulation applies an electrical charge to the wastewater allowing suspended matter to agglomerate. The process removes suspended solids to sub-micrometre levels, breaks emulsions such as oil and grease or latex, oxidises heavy metals and destroys bacteria and viruses without the use of filters or the addition of separation chemicals.

Electro-coagulation also presents an alternative to dosing of high strength acids. Acidic wastes are slowly dosed into the unit's aqueous medium. The excess hydroxide anion generated during the process gradually neutralises the acid to achieve a pH value of 6 to 9.

The applicant is currently adapting the electrocoagulation unit to work as an electrowinning unit so that it can be used to extract zinc metal from waste galvanising liquids.

Treated liquid will be quarantined in a separate tank for sampling. Once an acceptable result is obtained, the treated liquid will be processed in the wastewater treatment stream.

5.13.4 Reverse osmosis filtration

Wastewater with high electrolyte concentration (electrical conductivity > 3,000 µs/cm) will be processed through reverse osmosis filters as a final polishing method, or will be diluted with low electrolyte processed water in small quantities.

Reverse osmosis uses a semi-permeable membrane to remove ions, molecules and larger particles from wastewater.

5.13.5 UV-ozone reactor/glycol digestion

The UV-ozone reactor treats liquids with high BOD / Chemical Oxygen Demand (COD) content (BOD greater than 3,000 mg/L, COD greater than 6,000 mg/L).

These wastewaters will be processed through the DAF process then stored in an isolated tank to await processing via the UV-ozone reactor until water quality satisfies the trade waste permit discharge criteria.

The ozone generator converts oxygen into ozone by using ultraviolet radiation or an electric discharge field. Using ozone can kill bacteria and oxidises substances such as iron and sulphur so that they can be filtered out of the solution.

The UV-ozone reactor can also be linked to the anaerobic/aerobic digestion process for degenerating glycol content.



5.14 Processed water storage

All secondary treated wastewater will be held in the processed water tanks for testing to confirm it meets the trade waste permit discharge criteria.

5.15 Hydrocarbon Storage

All free hydrocarbons removed during the processing cycle will be stored in an isolated oil tank.

Hydrocarbons will not be permitted to be cross-contaminated with liquids in the water storage tanks. All pipework and hoses used for hydrocarbon transfers will be separated from water pipework and hoses, or thoroughly cleaned before use for different purposes.

Hydrocarbons in the oil storage tank will be allowed to settle and de-watered several times until the water content is as low as possible. Emulsion separating agent can be added if the oil contains high levels of emulsions before further de-watering is carried out.

Oil/water interface liquids will be collected in an isolated tank for later processing through the centrifuge and electrocoagulation treatment when extracted from tanks and/or trucks.

The final hydrocarbon product will be sampled and tested by a licensed oil recovery operator then decanted to an approved road tanker by the licensed oil recovery operator for export from the site.

5.16 Liquid waste

The applicant expects that the trade waste permit will allow for the discharge of treated wastewater from specific controlled waste categories. Treated liquid waste will be tested prior to discharge to the sewer in accordance with the discharge criteria which will be set by Water Corporation. The discharge criteria for the applicant's existing facility, which are expected to be duplicated, are in Appendix D.

The sewer network connected to the site conveys reticulated sewerage (consolidated drainage) to the Woodman Point Wastewater Treatment Plant (WWTP) managed by Water Corporation. Wastewater treated at this WWTP is discharged to the Woodman Point ocean outfall.

5.17 Solidification process

Surfactants, detergents (wetting agents) and drilling muds will be accepted in a slurry/sludge state into the solid sorting treatment area, where they will be mixed with residual sludge material from the various wastewater treatment systems, including:

- tanker residue cleanout;
- gravity sedimentation;
- filtering;
- rotary screening;
- centrifuging; and
- DAF processing.

The sludge mixture will be pumped through a belt press to remove liquid with the residual solid component captured and mixed with sawdust as part of the solidification process. Liquids are directed back into the wastewater treatment process.

The sludge and sawdust will be blended to a spadeable consistency and to meet Class III landfill acceptance criteria as specified in the Controlled Waste Regulations 2004 and Landfill Waste Classification and Waste Definitions 1996 (as amended 2019). The blended material will be removed off site for disposal at an authorised landfill or composting facility.



5.18 Other waste disposal

Used containers and other wastes generated on site will be managed in accordance with Table 5.4 below.

Table 5.4: Container treatment and disposal

Container	Treatment	Disposal
IBC poly tanks	Held in isolation bund until contents processed. Triple rinsed and pressure cleaned with water.	Reused in yard or by customers. Damaged IBCs will be dismantled to plastic parts and metal parts then dispose to landfill or recycling facility.
Open-top 200L drums	Held in isolation bund until contents processed. Triple rinsed and pressure cleaned with water.	Reused in yard or by customers. Damaged drums crushed then dispose to metal recycling facility.
Welded-top 200L drums	Held in isolation bund until contents processed. Triple rinsed and pressure cleaned with water.	Reused in yard or by customers. Damaged drums crushed then dispose to metal recycling facility.
20L poly drums	Held in isolation bund until contents processed. Triple rinsed and with water.	Crushed then disposed to landfill.
20L metal drums	Held in isolation bund until contents processed. Triple rinsed and pressure cleaned with water.	Crushed then disposed to metal recycling facility.
Oil filters	Drained, crushed.	To metal recycling facility.
Aerosol spray cans	Crushed within gas extraction system, rinsed with water.	To metal recycling facility. Waste paint and solvent to licenced dangerous goods contractor.
Glass, plastic and aluminium containers (small)	Shredded/crushed and washed with water.	To recycling facility.



Table 5.5: Waste types, storage, treatment and disposal

Category Group	Waste code	Waste type	Quantity	Acceptance/storage	Treatment	Disposal
A - Plating & heat treatment	A100	Surface treatment of metals & plastics	1,000 tonnes per annual period	Area H Bund capacity 2.25 KL Iso-tanks in bunded area	Treated by a wastewater treatment system which is to include dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill
B - Acidic solutions or solids	B100	Chromic acid Hydrochloric acid Mineral acids Sulphuric acid Sulfuric/hydrochloric acid mixtures (Ph>3)	1,000 tonnes per annual period	Area D Bund capacity 2.25 KL	Waste is treated through the wastewater treatment system including dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill
		Chromic acid Hydrochloric acid Mineral acids Sulphuric acid Sulfuric/hydrochloric acid mixtures (Ph>3)			Acid waste is neutralised with sodium hydroxide dosing in a polypropylene dilution container filled with water as heat absorbent medium. Waste is treated through the wastewater treatment system through dissolved air floatation and electro-coagulation.	
C - Bases	C100	Alkaline cleaners Ammonia Calcium hydroxide Caustic soda Lime (pH<12)	800 tonnes per annual period	Area G Bund capacity 2 KL	Waste is treated through the wastewater treatment system through dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill
		Alkaline cleaners Ammonia Calcium hydroxide Caustic soda Lime (pH>12)			Alkaline waste is neutralised with Hydrochloric acid and Hydrochloric acid dosing in a polypropylene dilution container filled with water as heat absorbent medium. Waste is treated through the wastewater treatment system through dissolved air floatation and electro-coagulation.	
D - Inorganic chemicals	D151	Used nickel & cadmium batteries	6,500 tonnes per annual period	Area D Bund capacity 2.25 KL	Collect and repack in secured drum or IBC and store on the hardstand area prior to removal offsite.	To metal recycling facility
	D210	Nickel compounds		Area M Bund capacity 10 KL		
	D211	Used nickel metal hydride batteries				
	D220	Lead wastes				



Category Group	Waste code	Waste type	Quantity	Acceptance/storage	Treatment	Disposal
	D221	Used lead/acid batteries			Acid will be removed, and batteries will be rinses thoroughly. The battery casing will be repacked in secured drum or IBC and store on the hardstand area prior to removal offsite.	
	D230	Zinc compounds			Collect and repack in secured drum or IBC and store on the hardstand area prior to removal offsite.	
	D300	Calcium chloride Non-metallic product Sodium chloride			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	To licenced landfill
	D330	Inorganic sulphides			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	
F - Paints, resins, inks, & organic sludges	F100	Water based wastes from inks, dyes, pigments, paints	500 tonnes per annual period	Area F- Bunded Packages Waste Work Area Capacity 2.25 KL	Waste is treated through the wastewater treatment system through pH correction, dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill
	F110	Water based wastes from resins, glues and adhesives			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	To licenced landfill
	F120	Solvent based wastes from inks, dyes, pigments, paints			Collect and store in isolated Dangerous Good container prior to removal offsite	To licenced dangerous goods contractor
	F130	Solvent based wastes from resins, glues and adhesives				
G - Organic solvents	G100	Waste aviation fuel Waste petrol	300 tonnes per annual period	Area L – Packaged Flammable Drums & IBCs Bund capacity 8.5 KL DG Container <i>Note: Waste will be managed under the DG legislation and guidelines</i>	Collect and store in isolated Dangerous Good container prior to removal offsite	To licenced dangerous goods contractor
	G110	Acetone Ethanol Waste jet fuel Waste kerosene				
H - Pesticides	H100	Biological pesticides Mixed pesticide residue	50 tonnes per annual period	Area H Bund capacity 2.25 KL Area J Bund capacity 2.25 KL	Waste is treated through the wastewater treatment system through sand filtration, ultra- violet, ozone and peroxide treatment.	Reused if fit for purpose Treated water to sewer Spadeable sludge to licenced landfill



Category Group	Waste code	Waste type	Quantity	Acceptance/storage	Treatment	Disposal
J - Oils	J100	Mineral oils unfit for their original use (lubricating and hydraulic) Rags and absorbent material wet/saturated with oil Transformer fluids (excluding PCBs) Waste hydrocarbons which are not highly flammable Waste mineral oil and coolant mixers	12,300 tonnes per annual period	Bulk tank farm (Area A-C) Area N (filters)	Collect and store in isolated stainless-steel tanks or container prior to removal offsite	To hydrocarbon waste contractor
	J120	Cutting oils and soluble oils Hydrocarbon such as petrol or diesel and water mixtures or emulsions			Waste is treated through the wastewater treatment system through dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill Oil to hydrocarbon waste contractor
	J130	Oil interceptor wastes Triple interceptor wastes			Waste is treated through the wastewater treatment system through centrifuge separator, dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill Oil to hydrocarbon waste contractor
	J160	Tars and tarry residues			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	To hydrocarbon waste contractor
	J170	Used oil filters			Collect, drain, clean and repack in secured drum or IBC and store on the hardstand area prior to removal offsite.	To metal recycler
	J180	Oil sludge from plate separators			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	To landfill
K- Food and beverage processing wastes	K200	Beverages in containers (bottles and cans)	100 tonnes per annual period	Stored in banded lockable container is external storage area	Containers shredded/crushed and washed with waste liquids to waste treatment system.	Treated water to sewer. Washed glass, plastic and aluminium to recyclers.



Category Group	Waste code	Waste type	Quantity	Acceptance/storage	Treatment	Disposal
L - Industrial wash water	L100	Car and truck wash waters from wash down bays	8,000 tonnes per annual period	Bulk tank farm (Area A-C) Area H Bund capacity 2.25 KL	Waste is treated through the wastewater treatment system through dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill Oil to hydrocarbon waste contractor
	L150	Industrial plant wash waters Stormwater collected from industrial facilities including port and landfills Wash water from industrial processes				
M - Organic chemicals	M130	Brake fluid Coolant Ethylene glycol (antifreeze) Propylene glycol Radiator fluid	900 tonnes per annual period	Area H Bund capacity 2.25 KL	Waste is treated through the wastewater treatment system through ultra-violet, ozone and peroxide treatment.	Treated water to sewer Spadeable sludge to licenced landfill Oil to hydrocarbon waste contractor
	M250	Detergents Emulsifiers Firefighting foam (excluding PFOS and PFOA) Surface active agents (surfactants)			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	To landfill
N - Soils & sludge	N100	Containers or drums contaminated with a controlled waste	3,200 tonnes per annual period	Area I Bund capacity 2.25 KL	Collect, clean and repack in secured pallet/IBC, store on hardstand area prior to removal offsite	To metal recycler or reuse
	N120	Soils contaminated with controlled waste		Area M Bund capacity 10 KL	Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	To landfill
	N140	Fire wash waters contaminated with chemicals		External storage areas (used containers and drums)	Waste is treated through the wastewater treatment system through ultra- violet, ozone and peroxide treatment	Treated water to sewer Spadeable sludge to licenced landfill
	N160	Encapsulated, chemically fixed, solidified or polymerised controlled wastes			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	To landfill
	N190	Filter cake containing controlled waste			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	



Category Group	Waste code	Waste type	Quantity	Acceptance/storage	Treatment	Disposal
	N205	Industrial waste treatment sludges and residues Residues from pollution control Scrubber sludge			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	
T - Misc.	T100	Waste chemical substances arising from research and development or teaching activities	190 tonnes per annual period	Area I Bund capacity 2.25 kl.	Identify and segregate according to MSDS and lab test will be conducted prior to waste treatment or removal offsite	To waste treatment or dangerous goods contractor.
	T120	Waste from production or formulation of photographic chemicals or processing materials			Waste is treated through the wastewater treatment system through dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill Oil to hydrocarbon waste contractor
	T140	Used truck and passenger tyres	Not more than 500 tyres	Secured under tarpaulin in IBCs in hardstand area.	Collect, clean and repack in secured pallet/IBC, store on hardstand area prior to removal offsite	To recycler



6. Commissioning

Commissioning will occur in four stages, which are discussed in further detail below:

1. Pre-commissioning.
2. Clean water commissioning.
3. Start-up.
4. Performance verification.

The construction and commissioning will involve the installation of new infrastructure and equipment (e.g. bunded tank farm) and relocation or treatment equipment from the applicant's existing facility.

6.1 Pre-commissioning

Pre-commissioning will include testing of the water retaining structures, electrical equipment, mechanical equipment, instrumentation, network and communication systems, and other auxiliary systems such as ventilation systems, cathodic protection systems, and fire protection systems.

Such testing will include:

- availability of relevant operational manuals and procedures;
- delivery acceptance inspections;
- structural water tightness tests;
- piping system pressure/leakage tests and cleaning/flushing;
- electrical equipment tests (e.g. power distribution systems, wire and cables, motors, and variable frequency drives);
- instrumentation and control system tests (e.g. network and communication systems, signals and cables, and instrument/meter calibration); and
- auxiliary system tests (e.g. cathodic protection systems, heating, ventilation, and air conditioning systems, public address systems, fire detection and alarm systems, and fire suppression systems).

Inspections of equipment at the site will occur prior to start-up, and include:

- tanks – correctly located, fit for purpose;
- pipelines – correctly connected (fixed) and of sufficient length (flexible), fittings/valves function as they should and are fit for purpose;
- pumps/fans – appropriately aligned, of sufficient capacity and correct flow direction;
- treatment units/screens – appropriate to the proposed waste stream; and
- hoods/ducting – installed over/on specified treatment equipment, connected to fan/activated carbon filter, ducting joints sealed to prevent loss/ingress of collected air.

6.1.1 Clean water commissioning

The objective of Clean Water Commissioning will be to verify the operation and functionality of equipment and system controls by conducting integration tests with clean water. The tests will be designed to demonstrate the system controls by simulating various operating conditions under minimum and maximum design conditions. The tests will serve as a precursor to the operating conditions expected during operational start-up. Such testing will include:



- equipment operational & performance tests;
- control loop tuning;
- maintenance of deficient equipment; and
- operator training.

The commissioning process will include:

- **Water** - tanks will be sufficiently filled with water to enable the tank, pipes, seals/connections, pumps and treatment systems to be tested to assess whether the system is hydraulically sound and flow rates and volumes maintained. In the event of a leak, the water will be collected and returned back to the initial tank until the system is determined to be sound. Each waste stream system will be tested and determined to be sound prior to the introduction of wastewater into the system. Initial testing water will be stored on site and used for wash water or disposed to sewer (in accordance with trade waste permit).
- **Air** - initial start-up of the activated carbon filtration system will occur without waste being present. Testing of air flows will be carried out around extraction hoods (using smoke generator or handheld anemometer), around ducting joints (for check for leaks/ingress), and to determine pressure/flow rates in exhaust gases to determine air exchange rates/turnover calculations.
- **Solids** - initial start-up will occur using sawdust or other suitable inert material to confirm material handling equipment functions correctly.

6.2 Start-up

After the successful completion of clean water commissioning, start-up commissioning will commence. Start-up includes introducing materials into the process/system that would typically be expected under normal operational conditions.

Due to the varying waste streams proposed to be treated at the site (and the different technology/treatment systems used), it is proposed to progressively start-up the various parts of the plant and undertake performance verification of that particular plant or equipment before treatment of the next waste stream.

The initial waste stream proposed to be processed will be a hydrocarbon waste stream (such as bilge waters) to test the water and air treatment systems. This testing phase may take up to two days to complete and include:

- online testing;
- water quality testing/verification (as required by the trade waste permit); and
- odour testing.

Once processing of the initial waste stream has been maximised and identified deficiencies resolved, start-up of the remaining treatment systems will occur using additional waste streams.

6.3 Performance verification

6.3.1 Air emissions

The emission of odorous gases to the environment has the potential to lead to odour complaints from neighbouring industries and residents. Accordingly, it is proposed to implement a staged commissioning approach where there will be a focus on a particular waste type/treatment system to ensure efficient and effective operation of plant and equipment and associated pollution control equipment.



Scrubbed air from the activated carbon filtration unit will exhaust via a vents at roof level. The effectiveness of proposed odour controls will be assessed via several monitoring activities:

- sampling of odorous air near the inlet side of the activated carbon filter and the exhaust air discharged from the filter;
- undertaking olfactometric analysis of odour samples to determine odour concentrations (odour units – OU) in those samples;
- calculation of odour reduction efficiencies for the respective controls;
- odour field assessments at the site boundary using plume tracking methodology.

It is proposed to undertake at least four sets of tests (upstream and downstream of the activated carbon filter) during times when different waste streams are being treated and/or different waste treatment equipment is being used. This will assist in identifying which waste streams have the highest odour level and the reduction efficiency of the activated carbon filter treating different contaminant streams.

The inlet and outlet samples will be taken at approximately the same time to allow removal efficiency performance to be calculated. Each set of inlet/outlet samples will be taken at greater than 1-hour intervals to reflect the peak odour load.

Odour removal efficiency for each of the inlet/outlet sample sets of each of the two consecutive test days will be calculated using each individual odour concentration as determined by a NATA accredited laboratory.

Ongoing monitoring of performance of the activated carbon filter will be carried out by a simple monthly assessment (smelling) of the odour in the exhaust gas from the activated carbon filter. If a noticeable odour is detected, then VOC and olfactometry analysis may be carried out to confirm the efficiency and inform possible need for replacement of the carbon.

The use of activated carbon filters is standard for the control of odours. As supported by site observations at the applicant's existing facility and reduced odour complaints (see section 2.1), carbon filtration has proved effective at reducing odour where the odour sources are in semi-enclosed environments.

The enclosed nature of the building at the proposed site will allow greater control over odours with reduced potential for impacts.

6.3.1.1 Wastewater

Wastewater proposed to be discharged to sewer will be batch treated and stored in a tank for testing. Once test results confirm contaminants meet discharge specifications, treated wastewater will be directed to sewer in accordance with the trade waste permit.

Should the wastewater not meet the required discharge criteria, it will either be re-treated through the system or removed off site to an approved disposal location.

Once optimisation of the wastewater treatment system occurs and discharged wastewater consistently meets discharge specifications, the treated wastewater will be discharged directly to sewer. Ongoing testing will be undertaken comprising automatic sampling every 30 minutes to generate a monthly average for reporting to the Water Corporation.

6.3.1.2 Solid waste

Solid wastes generated at the site will be tested for contaminant and moisture levels prior to removal off site to an approved landfill or other approved waste receipt facility, to ensure that the material meets the appropriate landfill waste acceptance criteria outlined in the Landfill Waste



Classification and Waste Definitions 1996 (as amended 2019). Where moisture levels do not meet spadeable requirements, additional bulking agent will be added.

6.3.2 Time-limited operations

It is expected that the initial operational period of the facility will be authorised and regulated under time-limited operation provisions in the DWER works approval. The period of time-limited operations will allow the applicant to apply for a DWER licence to operate the facility and provide time for DWER to assess the application. Any issues encountered during commissioning or time-limited operations can be considered by DWER prior to grant of an operational licence.

6.4 Timing and costs

The proposed construction and commissioning timeframe is described in Table 6.1. The transition of operations from the applicant's existing facility is expected to occur quickly due to new infrastructure being installed at the new premises. Equipment that is required to be relocated is generally self-contained unit and can be easily moved and installed quickly.

Table 6.1: Commissioning timeframe

Estimated duration	Activity
4 days	Preparatory site works
4 weeks	Office and laboratory refurbishment
3 weeks	Tank farm construction
2 days	Main building bunding
1-2 months	Relocate tanks and water treatment equipment from applicant's existing facility
1-2 weeks	Air extraction and carbon filter installation
2 weeks	Install new tanks
1 week	External yard surfacing and drainage
2-4 weeks	Plumbing and tank connections
1 week	Install solid treatment equipment
As needed	Relocate surplus equipment from applicant's existing facility
5 days	Staged testing and commissioning of premises
Within 6 months of approval	Commence normal operation

Costs associated with the development of the site are shown in Table 6.2.

Table 6.2: Construction costs

Item	Cost
Concrete hardstand	\$250,000
Tank farm and external bunding	\$ 50,000
Internal bunding and infrastructure	\$ 50,000
Air extraction and filtration	\$ 15,000
Plant relocation and installation	\$ 50,000
Total	\$450,000



7. Environmental impact assessment

The key emissions and associated actual or likely pathway during premises construction, commissioning and operation which have been considered in this assessment are detailed in Table 7.1 below. The table also details the control measures the applicant has proposed to assist in controlling these emissions, where necessary.

Table 7.1: Emission source-pathway analysis

Emission	Sources	Potential pathways	Proposed controls
Construction			
Dust	Construction of external infrastructure (concreting)	Air/wind dispersion	Standard construction dust controls (e.g. wetting of dust generating activity)
Noise	Construction works (vehicles, machinery and equipment)	Air/wind dispersion	<ul style="list-style-type: none"> The Environmental Protection (Noise) Regulations 1997 impose permitted noise levels. Noisy construction works will be carried out between 7am and 7pm, Monday to Saturday (excluding Sundays and public holidays). Equipment used for construction work will be the quietest reasonably available.
Operation			
Liquid waste discharge including foreseeable events spills / leaks/ fire water run-off	Liquid waste acceptance, storage and treatment via wastewater treatment system	Direct spills and contaminated stormwater surface run-off	Refer to section 7.3
Storage of waste	Tank farm		<ul style="list-style-type: none"> Tanks within bund with sufficient capacity to store 110% of the largest tank. Tank-level monitoring (Capacitance-Diaphragm Sensors [CDS]). Daily tank and bund inspection.
Sludges and leachate from solid waste	Sludge acceptance, storage and processing / solidification (addition of sawdust)	Direct spills and contaminated stormwater surface run-off	Refer to section 7.3
Particulates and noxious gases	Fire or from the mixing of incompatible waste types	Air / wind dispersion	<ul style="list-style-type: none"> Waste acceptance and storage procedures Packaged waste dangerous goods will be separated/segregated. Packaged Class 3 flammable liquid will be isolated and stored in dangerous goods container. Fire-fighting equipment will be available on site.
Odour	Waste receipts and pre-treatment; hydrocarbon management; solids/ sludge management; wastewater treatment	Air / wind dispersion	Refer to section 7.1.
Noise	Wastewater treatment equipment, vehicle movements and delivery and pickup of wastes	Air / wind dispersion	<ul style="list-style-type: none"> The Environmental Protection (Noise) Regulations 1997 impose permitted noise levels. Refer to section 7.2.
Dust	Solids/ sludge management	Air / wind dispersion	<ul style="list-style-type: none"> No waste category codes proposed for receipt that are potential significant sources of dust All deliveries and processing of sawdust will be within the main building. Sawdust/sludge blends will have a relatively high moisture/hydrocarbon content and will not present a dust emission potential.



7.1 Odour

7.1.1 Odour screening analysis

The relocation of the applicant's existing facility to the proposed site requires evaluation as a new premises in the context of the DWER Guideline on Odour Emissions (the Odour Guideline; DWER 2019).

The site has sensitive receptors (residences and recreational areas) located within the 1,000 m screening distance recommended in the Odour Guideline for a Category 61 liquid waste facility. Therefore, according to the screening process for a new premises (see the Odour Guideline for proforma and flow chart), the DWER application for a works approval requires a detailed odour analysis including an operational odour analysis (OOA) and site assessment.

7.1.2 Detailed odour analysis

The detailed odour analysis comprises three steps:

Step 1: Undertake an operational odour analysis and location review.

Step 2: Undertake further analysis using selected tools from Table 1 of the Odour Guideline as required.

Step 3: Compile additional information to support the detailed analysis.

The Odour Guideline provides a checklist for tools to be used for the detailed odour analysis. This checklist with responses provided in relation to the project is shown in Table 7.2.

Table 7.2: Detailed odour analysis checklist

Detailed analysis tools	Tick if used	Comments
Emission source		
Operational odour analysis (OOA) (priority tool)	<input checked="" type="checkbox"/>	See section 7.1.6
Odour source assessment (OSA)	<input type="checkbox"/>	A site assessment was conducted for the operations at the applicant's existing facility and an Odour Remediation Plan implemented. The drop in complaint numbers (see section 7.1.8) following application of the odour controls demonstrates the effectiveness of the odour mitigation measures.
Pathway and receptor		
Location review ("highly recommended")	<input checked="" type="checkbox"/>	See section 7.1.3.
Odour field assessment (OFA)	<input type="checkbox"/>	Not carried out. No evidence of unacceptable odour impacts expected at nearest sensitive receptors.
Complaints data analysis	<input checked="" type="checkbox"/>	Section 7.1.8 details complaints data for the liquid waste operations at the applicant's existing facility pre and post implementation of odour controls.
Community surveys	<input type="checkbox"/>	Not required
Comparative dispersion modelling	<input type="checkbox"/>	Not required
Comparison with similar operations	<input type="checkbox"/>	Site operations to be as per the applicant's existing facility. The odour assessment has been informed by that operation; therefore, further comparison with a similar operation is unnecessary.

Two of the listed tools have been used for the detailed odour analysis, being a location review and the OOA. Complaints data for the applicant's existing facility are also discussed.

7.1.3 Location review

The site is located at Lot 197 (No. 9) Cocos Drive in the Bibra Lake industrial area as shown on Figure 3.2. The Bibra Lake industrial area is occupied by various industrial premises including several waste management facilities that could emit odour to the local airshed, including the Suez organic waste transfer station at 10 Cocos Drive, the Suez resource recovery park at 65 Howson Way and Daniel's Health medical waste treatment plant operated by Cleanaway at 19 Coolibah Way.



Land uses immediately surrounding the site include vacant land and fuel station to the west; road/rail reserve and industrial units to the north; plastic products and timber board manufacturing units to the east; and industrial units to the south on the opposite side of Cocos Drive (including the Suez organic waste transfer station).

7.1.4 Sensitive receptors

The EPA guidance on separation distances between industrial land and sensitive land uses (EPA 2005) identifies odour as a key concern for liquid waste facilities and advises that buffer distances for such facilities should be applied on a case-by-case basis. The Odour Guideline provides an odour screening distance for Category 61 liquid waste facilities of 1,000 m. The buffer zone for the site is shown on Figure 3.2.

Receptors sensitive to the amenity impacts of odour include residences and recreational areas such as parks and reserves. The nearest residential receptors to the site are approximately 750 m to the southeast in Yangebup. There are also parks and reserves within 1 km of the site, including Levi Park and the majority of the eastern half of South Lake Reserve.

7.1.5 Meteorology

The closest Bureau of Meteorology site is located 6.3 km east northeast at Jandakot Airport (Jandakot Aero site number 009172). Two years of data (2016 and 2017) from Jandakot Aero was examined (Figure 7.1).

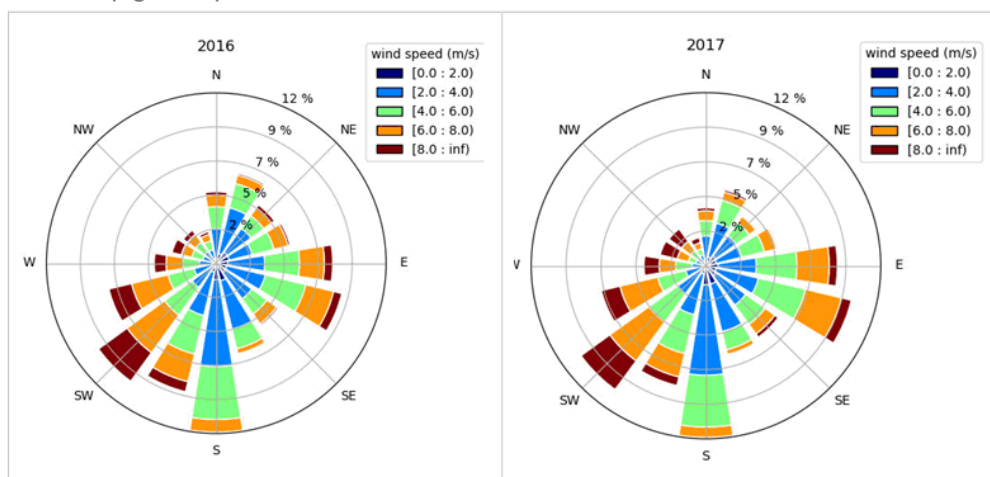


Figure 7.1: Annual wind roses for BOM site at Jandakot Airport

Analysis of the annual wind patterns reveals that the strongest prevailing winds come from the south west quadrant (SW 10% of winds and a further 18% of winds split between SSW and WSW). These winds have the potential to carry odours from site towards the South Lake reserve. Easterly winds comprise another 16% of the wind directions. Southerly winds, while highest in frequency, contributing ~12% of the winds, tend to be lighter with over 50% of winds from the south being <4 m/s. Northerly winds make up less than 6% of the total winds in the two years examined, with less than 1% of total wind being greater than 6 m/s from a northerly direction while north easterly winds were lighter but a little more prevalent. Winds from the north west quadrant are least prevalent but are the most likely to carry odour emissions in the direction of the nearest residential area and Levi Park.



7.1.6 Operational odour analysis

7.1.6.1 Summary of liquid waste treatment process

The proposed layout of the facility is presented in the site plan in Appendix C.

Odour sources have previously been identified through the preparation of the Odour Remediation Plan (Strategen 2018) at the applicant's existing facility. Details of the waste liquid treatment processes and potential odour sources are summarised in Table 7.3.

Table 7.3: Operations review

Process element	Description	Potential odour sources
Waste receivals and pre-treatment	Includes receipt of liquid waste in ICBs for storage and discharge of wastewater tankers, solids removal (settlement tank and rotary screen) and wastewater transfer to storage tanks. The waste receivals area also includes the tanker washdown area with resulting wastewater drained to bunded area and mixed with sawdust for disposal.	Waste transfer. Storage tank Vents. Tanker wash down.
Hydrocarbon management	Separated oil from primary settlement tanks or storage tanks pumped to oil storage tanks. Free oil from coalescing plate separator and electrocoagulation wastewater treatment steps is also isolated in the oil storage tank or bunded pit/oil traps. Dewatering of the oil storage tanks is conducted several times to reduce water content as far as practicable using emulsion separating agents where necessary. Oil/water interface waste is isolated for further processing via centrifugation and electrocoagulation. A licensed oil recovery operator undertakes testing of the final hydrocarbon product prior to decanting to an approved road tanker for export from the site.	Storage tank vents. Tanker venting during filling.
Solids/sludge management	Sludge from both liquid and oil storage tanks is pumped to sludge tanks then centrifuged to separate heavy solids from waste liquid. Soil/sawdust is added to tank washdown and solids from wastewater processing steps including rotary screen and electrocoagulation, and sludge to generate spadeable material for stockpiling prior to dispatch to Class 3 landfill.	Solid/hydrocarbon. Settlement tank venting. Sludge pit. Blending. Spadeable waste stockpile.
Wastewater treatment	Wastewater treatment steps include: <ul style="list-style-type: none"> clarification filtration (mesh screen, bag filters, sand filter) Dissolved Air Flotation (DAF) is used to accelerate of flocculation and coagulation rates for suspended materials for separation from the aqueous phase centrifugation (to remove sludge) in a Sharples centrifuge coalescing plate oil/water separator electrocoagulation to: <ul style="list-style-type: none"> remove surfactants, detergent and phosphates from industrial wash water remove emulsified oil and total petroleum hydrocarbons remove suspended solids larger than 30 µm stabilise / neutralize pH of the wastewater post water polishing for Biological Oxygen Demand (BOD) and heavy metal reduction reagent mixing (e.g. limewater, ferric chloride, aluminium chloride, hydrochloric acid) pH adjustment (hydrochloric acid / sodium hydroxide dosing). Final steps include reverse osmosis to reduce salinity and use of a UV-Ozone reactor to reduce biological/chemical oxygen demand. An anaerobic / aerobic glycol digestion is also available to remove glycol from engine coolant waste. Treated wastewater passes via the processed water storage tanks prior to discharge into the water corporation sewer.	Fugitive emissions from coalescing plate separator and electrocoagulation. Dissolved air flotation tank vapours and sludge handling. UV-ozone reactor exhaust.



7.1.7 Odour control measures

During relocation from the applicant's existing facility to the proposed site, some changes to the layout of process vessels and treatment areas will result. The changes will allow for some modifications to the odour control infrastructure providing the opportunity for upgrades to the system. Furthermore, the new premises will enable a large portion of the identified odour sources to be contained within a large industrial building.

The specifications of the odour control system comprising of air extraction and carbon filters are detailed in Table 7.4.

Table 7.4: Odour control system

Equipment	Specifications
Exhaust hood and ducting	Extraction hoods above: <ul style="list-style-type: none"> • bulk unload bay • electrocoagulation unit and feed tank • oily water plate separator vessel • UV-ozone reactor vessel • DAF unit • solid sorting treatment area
Fans	Duty/standby Variable speed drive Maximum flow rate (3,000 m ³ /hr) to allow Empty Bed Residence Time of three seconds
Filter	Fabric / fibreglass pre-filters Activated carbon filter Filter dimension to allow minimum Empty Bed Residence Time of three seconds at maximum flow rate
Discharge point	Roof-level vent Rain cover
Removal efficiency	At least a 90% reduction in odour concentration (measured as odour units OU) and VOC concentration (mg/m ³) from odorous air reporting to extraction hoods, in the exhaust air after activated carbon treatment

7.1.8 Odour control performance

Following the odour assessment at the applicant's existing facility, the odour mitigation measures (as detailed in the Strategen (2018) odour remediation plan) were implemented. The success of the measures in reducing odour emissions is apparent from the level of odour complaints received by DWER, which reduced from over 200 complaints between November 2015 and June 2018, to seven between March 2018 and December 2018, to none since December 2018 (DWER 2020).

It is noteworthy that the separation distance at the Garling Street facility to the nearest residence is less than 100 m with approximately 50% of the 1,000 m screening distance comprising residential development.

7.1.9 Odour emission operation reviews

Details of the OOA are described for each process element in the following tables (Table 7.5, Table 7.6, Table 7.7 and Table 7.8).



Table 7.5: Odour emission operation review – waste receivals and pre-treatment

Aspect	Response
Odour sources and emissions	<p><u>Sources:</u></p> <ul style="list-style-type: none"> Potential odour emissions from transfer of waste from tankers to storage tanks and tanker washdown. Receivable storage tank vents. <p><u>Odorous emissions:</u></p> <ul style="list-style-type: none"> VOCs and hydrocarbons. <p><u>Frequency of emissions:</u></p> <ul style="list-style-type: none"> Intermittent fugitive emissions from transfer of some wastes and tanker wash down estimated 10 times a day; duration 15-30 minutes each. Continuous emission potential from receivable storage tank vents.
Process controls	<ul style="list-style-type: none"> Fully enclosed bulk receivals area including the wash down area and IBC cleaning area, with extraction hoods installed to vent emissions via emissions control system prior to discharge to atmosphere. Use of closed hose couplings for tanker deliveries unless pump out occurring within the enclosed bulk receivals area. Ducting of vents from receivable storage tanks to emission control system.
Triggers and corrective actions	<p><u>Triggers:</u></p> <ul style="list-style-type: none"> Detection of on-site odour outside the bulk receivals area enclosure or in vicinity of storage tanks. <p><u>Corrective actions:</u></p> <ul style="list-style-type: none"> Verification of extraction flow (via visual flow indicator) and increased extraction air flows if required. Examination of integrity of enclosures and ducting and ensure door closure upon truck entry.
Corrective action evaluation	The efficacy of corrective actions will be determined from on-site observations of odour.
Contingency actions	If corrective actions are unsuccessful and unacceptable odour impacts are experienced at sensitive receptors, then the receipt operations will be suspended at the completion of the current delivery. An investigation will be carried out to identify and mitigate causes of odour emissions which have resulted in unacceptable impacts at sensitive receptors.

Table 7.6: Odour emission operations review – hydrocarbon management

Aspect	Response
Odour sources and emissions	<p><u>Sources:</u></p> <ul style="list-style-type: none"> Head space vapours from oil storage tanks and oil/water settling tank and tanker venting during loading for export. <p><u>Odorous emissions:</u></p> <ul style="list-style-type: none"> VOCs and hydrocarbons. <p><u>Frequency of emissions:</u></p> <ul style="list-style-type: none"> Dependent on waste composition but with potential to be a continuous emission source from vents and during oil loading.
Process controls	<ul style="list-style-type: none"> Vents from tanks to be ducted to emissions control system prior to emission to atmosphere. Tanker vents to be connected to storage tank during loading to create a closed loop.
Triggers and corrective actions	<p><u>Triggers:</u></p> <ul style="list-style-type: none"> Hydrocarbon odour detected in the vicinity of the tank farm. <p><u>Corrective actions:</u></p> <ul style="list-style-type: none"> Ensure integrity of the vent ducting systems and closed loop system is being employed during oil tanker loading.
Corrective action evaluation	The efficacy of corrective actions will be determined from on-site observations of odour.
Contingency actions	If corrective actions are unsuccessful and unacceptable hydrocarbon odour impacts are experienced at sensitive receptors an investigation will be carried out to identify causes of odour emissions which have resulted in unacceptable impacts at sensitive receptors.

**Table 7.7: Odour emission operations review – solids/sludge management**

Aspect	Response
Odour sources and emissions	<u>Sources:</u> <ul style="list-style-type: none"> • Solid/hydrocarbon settlement, sludge pit, blending hardstand and stockpile <u>Odorous emissions:</u> <ul style="list-style-type: none"> • VOCs and hydrocarbons. <u>Frequency of emissions:</u> <ul style="list-style-type: none"> • Dependent on waste composition but with potential to be a continuous emission source.
Process controls	<ul style="list-style-type: none"> • Fully enclosed area with extraction hoods installed to vent emissions via emissions control system prior to discharge to atmosphere.
Triggers and corrective actions	<u>Triggers:</u> <ul style="list-style-type: none"> • Odour detected outside the main building identifiable as coming from the soil/sludge management operations. <u>Corrective actions:</u> <ul style="list-style-type: none"> • Verification of extraction flow (via visual flow indicator) and increased extraction air flows if required.
Corrective action evaluation	The efficacy of corrective actions will be determined from on-site observations of odour.
Contingency actions	If corrective actions are unsuccessful and unacceptable hydrocarbon odour impacts are experienced at sensitive receptors an investigation will be carried out to identify causes of odour emissions which have resulted in unacceptable impacts at sensitive receptors.

Table 7.8: Odour emission operations review – Wastewater treatment

Aspect	Response
Odour sources and emissions	<u>Sources:</u> <ul style="list-style-type: none"> • Fugitive emission from coalescing plate separator, electrocoagulation, dissolved air flotation tank vapours and sludge handling, UV-ozone reactor exhaust. <u>Odorous emissions:</u> <ul style="list-style-type: none"> • VOCs and hydrocarbons. <u>Frequency of emissions:</u> <ul style="list-style-type: none"> • Dependent on waste composition but with potential to be a continuous emission source.
Process controls	<ul style="list-style-type: none"> • Dedicated extraction hoods to capture emissions for passage via activated carbon prior to emission to atmosphere to be fitted above: <ul style="list-style-type: none"> ◦ electrocoagulation unit and feed tank ◦ oily water plate separator vessel ◦ UV-ozone reactor vessel ◦ DAF unit. • Secondary containment provided by operations being fully contained within main building.
Triggers and corrective actions	<u>Triggers:</u> <ul style="list-style-type: none"> • Odour detected outside the main building identifiable as coming from the wastewater treatment operations. <u>Corrective actions:</u> <ul style="list-style-type: none"> • Ensure doors are closed and extraction system is operational.
Corrective action evaluation	The efficacy of corrective actions will be determined from on-site observations of odour.
Contingency actions	If corrective actions are unsuccessful, the entire wastewater process will be reviewed to determine if additional sources not previously identified exist and require dedicated extraction hoods for conveyance of emissions via activated carbon prior to discharge to atmosphere.

7.1.10 Residual odour impact potential

The following table details the impact potential from the OOA (Table 7.9). The consequence of emissions from all processes is assigned minor, which following the DWER risk assessment guidance (DER 2017) means low-level impact to amenity and off site local scale impacts may occur.



A likelihood of rare was assigned to all activities – receivals area, hydrocarbon management, soils and sludge management, and wastewater treatment – as the processes are considered low risk, have already had effective controls implemented, are to be enclosed in the main building with extraction of emissions via carbon filter, and any impacts from fugitive odour emissions would be localised.

With consideration of the 750 m separation distance between the site and the nearest residential receptor, and the low proportion of winds from the north westerly quadrant with potential to carry emissions from the site to the residential receptors, the likelihood of impact at a residential receptor is also concluded to be rare.

Table 7.9: OOA residual odour impact potential

Operation/odour source	Consequence	Likelihood	Impact potential
Waste receivals and pre-treatment	Minor	Rare	Low
Hydrocarbon management	Minor	Rare	Low
Solids/sludge management	Minor	Rare	Low
Wastewater treatment	Minor	Rare	Low

7.1.11 Summary

Based on the desktop odour assessment and preliminary risk assessment, it is concluded that the site is suitable for development as a liquid waste facility from an odour perspective. This is concluded due to the proposed implementation of demonstrated effective odour controls, existing site infrastructure aiding in enclosing odour sources, and the separation distances to sensitive receptors. An acceptable odour outcome is subject to the appropriate operational and management controls being in place.

7.2 Noise

Apart from the centrifuge, processing equipment proposed to be employed at the site are generally quiet when operating. Although there are a number of pumps that are likely to be used at any time, these are also generally quiet. Given its noise generating potential, the centrifuge will be enclosed within an insulated booth which will be installed in the main building.

A reasonable measure of the sound environment is whether conversation can be conducted at a reasonable level. It is anticipated that the sound environment within the warehouse and surrounds will meet this expectation.

The applicant is aware of the requirements and obligations of, and is committed to compliance with, the Environmental Protection Noise Regulations 1997.

The site is located within an industrial area and therefore noise generation is not considered a significant risk. The main sources of noise that will be generated from the operations include:

- traffic movement in and out of the premises;
- transfer pumps during unloading of waste into holding tanks;
- forklift operations; and
- loading and unloading of IBCs.

The noise generated from the operations is consistent with the noise generated from the surrounding activities from adjacent properties. Given that the nearest residence is 750 m from the site, noise is not considered a risk to residential properties. A noise management plan is not considered necessary at this stage.



7.3 Liquid waste run off and fire water run-off impact

No waste materials will be handled or stored outside of designated containment areas. Bulk storage of liquids will be in tanks with bunding that has a capacity of at least 110% of the largest tank. Individual drums and IBCs containing liquid waste will be stored within containment areas that provide at least 25% of the total waste volume stored in that area. Bulk liquid receivals will take place inside the main building which will be kerbed providing an effective containment capacity of 250 kL.

In the unlikely event of spills or leaks from vehicles or containers outside of containment areas, appropriate spill containment equipment will be provided at strategic locations. Spill equipment will include absorbent booms, pads and granules and recovery equipment (vacuums and pumps etc).

Prior to operations commencing at the premises, a spill management plan will be prepared and implemented, which will include a list of spill management equipment available and procedures and instructions as to how spills will be managed.

7.4 Traffic impact statement

This traffic impact statement has been prepared to estimate the increase in traffic volumes due to the proposed facility and to assess the impacts generated. This impact statement has been prepared with consideration of the with the Western Australian Planning Commission and Department of Planning Transport Impact Assessment Guidelines (DOP 2016).

7.4.1 Road network

Access to the site will be mainly via Spearwood Avenue through to Cocos Drive. Both roads are under the care and control of the City. Information on these two roads is further provided in Table 7.10.

Table 7.10: Road network characteristics

Road	Hierarchy	Special use	Speed limit	Carriageway	Width	Traffic count (total)	Traffic count (heavy vehicles)
Spearwood Ave	Distributor A	Industrial	70 km/h	Dual	~ 25 m	17,370	2,206
Cocos Drive	Access road	Industrial	50 km/h	Single	~ 10 m	5,305	1,404

- (1) 2017-2018 data identifies an average total count of 17,370 vehicles daily out of which 2,206 were heavy vehicles. Data was monitored on the East of Stock Street on Spearwood Ave from Monday to Friday and averaged per day.
- (2) 2013 data identifies an average total count of 5,305 vehicles daily out of which 1,404 vehicles were heavy vehicles. Data was monitored in front of Lot 7 and 40 m East of Miguel Road.

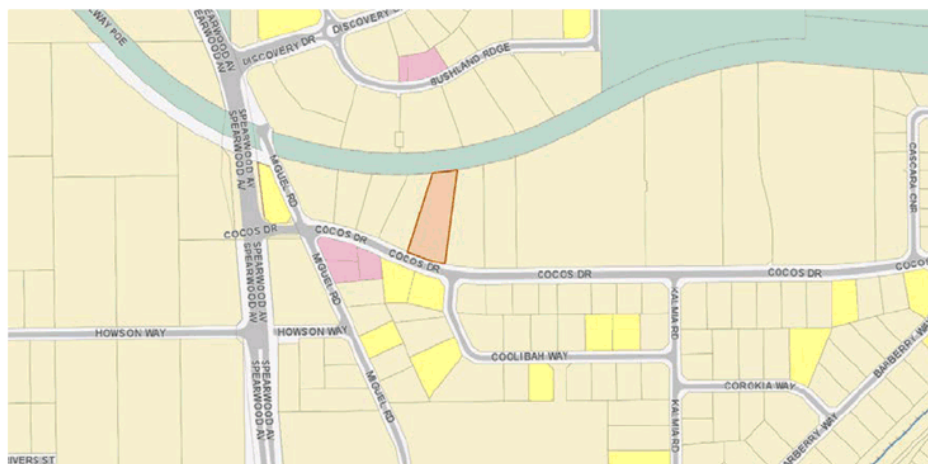


Figure 7.2: Road network (maps.cockburn.wa.gov.au)



7.5 Vehicle access and parking

The site has dedicated parking areas for cars and sufficient access and yard turning areas for light and heavy vehicle access. The table below (Table 7.11) summarises the allocated parking spaces at the site (see site plan in Appendix C).

Table 7.11: Lot 197 allocated parking

Attribute	Description
Total private parking bays for light vehicles (including ACROD)	15
Waste collection bay/service area	1
Total employees with cars (total private parking bays occupied)	7
ACROD parking area	18 m ²
Waste collection bay parking area	35 m ²

There are two entry/exit access points from Cocos Drive into the parking areas which both provide two-way access.

The City of Cockburn Parking Plan 2018-2028 indicates that a parking provision of one car park per employee and one car park per vehicle is required (Cardno 2019). The provision of 15 parking bays meets the requirements of the parking plan and no off-site parking will be required.

7.6 Provision for service vehicles

An area has been allocated behind the site administration building for service vehicles to collect general waste from the site through the City's general waste collection service.

For other types of waste that will be stored in the yard or main building, sufficient space is available for collection by private contractors.

7.7 Hours of operation

The normal operating hours of the facility will be 7 am to 6 pm, Monday to Saturday.

7.8 Daily traffic volumes and vehicle types

Estimated traffic volumes that will visit the site are shown in Table 7.12 below. The estimated numbers reflect an insignificant increase in the traffic volumes currently experienced in the area and the types of vehicle accessing the site are consistent with those servicing the existing industrial area.

Table 7.12: Traffic volumes

Class	Description	Peak 0700-0900	Day	Peak 1600-1800
Car (employee)	A motor vehicle with a gross vehicle mass (GVM) not greater than 4,500 kg	4	4	4
Car (visitor/other)	A motor vehicle with a gross vehicle mass (GVM) not greater than 4,500 kg	2	2	2
Light rigid vehicle	A motor vehicle with a gross vehicle mass over 4,500 kg to a maximum of 8,000 kg (no axle limit)	4	4	2
Medium rigid vehicle	A motor vehicle that has 2 axles and a gross vehicle mass greater than 8,000 kg	1	4	
Heavy rigid vehicle	A motor vehicle that has 3 or more axles and a gross vehicle mass greater than 8,000 kg	1	4	
Heavy combination vehicle	A prime mover to which is attached a single semi-trailer plus any unladen converter dolly, or rigid motor vehicle attached to a trailer that has a gross vehicle mass greater than 9,000 kg plus any unladen converter dolly		3	
Multi combination vehicle	Any heavy combination unit towing one or more trailers, each having a gross vehicle mass greater than 9,000 kg		4	

(1) Heavy combination and multi-combination vehicles access the site infrequently, estimated maximum numbers shown.



7.9 Traffic management of the frontage streets

A traffic management plan is not considered necessary for the facility given its ease of access from Cocos Drive. The site has frontage to Cocos Drive on its southern boundary, with two access points (double lane entry/exit), each of an opening of approximately 10 m.

Cocos Drive has a 50 km/hr speed limitation and sight lines extend more than 50 m on either side of each access point providing safe exit of the site.

7.10 Public transport and pedestrian access

Access to the site via public transport is limited, with the following transport facilities present within the surrounding area:

- railway line (Mandurah Line) located 780 m southeast of the site;
- pedestrian footpath running along the right side of the Cocos Drive and right side of the Spearwood Avenue. There is also a footpath running on the right side of the Miguel Road;
- there is no bus route within 1 km of the site; and
- a High Quality Shared Path (pedestrian and cycle) is present on Spearwood Avenue and Miguel Road.

Given the limited public transport options and industrial nature of the area with heavy traffic, the applicant expects that all its employees will access the site via private car. Car sharing and pooling will be encouraged where possible.



8. Limitations

Scope of services

This report ("the report") has been prepared by Strategen-JBS&G in accordance with the scope of services set out in the contract, or as otherwise agreed, between the Client and Strategen-JBS&G. In some circumstances, a range of factors such as time, budget, access and/or site disturbance constraints may have limited the scope of services. This report is strictly limited to the matters stated in it and is not to be read as extending, by implication, to any other matter in connection with the matters addressed in it.

Reliance on data

In preparing the report, Strategen-JBS&G has relied upon data and other information provided by the Client and other individuals and organisations, most of which are referred to in the report ("the data"). Except as otherwise expressly stated in the report, Strategen-JBS&G has not verified the accuracy or completeness of the data. To the extent that the statements, opinions, facts, information, conclusions and/or recommendations in the report ("conclusions") are based in whole or part on the data, those conclusions are contingent upon the accuracy and completeness of the data. Strategen-JBS&G has also not attempted to determine whether any material matter has been omitted from the data. Strategen-JBS&G will not be liable in relation to incorrect conclusions should any data, information or condition be incorrect or have been concealed, withheld, misrepresented or otherwise not fully disclosed to Strategen-JBS&G. The making of any assumption does not imply that Strategen-JBS&G has made any enquiry to verify the correctness of that assumption.

The report is based on conditions encountered and information received at the time of preparation of this report or the time that site investigations were carried out. Strategen-JBS&G disclaims responsibility for any changes that may have occurred after this time. This report and any legal issues arising from it are governed by and construed in accordance with the law of Western Australia as at the date of this report.

Environmental conclusions

Within the limitations imposed by the scope of services, the preparation of this report has been undertaken and performed in a professional manner, in accordance with generally accepted environmental consulting practices. No other warranty, whether express or implied, is made.

The advice herein relates only to this project and all results conclusions and recommendations made should be reviewed by a competent person with experience in environmental investigations, before being used for any other purpose.

Strategen-JBS&G accepts no liability for use or interpretation by any person or body other than the client who commissioned the works. This report should not be reproduced without prior approval by the client, or amended in any way without prior approval by Strategen-JBS&G, and should not be relied upon by other parties, who should make their own enquiries.



9. References

- Cardno. 2019. City of Cockburn Parkin Plan 2018-2028. Retrieved from <https://www.cockburn.wa.gov.au/Health-Safety-and-Rangers/Parking-and-Vehicle-Control/Parking-Laws-and-Guidelines>.
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- Department of Water and Environmental Regulation (DWER). 2019. *Guideline Odour emissions*. Retrieved from <https://www.der.wa.gov.au/our-work/licences-and-works-approvals/publications>.
- Department of Water and Environmental Regulation (DWER). 2020. *Decision Report, Review of Existing Premises, Licence Number L8370/2013/1*. Retrieved from <https://www.der.wa.gov.au/our-work/licences-and-works-approvals/current-licences>.
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- Strategen. 2018. *Controlled Waste Disposals Odour Remediation Plan*. Report prepared for Controlled Waste Disposals Pty Ltd.



Appendix A Current company extract

**ASIC**

Australian Securities & Investments Commission

Current Company Extract

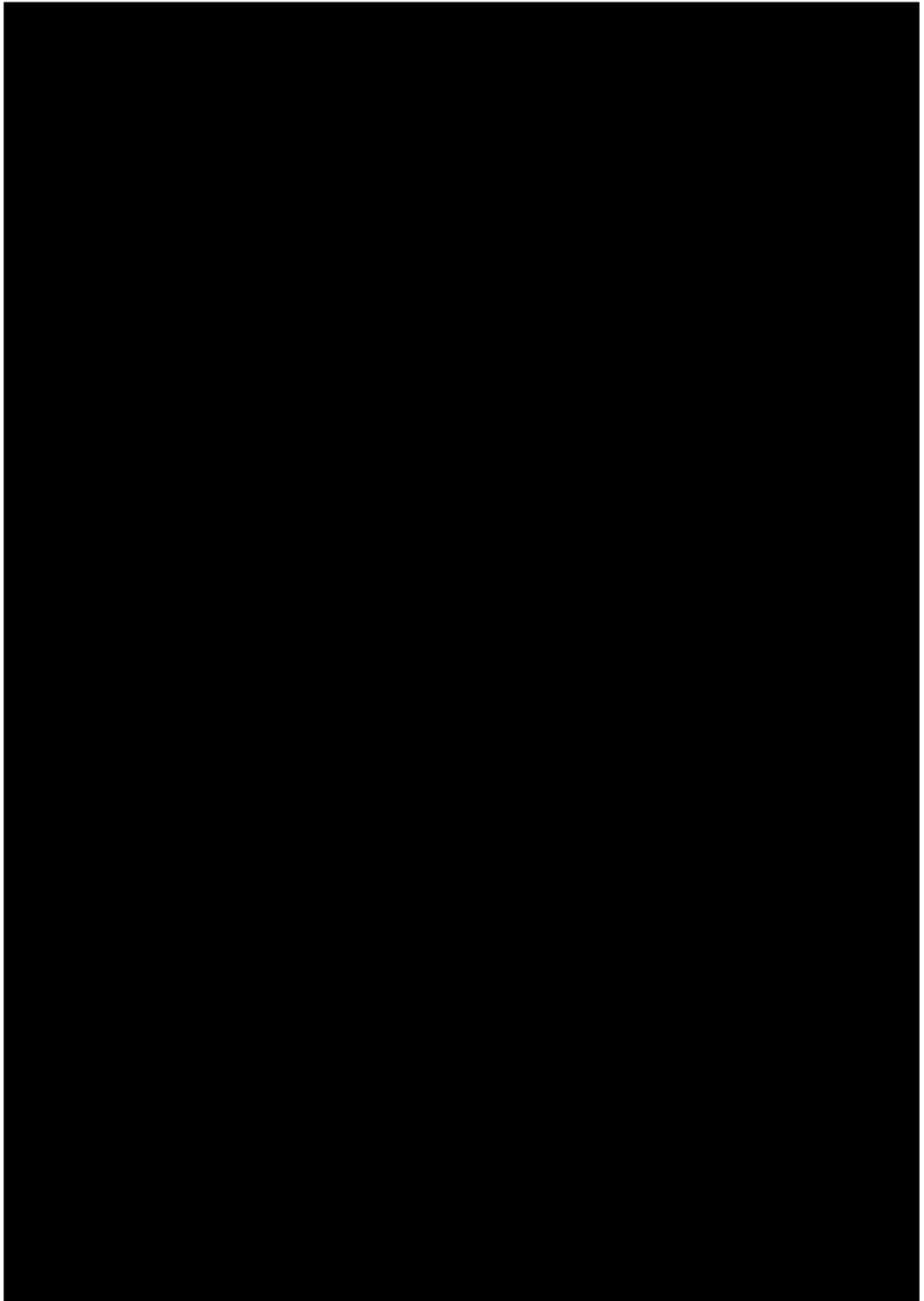
Name: [REDACTED]
ACN: [REDACTED]

Date/Time: 05 November 2020 AEST 05:10:43 PM

This extract contains information derived from the Australian Securities and Investments Commission's (ASIC) database under section 1274A of the Corporations Act 2001.

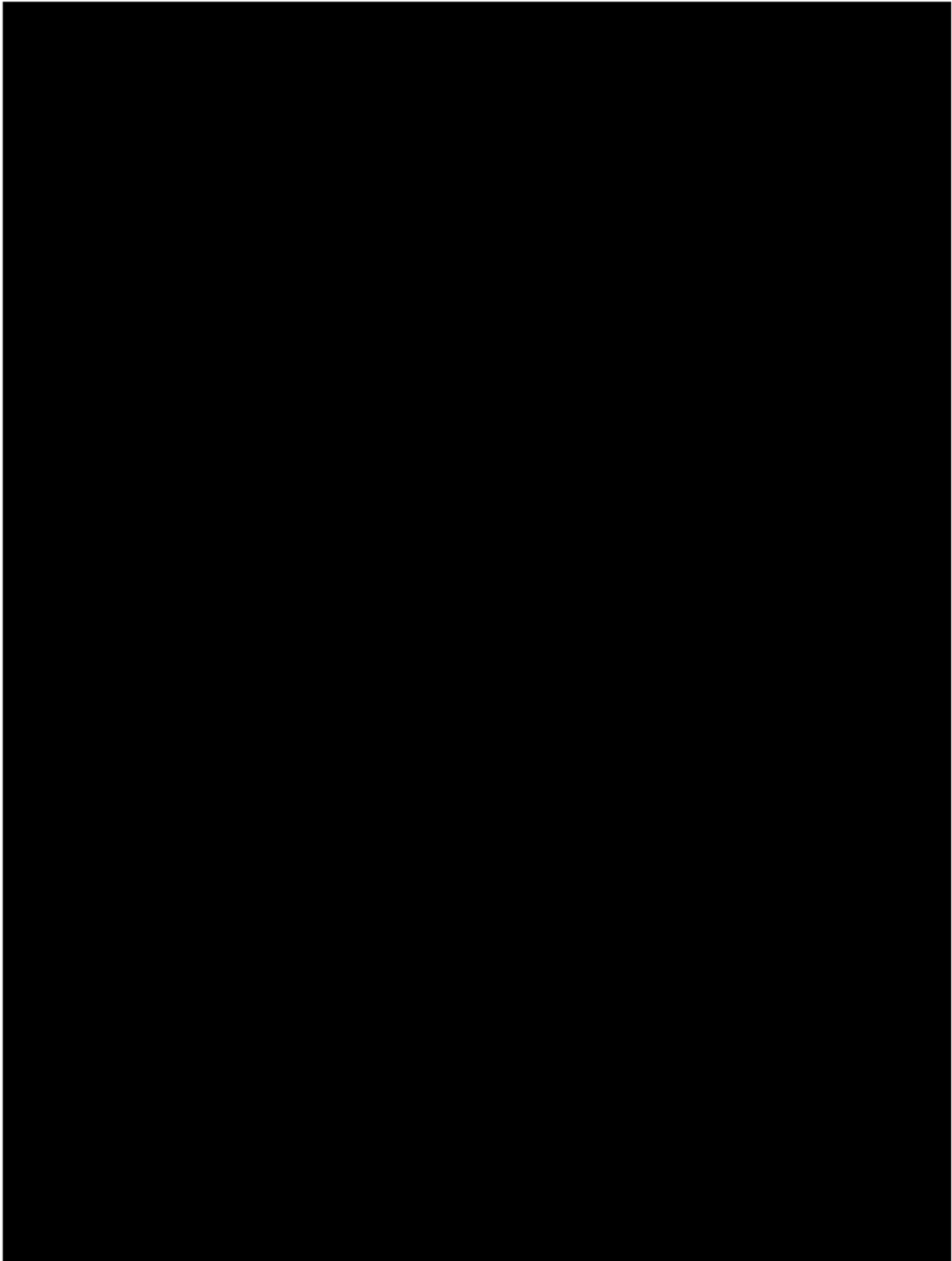
Please advise ASIC of any error or omission which you may identify.

EXTRACT



05 November 2020 AEST 05:10:43 PM

1



End of Extract of 2 Pages

05 November 2020 AEST 05:10:43 PM

2



Appendix B Occupier status

WESTERN



AUSTRALIA

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

REGISTER NUMBER	
197/P17235	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
1	5/6/2009

VOLUME
1879 FOLIO
848

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

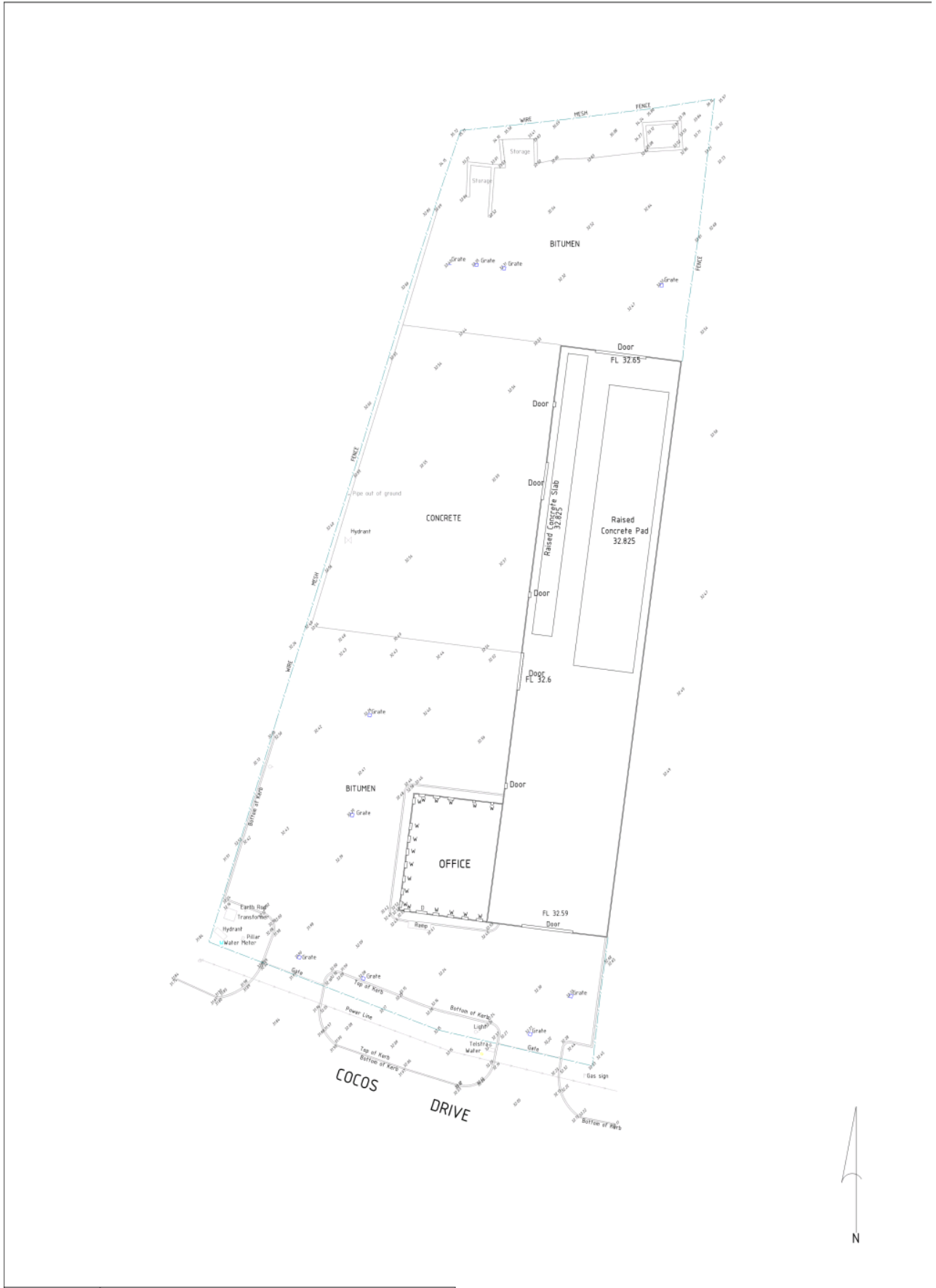
SKETCH OF LAND: 1879-848 (197/P17235)
PREVIOUS TITLE: 1879-829
PROPERTY STREET ADDRESS: 9 COCOS DR, BIBRA LAKE.
LOCAL GOVERNMENT AUTHORITY: CITY OF COCKBURN

LANDGATE COPY OF ORIGINAL NOT TO SCALE 21/05/2020 11:21 AM Request number: 60604989

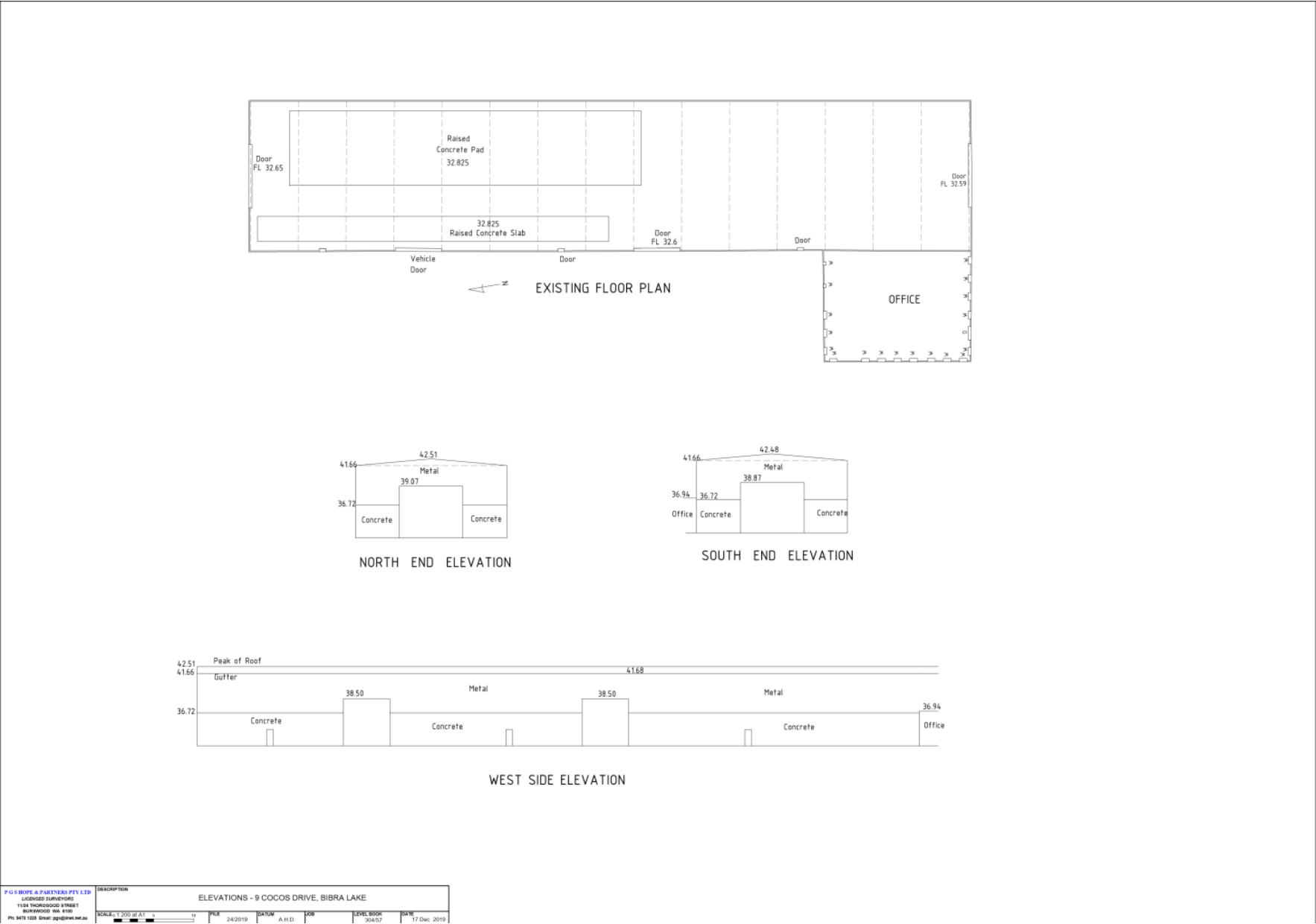

Landgate
www.landgate.wa.gov.au

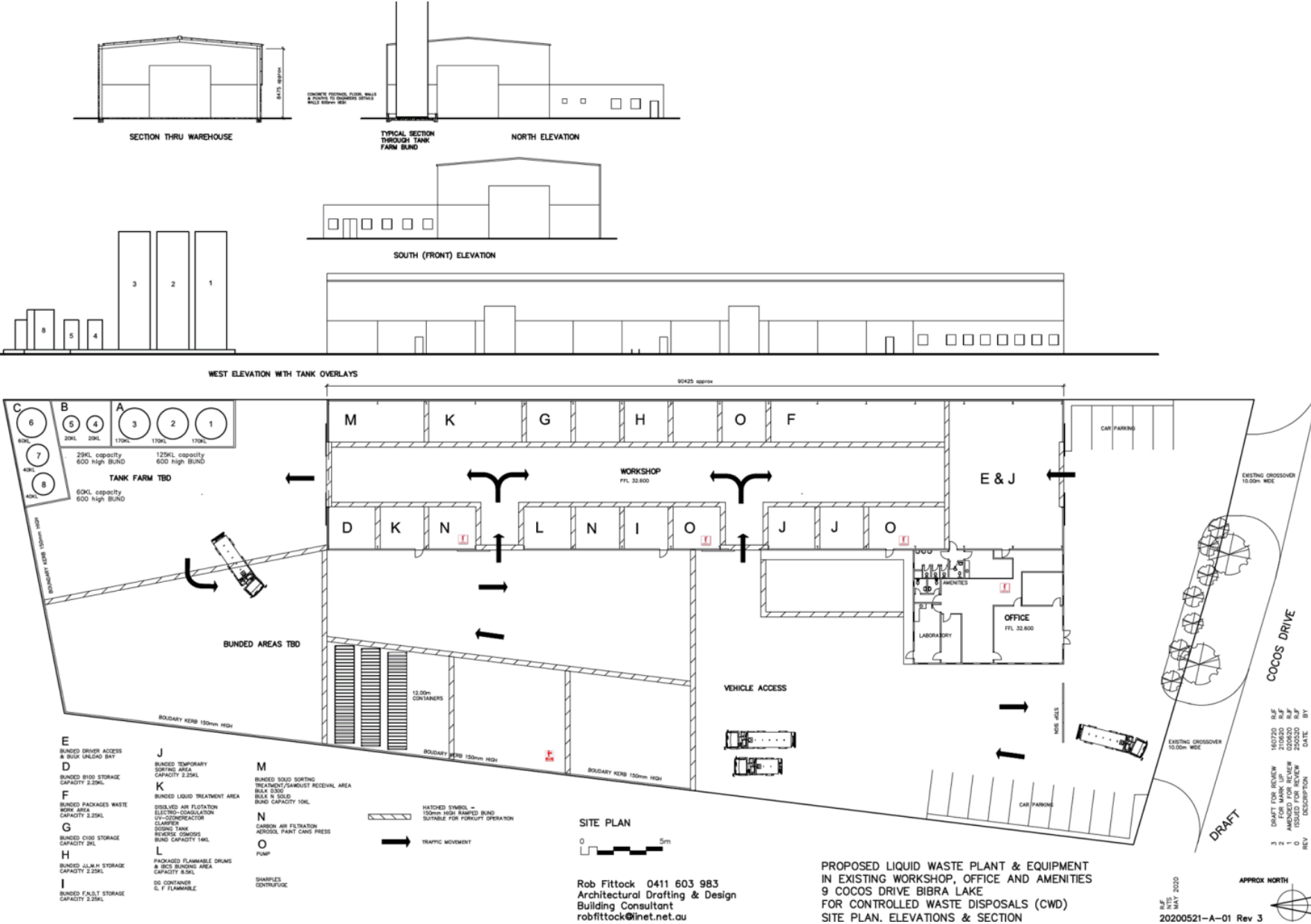


Appendix C Site plans



PGS BOWE & PARTNERS PTY LTD LICENSED SURVEYORS 1134 THORNSWOOD STREET BUNBURY WA 6155 Ph: 9476 1238 Email: pgs@bowe.net.au	DESCRIPTION									
	FEATURE SURVEY - 9 COCOS DRIVE, BIBRA LAKE									
	SCALE	SCALE 1:250 AT A1	DATE	24/2019	SKETCH	A.H.D.	JOB	LEVEL BOOK	DATE	18 Dec 2019







Appendix D Water Corporation discharge criteria

CONTROLLED WASTE DIPOSALS DISCHARGE CRITERIA

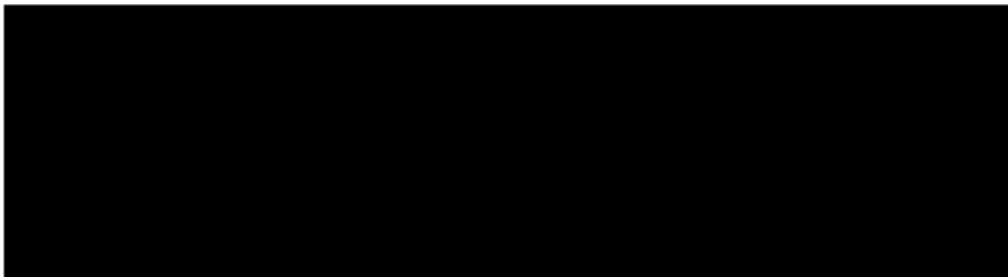
Waste component	Concentration limit	Metal	Mass treatment	Concentration limit
Alkali and alkaline earth metals (sodium, potassium, calcium, magnesium)	1. Refer to limits for total dissolved salts 2. Limits to protect against scaling to be set on a case-by-case basis	arsenic	1	1
		cadmium	1	1
Aluminium	100 mg/L	chromium	30	3
Ammonia	1. 200 mg/L as nitrogen when pH is not greater than 8 2. Case-by-case limits on pH if ammonia above 200 mg/L 3. Mass limits determined by system capacity	lead	30	1
		mercury	0.1	0.01
		molybdenum	1	5
Biochemical oxygen demand (BOD5)	1. Mass limits determined by system capacity 2. Maximum concentration 3,000 mg/L 3. Discharge not to change overall C:N:P ratio of	nickel	6	3
		selenium	1	1
		silver	2	5
Boron	5 mh/L	zinc	50	3
	Mass limits determined by system capacity			
Bromine and iodine	Sum of bromine and iodine not to exceed 10 mg/L			
BTEX (benzene, ethylbenzene, toluene, xylenes)	Benzene 0.08 mg/L			
	Ethylbenzene 1.0 mg/L			
	Toluene 1.3 mg/L			
	Xylenes 1.4 mg/L			
Chloride	1. 15,000 mg/L 2. Mass limits determined by system capacity			
Chlorine	10 mg/L as residual chlorine			
Chemical oxygen demand (COD)	1. Mass limits determined by system capacity 2. Maximum concentration 6,000 mg/L			
Colour	No discharge shall be permitted which contains colour which would interfere with wastewater treatment or disposal			
Cyanide	1. 3 mg/L weak and dissociable cyanide 2. Limits on dissociable cyanide may be varied depending on composition of waste 3. Mass limits on total cyanide determined by system capacity			
Flammable materials	Prohibited			
Flouride	30 mg/L			
	Mass limits determined by system capacity			
Glutaraldehyde	1. 1000 mg/L 2. Mass limits determined by system capacity			
Heavy metals	Refer to Section 2			
Iron	1. 10 mg/L 2. Mass limits determined by system capacity			
Kjeldahl nitrogen	Mass limits determined by system capacity			
Oil and grease (non-petrogenic)	1. No free or floating layers 2. No unstable emulsions 3. Maximum concentration of emulsified oil and grease 500 mg/L			
Organic compounds	1. Organic liquids immiscible with water will not be accepted 2. Limits to water-miscible compounds will be set on a case-by-case basis 3. Only dilute solutions which pose no threat to the wastewater system will be accepted			
Total petroleum hydrocarbons (TPH)	30 mg/L			
pH	6 to 10			
Phenols	Limits set on a case-by-case basis			
Phosphorus	Mass limit determined by system capacity			
Radioactive materials	Prohibited above the safe limits prescribed by the Radiological Council of WA			
Sulphate	Sum of sulphate, sulphite and thiosulphate not to exceed 600 mg/L as sulphur			
Sulphide	5 mg/L			
Sulphite	Sum of sulphate, sulphite and thiosulphate not to exceed 600 mg/L as sulphur			
Suspended solids	1. No readily settleable solids which are likely to accumulate in the wastewater collection system 2. Mass limits determined by system capacity 3. Maximum concentration 1500 mg/L			
Temperature	Maximum 38 C			
Thiosulphate	Sum of sulphate, sulphite and thiosulphate not to exceed 600 mg/L as sulphur			
Total dissolved solids	1. 20,000 mg/L 2. Mass limits determined by system capacity			
	Mass loads associated with the first 600 mg/L of concentration will be excluded in determining a customer's compliance with the mass limit.			



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CWD response to RFI January 2021

3 February 2021



Regulatory Services
Department of Water and Environmental Regulation
Via email: info@dwer.wa.gov.au

**APPLICATION FOR A WORKS APPROVAL UNDER THE *ENVIRONMENTAL PROTECTION ACT 1986* –
REQUEST FOR FURTHER INFORMATION**



Further to your letter dated 24 November 2020, please find attached Controlled Waste Disposals' (CWD) response (Table 1) to the request for further information in Schedule 1 of your letter.

If you require any further information, please do not hesitate to CWD on 08 9380 3100 or by email info@cwdwa.com.au.

Yours sincerely:



**Principal
Strategen-JBS&G**

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CWD response to RFI January 2021

Table 1: Response to Schedule 1

Information requirements	Specifications (including professional accreditation requirements)	Rationale	Response
Part 9.1 and 9.3 – Potential emissions and discharges from proposed activities	<p>The application mentions the installation and commissioning of fire protection systems, fire detection and alarm systems, and fire suppression systems. However, further information regarding these systems is not provided. Given the fire risks associated with the storage of numerous hazardous waste types, further information is required to adequately assess whether the applicant controls will adequately manage the risks associated with fire.</p> <p>A Fire and Emergency Management Plan (FEMP) should be prepared and submitted in accordance with Australian Standard 3745:2010 Planning for Emergencies. As a minimum the plan must include:</p> <ul style="list-style-type: none"> Assessment of fire safety risk including identification of areas where a fire might occur and conditions which might lead to a fire. Fire prevention measures. This should include the range of infrastructure/equipment, process and management controls used to reduce the risk of fires at the premises. Examples include waste storage and segregation requirements (appropriate labelling and compatible waste storage requirements), stockpile separation distances, ignition source identification/elimination and security measures to mitigate the risk of arson. Fire control and response measures. This should include the range of infrastructure/equipment, process and management measures. Please provide details of the firefighting infrastructure currently onsite, and any further firefighting infrastructure proposed to be installed as part of the application. Firefighting infrastructure may include firefighting hoses/sprinklers, water supply planning, detection and alarms and firewater containment. Management procedures in the event of a fire, including personnel responsibilities, are also required. 	Further information is required to adequately assess whether the applicant controls will adequately manage the risks associated with fire.	<p>CWD has appointed an independent consultant to prepare a FEMP for the proposed facility. Given this is a new requirement with no specific DWER guidance available, CWD requires additional time to prepare the documents. It is estimated that the plan will be submitted to DWER by the end of February 2021.</p> <p>CWD requests that DWER considers if it can validate the application pending the submission of the FEMP so that the fee can be paid, and the advertising period commenced. CWD accepts that the application would go on stop-the-clock post payment of the application fee until the FEMP is provided.</p>

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CWD response to RFI January 2021

Information requirements	Specifications (including professional accreditation requirements)	Rationale	Response
Part 9.1 and 9.3 – Potential emissions and discharges from proposed activities	Table 7.6 of the Supporting information document (JBS&G Australia Pty Ltd, November 2020) states, in relation to odour, that vents from tanks are to be ducted to emissions control system prior to emission to atmosphere, and tanker vents to be connected to storage tank during loading to create a closed loop. It is unclear whether the tanks specified include the external tank farm, or whether the controls only relate to the internal storage tanks. Please provide confirmation of the odour controls relating to the external tank farm, and whether they are to be connected to the carbon filtration system.	Further information is required to adequately assess whether the applicant controls will adequately manage the risks associated with odour.	The reference to tanks in Table 7.6 of the supporting information document is to the external tank farm. Vents on the external tanks will be connected to the carbon filtration system.
Part 9.1 and 9.3 – Potential emissions and discharges from proposed activities	The application states that the waste receivals area includes the tanker washdown area with resulting wastewater drained to a bunded area and mixed with sawdust for disposal. It is unclear from this description where exactly tanker and container washing occurs. Please confirm if container and tanker washing occurs in Area M (solid treatment area).	Further information is required to adequately assess whether the applicant controls will adequately manage the risks associated with odour and leachate.	Tanker and ISO container wash out will occur in Area M.
Part 9.1 and 9.3 – Potential emissions and discharges from proposed activities	The application refers to the use of an activated carbon filtration unit within the main building to reduce odour emissions. DWER acknowledges that the filter dimension will be designed to allow minimum empty bed residence time of three seconds at maximum flow rate, the design flow rate will be 3000 m3/hr and the unit will achieve at least a 90% reduction in odour concentration and VOC concentration. DWER wishes to clarify whether the specific filtration unit has been selected or whether the design is conceptual. To assess the adequacy of the filtration unit, further information relating to the manufacturer specifications of the system should be provided, including the appropriate maintenance schedule of the system.	Further information is required to adequately assess whether the applicant controls will adequately manage the risks associated with odour.	The design of the activated carbon filtration unit is conceptual but will be based on the unit currently in use at CWD's existing facility. Performance verification and ongoing maintenance of the unit will be carried out as described in Section 6.1.2 of the supporting information document.

CWD response to RFI January 2021

Information requirements	Specifications (including professional accreditation requirements)	Rationale	Response
Part 9.1 and 9.3 – Potential emissions and discharges from proposed activities	The application implies that time limited operations are proposed to accept and treat wastes prior to the issue of a licence. If time limited operations are proposed to occur, significant procedural documentation is required to be submitted to adequately assess the management controls to be implemented for these activities. These management procedures include, but are not limited to: <ul style="list-style-type: none"> waste acceptance procedures; waste storage and segregation procedures; detailed treatment infrastructure specifications; sampling and verification procedures for the solidified sludge prior to removal from the premises; and treated liquid waste disposal procedures. 	Further information is required to adequately assess whether the applicant controls will adequately manage the risks associated with time limited operations.	CWD has provided the operational procedures applicable to its current premises (attached). These procedures will be reviewed and updated as necessary for the proposed premises after completion of construction works and prior to commissioning. The following operational procedures are attached: <ul style="list-style-type: none"> Waste arrivals and acceptance; Tanker liquid waste discharge; Waste storage; Liquid waste treatment; Control of odours/emissions. A sampling and verification procedure for the solidified sludge is currently being developed. Verification sampling is carried out by a NATA accredited laboratory (as per attached example analysis certificate).
Part 9.1 and 9.3 – Potential emissions and discharges from proposed activities	The site plans show that Area M, the proposed sludge treatment area, has a bund capacity of 10 kL. Confirmation of the actual volume of sludge that can be treated in this area is requested. In providing this detail, please also provide a detailed plan, specific for Area M, that includes the elevation and gradients of the concrete bunker.	Further information is required to adequately assess whether the applicant controls will adequately manage the risks associated with odour and leachate with the treatment area.	Detailed design drawings for Area M are not currently available. The area will comprise concrete panel walls, flooring and bunding over a solid metal plate floor. The area can treat a maximum volume of 20 tonnes of sludge at any one time within the 10 kL bund capacity. The area is within the building, which itself will be kerbed
Part 9.1 and 9.3 – Potential emissions and discharges from proposed activities	The application states that a trade waste permit from the Water Corporation has yet to be applied for. It is not known whether the Applicant has planned any contingency measures in the event that a trade waste permit is not issued. Please provide the management actions to be taken, specifically in relation to the disposal of treated liquid wastes, if a trade waste permit is not issued for the premises.	Further information is required to adequately assess whether the applicant controls will adequately manage the risks associated with time limited operations.	Refer to section 4.5 of the supporting information document. If a trade waste permit cannot be obtained for the site, CWD will not continue with the proposed development and will remain at the existing Garling Street premises, which has a current and active DWER licence and trade waste permit.

CWD response to RFI January 2021

Information requirements	Specifications (including professional accreditation requirements)	Rationale	Response
Part 9.1 and 9.3 – Potential emissions and discharges from proposed activities	The application includes Category 57: Used tyre storage for 500 tyres. The application has not however, provided detailed information regarding the storage and processing of these tyres, other than generic information regarding storage and processing location. Further detailed information is required regarding the tyre storage location, associated infrastructure specifications, detail regarding tyre storage configuration (stack sizes and separation distances), as well as proposed separation distances between tyres stacks and other wastes on the premises. In responding to this request, consideration should be given to the DFES Guidance Note GN02: Bulk Storage of Rubber Tyres Including Shredded and Crumbed Tyres.	Further information is required to adequately assess whether the applicant controls will adequately manage the risks associated with tyre storage.	CWD only intend to store tyres associated with the maintenance of its vehicles on the premises. CWD will not accept and store waste tyres at the premises and requests that Category 57 and the tyre storage aspect is removed from the application.
Part 4.9 - Estimated / actual throughput for each category applied for	The application includes Category 61A: Solid waste facility for 5000 tonnes per year. It is unclear what wastes will be accepted under category 61A. Further information is required in relation to category 61A activities and quantities of solid wastes proposed to be accepted, stored and treated.	Further information is required to adequately assess the necessary categories for the premises.	Refer to Table 5.5 of the supporting information document for the description of solid waste types, quantities, acceptance, treatment and disposal. Solid wastes will be limited to Category N wastes – N100 (containers and drums) and N120 (contaminated soils).
Part 2.7 - Occupier status	The application states that lease information will be provided at a later date. It is noted that the assessment cannot be finalised until this information is submitted to the department.	Information relating to the occupier status of the proposed activities is required for the assessment of the works approval.	A copy of the lease will be provided to DWER prior to the finalisation of the assessment.
Part 7.5 – Planning approval	The application states that an application for Development Approval will be submitted to the City of Cockburn on validation of the works approval application to ensure consistency in information provided. It is requested that proof of the submission of this development application is submitted to the department once completed (i.e. post validation of the application).	Information relating to planning status of the proposed activities is required to finalise the assessment of the works approval.	Application for development approval was submitted to the City of Cockburn on 28 January 2021 (reference number DA21/0093).

CWD response to RFI January 2021

Attachment A: Operational procedures



Controlled Waste Disposals (CWD)

Master DWER Compliance Procedure-Waste Liquids Receivals

Preamble-CWD Services

CWD is the service provider to the DWER Licensee, for compliant liquid waste services operations, at the Licenced premised location.

Licence number	L8730/2013/1
Licence holder	Fremantle Plumbing Service Pty Ltd
ACN	[REDACTED]
Registered business address	[REDACTED]
DWER file number	[REDACTED]
Duration	27/03/2013 to 26/03/2022
Date of issue	8 June 2020
Premises details	Fremantle Plumbing Services 107 Garling Street O'CONNOR WA 6163

Legal description -
Lot 138 on Deposited Plan 6759
Certificate of Title Volume 1276 Folio 970

L8730/2013/1 (amended 8 June 2020)

Table 1 Types of Wastes authorised to be accepted onto the premises

Table 1: Types of waste authorised to be accepted onto the premises Waste type ¹	Waste Code	Rate at which waste is received	Acceptance specification
Acids	B100	Combined total up to 40,950 tonnes per annual period.	Tankered into the premises or delivered in intermediate bulk containers (IBC), drums or other containers.
Alkalis		C100	
Paints and resins		F100	
Oils		J100, J120, J130, J180	
Industrial wash water		L100	

Controlled Waste Disposals



Non halogenated organic chemicals (engine coolants) M130
 Surfactants and detergents (wetting agents and emulsifiers) M250
 Drilling mud N120



L8730 Licence.pdf

2 Pre-acceptance requirements

From 2 months from the date of issue of this licence, prior to the acceptance of any liquid waste stream at the premises, the licence holder must ensure that: (a) information on the characteristics of the waste is obtained; and

(b) a suitably qualified chemistry technician assesses the information obtained in accordance with condition 2(a) above and determines whether the waste can be treated, solidified, or stored at the premises to meet the requirements of this licence.

3 Waste receipt

The licence holder must ensure that, with the exception of oil waste types, all liquid waste streams are subject to verification testing by a suitably qualified chemistry technician upon arrival to confirm that: (a) the characteristics of each liquid waste stream is consistent with the details obtained in accordance with condition 2 for that waste; and

(b) the liquid waste stream is suitable for the proposed treatment, solidification and/or storage process determined in accordance with condition 2.

4. *The licence holder must ensure that, with the exception of oil waste types, wastes accepted in containers smaller in size than an IBC are:*

(a) accompanied by a written description of the contents of each container;

(b) appropriately labelled to match the written description required by sub-provision (a);

(c) subject to verification testing by a qualified chemist to confirm that the waste is consistent with the accompanying written and labelled description; and

(d) subject to verification testing by a qualified chemist to determine whether the waste is suitable for treatment, solidification and/or storage at the premises.

(a) held in a dedicated receipt area with the infrastructure specified in Row 3 of Table 3, pending confirmation of their acceptability; and

(b) stored in manner that ensures incompatible wastes are unable to mix.

5. *The licence holder must ensure that all wastes undergoing verification testing required by conditions 3 and 4 are:*

(a) held in a dedicated receipt area with the infrastructure specified in Row 3 of Table 3, pending confirmation of their acceptability; and

(b) stored in manner that ensures incompatible wastes are unable to mix.



6. The licence holder must ensure that waste is not accepted onto the premises unless sufficient treatment, solidification or storage capacity exists for that waste and the site is adequately manned to receive the waste to ensure the requirements of this licence are met.

Preamble – General

Wastes **shall not be accepted at the installation**, without costings, a clear, defined method of handling, processing, disposal, being determined, inclusive of sufficient temporary storage capacity available. These checks shall be performed before the waste acceptance stage is reached.

As operator, CWD shall ensure that the installation personnel who may be involved in the sampling, checking and analysis procedures are suitably qualified/competent, **(a suitably qualified chemistry technician** or higher) adequately trained, and that the training is updated on a regular basis.

Analysis shall be carried out by laboratory calibrated instruments, or similar, by various means applicable, with suitably accredited test methods. (see lab testing equipment available)

Samples shall be retained on-site for a minimum of two days after the waste has been treated, and/or removed off-site, including all residues from its treatment.

All waste received in Containers such as IBC's/Drums etc shall be Labelled

Once analysis has confirmed that the waste is acceptable, the Operator shall only then, create a batch for treatment. Once a batch has been assembled for treatment, the operator shall confirm the applicable composite sample availability/analysis, prior to treatment. Scope of analysis depends upon the intended treatment, and should be specified.

Heavy sludge, and solids at the facility that cannot process shall be spaded, and once deemed inert, removed from the facility to a licenced land fill location

There shall be a clear distinction between sales, technical staff, their roles, and responsibilities. If non-technical sales staff are involved in waste enquiries, then a final technical assessment, prior to approval shall be made.

It is this final technical checking that shall be used to avoid build-up of accumulations of wastes, and to ensure that sufficient capacity exists.



Preamble-Delivery

Delivery arrival

Impending deliveries-advised by known transport operator (categories/volumes) to be notified by e-mail/telecom/radio

(Hazardous solutions, minimum two days prior to intended delivery date.)

Delivery arrival-CWD carries out known transport operator load inspection, and test sampling, to confirm Tracking Form & PH parameters

Deliveries unannounced

- CWD confirms delivery (categories/volumes/origin to TF parameters)
- Confirms commercial parameters to CWD accounts
- Confirms delivery acceptable, or rejected to transport operator

On arrival, loads shall be subject to:

- load inspection, with **all Hazardous wastes** shall be inspected and received under the supervision of *a suitably qualified chemistry technician*, or higher accreditation.
- **All Hazardous wastes** are to be processed within two days of arrival, **recommended on arrival**, (subject to safe storage, manifest volume, and separation for ongoing process requirements.)

The following to be diluted and processed on arrival

- **Hypochlorite-PH of 8 and over**
- **Etc**
- rejected, onto site, unless sufficient temporary storage capacity exists, and site is adequately staffed to receive waste.
- weighing, unless alternative reliable volumetric systems linked to specific gravity data are available.
- documents, checked, and approved, with all discrepancies resolved prior to the waste acceptance.
- labelling, not relating to drum contents, shall be re-labelled to sampling result/s, and/or rejected from site.
- erroneous odour on any delivery arrival shall be subject to **immediate rejection** from site, and delivery operator notified by telecon/e-mail.
- erroneous odours of an accepted delivery on discharge, **must cease immediately**, should facilities odour capabilities be deemed incapable of maintaining odour control, delivery shall be ejected from site, and delivery operator notified by telecon/e-mail.

Delivery inspection



Visual inspection safety checks shall be carried out on all transport, both bulk and packaged cargoes safety prior to directing transport operator to proceed to offloading dock. (Further inspection shall be carried out during discharge of all bulks into dedicated sampling/discharge bay)

Mandatory checks, for packaged containers to confirm quantities to Tracking Form documentation. Containers to be clearly labelled and equipped with well-fitting lids, caps, any valves secure. **Damaged, corroded and/or unlabelled drums shall be rejected and/or placed into a quarantine area, and dealt with appropriately.**

Mandatory labelling for each container, the CWD tracking reference number/date of arrival, TF no, and primary hazard code, to be applied to each container.

Where containers are bulked, the **earliest date of arrival** of the bulked wastes should be transposed from the original container onto the bulk container.

All CWD inspection, unloading, and sampling areas shall have suitably sealed drainage systems, and marked on a plan.

Should the inspection, or analysis indicate that the wastes fail to meet the acceptance criteria (including damaged or unlabelled drums), then such loads shall be stored in a dedicated quarantine area and dealt with appropriately. Such storage shall be for a maximum of five working days.

Written procedures should be in place for dealing with wastes held in quarantine, together with a maximum storage volume.

Should the cause of failure to meet acceptance criteria is due to incompatibility, then the wastes shall be segregated immediately to remove the hazard.

Delivery verification

Tanker, bulk liquid wastes, shall be sampled prior to acceptance. There shall be no storage pending sampling.

On-site verification and compliance testing should take place to confirm:

- the identity of the waste
- the description of the waste
- consistency with pre-acceptance information and proposed treatment method
- compliance with permit

Delivery rejection

The CWD Operator shall have clear and unambiguous criteria for the rejection of wastes, together with a written procedure for tracking, and reporting such non-conformance. This should include notification to the customer/waste producer, and the Regulator.

Written/computerised records should form part of the waste tracking system information.

Acceptance of laboratory chemicals



The procedure for accepting laboratory chemicals on-site shall be essentially identical to that for drummed waste. They differ from the “normal” waste inputs to site in that they are in a pure concentrated form.

In situations where the Transport Operator has undertaken the identification, and packaging, on behalf of the customer, then the on-site verification can be restricted to opening the drums to check that the containers remain undamaged.

In such cases the load must be accompanied by documentation confirming the checking and packing. In situations where the drum has been packed by the customer, then full checking and verification should be undertaken.

Checking packaging and segregation adequately shall include emptying of the drum as soon as possible, and in any event at facilities that are operated 24 hours a day, within 24 hours.

At sites not operated around the clock, checking must be undertaken before the end of the working day. Repack-aging the waste must be undertaken as soon as the necessary checks have been undertaken.

Waste Rejection

Lab smalls must not be accepted at a facility where there are insufficient suitably qualified personnel to process these wastes within the above timescales

If on opening a drum it is found that it contains incompatible substances, or that the substances have not been packaged adequately, then the drum shall be sorted and repacked immediately, and the non-conformance procedure followed.

Sorting and repackaging of laboratory chemicals shall take place in a dedicated area/store. Once the wastes have been sorted according to hazard classification, with consideration for any potential incompatibility problems, and repacked, then these drums, shall not be stored within the dedicated laboratory chemicals area but shall be removed to the appropriate storage area.

The CWD operator shall have clear and unambiguous criteria for the rejection of wastes, together with a written procedure for tracking, and reporting such non-conformance.

This shall include notification to the customer/waste producer, and the Environment Agency.

Written/computerised records shall form part of the waste tracking system information. The operator shall also have a clear and unambiguous policy for the subsequent storage and disposal of such rejected wastes.

This policy shall achieve the following:

- identifies the hazards posed by the rejected wastes
- labels rejected wastes with all information necessary to allow proper storage, and segregation arrangements to be put in place
- segregates, and stores rejected wastes safely pending removal

Immediate rejection of foreign products such as.

- Damaged packaging / containers
- Pressure cylinders/tanks of any kind (fire extinguishers/gas cylinders etc)



- Laboratory specimens, or similar
- Tyres
- Batteries
- Fire foam solutions
- etc

Delivery offsite samples

The driver of the vehicle carrying the waste may arrive at the installation with a sample that has been taken at some stage beforehand. **This should be the exception and only be relied on if:**

- there are health and safety and environmental control considerations, for example, water reactive substances which would make sampling difficult, and
- the following written information has been supplied - the physical and chemical composition, hazard characteristics, incompatible substances and handling precautions, information specifying the original waste producer and process, and
- the waste has been taken directly from the production site to the waste treatment installation

Delivery documents and records

The CWD Operator should ensure that waste delivered to the installation is accompanied by a written description of the waste describing:

- the physical and chemical composition
- hazard characteristics and handling precautions
- compatibility issues
- information specifying the original waste producer and process

Documentation provided by the transport driver, written results of acceptance analysis, details of offloading point or off-site transfer location should be added to the tracking system documentation.

A record of the sampling regime for each load, and justification for the selection of this option should be maintained at the installation.

Preamble-Delivery discharge

- **Important Note:**
- ***that all wastes are identified by reviewing the TF, discussions with delivery driver, and that mandatory Sampling of products, prior to any decanting to this site***
- ***that no decanting of hazardous waste ever, to the pit area, only to suitable IBC's until safe dilution, re-sampling to acceptable PH of 6 prior to upstream pumping to settling tanks***



- *that, no odours (residential area) to atmosphere is acceptable---ever*
- *of the importance of Ventilation in task areas, at, all times, and appropriate PPE thereof*
- Under direction of CWD operators
- CCTV surveillance
- Via sediment drop box, and floatation offtake box.
- Heavy sludge to pit
- Photographic record as required
- Transport wash-down

Wastes not be deposited within a reception area/s without adequate space.

Appropriate storage shall be achieved, immediately upon offloading.

Wastes in containers, shall be unloaded into a dedicated reception area pending acceptance sampling. Such storage shall be for a **maximum period of 5 days**.

During this period, there shall be no bulking up, or mixing of drums, or decanting the contents into bulk storage. Wastes shall be stored within this reception area according to compatibility in line with HSE Guidance Note HSG71.

Dangerous Good Solutions discharge

- **Operations Manager notified, and in attendance**
- TF to be reviewed and discussed with driver
- JSEA to be actioned with all participants signing off JSEA
- Locate structurally sound, suitable flushed, and pre-labelled 1000 litre IBC's.
- Allow contingency of extra IBC volume, to the TF Volume
- Appropriate segregation of offload area
- Applicable PPE
- On completion of acceptable sampling, decant only maximum of 900 litres of solution into each IBC, thus allowing minimum 100 litres void for direct dilution purposes
- Seal IBC's on each fill and washdown all with water on completion

Light viscosity discharge

- To appropriate storage settling tank/s
- (PH below 7 to Tank 1, above 7 to tank 2/3)

Heavy viscosity discharge

- To appropriate storage settling tank/s (PH below 7 to Tank 3/4, above 7 to tank 1/2)

Hydrocarbon discharge

- All hydrocarbon receivables subject to hydrocarbon percentage, decant to the Hydrocarbon day tank/s, and or, applicable storage settling tank/s

**Tracking form signoff**

- CWD signoff, copy to transport operator
- TF details, and photographic evidence to CWD operations data base
- TF to DWER data base file, TF hard copy DWER archive file

Pit discharge sludge

- On pit drain off, to spading nests for further liquid filtering
- Eventual spading
- Eventual Bin transfer to landfill

Hydrocarbon Offtake

- All settling tanks, and oily water separator discharges, to be transferred to hydrocarbon day tank storage, with daily water drain off to day tank sump, recycling to storage settling tanks
- All hydrocarbon offtake from hydrocarbon day tank/s storage, shall be by registered recyclers licenced road tanker

Records

The waste tracking system shall hold all the information generated during pre-acceptance, acceptance, storage, treatment and/or removal off-site.

Records shall be made and kept up to date on an ongoing basis to reflect deliveries, on-site treatment, and despatches. The tracking system shall operate as a waste inventory/stock control system and include as a minimum:

- date of arrival on-site
- producer's details
- all previous holders
- a unique reference numbers
- pre-acceptance and acceptance analysis results
- package type and size
- intended treatment/disposal route
- record accurately the nature and quantity of wastes held on site, including all hazards, and identification of primary hazards
- where the waste is physically located in relation to a site plan
- where the waste is in the designated disposal route
- identification of operator's staff who have taken any decisions re acceptance, or rejection, of waste streams and decided upon recovery / disposal options



All records relating to pre-acceptance shall be maintained and kept readily available at the installation for cross-reference and verification at the waste acceptance stage.

Records shall be held for a minimum of two years after the waste has been treated or removed off-site.

Records shall be held in an area well removed from hazardous activities to ensure their accessibility during any emergency.

The system adopted shall be capable of reporting for all the following:

- total quantity of waste present on-site at any one time, in appropriate units, for example, 205 litre drum equivalents
- breakdown of waste quantities being stored pending on-site treatment, classified by treatment route
- breakdown of waste quantities on-site for storage only, that is, awaiting onward transfer
- breakdown of waste quantities by hazard classification
- indication of where the waste is located on site relative to a site plan
- comparison of the quantity on site against total permitted
- comparison of time the waste has been on-site against permitted limit

These records shall be held in a designated area, as agreed with the Agency, well removed from hazardous activities to ensure their accessibility during any emergency

Back-up copies of computer records shall be maintained off-site.

Preamble-Receipts Sampling - Testing

Sampling - Testing

Other than pure product chemicals and laboratory chemicals, no wastes shall be accepted at the installation without sampling, checking, and testing being carried out. Reliance solely on the written information supplied is not acceptable, with physical verification, analytical confirmation, required. All wastes, whether for on-site treatment, or temporary storage, must be sampled, undergo verification, and compliance testing.

The installation shall have a designated sampling point, or reception area. These shall be in close but safe proximity to the laboratory/checking facility, with the sampling point being visible (or covered by CCTV), if sampling is not directly supervised by, for example, laboratory staff.

The offloading, sampling point/reception, and quarantine areas shall have an impervious surface with self-contained drainage, to prevent any spillage entering the storage systems or escaping off-site. Most spills and leaks during sampling are on a small scale, resulting from releases from the tanker sample line, or back valve of a tanker, if the sample is being obtained in this way.

Attention shall be given to ensuring that incompatible substances do not come into contact resulting from spills from sampling, for example, within a sump serving the sampling point. Absorbents shall be made available.

Sampling of bulk liquid wastes



Deliveries in bulk road tanker should be accompanied by a “wash-out” certificate, or a declaration of the previous load so that contamination by this route can be checked.

Samples are usually taken by the tanker driver, witness by the CWD onsite Chemist from one of three points on the tanker:

- top hatch
- sampling line
- back valve
- sight glass

A gantry should be used to avoid the need to take samples from the back valve of tankers, which is likely to result in a small spillage.

CWD Onsite Chemist shall:-

- On review of Tracking form parameters, along with discussion with delivery driver, onsite chemist/driver utilising appropriate PPE, shall retrieve each individual bulk delivery sample
- Label delivery collected sample with tracking form number/date
- Confirm sample PH level, Zinc concentration, Brix (glycol), and specific gravity of sample, etc
- Update label with test results
- Provide CWD process operators/Driver of sample results
- Record above to Tracking form running spread sheet
- Labelling not applicable for bulk tanker deliveries

CWD Process operators:-

- Confirm applicable/compatible, discharge procedure to delivery sample parameters, and appropriate PPE thereof
- Confirm discharge location (pit, and or process upstream to tank farm applicable)
- Direct driver as applicable for safe discharge, connect liquid discharge hose
- Remove discharge hose on completion of bulk liquid discharge
- Direct driver for further sludge removal from tanker as applicable
- Report viscosity/parameters of sludge discharged/volumes for Tracking form signoff

Delivery driver shall:-

- Operate discharge valve (controlled) on instruction from process operator
- Close liquids discharge valve on instructions from process operator
- On removal of discharge hose, and as applicable, open rear discharge hatch for removal of heavy sludge
- Wash out tank and hose down truck
- Collect Tracking form and safely egress from site

Sampling IBC/drummed waste



The contents can only be identified with certainty if every container is sampled. Acceptance shall involve sampling every container. However, analysis of composite samples is acceptable with such a sampling regime. A representative sample must be obtained by taking a core sample to the base of the container. Operators should ensure that lids, bungs, and valves are replaced immediately after sampling.

CWD Onsite Chemist shall:-

- On review of Tracking form parameters, along with discussion with delivery driver, onsite chemist/driver utilising appropriate PPE, shall retrieve each individual bulk delivery sample
- Label delivery collected sample with tracking form number/date
- Confirm sample PH level, Zinc concentration, Brix (glycol), and specific gravity of sample, etc
- Update label with test results
- Provide CWD process operators/Driver of sample results
- Record above to Tracking form running spread sheet
- Labelling applicable for all IBC/Drum deliveries

CWD Process operators:-

- Confirm applicable/compatible, discharge procedure to delivery sample parameters, and appropriate PPE thereof
- Driver to release tiedowns
- Confirm discharge location/separation
- Ensure all valves and lids sealed
- Report volumes for Tracking form sign-off

Delivery driver shall:-

- Tiedown/sheet out truck
- Wash/hose down truck as applicable
- Collect Tracking form and safely egress from site

IBC/Drum Labelling

For drummed waste, controls shall ensure each drum is given a unique label to facilitate a record of:

- the location of each drum
- the duration of storage
- the chemical identity of the drum contents
- the hazard classification for each drum

Drums shall be handled, and stored, so that the label is readily visible

CWD Onsite Chemist shall:-

- Label all IBC/Drum deliveries, I.E. TF number, Date, Waste description/Code, carrier, applicable DG markings/segregation
- Record compatible temporary storage location



CWD Process operators:-

- Maintain compatible separation for drums and IBC's

PHOTOS AND DESCRIPTIONS OF SAMPLING TOOLS

THERMO SCIENTIFIC

ORION 3 STAR – PH Reader

Calibrated every two weeks



ATAGO BRIX

IC-PAL-1 digital handheld refractometer

PAL-BX/RI has a dual scales of Brix full range and refractive index

Measurement Range 0.0 to 93%

Refractive index 1.3306 to 1.5284

Temperature 10 to 100 deg C (Brix) 5 to 45 deg C (RI)

**Controlled
Waste Disposals**



TDS & EC READER

Salinity read in PPM



HANNA H196731

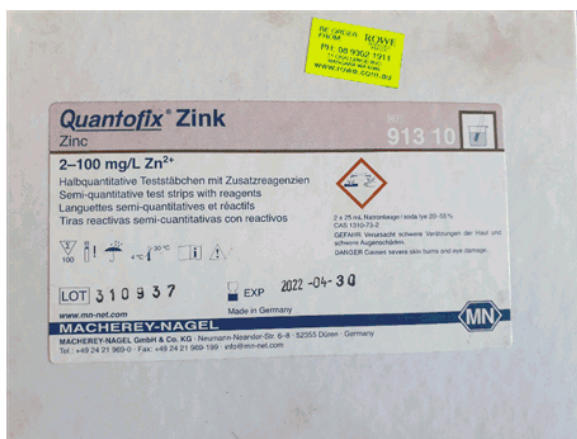
Zinc Level Reader (Low level under 3 PPM)

Controlled
Waste Disposals



MACHEREY-NAGEL

Zinc Reader Litmus Strips (Higher levels 3 PPM +)



PREMIUM UNIVERSAL

Everyday Disposable PH Strips



CWD Laboratory Testing Capabilities

On-Site

- pH level in liquids and solids
- Electrical conductivity in liquids
- Degrees Brix in liquids indicates level of possible glycol group content
- Surfactant contaminated testing (Quaternary ammonium cation)
- Solubility / polarity in liquids
- Quick COD level in liquids
- Trace metal in liquids (Zinc, Aluminum, Iron)
- TSS level in liquids
- Flash point level in hydrocarbons
- Density of liquids
- Volatile gases inspection (H₂, H₂S, CO, CO₂, SO₂, NH₃)

Third-Party (MPL Laboratories, Myaree)

- All common elements in liquids and solids
- PCB level in hydrocarbons
- COD level in liquids
- BOD(5) level in liquids



TOC level in liquids

TPH level in liquids

Moisture content in hydrocarbons

CWD-SAFE

SAFE WORKING PROCEDURES

- GENERAL EMERGENCY PROCEDURE
- SAFE WORKING PROCEDURES– TANKERS AND BIN LIFTERS
- SAFE WORKING PROCEDURES-FOR TANKER LIQUID WASTE DISCHARGE/INFLOW CIRCUIT (WASTE PIT AREA OFFLOAD)
- SAFE WORKING PROCEDURES-ODOURS
- SAFE LOADING FOR SAFE OFFLOADING
- SAFE WORKING PROCEDURES - FORKLIFTS
- FORK TRUCK OPERATORS SAFETY CODE
- TRAFFIC MANAGEMENT PLAN

CWD FEBRUARY 2021



Waste Storage

Offloading/discharge of waste

The Operator should have in place a system to ensure that the correct discharge point or storage area is used. The options for this include:

- ticket systems
- supervision by site staff and if relevant CCTV
- keys
- colour-coded points/hoses or fittings of a specific size

Offloading and quarantine points should have an impervious surface with self-contained drainage, to prevent any spillage entering the storage systems or escaping off-site (see Section 2.8 on page 89).

Damaged hoses and connections must not be used.

Only couplings of the correct size for the connection should be used and the coupling should be able to withstand the maximum shut valve pressure of the transfer pump.

Record keeping

The Operator should have an internal tracking system which should satisfy the objectives and minimum standards given at Section 2.1.2 on page 25 for all wastes.

General storage requirements

Storage areas are often the most visible aspects of the installation. Storage areas should be located away from watercourses and sensitive perimeters, for example, those which may be adjacent to public rights of way, housing or schools, and within the security-protected area of the installation to prevent vandalism.

Storage areas should be located to eliminate or minimise the double handling of wastes within the installation.

Storage areas should be clearly marked and signed with regard to the quantity and hazardous characteristics of the wastes stored therein.

The total maximum storage capacity of the site should be clearly and unambiguously stated in writing, accompanied with details of the method used to calculate the volumes held against this maximum and set out in the site plan. The stated maximum capacity of storage areas should not be exceeded and the site plan updated to reflect any changes before they are implemented.



All containers should be clearly labelled with the date of arrival, relevant hazard code(s), chemical identity and composition of the waste and a unique reference number or code enabling identification through stock control and cross-reference to pre-acceptance and acceptance records. All labelling should be resilient enough to stay attached and legible throughout the whole time of storage at the installation.

Storage area drainage infrastructures should ensure that all contaminated run-off is contained, that drainage from incompatible wastes cannot come into contact with each other and that fire cannot spread between storage / treatment areas via the drainage system.

Procedures must be in place for the regular inspection and maintenance of storage areas, including drums, vessels, pavements and bunds. Inspections should pay particular attention to signs of damage, deterioration and leakage. Records should be kept detailing action taken. Faults must be repaired as soon as practicable. If containment capacity or capability of bund, sump or pavement is compromised, (unless effecting a repair is more expedient and working with wastes in close proximity does not compromise safety), then waste must be immediately removed until the repair is completed.

There should be daily inspection of the condition of containers and pallets and written records should be kept of these inspections. If a container is found to be damaged, leaking or in a state of deterioration, it should immediately be over-drummed or the contents transferred to another container or processed.

Over-drumming should be seen as an emergency measure and take place, if appropriate, in a designated location equipped with Local Exhaust Ventilation (LEV) as necessary. All appropriate information should be transferred onto the label of the new container. Large quantities of wastes in over-drums should be avoided by re-drumming once the incident leading to over-drumming has been dealt with. Pallets damaged to the extent that the stability of the containers is or may become compromised should be replaced. "Plastic shrink wrap" should only be used to provide secondary stability to drum/container storage in addition to the use of sound pallets.

There should be vehicular, for example, forklift, and pedestrian access at all times to the whole of the storage area such that the transfer of containers is not reliant on the removal of others that may be blocking access, other than drums in the same row. Drums should not be stored on other drums more than two high and allow access for inspection on all sides. That is, four by 205 litre drums on a pallet, stacked no more than two by 205 litre drums high in rows.

All spillages of hazardous wastes should be logged, where spillages >200 litre then additionally the Regulator should be informed.

Activities that create a clear fire risk should not be carried out within the storage area, even if it is not formally classified as hazardous. Examples include grinding, welding or brazing of metal-work, smoking, parking of normal road vehicles except while unloading, charging of the batteries of fork lift trucks.

Turnover

Storage within the reception area should be for a maximum of five working days. Following receipt, wastes should be treated or removed off-site as soon as possible. The total storage time will depend upon the characteristics of a particular site and the waste types being stored. For example, on a site in a sensitive location handling hazardous wastes, it may be appropriate to limit storage times to one month. Other non-



hazardous wastes, however, may be held on-site for longer periods. However, all waste should be treated or removed off site within a maximum of six months from the date of receipt.

Storage of drummed waste and other containerised wastes such as IBCs

Storage under cover for drummed waste has the advantage of reducing the amount of potentially contaminated water that may be produced in the event of any spillage and extending the useful life of the container. It is preferable that wastes are stored under cover. This should also apply to any container that is held in storage pending sampling and emptied containers. Covered areas must have adequate provision for ventilation by means of wall or roof vents or construction of the area, for example, open barn. Any such warehousing should meet the requirements of HSG71 (see Ref 4).

Containers should be stored in such a manner that leaks and spillages could not escape over bunds/edge of the sealed drainage area.

Containers should be stored with well-fitting lids, caps and valves, secured and in place.

Storage areas for containers holding substances that are known to be sensitive to heat and light or reactive with water or moisture should be under cover and protected from water, heat and direct sunlight.

Storage areas for containers holding flammable or highly flammable wastes should meet the requirements of HSG 51, HSG71 and HSG76 (see Ref 4).

Aged stock

It is important to avoid accumulations of waste, which may in turn lead to a deterioration in the container resulting in spillage or, in extreme cases, the deformation of the container to such an extent that it cannot be moved.

Segregation

In addition to the requirements of this document, the segregation of wastes should meet the requirements of HSG71 and be justified by risk assessment.

HSG 71 provides no guidance on the use of fire walls to achieve separation or segregation of different types of waste in outdoor storage. Fire walls which are impervious to liquid, at least 2m high, and capable of withstanding an intense fire on one side without collapse, can be used to reduce the 3m separation required for some combinations of materials marked as 'keep apart'. No more than two sides of a storage area should be provided with fire walls, because it would prevent good ventilation.



Storage of aerosols

Storage of aerosols should take place under cover in closed containers or cages. Aerosols should not be stored in open containers.

Storage of laboratory chemicals

Written procedures for the segregation and packing of laboratory chemicals should be produced identifying;

- How the hazards associated with each package are identified.
- How the risks of adverse reactions occurring between individual packages are assessed, and by whom.
- The level of competence, qualification and training required by those undertaking this assessment.
- How incompatible substances (i.e. those that could react to generate heat, fire or hazardous reaction products) are prevented from being stored within the same drum.
- How the wastes are to be packed and stored.
- How the wastes are to be recovered or disposed.

Incompatible substances should not be stored within the same drum.

Sorting and repackaging of laboratory chemicals should take place in a dedicated area/store.

Once the wastes have been sorted according to hazard classification, with due consideration for any potential incompatibility problems, and repacked, then these drums should not be stored within the dedicated laboratory chemicals area but should be removed to the appropriate storage area.

Compatibility testing

In order to prevent any adverse or unexpected reactions and releases before transfer involving the following activities, testing should take place prior to the transfer:

- tanker discharge to bulk storage
- tank-to-tank transfer
- transfer from container to bulk tank
- bulking into drums/IBCs
- bulking of solid waste into drums or skips

Any evolved gases and cause of odour should be identified. If any adverse reaction is observed, an alternative discharge or disposal route should be found.



Transfer from tanker, drums and other containers in bulk storage

Due consideration should be taken of the implications of scale-up from laboratory compatibility testing to bulk transfer and the Guidance is given in HSG143 (see Ref 4).

Wastes in containers should be transferred into storage vessels by dip pipe to minimise splash, fume and odour.

Transfer/discharge should only take place after compatibility testing has been completed and then only with the sanction of an appropriate manager. Approval should specify which batch/ load of material is to be transferred, the receiving storage vessel, equipment required, including spillage control and recovery equipment, and any special provisions relevant to that batch/load

During bulking to tankers, vapour balance lines connected to appropriate abatement equipment should be used.

Tankers must not be used as reaction vessels. Blending by bulking into tankers should only take place following a risk assessment and once suitable verification and compatibility testing has been carried out.

If flammable chemicals are being transferred, particular caution has to be taken to avoid the generation of static electricity, with the subsequent risk of ignition. Guidance on the safe use and handling of flammable liquids is provided by the Health and Safety Executive and is contained within HSG140, including Guidance on the issue of static electricity build-up. There may be other regulatory requirements to consider such as the Dangerous Substances and Explosive Atmospheres Regulations

A representative sample of the receiving tank/vessel/container should be mixed in a proportional ratio with a sample of incoming waste stream that it is proposed to add to the tank/ vessel/container. The two samples should take account of the "worst-case" scenario of likely constituents. The particular test parameters will be driven by the wastes being bulked. As a minimum, records of testing should be kept including any reaction giving rise to:

- increase in temperature
- viscosity change
- separation or precipitation of solids
- evolution of gases
- evolution of odours

Bulking up into drums(includes drum, tank, tanker or small container transfers into drums)

Bulking/mixing should only take place under instruction from and under direct supervision of a suitable manager/chemist and should be under Local Exhaust Ventilation (LEV) in appropriate cases. Odorous materials should not be bulked up. If bulking different batches, then a composite sample must be compatibility tested prior to bulking. Containers should be kept lidded/sealed as much as possible.



HSG 140 advises that gravity dispensing is avoided, unless physical protective devices are provided to prevent loss of the whole tanker contents.

Where tankers are discharged to drums, it must be possible to close the valve at the tanker

end quickly and safely in case of spillage. The valve at the dispensing end must close automatically if it is released. A minimum of two people will be needed for this operation or the operation of the tanker valve if access to the tanker valve is difficult.

Bulking of solid waste

Bulking of different batches must not take place without compatibility testing. In appropriate cases, LEV should be used to control odour and dust. Drums should be manipulated using mechanical means, for example, forklift with rotating drum handling fitting. Liquid waste must not be added to solid wastes other than in 'purpose-designed and built' reaction vessel, that is, decanting of liquids into a skip containing bulked solids must not take place.

Bulk storage vessels

Bulk storage vessels should be located on an impervious surface that is resistant to material being stored, with sealed construction joints within a bunded area with a capacity at least 110% of the largest vessel or 25% of the total tankage volume, whichever is the greater.

Vessels supporting structures, pipes, hoses and connections should be resistant to the substances (and mix of substances) being stored. There should be a routine programmed inspection of tanks, mixing and reaction vessels including periodic thickness testing. In the event of damage or significant deterioration being detected, the contents should be transferred to appropriate storage. These inspections should preferably be carried out by independent expert staff, and written records should be maintained of the inspection and any remedial action taken.

Vessels should not be used beyond the specified design life or used in a manner or for substances that they were not designed, Vessels should be inspected at regular intervals, with written records kept to prove that they remain fit for purpose. See HSE Guidance Note PM75.

As a general rule, no open-topped tanks, vessels or pits should be used for storage or treatment of hazardous or liquid wastes. Exceptions would require justification in the permit application.

No uncontrolled venting to atmosphere should be allowed, and all vents should be linked to suitable scrubbing and abatement systems. Vapour balance lines should be connected to suitable abatement systems.

Tank and vessel optimum design should be considered in each case, taking into account waste type, storage time, overall tank design and mixing system to prevent sludge accumulation and to ease desludging. Storage and treatment vessels should be regularly de-sludged.

Tanks and vessels should be equipped with suitable abatement systems and level meters with both audible and visual high-level alarms. These systems should be sufficiently robust and regularly maintained to prevent foaming and sludge build-up affecting the reliability of the gauges.



Storage vessels holding flammable or highly flammable wastes should meet the requirements of HSG51, HSG140, HSG716 and HSG176 (see Ref 4).

All connections between vessels must be capable of being closed via suitable valves. Overflow pipes should be directed to a contained drainage system, which may be the relevant bunded area, or to another vessel provided suitable control measures are in place.

Underground or partially underground vessels without secondary containment should be scheduled for replacement with above-ground structures, for example, double-skinned vessels with leakage detection.

Plant and equipment taken out of use should be decontaminated and removed.

Pipework should preferably be routed above ground; if below ground it should be contained within suitable inspection channels.

Silos should be equipped with dust abatement systems, level monitors and high-level alarms.

Storage bunkers should have extraction systems for particulate abatement or spray damping.

Tank & process pipework labelling

All vessels should be clearly signed as to their contents and capacity and should have a unique identifier. Tanks should be appropriately labelled.

Labelling should differentiate between wastewater and raw process water, combustible liquid and combustible vapour and direction of flow.

Written records of all tanks should be kept detailing:

- unique identifier
- capacity
- construction including materials
- maintenance schedules and inspection results
- fittings (including joints and gaskets etc.)
- waste types that may be stored/treated in the vessel including flashpoint limit

A suitable pipework coding system should be used, for example, RAL European standard colour coding.

All valves should be tagged with a unique identifier shown on the process and instrumentation diagram. All connections should be correctly sized and maintained in an undamaged state.

**Other storage requirements**

Waste or raw materials in non-waterproof packaging should be kept under cover.

Container movement

Drums and other mobile containers should only be moved between different locations (or loaded for removal off-site) in accordance with written procedures. The waste tracking system should then be amended to record these changes.



Liquid Waste Treatment

In-tank settlement and pre-treatment

Once received waste is been categorised and / or determined for treatment method. Settlement and pre-treatment shall take place before further processing, which are:

- Solid / hydrocarbon settlement
- Physical filtration
- Sharples centrifuge
- Electrocoagulation pre-treatment – industrial wash water
- Reagent mixing (e.g. limewater, ferric chloride, aluminium chloride, hydro chloride)
- pH adjusting (hydro chloride / sodium hydroxide dosing)

Dissolved Air Floatation

Pre-treated waste water can be then transfer to dissolved air floatation plant through enclosed pipe line.

Waste water is being injected and mixing with polymer flocculation agent EMA8845MBL for suspended solid, precipitate and BOD reduction. Outlet is then transferred to settling tank for further solid / precipitate settlement await to be polished via electrocoagulation plant or reverse osmosis filtration or to discharge storage tank for sewer effluent if processed water is proved to be non-environmental hazardous since receival, index readings tested and satisfy Watercrop discharge standards.

Electrocoagulation

Electrocoagulation can be used for waste water pre-treating such as:

- Removal of surfactants, detergent and phosphate from industrial wash water which could affect DAF flocculation
- Removal of emulsified oil and total petroleum hydrocarbons
- Removal of suspended solids larger than 30 µm

As well as post water polishing:

- BOD reduction
- Heavy metal reduction



Reverse Osmosis Filtration

For waste water with high saltiness (electrical conductivity greater than 3,000 μ S/cm) will be processed through reverse osmosis filters as final polishing method or to be diluted with non-saltiness processed water if in small quantity and electrical conductivity is under 3,000 μ S/cm

UV-Ozone Reactor

UV-Ozone reactor is the most effective method of treating waste water with high BOD / COD content (BOD greater than 3,000 mg/L, COD greater than 6,000 mg/L).

Such waste water will be processed through pre-treatment and DAF process then store in isolated tank await to be processed via UV-Ozone reactor until index readings satisfy Watercrop discharge standards.

Sludge De-watering

All sludge during the processes are being collected in either enclosed bunded pit (gravity feed from tanks) or DAF attachment sludge tank (via sludge / hydrocarbon removal scrapers). Sludge are then being processed through Sharples centrifuge for further de-watering.

Hydrocarbon Recovery

All free hydrocarbon is to be removed during processes and store in isolated oil tank or bunded pit / oil traps. Hydrocarbon is not allowed to be crossed contaminated with water tanks. All transferring pipework and hoses using for hydrocarbon shall be separated from water pipework and hoses, or to be thoroughly clean before using for different purposes.

Hydrocarbon in Oil storage tank is to be settled and de-watered several times until water content is to minimum as possible. Emulsion Separating agent is to be added if oil content is in high emulsified status before further de-watering.

Interfaces waste is to be collected in isolated tank for later processing through Sharples centrifuge and electrocoagulation treatment when extracted from tanks and / or trucks.

Final hydrocarbon product is to be sampled and tanked by licensed oil recovery operator once the sample is being tested and accepted by licensed oil recovery operator (e.g. Cleanaway / Nationwide Oil)



CWD – SAFE

SAFE WORKING PROCEDURES CONTROL OF ODOURS / EMISSIONS

Procedure Number: CWD-P22 No. of Pages 1
Version Number: 1 Revision Date Aug 2020

- **Important Note:**
- *that all wastes are identified by reviewing the TF, discussions with delivery driver, and that mandatory Sampling of products, prior to any decanting to this site*
- *that no decanting of hazardous waste ever, to the pit area, only to suitable IBC's until safe dilution, re-sampling to acceptable PH of 6 prior to upstream pumping to settling tanks*
- *that, no odours (residential area) to atmosphere is acceptable---ever*
- *of the importance of Ventilation in task areas, at all times, and PPE thereof (Above entry highlighted 28 07 2020)*

Transport operators shall inform CWD operator prior to, or on arrival, at the process facility should there be concerns of odours, or emission from uplift of waste liquids

CWD shall on sighting the Tracking form and noting/confirming the category, shall discuss with the delivery driver, the uplift location, and confirm/discard, the concern by sampling product

Should the odour / emission be of a nature that the FPS facility cannot control due to shortcomings of processing, procedures, the delivery acceptance shall be declined, the client company office informed, with the transport redirected to a capable facility for appropriate processing.

Should the odour / emissions be deemed suitable for the facility processing, procedures, then CWD shall proceed with processing by utilising existing process plant such as: -

All liquids (**other than Hazardous waste**) discharge shall be via enclosed hose to enclosed drop box at either discharge location PIT/DAF area/s.

Pit discharge area liquids shall then travel to the floatation offtake enclosed drop box, thence via transfer pump to applicable settling tank.

Pit discharge area solids shall be discharged to pit if non- odorous and/or zero emissions, with the tanker wash down to take effect utilising tanker water, and/or facility processed water.



Pit discharged solids, shall be spaded soonest into a transport bin, and mixed with sawdust to filter the last of the liquids to the pit area sumps.

Pit area sumps shall be pumped via sump pump return to pit.

All pit liquids, waste liquids from spading bin, and the wash down water, shall be pumped to the enclosed floatation bin for pump transfer to applicable settling tank.

Pit area sumps shall be vacuumed on a regular cycle to ensure no build-up of solids/sludge and / or liquids, with the vacuum truck following the same procedure as the transport delivery vehicle.

DAF area discharge liquids shall be via enclosed hose to enclosed drop box, thence via the rotating screen, thus removing all solids and sands above 2mm, liquids then shall be by transfer pump to applicable settling tank and/or oil take off tank/s.

DAF area discharge transport wash down (as required) shall be directed to the PIT area to follow pit are solids/wash down procedure as above.

Process generated sludge/solids offtake: -

Settling tanks solids shall be transferred via enclosed piping to the Sharples centrifuge for sludge removal.

Liquids shall be discharged via enclosed drop box, then via liquid clarifier where hydrocarbon offtake shall be transferred to the hydrocarbon settling offtake recycling tank.

Wastewater shall be recycled to the settling tanks, and/or transferred to the EC/DAF for processing.

Enclosed DAF floatation paddled solids offtake shall discharge to enclosed drop box, thence pumped, and injected with flocculant into bagged IBC/s.

Bagged IBC, s shall be covered once filled with canvas a cover while waste liquids filter through the bags into the DAF area sump.

Liquids from DAF area sump shall be transferred to the applicable storage tank and/or processed via EC/DAF.

Again, the DAF area sumps, shall be vacuumed on a regular basis, and follow the above cycle as for the PIT area sumps.

Should any odour and/or emissions be detected from local process open to atmosphere locations, (in the main, sumps) shall be controlled with the utilisation of vapour spray plant until vacuumed for process dilution treatment/recycling.

All Rainwater sumps have emergency covers available for accidental spills, with standard spill kit is in situ.



Separation shall be to the recommended standards/procedure for all delivered IBC's to ensure no cross contamination to generate any odours and/or emissions.

IBC's/Drums shall be flushed thoroughly with Sparge tank wastewater on completion of decanting prior to setting aside for recycling/disposal.

Applicable Documents

- Environmental Protection Act 1986
- CWD OHSE Management Plan
- CWD Controlled Waste Disposals Waste Arrivals Acceptance Procedures
- CWD Waste Storage
- CWD Liquid Waste Treatment



SAFE WORK INSTRUCTIONS (SOP) FOR TANKER LIQUID WASTE DISCHARGE/INFLOW CIRCUIT (WASTE PIT AREA OFFLOAD)

Preamble: Tanker bulk liquid waste discharge/Inflow circuit (Waste Pit Area Offload)
CWD Main liquid waste discharge location.

- **Important Note:**
- ***that all wastes are identified by reviewing the TF, discussions with delivery driver, and that mandatory Sampling of products, prior to any decanting to this site***
- ***that no decanting of hazardous waste ever, to the pit area, only to suitable IBC's until safe dilution, re-sampling to acceptable PH of 6 prior to upstream pumping to settling tanks***
- ***that, no odours (residential area) to atmosphere is acceptable---ever***
- ***of the importance of Ventilation in task areas, at, all times, and PPE thereof***

On completion of acceptable sampling results:-

Tanker discharge of liquids via tanker operated discharge control valve / CWD gravity hose to inline enclosed drop box, discharge pipe to CWD monitored open top rotating screen catchment filter box, filter box odour's vented via canvas enclosed area to carbon filter.

On CWD selected settling tank, with non-selected piping/tankage valves closed, and applicable upstream valves open, commence Huber discharge of liquids, via the upstream pump/hose (inclusive of upstream hose non-return valve) to upstream manifold, onwards to selected upstream settling tanks via hard piping

For HCL Bath waste liquids (B 100) the supplier shall notify CWD administration delivery volume, and time, minimum seven days prior to any delivery. CWD shall confirm, site capability for such volume, and shall prepare drop box/rotating screen catchment box of existing sludges for arrival of HCL waste. CWD shall confirm via sampling, delivery parameters, and on completion of liquid off take delivery to appropriate (ISO/Horizontal) enclosed tank storage, shall decontaminate drop box and rotating screen catchment box.



Until further notice, all HCL Solids/sludge/Liquids shall be spaded under canvas vented filter area, then recorded/removed from site to appropriate compliant land fill

It is to be noted, current drop box shall be replaced with a twenty-foot enclosed drop box (vented to filter) for future deliveries, again liquids to rotating screen catchment box/storage.

1. Authorisation required to undertake/process, or use, equipment/machinery

- CWD Operations Superintendent

Procedures

- Induction/SOP

Training/supervision required for task

- Competence via supervised operational experience

Reference personnel

- Taylor
- Karoo

2. Hazards & risks associated with equipment/machinery/technique/process

Chemicals utilized (added to drop box as/if applicable)

- pH Correction - Acid (Sulphuric Acid) and Caustic
- Disinfection Solution (Sodium Hypochlorite)
- Hydrated Lime
- MSDS Log in Superintendents Office

Moving Parts

- Electric motor driven rotating screen
- Screen catch box Sump Pump
- Mono pump feed to storage tanks

Wastewater (WW) inflow

- Limited possibility of infection/allergy (waterproof gloves, recommended at, all times)

Operator access

- Restricted work area

3. Before you start discharge:

- Select upstream storage tank
- Open upstream circuit valves to selected storage tank, isolate all other valves circuits
- Check discharge/pit area
- Check rotating screen, and upstream box connections and condition
- Check general operations area Housekeeping, Hoses, Spills, Guards in place etc
- Advise personnel in general area

4. The environment where the task is to be undertaken:

- High vehicle/forklift movement area
- Slippery surfaces



- Trip Hazards (hoses)
- 5. Personal protective equipment to be used:**
 - Waterproof Gloves, and steel toe boots at, all times
 - Additional PPE for specific tasks such as chemical handling etc. (Safety glasses/goggles/face shield/ear plugs)
- 6. Emergency procedures**

For chemical spill

 - Isolate spill
 - Notify superintendent

For Power outage,

 - Request tanker operator to shutdown WW discharge
 - Notify superintendent
- 7. After hours access procedures**

Specific requirements to perform activities after hours

 - Inform Superintendent, and or other of intended hours, start and completion, intermittent reporting as per superintendent's requirements
 - Ensure sufficient CWD manning, lighting
- 8. Prohibit activity**
 - ***Again, no hazardous solutions decanted to pit area***
 - No access to Tank Tops or hatchways, at, all times (**enclosed space entry permit required**)
- 9. Step by step procedures for task (on confirmation of acceptable sample results)**
 - If non-compliant, inform superintendent for Tracking Form change prior to signoff
 - Once all is well, and ready for startup
 - Signal tanker operator to start controlled discharge
 - Regulate discharge to maximum screen inflow/outflow capability (subject to the inflow viscosity)
 - Monitor discharge liquids (viscosity/condition) is compliant with Tracking form code
- 10. Providing all is well**
 - Check PH level (optimum PH level 8.5) As/if necessary, add to discharge drop box chemicals for PH enhancement
 - Activate pump
 - Activate rotating screen

Shall add flow diagrams, charts or other visual diagrams etc
- 11. Shutdown Procedure**
 - On tanker discharge flow stop
 - Switch off upstream pump
 - Switch off rotating screen
 - Close upstream valve/s as applicable
 - Tanker operator to close tanker discharge valve and cap same
 - Disconnect CWD inflow hose
 - Tanker operator to confirm tanker pressure is equalized



- Tanker operator to action tanker hydraulic end opening gate
- Tanker operator to action further sludge/solids discharge of tanker by vibration and or wash down hose
- Tanker operator to washdown tanker/close hydraulic end opening gate/further washdown as required
- CWD operator to report to CWD superintendent any anomalies/volumes of sludge/solids discharge

CWD operator to Vacuum (subject to volume) hydrocarbons from top of discharge/inflow drop box/filter

12. Clean-up procedures

- Spills, (utilize squeegee as first option, and or high-pressure hose to pad sump screen box)

13. Waste disposal procedures

- When applicable, vacuum hydrocarbons from drop box as required to oil hotbox
- Flip discharge/inflow circuit drop box "floaties chip basket" to pit / eventual spading
- After discharge of one, or many tankers (subject to screen catchment volume) reverse screen, and flush sludge/solids to Pit pad for spading with sawdust to waste landfill bins
- Spaded waste volumes / category to be recorded on removal from site to compliant land fill
-

14. Maintenance

- Check all connections to manifold/upstream pump
- End of day flush of rotating screen to ensure no sludge cake buildup overnight
- Grease all rotating screen grease points
- Check screens for wear and tear

PREPARED BY: Scott Charsley

SIGNED: DATE:



Controlled Waste Disposals (CWD)

Master DWER Compliance Procedure-Waste Liquids Removals

Preamble-CWD Services

CWD is the service provider to the DWER Licensee, for compliant liquid waste services operations, at the Licenced premised location.

Licence number	L8730/2013/1
Licence holder	Fremantle Plumbing Service Pty Ltd
ACN	163 120 803
Registered business address	[REDACTED]
DWER file number	[REDACTED]
Duration	27/03/2013 to 26/03/2022
Date of issue	8 June 2020
Premises details	Fremantle Plumbing Services 107 Garling Street O'CONNOR WA 6163

Legal description -
Lot 138 on Deposited Plan 6759
Certificate of Title Volume 1276 Folio 970

L8730/2013/1 (amended 8 June 2020)

Table 1 Types of Wastes authorised to be accepted onto the premises

Table 1: Types of waste authorised to be accepted onto the premises Waste type ¹	Waste Code	Rate at which waste is received	Acceptance specification
Acids	B100	Combined total up to 40,950 tonnes per annual period.	Tankered into the premises or delivered in intermediate bulk containers (IBC), drums or other containers.
Alkalis		C100	
Paints and resins		F100	
Oils		J100, J120, J130, J180	
Industrial wash water		L100	
Non halogenated organic chemicals (engine coolants)		M130	
Surfactants and detergents (wetting agents and emulsifiers)		M250	



Drilling mud

N120



L8730 Licence.pdf

L8730/2013/1 (amended 8 June 2020)
 IR-T06 Licence template (v5.0) (September 2019)

14. The licence holder must record the total amount of waste removed from the premises, for each waste type listed in Table 5, in the corresponding unit, and for each corresponding time period, set out in Table 5.

Table 5: Waste removed from the premises Waste type	Unit	Time period
Waste types as specified in Table 1	m3 and tonnes	Each load leaving, or rejected from the premises.
Solid waste type as defined in the Landfill Definitions	m3 and tonnes	Each load leaving, or rejected from the premises.
Treated wastewater discharge to sewer	L/hr or m3/day	Continuous

18. The licence holder must provide to the CEO within 10 days of the end of each quarter, a summary of the volumes of waste accepted to the premises and waste removed from the premises, as specified in conditions 13 and 14.

Preamble – General

Wastes **shall not be removed from the installation**, without a clear, defined method of sampling, odour control, safe handling, and compliant transportation, disposal being determined that shall not impede on the environment, flora, and fauna. These checks shall be performed before the waste removal stage is reached.

As operator, CWD shall ensure that the installation personnel who may be involved in the sampling, checking and analysis procedures are suitably qualified/competent, (**a suitably qualified chemistry technician** or higher) adequately trained, and that the training is updated on a regular basis.



Analysis shall be carried out by laboratory calibrated instruments, or similar, by various means applicable, with suitably accredited test methods. (see lab testing equipment available)

Samples shall be retained on-site for a minimum of two days, after the waste is deemed inert, and has been removed safely off-site by a compliant transportation to a licenced landfill location.

In the main, the facility produces heavy sludge/solids at the facility that are mixed with sawdust by spading method, and once deemed inert, removed from the facility to a licenced land fill location.

Other waste/recycled removed from facility in volume are:-

- Recovered Bulk Waste Oil (recycled as a fuel source, and/or re-processor)
- Flushed IBC's and Drums for industry recycling, and/or sale (all labelling removed)
- Flushed, crushed, and/or shredded, IBC's/Drums for waste metal recycling
- Flushed, crushed, and/or shredded, IBC plastic inserts/Containers, for disposal to compliant landfill

All liquids/sludges removed, or rejected from site, shall be transported by a compliant transport operator, to a compliant liquids processing facility capable of processing of same.

Unless rejected on arrival, all DG Liquid/sludges shall be notified to transport operator two days prior to requested uplift date.

Under no circumstances, that any delivery to be redirected to any other location if Tracking Form is signed for this Facility receipt.

Removal Sampling - Testing

Sampling - Testing

Other than pure product chemicals and laboratory chemicals, no wastes shall be removed from the installation without sampling, checking, and testing being carried out. Reliance solely on the written information supplied is not acceptable, with physical verification, analytical confirmation, required. All wastes, whether for off-site treatment, or simply storage, must be sampled, undergo verification, and compliance testing.

The installation shall have a designated sampling point, or reception area. These shall be in close but safe proximity to the laboratory/checking facility, with the sampling point being visible (or covered by CCTV), if sampling is not directly supervised by, for example, laboratory staff.

The loadout, sampling point/reception, and quarantine areas shall have an impervious surface with self-contained drainage, to prevent any spillage entering the storage systems or escaping off-site. Most spills and leaks during sampling are on a small scale, resulting from releases from the tanker sample line, or back valve of a tanker, if the sample is being obtained in this way.

Attention shall be given to ensuring that incompatible substances do not come into contact resulting from spills from sampling, for example, within a sump serving the sampling point. Absorbents shall be made available.

CWD Onsite Chemist shall:-



- Take sample, and confirm inert, etc, and safe for transport
- As applicable---initiate, and review Tracking form parameters, along with discussion with delivery driver
- Provide sample to driver, and keep a sample, IE: PH level, Zinc concentration, Brix (glycol), and specific gravity of sample, etc
- Record above to Tracking form running removals spread sheet
- Where applicable, file Tracking Form and sample parameters

CWD Process operators:-

- Confirm applicable/compatible, removals procedure to removals sample parameters, and appropriate PPE thereof
- Maintain compatible separation for drums, and IBC's on loadout
- Applicable Labeling of all IBC/Drum deliveries, I.E. TF number, Date, Waste description/Code, carrier, applicable DG markings/segregation

Delivery driver shall:-

- On bulk liquid removals, shall ensure discharge valve is closed, and locked with no leakage, confirmed by process operator
- Ensure no spills/dust and, or grannual discharge (load is secure for transportation)
- Collect Tracking form/sample as applicable, and safely egress from site

Delivery site samples

The driver of the vehicle carrying the waste may require to arrive at the third party installation with a sample that has been taken at some stage beforehand. **This should be the exception and only be relied on if:**

- there are health and safety and environmental control considerations, for example, water reactive substances which would make sampling difficult, and
- the following written information has been supplied - the physical and chemical composition, hazard characteristics, incompatible substances and handling precautions, information specifying the original waste producer and process, and
- the waste has been taken directly from this site to the waste treatment installation

Delivery documents and records

The CWD Operator should ensure that waste delivered to the installation is accompanied by a written description of the waste describing:

- the physical and chemical composition
- hazard characteristics and handling precautions
- compatibility issues
- information specifying the original waste producer and process



Documentation provided by the transport driver, written results of acceptance analysis, details of offloading point or off-site transfer location should be added to the tracking system documentation.

A record of the sampling regime for each load, and justification for the selection of this option should be maintained at the installation.

Dangerous Good Solutions loadout

- **Operations Manager notified, and in attendance**
- TF to be reviewed and discussed with driver
- JSEA to be actioned with all participants signing off JSEA
- Locate structurally sound, suitable flushed, and pre-labelled 1000 litre IBC's.
- Allow contingency of extra IBC volume, to the TF Volume
- Appropriate segregation of offload area
- Applicable PPE
- On completion of acceptable sampling, decant only maximum of 900 litres of solution into each IBC, thus allowing minimum 100 litres void for direct dilution purposes
- Seal IBC's on each fill and washdown all with water on completion

Light viscosity discharge

- To appropriate storage settling tank/s
- (PH below 7 to Tank 1, above 7 to tank 2/3)

Heavy viscosity discharge

- To appropriate storage settling tank/s (PH below 7 to Tank 3/4, above 7 to tank 1/2)

Hydrocarbon discharge

- All hydrocarbon receivables subject to hydrocarbon percentage, decant to the Hydrocarbon day tank/s, and or, applicable storage settling tank/s

Tracking form signoff

- CWD signoff, copy to transport operator
- TF details, and photographic evidence to CWD operations data base
- TF to DWER data base file, TF hard copy DWER archive file

Pit discharge sludge

- On pit drain off, to spading nests for further liquid filtering
- Eventual spading
- Eventual Bin transfer to landfill

Hydrocarbon Offtake



- All settling tanks, and oily water separator discharges, to be transferred to hydrocarbon day tank storage, with daily water drain off to day tank sump, recycling to storage settling tanks
- All hydrocarbon offtake from hydrocarbon day tank/s storage, shall be by registered recyclers licenced road tanker

Records

18. The licence holder must provide to the CEO within 10 days of the end of each quarter, a summary of the volumes of waste accepted to the premises and waste removed from the premises, as specified in conditions 13 and 14.

The waste tracking system shall hold all the information generated during pre-acceptance, acceptance, storage, treatment and/or removal off-site.

Records shall be made and kept up to date on an ongoing basis to reflect deliveries, on-site treatment, and despatches. The tracking system shall operate as a waste inventory/stock control system and include as a minimum:

- date of arrival on-site
- producer's details
- all previous holders
- a unique reference numbers
- pre-acceptance and acceptance analysis results
- package type and size
- intended treatment/disposal route
- record accurately the nature and quantity of wastes held on site, including all hazards, and identification of primary hazards
- where the waste is physically located in relation to a site plan
- where the waste is in the designated disposal route
- identification of operator's staff who have taken any decisions re acceptance, or rejection, of waste streams and decided upon recovery / disposal options

All records relating to pre-acceptance shall be maintained and kept readily available at the installation for cross-reference and verification at the waste acceptance stage.

Records shall be held for a minimum of two years after the waste has been treated or removed off-site.

Records shall be held in an area well removed from hazardous activities to ensure their accessibility during any emergency.

The system adopted shall be capable of reporting for all the following:



- total quantity of waste present on-site at any one time, in appropriate units, for example, 205 litre drum equivalents
- breakdown of waste quantities being stored pending on-site treatment, classified by treatment route
- breakdown of waste quantities on-site for storage only, that is, awaiting onward transfer
- breakdown of waste quantities by hazard classification
- indication of where the waste is located on site relative to a site plan
- comparison of the quantity on site against total permitted
- comparison of time the waste has been on-site against permitted limit

These records shall be held in a designated area, as agreed with the Agency, well removed from hazardous activities to ensure their accessibility during any emergency

Back-up copies of computer records shall be maintained off-site.

PHOTOS AND DESCRIPTIONS OF SAMPLING TOOLS

THERMO SCIENTIFIC

ORION 3 STAR – PH Reader

Calibrated every two weeks

Controlled
Waste Disposals



ATAGO BRIX

IC-PAL-1 digital handheld refractometer

PAL-BX/RI has a dual scales of Brix full range and refractive index

Measurement Range 0.0 to 93%

Refractive index 1.3306 to 1.5284

Temperature 10 to 100 deg C (Brix) 5 to 45 deg C (RI)



TDS & EC READER

Salinity read in PPM

**Controlled
Waste Disposals**



HANNA HI96731

Zinc Level Reader (Low level under 3 PPM)



MACHERY-NAGEL





pH level in liquids and solids
Electrical conductivity in liquids
Degrees Brix in liquids indicates level of possible glycol group content
Surfactant contaminated testing (Quaternary ammonium cation)
Solubility / polarity in liquids
Quick COD level in liquids
Trace metal in liquids (Zinc, Aluminum, Iron)
TSS level in liquids
Flash point level in hydrocarbons
Density of liquids
Volatile gases inspection (H₂, H₂S, CO, CO₂, SO₂, NH₃)

Third-Party (MPL Laboratories, Myaree)

All common elements in liquids and solids
PCB level in hydrocarbons
COD level in liquids
BOD(5) level in liquids
TOC level in liquids
TPH level in liquids
Moisture content in hydrocarbons

CWD-SAFE

SAFE WORKING PROCEDURES

- GENERAL EMERGENCY PROCEDURE
- SAFE WORKING PROCEDURES– TANKERS AND BIN LIFTERS
- SAFE WORKING PROCEDURES-FOR TANKER LIQUID WASTE DISCHARGE/INFLOW CIRCUIT (WASTE PIT AREA OFFLOAD)
- SAFE WORKING PROCEDURES-ODOURS
- SAFE LOADING FOR SAFE OFFLOADING
- SAFE WORKING PROCEDURES - FORKLIFTS
- FORK TRUCK OPERATORS SAFETY CODE
- TRAFFIC MANAGEMENT PLAN

CWD FEBRUARY 2021



Envirolab Services (WA) Pty Ltd trading as MPL Laboratories

ABN 53 140 099 207

16-18 Hayden Court Myaree WA 6154

ph 08 9317 2505 fax 08 9317 4163

lab@mpl.com.au

www.mpl.com.au

CERTIFICATE OF ANALYSIS 255248**Client Details**

Client	Controlled Waste Disposals Pty Ltd
Attention	Taylor Charsley
Address	PO Box 2007, PALMYRA DC, WA, 6961

Sample Details

Your Reference	<u>Soil Analysis</u>
Number of Samples	1 Soil
Date samples received	23/12/2020
Date completed instructions received	23/12/2020

Analysis Details

Please refer to the following pages for results, methodology summary and quality control data.

Samples were analysed as received from the client. Results relate specifically to the samples as received.

Results are reported on a dry weight basis for solids and on an as received basis for other matrices.

Please refer to the last page of this report for any comments relating to the results.

Report Details

Date results requested by	05/01/2021
Date of Issue	05/01/2021
NATA Accreditation Number 2901. This document shall not be reproduced except in full.	
Accredited for compliance with ISO/IEC 17025 - Testing. Tests not covered by NATA are denoted with *	

Results Approved By

Heram Halim, Operations Manager
Huong Tran, Chemist
Travis Carey, Organics - Team Leader

Authorised By

MPL Reference: 255248
Revision No: R00



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Client Reference: Soil Analysis

Landfill Classification Metals		
Our Reference		255248-1
Your Reference	UNITS	Sample 1
Date Sampled		22/12/2020
Type of sample		Soil
Date digested	-	31/12/2020
Date analysed	-	05/01/2021
Silver	mg/kg	<1
Aluminium	mg/kg	7,400
Arsenic	mg/kg	7
Boron	mg/kg	4
Barium	mg/kg	190
Beryllium	mg/kg	<1
Cadmium	mg/kg	<0.4
Cobalt	mg/kg	10
Chromium (VI)	mg/kg	<1
Copper	mg/kg	73
Mercury	mg/kg	0.1
Manganese	mg/kg	170
Molybdenum	mg/kg	3
Nickel	mg/kg	78
Lead	mg/kg	22
Selenium	mg/kg	<2
Vanadium	mg/kg	35
Zinc	mg/kg	200

MPL Reference: 255248
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Client Reference: Soil Analysis

vTRH(C6-C10)/MBTEXN in soil		
Our Reference		255248-1
Your Reference	UNITS	Sample 1
Date Sampled		22/12/2020
Type of sample		Soil
Date extracted	-	30/12/2020
Date analysed	-	04/01/2021
TRH C ₆ - C ₉	mg/kg	32
TRH C ₆ - C ₁₀	mg/kg	170
TRH C ₆ -C ₁₀ less BTEX (F1)	mg/kg	170
MTBE	mg/kg	<0.5
Benzene	mg/kg	<0.2
Toluene	mg/kg	<0.5
Ethylbenzene	mg/kg	<1
m+p-xylene	mg/kg	<2
o-xylene	mg/kg	<1
Naphthalene	mg/kg	<1
Surrogate aaa-Trifluorotoluene	%	80

MPL Reference: 255248
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Client Reference: Soil Analysis

Aromatic & Aliphatic TPH		
Our Reference		255248-1
Your Reference	UNITS	Sample 1
Date Sampled		22/12/2020
Type of sample		Soil
Date extracted	-	30/12/2020
Date analysed	-	31/12/2020
>C10-C16 Aliphatic	mg/kg	21,000
>C16-C35 Aliphatic	mg/kg	7,100
>C35 Aliphatic	mg/kg	230
>C10-C16 Aromatic	mg/kg	3,900
>C16-C35 Aromatic	mg/kg	1,900
Surrogate 1-chlorooctadecane	%	#

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Client Reference: Soil Analysis

PAHs in Soil		
Our Reference		255248-1
Your Reference	UNITS	Sample 1
Date Sampled		22/12/2020
Type of sample		Soil
Date extracted	-	30/12/2020
Date analysed	-	30/12/2020
Naphthalene	mg/kg	<2
Acenaphthylene	mg/kg	<0.1
Acenaphthene	mg/kg	<2
Fluorene	mg/kg	<2
Phenanthrene	mg/kg	<2
Anthracene	mg/kg	<2
Fluoranthene	mg/kg	<0.1
Pyrene	mg/kg	0.5
Benzo(a)anthracene	mg/kg	<0.1
Chrysene	mg/kg	<0.1
Benzo(b,j+k)fluoranthene	mg/kg	<0.2
Benzo(a)pyrene	mg/kg	<0.05
Indeno(1,2,3-c,d)pyrene	mg/kg	<0.1
Dibenzo(a,h)anthracene	mg/kg	<0.1
Benzo(g,h,i)perylene	mg/kg	<0.1
Benzo(a)pyrene TEQ calc (zero)	mg/kg	<0.5
Benzo(a)pyrene TEQ calc(half)	mg/kg	<0.5
Benzo(a)pyrene TEQ calc(PQL)	mg/kg	<0.5
Total Positive PAHs	mg/kg	0.46
Surrogate p-Terphenyl-D ₁₄	%	#

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Client Reference: Soil Analysis

Moisture		
Our Reference		255248-1
Your Reference	UNITS	Sample 1
Date Sampled		22/12/2020
Type of sample		Soil
Date prepared	-	30/12/2020
Date analysed	-	31/12/2020
Moisture	%	16

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Client Reference: Soil Analysis

Metals in ASLP (pH 5.0)		
Our Reference		255248-1
Your Reference	UNITS	Sample 1
Date Sampled		22/12/2020
Type of sample		Soil
Date extracted	-	04/01/2021
Date analysed	-	05/01/2021
pH of final Leachate	pH units	6.1
Arsenic in ASLP pH 5.0	mg/L	0.09
Silver in ASLP pH 5.0	mg/L	<0.01
Beryllium in ASLP pH 5.0	mg/L	<0.01
Cadmium in ASLP pH 5.0	mg/L	<0.01
Chromium in ASLP pH 5.0	mg/L	0.01
Mercury in ASLP pH 5.0	mg/L	<0.00005
Molybdenum in ASLP pH 5.0	mg/L	<0.03
Nickel in ASLP pH 5.0	mg/L	0.06
Lead in ASLP pH 5.0	mg/L	<0.03
Selenium in ASLP pH 5.0	mg/L	<0.12

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Client Reference: Soil Analysis

PAHs in ASLP pH 5.0		
Our Reference		255248-1
Your Reference	UNITS	Sample 1
Date Sampled		22/12/2020
Type of sample		Soil
Date extracted	-	31/12/2020
Date analysed	-	31/12/2020
pH of final Leachate	pH units	6.5
Benzo(a)pyrene in ASLP pH5	µg/L	<0.1
Surrogate p-Terphenyl-D ₁₄	%	76

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Client Reference: Soil Analysis

Method ID	Methodology Summary
INORG-001	pH - Measured using pH meter and electrode in accordance with APHA latest edition, 4500-H+. Please note that the results for water analyses are indicative only, as analysis outside of the APHA storage times.
INORG-008	Moisture content determined by heating at 105 deg C for a minimum of 12 hours.
INORG-118	Hexavalent Chromium by Ion Chromatographic separation and colourimetric determination.
METALS-020	Determination of various metals by ICP-AES.
METALS-021	Determination of Mercury by Cold Vapour AAS.
Org-020	For urine samples total Mercury is determined, however, mercury in urine is almost entirely in the inorganic form (CDC). Soil samples are extracted with Dichloromethane/Acetone and waters with Dichloromethane and analysed by GC-FID. Fractionation with hexane through a silica gel column for aliphatics and DCM for aromatics.
Org-022/025	For soil results:- 1. 'EQ PQL' values are assuming all contributing PAHs reported as <PQL are actually at the PQL. This is the most conservative approach and can give false positive TEQs given that PAHs that contribute to the TEQ calculation may not be present. 2. 'EQ zero' values are assuming all contributing PAHs reported as <PQL are zero. This is the least conservative approach and is more susceptible to false negative TEQs when PAHs that contribute to the TEQ calculation are present but below PQL. 3. 'EQ half PQL' values are assuming all contributing PAHs reported as <PQL are half the stipulated PQL. Hence a mid-point between the most and least conservative approaches above. Note, the Total +ve PAHs PQL is reflective of the lowest individual PQL and is therefore "Total +ve PAHs" is simply a sum of the positive individual PAHs.
Org-022/025	Soil samples are extracted with Dichloromethane/Acetone and waters with Dichloromethane and analysed by GC-MS/GC-MSMS.
Org-022/025	Soil samples are extracted with Dichloromethane/Acetone and waters with Dichloromethane and analysed by GC-MS/GC-MSMS. Benzo(a)pyrene TEQ as per NEPM draft B1 Guideline on Investigation Levels for Soil and Groundwater.
Org-023	Soil samples are extracted with methanol and spiked into water prior to analysing by purge and trap GC-MS. Water samples are analysed directly by purge and trap GC-MS. F1 = (C6-C10)-BTX as per NEPM B1 Guideline on Investigation Levels for Soil and Groundwater.

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Client Reference: Soil Analysis

QUALITY CONTROL: Landfill Classification Metals					Duplicate				Spike Recovery %	
Test Description	Units	PQL	Method	Blank	#	Base	Dup.	RPD	LCS-1	[NT]
Date digested	-			31/12/2020	1	31/12/2020	31/12/2020		31/12/2020	[NT]
Date analysed	-			05/01/2021	1	05/01/2021	05/01/2021		05/01/2021	[NT]
Silver	mg/kg	1	METALS-020	<1	1	<1	[NT]		123	[NT]
Aluminium	mg/kg	10	METALS-020	<10	1	7400	[NT]		107	[NT]
Arsenic	mg/kg	2	METALS-020	<2	1	7	[NT]		112	[NT]
Boron	mg/kg	3	METALS-020	<3	1	4	[NT]		116	[NT]
Barium	mg/kg	1	METALS-020	<1	1	190	[NT]		123	[NT]
Beryllium	mg/kg	1	METALS-020	<1	1	<1	[NT]		113	[NT]
Cadmium	mg/kg	0.4	METALS-020	<0.4	1	<0.4	[NT]		113	[NT]
Cobalt	mg/kg	1	METALS-020	<1	1	10	[NT]		118	[NT]
Chromium (VI)	mg/kg	1	INORG-118	<1	1	<1	<1	0	105	[NT]
Copper	mg/kg	1	METALS-020	<1	1	73	[NT]		125	[NT]
Mercury	mg/kg	0.1	METALS-021	<0.1	1	0.1	<0.1	0	112	[NT]
Manganese	mg/kg	1	METALS-020	<1	1	170	[NT]		121	[NT]
Molybdenum	mg/kg	1	METALS-020	<1	1	3	[NT]		115	[NT]
Nickel	mg/kg	1	METALS-020	<1	1	78	[NT]		121	[NT]
Lead	mg/kg	1	METALS-020	<1	1	22	[NT]		125	[NT]
Selenium	mg/kg	2	METALS-020	<2	1	<2	[NT]		110	[NT]
Vanadium	mg/kg	1	METALS-020	<1	1	35	[NT]		119	[NT]
Zinc	mg/kg	1	METALS-020	<1	1	200	[NT]		122	[NT]

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Client Reference: Soil Analysis

QUALITY CONTROL: vTRH(C6-C10)/MBTEXN in soil					Duplicate				Spike Recovery %	
Test Description	Units	PQL	Method	Blank	#	Base	Dup.	RPD	LCS-1	[NT]
Date extracted	-			30/12/2020	1	30/12/2020	30/12/2020		30/12/2020	[NT]
Date analysed	-			04/01/2021	1	04/01/2021	04/01/2021		04/01/2021	[NT]
TRH C ₆ - C ₉	mg/kg	25	Org-023	<25	1	32	33	3	76	[NT]
TRH C ₆ - C ₁₀	mg/kg	25	Org-023	<25	1	170	140	19	76	[NT]
MTBE	mg/kg	0.5	Org-023	<0.5	1	<0.5	<0.5	0	[NT]	[NT]
Benzene	mg/kg	0.2	Org-023	<0.2	1	<0.2	<0.2	0	83	[NT]
Toluene	mg/kg	0.5	Org-023	<0.5	1	<0.5	<0.5	0	76	[NT]
Ethylbenzene	mg/kg	1	Org-023	<1	1	<1	<1	0	74	[NT]
m+p-xylene	mg/kg	2	Org-023	<2	1	<2	<2	0	74	[NT]
o-xylene	mg/kg	1	Org-023	<1	1	<1	<1	0	75	[NT]
Naphthalene	mg/kg	1	Org-023	<1	1	<1	<1	0	[NT]	[NT]
Surrogate aaa-Trifluorotoluene	%		Org-023	83	1	80	83	4	81	[NT]

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QUALITY CONTROL: Aromatic & Aliphatic TPH					Duplicate				Spike Recovery %	
Test Description	Units	PQL	Method	Blank	#	Base	Dup.	RPD	LCS-1	[NT]
Date extracted	-			30/12/2020	1	30/12/2020	30/12/2020		30/12/2020	[NT]
Date analysed	-			31/12/2020	1	31/12/2020	31/12/2020		31/12/2020	[NT]
>C10-C16 Aliphatic	mg/kg	100	Org-020	<100	1	21000	24000	13	117	[NT]
>C16-C35 Aliphatic	mg/kg	100	Org-020	<100	1	7100	8200	14	109	[NT]
>C35 Aliphatic	mg/kg	100	Org-020	<100	1	230	280	20	105	[NT]
>C10-C16 Aromatic	mg/kg	50	Org-020	<50	1	3900	2500	44	114	[NT]
>C16-C35 Aromatic	mg/kg	50	Org-020	<50	1	1900	1500	24	114	[NT]
Surrogate 1-chlorooctadecane	%		Org-020	70	1	#	#		81	[NT]

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Client Reference: Soil Analysis

QUALITY CONTROL: PAHs in Soil					Duplicate				Spike Recovery %	
Test Description	Units	PQL	Method	Blank	#	Base	Dup.	RPD	LCS-1	[NT]
Date extracted	-			30/12/2020	1	30/12/2020	30/12/2020		30/12/2020	[NT]
Date analysed	-			30/12/2020	1	30/12/2020	30/12/2020		30/12/2020	[NT]
Naphthalene	mg/kg	0.1	Org-022/025	<0.1	1	<2	<2	0	115	[NT]
Acenaphthylene	mg/kg	0.1	Org-022/025	<0.1	1	<0.1	<0.1	0	[NT]	[NT]
Acenaphthene	mg/kg	0.1	Org-022/025	<0.1	1	<2	<1	67	[NT]	[NT]
Fluorene	mg/kg	0.1	Org-022/025	<0.1	1	<2	<1	67	114	[NT]
Phenanthrene	mg/kg	0.1	Org-022/025	<0.1	1	<2	<1	67	109	[NT]
Anthracene	mg/kg	0.1	Org-022/025	<0.1	1	<2	<1	67	[NT]	[NT]
Fluoranthene	mg/kg	0.1	Org-022/025	<0.1	1	<0.1	<0.1	0	104	[NT]
Pyrene	mg/kg	0.1	Org-022/025	<0.1	1	0.5	0.4	22	104	[NT]
Benzo(a)anthracene	mg/kg	0.1	Org-022/025	<0.1	1	<0.1	<0.1	0	[NT]	[NT]
Chrysene	mg/kg	0.1	Org-022/025	<0.1	1	<0.1	<0.1	0	104	[NT]
Benzo(b,j+k)fluoranthene	mg/kg	0.2	Org-022/025	<0.2	1	<0.2	<0.2	0	[NT]	[NT]
Benzo(a)pyrene	mg/kg	0.05	Org-022/025	<0.05	1	<0.05	<0.05	0	111	[NT]
Indeno(1,2,3-c,d)pyrene	mg/kg	0.1	Org-022/025	<0.1	1	<0.1	<0.1	0	[NT]	[NT]
Dibenzo(a,h)anthracene	mg/kg	0.1	Org-022/025	<0.1	1	<0.1	<0.1	0	[NT]	[NT]
Benzo(g,h,i)perylene	mg/kg	0.1	Org-022/025	<0.1	1	<0.1	<0.1	0	[NT]	[NT]
Surrogate p-Terphenyl-D ₁₄	%		Org-022/025	89	1	#	#		126	[NT]

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Client Reference: Soil Analysis

QUALITY CONTROL: Moisture					Duplicate				Spike Recovery %	
Test Description	Units	PQL	Method	Blank	#	Base	Dup.	RPD	[NT]	[NT]
Date prepared	-			30/12/2020	[NT]	[NT]	[NT]	[NT]	[NT]	[NT]
Date analysed	-			31/12/2020	[NT]	[NT]	[NT]	[NT]	[NT]	[NT]
Moisture	%	0.1	INORG-008	<0.1	[NT]	[NT]	[NT]	[NT]	[NT]	[NT]

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Client Reference: Soil Analysis

QUALITY CONTROL: Metals in ASLP (pH 5.0)					Duplicate				Spike Recovery %	
Test Description	Units	PQL	Method	Blank	#	Base	Dup.	RPD	LCS-1	[NT]
Date extracted	-			04/01/2021	1	04/01/2021	04/01/2021		04/01/2021	[NT]
Date analysed	-			05/01/2021	1	05/01/2021	05/01/2021		05/01/2021	[NT]
Arsenic in ASLP pH 5.0	mg/L	0.05	METALS-020	<0.05	1	0.09	0.07	25	105	[NT]
Silver in ASLP pH 5.0	mg/L	0.01	METALS-020	<0.01	1	<0.01	<0.01	0	88	[NT]
Beryllium in ASLP pH 5.0	mg/L	0.01	METALS-020	<0.01	1	<0.01	<0.01	0	100	[NT]
Cadmium in ASLP pH 5.0	mg/L	0.01	METALS-020	<0.01	1	<0.01	<0.01	0	98	[NT]
Chromium in ASLP pH 5.0	mg/L	0.01	METALS-020	<0.01	1	0.01	<0.01	0	105	[NT]
Mercury in ASLP pH 5.0	mg/L	0.00005	METALS-021	<0.00005	1	<0.00005	<0.00005	0	100	[NT]
Molybdenum in ASLP pH 5.0	mg/L	0.03	METALS-020	<0.03	1	<0.03	<0.03	0	106	[NT]
Nickel in ASLP pH 5.0	mg/L	0.02	METALS-020	<0.02	1	0.06	0.06	0	100	[NT]
Lead in ASLP pH 5.0	mg/L	0.03	METALS-020	<0.03	1	<0.03	<0.03	0	103	[NT]
Selenium in ASLP pH 5.0	mg/L	0.12	METALS-020	<0.12	1	<0.12	<0.12	0	101	[NT]

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Client Reference: Soil Analysis

QUALITY CONTROL: PAHs in ASLP pH 5.0					Duplicate				Spike Recovery %	
Test Description	Units	PQL	Method	Blank	#	Base	Dup.	RPD	LCS-1	[NT]
Date extracted	-			31/12/2020	1	31/12/2020	31/12/2020		31/12/2020	[NT]
Date analysed	-			31/12/2020	1	31/12/2020	31/12/2020		31/12/2020	[NT]
Benzo(a)pyrene in ASLP pH5	µg/L	0.1	Org-022/025	<0.1	1	<0.1	<0.1	0	106	[NT]
Surrogate p-Terphenyl-D ₁₄	%		Org-022/025	109	1	76	72	5	121	[NT]

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Client Reference: Soil Analysis

Result Definitions	
NT	Not tested
NA	Test not required
INS	Insufficient sample for this test
PQL	Practical Quantitation Limit
<	Less than
>	Greater than
RPD	Relative Percent Difference
LCS	Laboratory Control Sample
NS	Not specified
NEPM	National Environmental Protection Measure
NR	Not Reported

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Client Reference: Soil Analysis

Quality Control Definitions	
Blank	This is the component of the analytical signal which is not derived from the sample but from reagents, glassware etc, can be determined by processing solvents and reagents in exactly the same manner as for samples.
Duplicate	This is the complete duplicate analysis of a sample from the process batch. If possible, the sample selected should be one where the analyte concentration is easily measurable.
Matrix Spike	A portion of the sample is spiked with a known concentration of target analyte. The purpose of the matrix spike is to monitor the performance of the analytical method used and to determine whether matrix interferences exist.
LCS (Laboratory Control Sample)	This comprises either a standard reference material or a control matrix (such as a blank sand or water) fortified with analytes representative of the analyte class. It is simply a check sample.
Surrogate Spike	Surrogates are known additions to each sample, blank, matrix spike and LCS in a batch, of compounds which are similar to the analyte of interest, however are not expected to be found in real samples.
Australian Drinking Water Guidelines recommend that Thermotolerant Coliform, Faecal Enterococci, & E.Coli levels are less than 1cfu/100mL. The recommended maximums are taken from "Australian Drinking Water Guidelines", published by NHMRC & ARMC 2011.	
The recommended maximums for analytes in urine are taken from "2018 TLVs and BEIs", as published by ACGIH (where available). Limit provided for Nickel is a precautionary guideline as per Position Paper prepared by AIOH Exposure Standards Committee, 2016.	
Guideline limits for Rinse Water Quality reported as per analytical requirements and specifications of AS 4187, Amdt 2 2019, Table 7.2	

Laboratory Acceptance Criteria
<p>Duplicate sample and matrix spike recoveries may not be reported on smaller jobs, however, were analysed at a frequency to meet or exceed NEPM requirements. All samples are tested in batches of 20. The duplicate sample RPD and matrix spike recoveries for the batch were within the laboratory acceptance criteria.</p> <p>Filters, swabs, wipes, tubes and badges will not have duplicate data as the whole sample is generally extracted during sample extraction.</p> <p>Spikes for Physical and Aggregate Tests are not applicable.</p> <p>For VOCs in water samples, three vials are required for duplicate or spike analysis.</p> <p>Duplicates: >10xPQL - RPD acceptance criteria will vary depending on the analytes and the analytical techniques but is typically in the range 20%-50% – see ELN-P05 QA/QC tables for details; <10xPQL - RPD are higher as the results approach PQL and the estimated measurement uncertainty will statistically increase.</p> <p>Matrix Spikes, LCS and Surrogate recoveries: Generally 70-130% for inorganics/metals (not SPOCAS); 60-140% for organics/SPOCAS (+/-50% surrogates) and 10-140% for labile SVOCs (including labile surrogates), ultra trace organics and speciated phenols is acceptable.</p> <p>In circumstances where no duplicate and/or sample spike has been reported at 1 in 10 and/or 1 in 20 samples respectively, the sample volume submitted was insufficient in order to satisfy laboratory QA/QC protocols.</p> <p>When samples are received where certain analytes are outside of recommended technical holding times (THTs), the analysis has proceeded. Where analytes are on the verge of breaching THTs, every effort will be made to analyse within the THT or as soon as practicable.</p> <p>Where sampling dates are not provided, Envirolab are not in a position to comment on the validity of the analysis where recommended technical holding times may have been breached.</p> <p>Measurement Uncertainty estimates are available for most tests upon request.</p> <p>Samples for Microbiological analysis (not Amoeba forms) received outside of the 2-8°C temperature range do not meet the ideal cooling conditions as stated in AS2031-2012.</p>

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Client Reference: Soil Analysis**Report Comments**

PAHs in Soil - # Percent recovery is not possible to report as the analytes in the sample/s have caused interference.

PAHs in Soil - PQL has been raised due to interference from analytes(other than those being tested) in the sample/s.

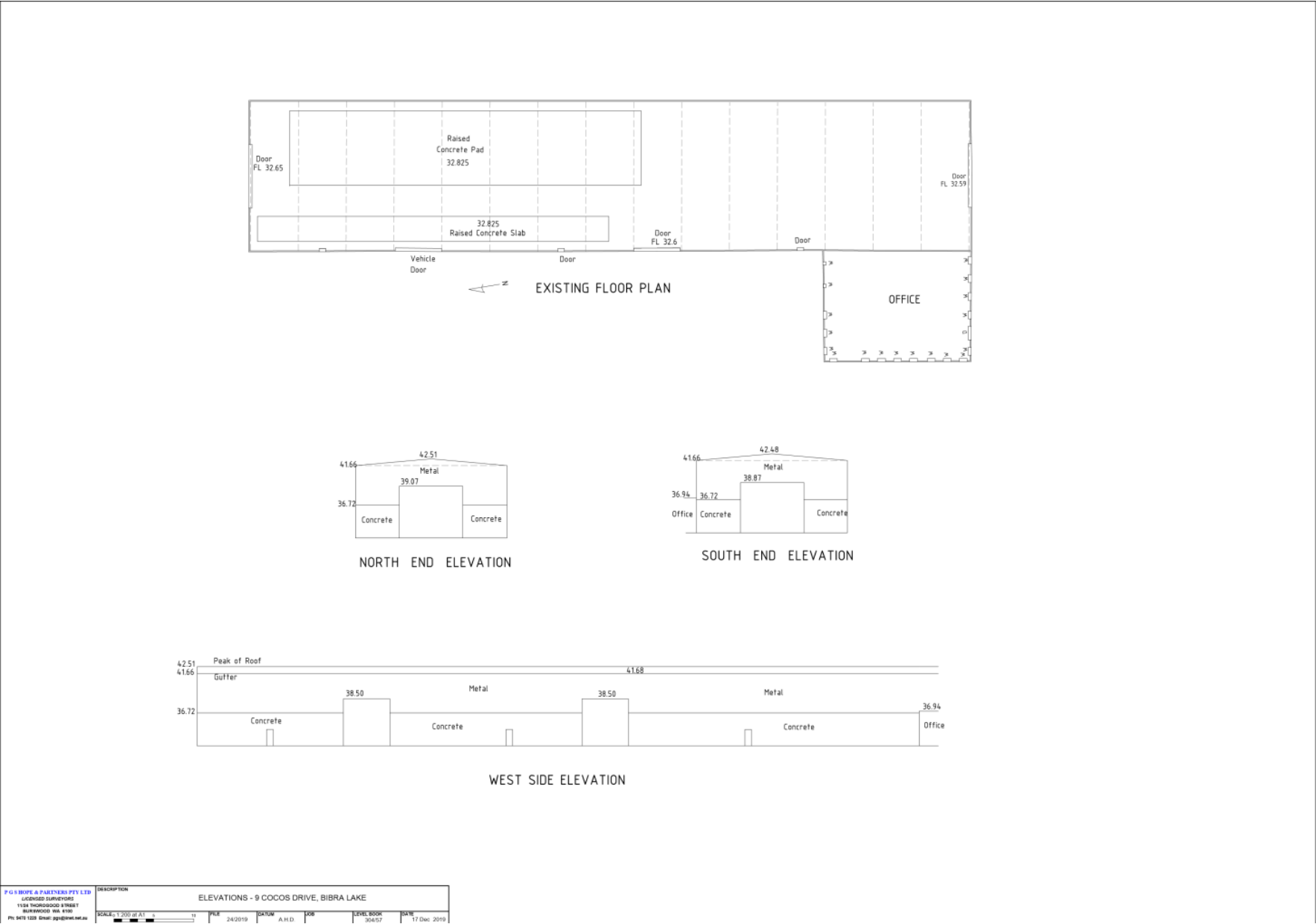
Aromatic & Aliphatic TPH - # Percent recovery is not possible to report as the analytes in the sample/s have caused interference.

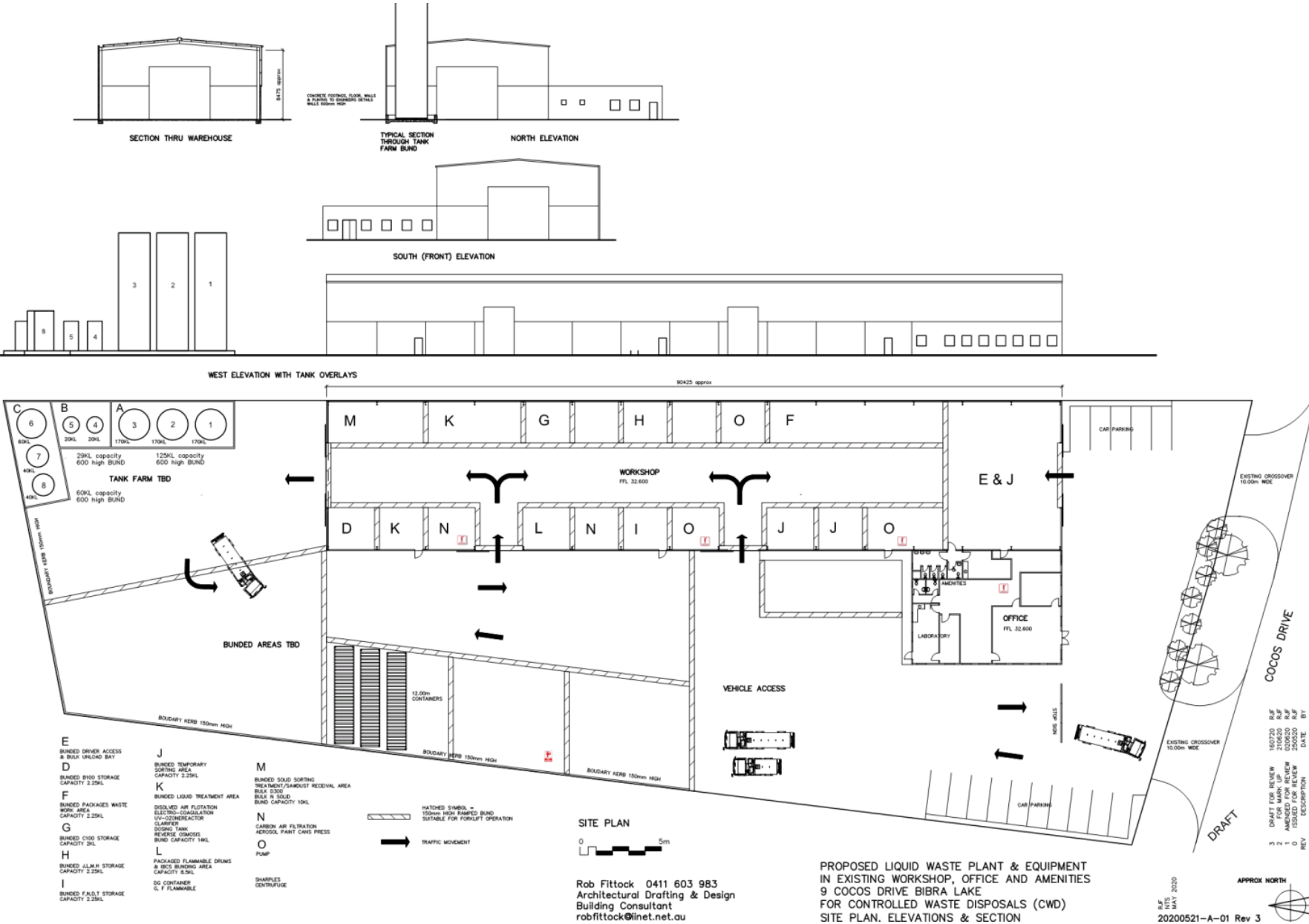
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SCALE 1:250 AT A1





57750 M02 9 Cocos Dr Odour Rev 0

Name:	Scott Charsley	Date:	29 April 2021
Company:	Controlled Waste Disposals	Job/Doc. No.:	57750/137,383
Email:	info@cwdwa.com.au	Inquiries:	Jonathan Bailes

Development Approval Application DA21/0093 – Controlled Waste Disposals – 9 Cocos Drive – Odour Report

1. Introduction

Controlled Waste Disposals Pty Ltd (the applicant) currently operates a liquid waste facility at 107 Garling Street in O'Connor WA 6163. The applicant has secured an alternative location for the facility and is now looking to progress obtaining the relevant planning approval for the premises, which is located at 9 Cocos Drive in Bibra Lake (the site).

The applicant lodged an application for development approval to the City of Cockburn (the City) on 28 January 2021.

Under Schedule 1 of the Environmental Protection Regulations 1987 (EP Regulations), waste facilities are generally described as prescribed premises subject to production or design capacity thresholds. As such, the *Environmental Protection Act 1986* (EP Act) requires a works approval to be obtained from the Department of Water and Environmental Regulation (DWER) before constructing the prescribed premises and a licence is required to operate the premises. The applicant has submitted an application for a works approval to DWER which has been validated and is currently being assessed (reference W6531/2021/1).

The site has sensitive receptors (residences and recreational areas) located within the 1,000 m screening distance recommended in the DWER Guideline on Odour Emissions (the Odour Guideline; DWER 2019) for a Category 61 liquid waste facility (see Location Plan). Therefore, according to the screening process for a new premises (see the Odour Guideline for proforma and flow chart), a detailed odour analysis including an operational odour analysis (OOA) and site assessment is required.

2. Background

The site is located at Lot 197 (No. 9) Cocos Drive in the Bibra Lake industrial area, as shown on the attached Location Plan. The site covers an area of approximately 7,100 m². Existing infrastructure at the site includes a large industrial building/workshop (1,650 m²), office building (250 m²) and an external hardstand area (3,500 m²) (see Site Plan).

The applicant proposes to operate a waste treatment facility at the site that will primarily accept, store and treat a broad range of bulk and packaged liquid wastes produced by industry and commercial sectors.

The facility will receive the following general types of liquid waste for treatment:

- water-based paint washings;
- waste oil and emulsions from the automotive industry;
- engine coolants from automotive and mining industries;

- wetting agents from composting processes;
- galvanising liquid wastes (acids);
- concrete truck and batching plant wash down (alkalis);
- low strength industrial wash water (mainly car and truck wash water and contaminated industrial wash water); and
- drilling mud.

The treatment processes that will be employed on-site include oily water separation, electrocoagulation and ozone treatment. Treated wastewater will be disposed of directly to the existing sewer. Sludges and precipitates from the various treatment processes will be solidified with sawdust (or other inert material) to a spadeable form, which will be subsequently removed from the site for landfill disposal at an authorised facility.

3. Odour Report

3.1.1 Detailed Odour Analysis

The detailed odour analysis comprises three steps:

Step 1: Undertake an operational odour analysis and location review.

Step 2: Undertake further analysis using selected tools from Table 1 of the Odour Guideline as required.

Step 3: Compile additional information to support the detailed analysis.

The Odour Guideline provides a checklist for tools to be used for the detailed odour analysis. This checklist with responses provided in relation to the project is shown in Table 3.1.

Table 3.1: Detailed odour analysis checklist

Detailed analysis tools	Tick if used	Comments
Emission source		
Operational odour analysis (OOA) (priority tool)	<input checked="" type="checkbox"/>	See section 3.1.5
Odour source assessment (OSA)	<input type="checkbox"/>	A site assessment was conducted for the operations at the applicant's existing facility and an Odour Remediation Plan implemented. The drop in complaint numbers (see section 3.1.7) following application of the odour controls demonstrates the effectiveness of the odour mitigation measures.
Pathway and receptor		
Location review ("highly recommended")	<input checked="" type="checkbox"/>	See section 3.1.2.
Odour field assessment (OFA)	<input type="checkbox"/>	Not carried out. No evidence of unacceptable odour impacts expected at nearest sensitive receptors.
Complaints data analysis	<input checked="" type="checkbox"/>	Section 3.1.7 details complaints data for the liquid waste operations at the applicant's existing facility pre and post implementation of odour controls.
Community surveys	<input type="checkbox"/>	Not required
Comparative dispersion modelling	<input type="checkbox"/>	Not required
Comparison with similar operations	<input type="checkbox"/>	Site operations to be as per the applicant's existing facility. The odour assessment has been informed by that operation; therefore, further comparison with a similar operation is unnecessary.

Two of the listed tools have been used for the detailed odour analysis, being a location review and the OOA. Complaints data for the applicant's existing facility are also discussed.

3.1.2 Location review

The site is located at Lot 197 (No. 9) Cocos Drive in the Bibra Lake industrial area as shown on the Location Plan. The Bibra Lake industrial area is occupied by various industrial premises including several waste management facilities that could emit odour to the local airshed, including the Suez organic waste transfer station at 10 Cocos Drive, the Suez resource recovery park at 65 Howson Way and Daniel's Health medical waste treatment plant operated by Cleanaway at 19 Coolibah Way.

Land uses immediately surrounding the site include vacant land and fuel station to the west; road/rail reserve and industrial units to the north; plastic products and timber board manufacturing units to the east; and industrial units to the south on the opposite side of Cocos Drive (including the Suez organic waste transfer station).

3.1.3 Sensitive receptors

The EPA guidance on separation distances between industrial land and sensitive land uses (EPA 2005) identifies odour as a key concern for liquid waste facilities and advises that buffer distances for such facilities should be applied on a case-by-case basis. The Odour Guideline provides an odour screening distance for Category 61 liquid waste facilities of 1,000 m. The buffer zone for the site is shown on the Location Plan.

Receptors sensitive to the amenity impacts of odour include residences and recreational areas such as parks and reserves. The nearest residential receptors to the site are approximately 750 m to the southeast in Yangebup. There are also parks and reserves within 1 km of the site, including Levi Park and the majority of the eastern half of South Lake Reserve.

3.1.4 Meteorology

The closest Bureau of Meteorology site is located 6.3 km east northeast at Jandakot Airport (Jandakot Aero site number 009172). Two years of data (2016 and 2017) from Jandakot Aero was examined (Figure 3.1).

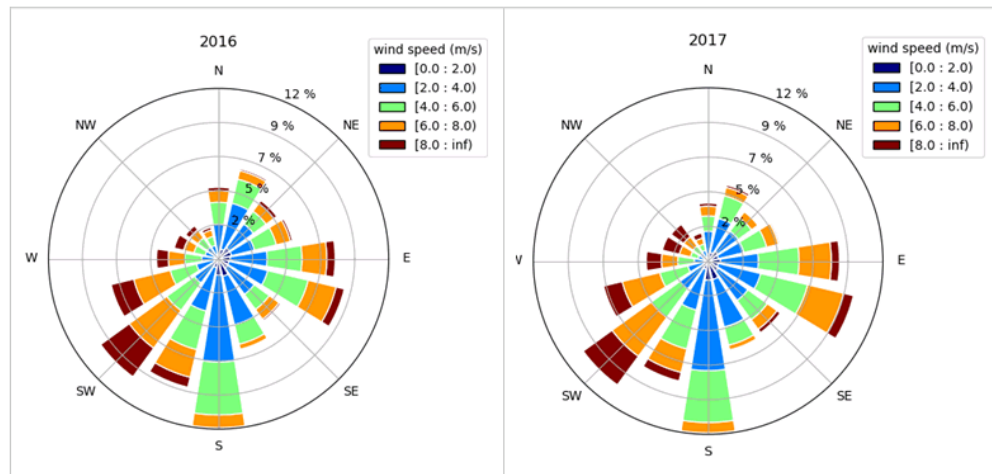


Figure 3.1: Annual wind roses for BOM site at Jandakot Airport

Analysis of the annual wind patterns reveals that the strongest prevailing winds come from the south west quadrant (SW 10% of winds and a further 18% of winds split between SSW and WSW). These winds have the potential to carry odours from site towards the South Lake reserve. Easterly winds comprise another 16% of the wind directions. Southerly winds, while highest in frequency, contributing ~12% of the winds, tend to be lighter with over 50% of winds from the south being <4 m/s.

Northerly winds make up less than 6% of the total winds in the two years examined, with less than 1% of total wind being greater than 6 m/s from a northerly direction while north easterly winds were lighter but a little more prevalent. Winds from the north west quadrant are least prevalent but are the most likely to carry odour emissions in the direction of the nearest residential area and Levi Park.

3.1.5 Operational odour analysis

3.1.5.1 Summary of liquid waste treatment process

The proposed layout of the facility is presented in the attached Site Plan.

Odour sources have previously been identified through the preparation of an Odour Remediation Plan (Strategen 2018) at the applicant's existing facility. Details of the waste liquid treatment processes and potential odour sources are summarised in Table 3.2.

Table 3.2: Operations review

Process element	Description	Potential odour sources
Waste receivals and pre-treatment	Includes receipt of liquid waste in ICBs for storage and discharge of wastewater tankers, solids removal (settlement tank and rotary screen) and wastewater transfer to storage tanks. The waste receivals area also includes the tanker washdown area with resulting wastewater drained to bunded area and mixed with sawdust for disposal.	Waste transfer. Storage tank Vents. Tanker wash down.
Hydrocarbon management	Separated oil from primary settlement tanks or storage tanks pumped to oil storage tanks. Free oil from coalescing plate separator and electrocoagulation wastewater treatment steps is also isolated in the oil storage tank or bunded pit/oil traps. Dewatering of the oil storage tanks is conducted several times to reduce water content as far as practicable using emulsion separating agents where necessary. Oil/water interface waste is isolated for further processing via centrifugation and electrocoagulation. A licensed oil recovery operator undertakes testing of the final hydrocarbon product prior to decanting to an approved road tanker for export from the site.	Storage tank vents. Tanker venting during filling.
Solids/sludge management	Sludge from both liquid and oil storage tanks is pumped to sludge tanks then centrifuged to separate heavy solids from waste liquid. Soil/sawdust is added to tank washdown and solids from wastewater processing steps including rotary screen and electrocoagulation, and sludge to generate spadeable material for stockpiling prior to dispatch to Class III landfill.	Solid/hydrocarbon. Settlement tank venting. Sludge pit. Blending. Spadeable waste stockpile.
Wastewater treatment	Wastewater treatment steps include: <ul style="list-style-type: none"> clarification filtration (mesh screen, bag filters, sand filter) Dissolved Air Flotation (DAF) is used to accelerate of flocculation and coagulation rates for suspended materials for separation from the aqueous phase centrifugation (to remove sludge) in a Sharples centrifuge coalescing plate oil/water separator electrocoagulation to: <ul style="list-style-type: none"> remove surfactants, detergent and phosphates from industrial wash water remove emulsified oil and total petroleum hydrocarbons remove suspended solids larger than 30 µm stabilise / neutralize pH of the wastewater post water polishing for Biological Oxygen Demand (BOD) and heavy metal reduction reagent mixing (e.g., limewater, ferric chloride, aluminium chloride, hydrochloric acid) pH adjustment (hydrochloric acid / sodium hydroxide dosing). 	Fugitive emissions from coalescing plate separator and electrocoagulation. Dissolved air flotation tank vapours and sludge handling. UV-ozone reactor exhaust.

Process element	Description	Potential odour sources
	Final steps include reverse osmosis to reduce salinity and use of a UV-Ozone reactor to reduce biological/chemical oxygen demand. An anaerobic / aerobic glycol digestion is also available to remove glycol from engine coolant waste. Treated wastewater passes via the processed water storage tanks prior to discharge into the water corporation sewer.	

3.1.6 Odour control measures

During relocation from the applicant's existing facility to the proposed site, some changes to the layout of process vessels and treatment areas will result. The changes will allow for some modifications to the odour control infrastructure providing the opportunity for upgrades to the system. Furthermore, the new premises will enable a large portion of the identified odour sources to be contained within a large industrial building.

The specifications of the odour control system comprising of air extraction and carbon filters are detailed in Table 3.3.

Table 3.3: Odour control system

Equipment	Specifications
Exhaust hood and ducting	Extraction hoods above: <ul style="list-style-type: none"> • bulk unload bay • electrocoagulation unit and feed tank • oily water plate separator vessel • UV-ozone reactor vessel • DAF unit • solid sorting treatment area
Fans	Duty/standby Variable speed drive Maximum flow rate (3,000 m ³ /hr) to allow Empty Bed Residence Time of three seconds
Filter	Fabric / fibreglass pre-filters Activated carbon filter Filter dimension to allow minimum Empty Bed Residence Time of three seconds at maximum flow rate
Discharge point	Roof-level vent Rain cover
Removal efficiency	At least a 90% reduction in odour concentration (measured as odour units OU) and VOC concentration (mg/m ³) from odorous air reporting to extraction hoods, in the exhaust air after activated carbon treatment

3.1.7 Odour control performance

Following the odour assessment at the applicant's existing facility, the odour mitigation measures (as detailed in the Strategen [2018] odour remediation plan) were implemented. The success of the measures in reducing odour emissions is apparent from the level of odour complaints received by DWER, which reduced from over 200 complaints between November 2015 and June 2018, to seven between March 2018 and December 2018, to none since December 2018 (DWER 2020).

It is noteworthy that the separation distance at the Garling Street facility to the nearest residence is less than 100 m with approximately 50% of the 1,000 m screening distance comprising residential development.

3.1.8 Odour emission operation reviews

Details of the OOA are described for each process element in the following tables.

Table 3.4: Odour emission operation review – waste receivals and pre-treatment

Aspect	Response
Odour sources and emissions	<p><u>Sources:</u></p> <ul style="list-style-type: none"> Potential odour emissions from transfer of waste from tankers to storage tanks and tanker washdown. Receivable storage tank vents. <p><u>Odorous emissions:</u></p> <ul style="list-style-type: none"> VOCs and hydrocarbons. <p><u>Frequency of emissions:</u></p> <ul style="list-style-type: none"> Intermittent fugitive emissions from transfer of some wastes and tanker wash down estimated 10 times a day; duration 15-30 minutes each. Continuous emission potential from receivable storage tank vents.
Process controls	<ul style="list-style-type: none"> Fully enclosed bulk receivals area including the wash down area and IBC cleaning area, with extraction hoods installed to vent emissions via emissions control system prior to discharge to atmosphere. Use of closed hose couplings for tanker deliveries unless pump out occurring within the enclosed bulk receivals area. Ducting of vents from receivable storage tanks to emission control system.
Triggers and corrective actions	<p><u>Triggers:</u></p> <ul style="list-style-type: none"> Detection of on-site odour outside the bulk receivals area enclosure or in vicinity of storage tanks. <p><u>Corrective actions:</u></p> <ul style="list-style-type: none"> Verification of extraction flow (via visual flow indicator) and increased extraction air flows if required. Examination of integrity of enclosures and ducting and ensure door closure upon truck entry.
Corrective action evaluation	The efficacy of corrective actions will be determined from on-site observations of odour.
Contingency actions	If corrective actions are unsuccessful and unacceptable odour impacts are experienced at sensitive receptors, then the receipt operations will be suspended at the completion of the current delivery. An investigation will be carried out to identify and mitigate causes of odour emissions which have resulted in unacceptable impacts at sensitive receptors.

Table 3.5: Odour emission operations review – hydrocarbon management

Aspect	Response
Odour sources and emissions	<p><u>Sources:</u></p> <ul style="list-style-type: none"> Head space vapours from oil storage tanks and oil/water settling tank and tanker venting during loading for export. <p><u>Odorous emissions:</u></p> <ul style="list-style-type: none"> VOCs and hydrocarbons. <p><u>Frequency of emissions:</u></p> <ul style="list-style-type: none"> Dependent on waste composition but with potential to be a continuous emission source from vents and during oil loading.
Process controls	<ul style="list-style-type: none"> Vents from tanks to be ducted to emissions control system prior to emission to atmosphere. Tanker vents to be connected to storage tank during loading to create a closed loop.
Triggers and corrective actions	<p><u>Triggers:</u></p> <ul style="list-style-type: none"> Hydrocarbon odour detected in the vicinity of the tank farm. <p><u>Corrective actions:</u></p> <ul style="list-style-type: none"> Ensure integrity of the vent ducting systems and closed loop system is being employed during oil tanker loading.
Corrective action evaluation	The efficacy of corrective actions will be determined from on-site observations of odour.
Contingency actions	If corrective actions are unsuccessful and unacceptable hydrocarbon odour impacts are experienced at sensitive receptors an investigation will be carried out to identify causes of odour emissions which have resulted in unacceptable impacts at sensitive receptors.

Table 3.6: Odour emission operations review – solids/sludge management

Aspect	Response
Odour sources and emissions	<p><u>Sources:</u></p> <ul style="list-style-type: none"> • Solid/hydrocarbon settlement, sludge pit, blending hardstand and stockpile <p><u>Odorous emissions:</u></p> <ul style="list-style-type: none"> • VOCs and hydrocarbons. <p><u>Frequency of emissions:</u></p> <ul style="list-style-type: none"> • Dependent on waste composition but with potential to be a continuous emission source.
Process controls	<ul style="list-style-type: none"> • Fully enclosed area with extraction hoods installed to vent emissions via emissions control system prior to discharge to atmosphere.
Triggers and corrective actions	<p><u>Triggers:</u></p> <ul style="list-style-type: none"> • Odour detected outside the main building identifiable as coming from the soil/sludge management operations. <p><u>Corrective actions:</u></p> <ul style="list-style-type: none"> • Verification of extraction flow (via visual flow indicator) and increased extraction air flows if required.
Corrective action evaluation	The efficacy of corrective actions will be determined from on-site observations of odour.
Contingency actions	If corrective actions are unsuccessful and unacceptable hydrocarbon odour impacts are experienced at sensitive receptors an investigation will be carried out to identify causes of odour emissions which have resulted in unacceptable impacts at sensitive receptors.

Table 3.7: Odour emission operations review – Wastewater treatment

Aspect	Response
Odour sources and emissions	<p><u>Sources:</u></p> <ul style="list-style-type: none"> • Fugitive emission from coalescing plate separator, electrocoagulation, dissolved air flotation tank vapours and sludge handling, UV-ozone reactor exhaust. <p><u>Odorous emissions:</u></p> <ul style="list-style-type: none"> • VOCs and hydrocarbons. <p><u>Frequency of emissions:</u></p> <ul style="list-style-type: none"> • Dependent on waste composition but with potential to be a continuous emission source.
Process controls	<ul style="list-style-type: none"> • Dedicated extraction hoods to capture emissions for passage via activated carbon prior to emission to atmosphere to be fitted above: <ul style="list-style-type: none"> ◦ electrocoagulation unit and feed tank ◦ oily water plate separator vessel ◦ UV-ozone reactor vessel ◦ DAF unit. • Secondary containment provided by operations being fully contained within main building.
Triggers and corrective actions	<p><u>Triggers:</u></p> <ul style="list-style-type: none"> • Odour detected outside the main building identifiable as coming from the wastewater treatment operations. <p><u>Corrective actions:</u></p> <ul style="list-style-type: none"> • Ensure doors are closed and extraction system is operational.
Corrective action evaluation	The efficacy of corrective actions will be determined from on-site observations of odour.
Contingency actions	If corrective actions are unsuccessful, the entire wastewater process will be reviewed to determine if additional sources not previously identified exist and require dedicated extraction hoods for conveyance of emissions via activated carbon prior to discharge to atmosphere.

3.1.9 Residual odour impact potential

The following table details the impact potential from the OOA (Table 3.8). The consequence of emissions from all processes is assigned minor, which following the DWER risk assessment guidance (DER 2017) means low-level impact to amenity and off site local scale impacts may occur.

A likelihood of rare was assigned to all activities – receivals area, hydrocarbon management, soils and sludge management, and wastewater treatment – as the processes are considered low risk, have already had effective controls implemented, are to be enclosed in the main building with extraction of emissions via carbon filter, and any impacts from fugitive odour emissions would be localised.

With consideration of the 750 m separation distance between the site and the nearest residential receptor, and the low proportion of winds from the north westerly quadrant with potential to carry emissions from the site to the residential receptors, the likelihood of impact at a residential receptor is also concluded to be rare.

Table 3.8: OOA residual odour impact potential

Operation/odour source	Consequence	Likelihood	Impact potential
Waste receivals and pre-treatment	Minor	Rare	Low
Hydrocarbon management	Minor	Rare	Low
Solids/sludge management	Minor	Rare	Low
Wastewater treatment	Minor	Rare	Low

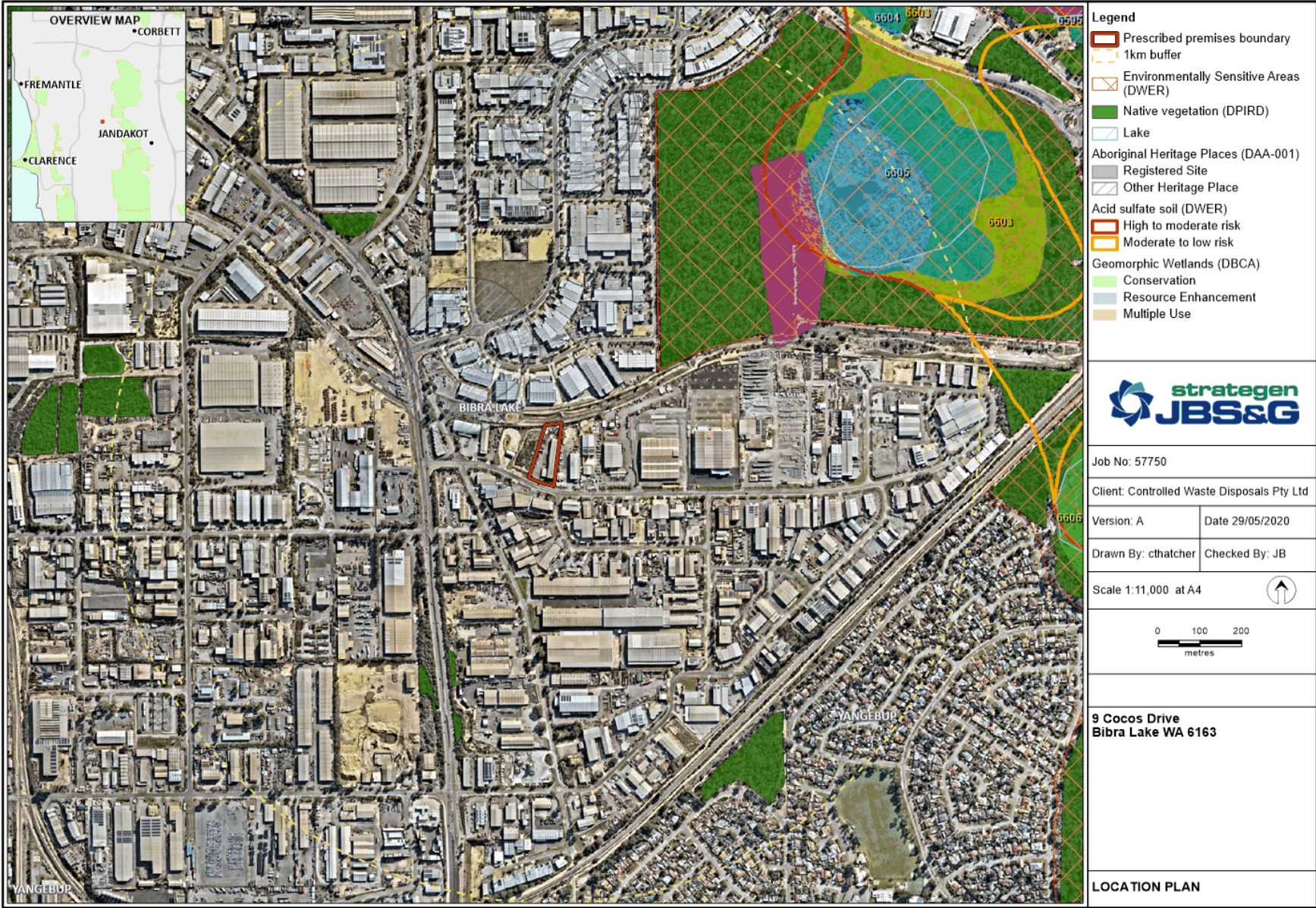
3.1.10 Summary

Based on the desktop odour assessment and preliminary risk assessment, it is concluded that the site is suitable for development as a liquid waste facility from an odour perspective. This is concluded due to the proposed implementation of demonstrated effective odour controls, existing site infrastructure aiding in enclosing odour sources, and the separation distances to sensitive receptors. An acceptable odour outcome is subject to the appropriate operational and management controls being in place.

References

- Department of Environment Regulation (DER). 2017. *Guidance Statement Risk Assessments*. Retrieved from <https://www.der.wa.gov.au/our-work/licences-and-works-approvals/publications>.
- Department of Water and Environmental Regulation (DWER). 2019. *Guideline Odour emissions*. Retrieved from <https://www.der.wa.gov.au/our-work/licences-and-works-approvals/publications>.
- Environmental Protection Authority (EPA). 2005. *Separation Distances between Industrial and Sensitive Land Uses (GS 3)*. Retrieved from <https://www.epa.wa.gov.au/policies-guidance/separation-distances-between-industrial-and-sensitive-land-uses-gs-3>.
- Strategen. 2018. *Controlled Waste Disposals Odour Remediation Plan*. Report prepared for Controlled Waste Disposals Pty Ltd.

Attachment A: Plans







57750 M04 9 Cocos Dr Noise Rev 0

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Date: 3 May 2021

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Development Approval Application DA21/0093 – Controlled Waste Disposals – 9 Cocos Drive – Noise Assessment

1. Introduction

Controlled Waste Disposals Pty Ltd (the applicant) currently operates a liquid waste facility at 107 Garling Street in O'Connor WA 6163. The applicant has secured an alternative location for the facility and is now looking to progress obtaining the relevant planning approval for the premises, which is located at 9 Cocos Drive in Bibra Lake (the site).

The applicant lodged an application for development approval to the City of Cockburn (the City) on 28 January 2021.

Under Schedule 1 of the Environmental Protection Regulations 1987 (EP Regulations), waste facilities are generally described as prescribed premises subject to production or design capacity thresholds. As such, the *Environmental Protection Act 1986* (EP Act) requires a works approval to be obtained from the Department of Water and Environmental Regulation (DWER) before constructing the prescribed premises and a licence is required to operate the premises. The applicant has submitted an application for a works approval to DWER which has been validated and is currently being assessed (reference W6531/2021/1).

Environmental Protection Authority (EPA) guidance on separation distances between industrial land and sensitive land uses (EPA 2005) identifies noise as a potential impact for liquid waste facilities and advises that buffer distances for such facilities should be applied on a case-by-case basis

2. Background

The site is located at Lot 197 (No. 9) Cocos Drive in the Bibra Lake industrial area, as shown on the attached Location Plan. The site covers an area of approximately 7,100 m². Existing infrastructure at the site includes a large industrial building/workshop (1,650 m²), office building (250 m²) and an external hardstand area (3,500 m²) (see attached Site Plan).

The applicant proposes to operate a waste treatment facility at the site that will primarily accept, store and treat a broad range of bulk and packaged liquid wastes produced by industry and commercial sectors.

The facility will receive the following general types of liquid waste for treatment:

- water-based paint washings;
- waste oil and emulsions from the automotive industry;
- engine coolants from automotive and mining industries;
- wetting agents from composting processes;

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- galvanising liquid wastes (acids);
- concrete truck and batching plant wash down (alkalis);
- low strength industrial wash water (mainly car and truck wash water and contaminated industrial wash water); and
- drilling mud.

The treatment processes that will be employed on-site include oily water separation, electrocoagulation and ozone treatment. Treated wastewater will be disposed of directly to the existing sewer. Sludges and precipitates from the various treatment processes will be solidified with sawdust (or other inert material) to a spadeable form, which will be subsequently removed from the site for landfill disposal at an authorised facility.

Receptors sensitive to the amenity impacts of noise include residences and recreational areas such as parks and reserves. The nearest residential receptors to the site are approximately 750 m to the southeast in Yangebup. There are also parks and reserves within 1 km of the site, including Levi Park and the majority of the eastern half of South Lake Reserve (see Location Plan).

3. Noise Assessment

The site is located within an industrial area and, therefore, noise generation is not considered a significant risk. The main sources of noise that will be generated from the operations include:

- traffic movement in and out of the premises;
- transfer pumps during unloading of waste into holding tanks;
- process equipment (e.g., centrifuge);
- forklift operations; and
- loading and unloading of IBCs.

The processing equipment and pumps to be used at the site are not considered significant noise sources and will be sited within the main building. The centrifuge is expected to be the noisiest piece of equipment, so it will be housed in an acoustic enclosure, which will also be within the main building. The main building is fully enclosed, and doors will be kept shut whenever not in use.

The equipment to be used at the site is the same or similar to that currently used at the applicant's Garling Street facility, which has operated for several years with no complaints regarding noise emissions despite residences being significantly closer (<100 m) than the proposed site.

The noise generated from the site operations is expected to be consistent with the noise generated from surrounding activities on adjacent and nearby properties. Given that the nearest residence is 750 m from the site across the industrial area, noise is not considered a risk to residential properties. A risk assessment conducted in accordance with DWER guidance (DER 2017) is shown in Table 3.1 below.

If deemed necessary by the City, the applicant is willing to engage an acoustic consultant to carry out a noise verification assessment of operations, once commenced, to demonstrate that levels of noise in the environment do not exceed those permitted by the provisions of the EP Act and Environmental Protection (Noise) Regulations 1997.

Table 3.1: Noise Risk Assessment

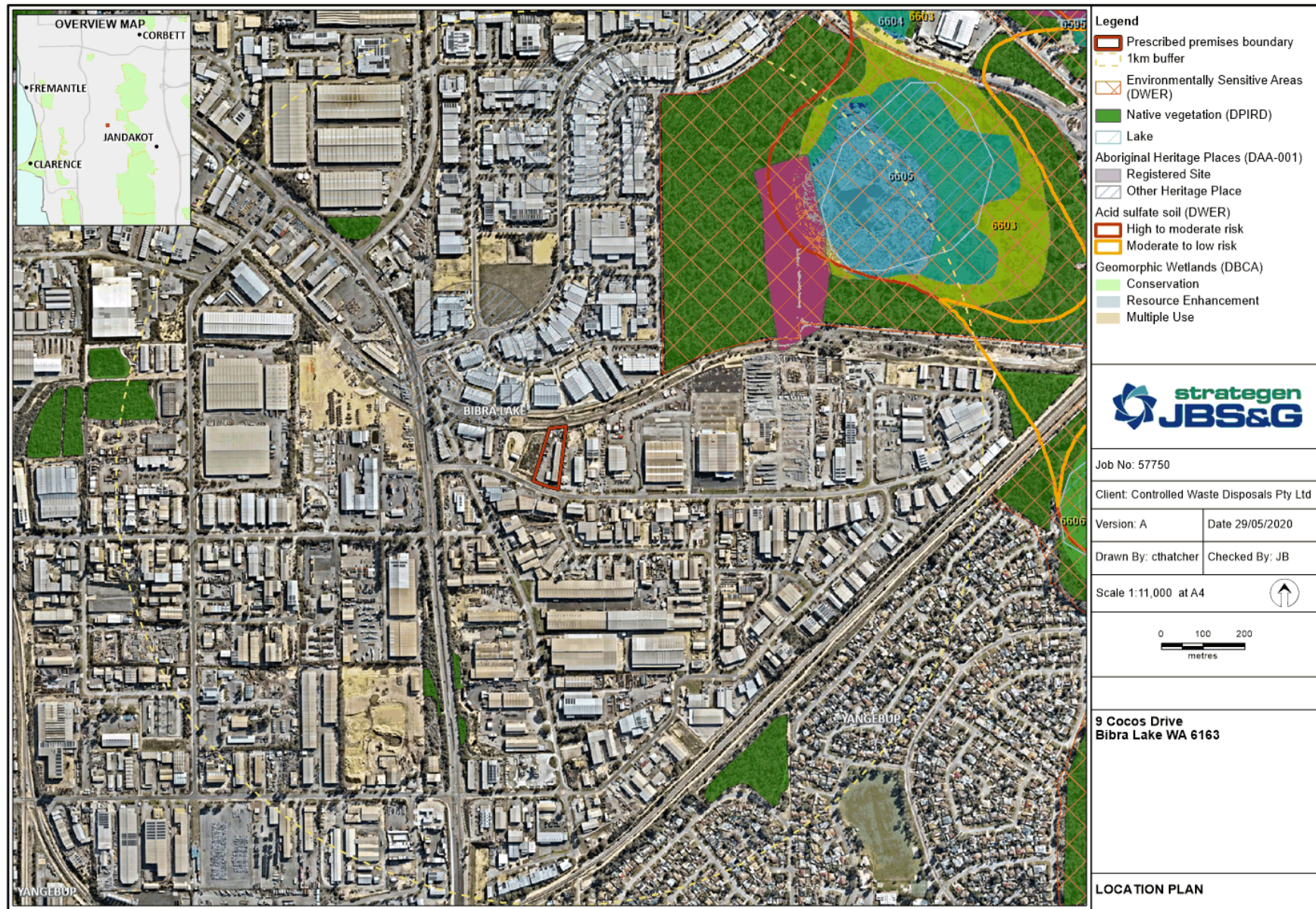
Source/Activities	Potential emission	Potential pathways and impact	Receptors	Controls	Risk rating (after controls) C = consequence L = likelihood
Construction					
Minor construction works (vehicles, machinery and equipment)	Noise	Air/windborne pathway causing impacts to amenity	Residences 750 m SE	<ul style="list-style-type: none"> Separation distance to sensitive receptor. Noisy construction works will be carried out between 7am and 7pm, Monday to Saturday (excluding Sundays and public holidays). Equipment used will be the quietest reasonably available. The Environmental Protection (Noise) Regulations 1997 impose permitted noise levels. 	C = Slight L = Unlikely Low Risk
• Operation					
Wastewater treatment equipment, transfer pumps, vehicle movements and delivery and pickup of wastes	Noise	Air/windborne pathway causing impacts to amenity	Residences 750 m SE	<ul style="list-style-type: none"> Separation distance to sensitive receptor. Equipment used will be the quietest reasonably available. Treatment equipment will be placed inside the main building. Building doors will kept closed when not in use. Centrifuge will be placed in acoustic enclosure within the main building. Normal operational hours will be day-time 7 am to 6 pm (Monday to Saturday). The Environmental Protection (Noise) Regulations 1997 impose permitted noise levels. 	C = Slight L = Unlikely Low Risk

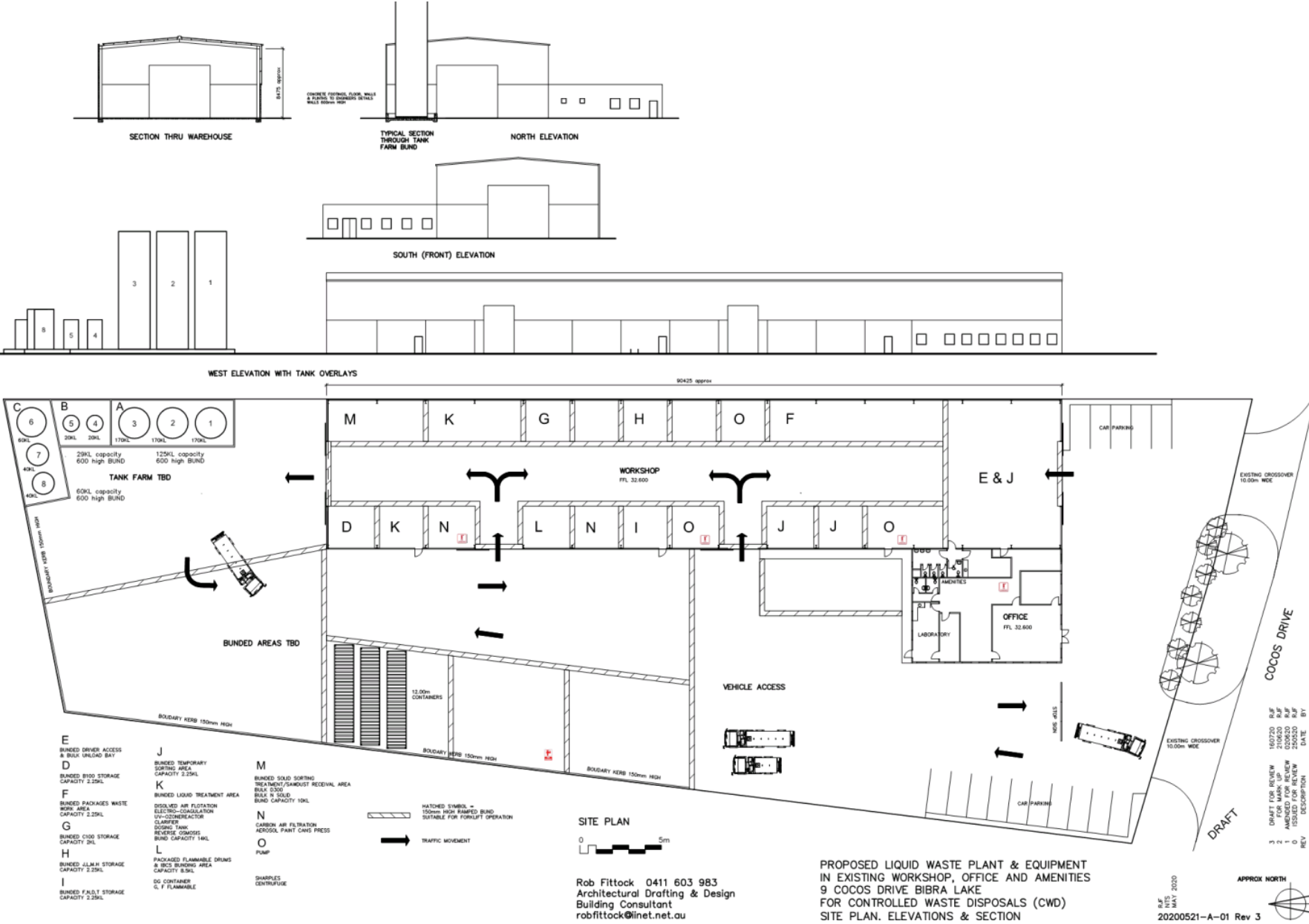
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Attachment A: Plans





57750 M01 9 Cocos Dr TIA Rev 1

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Development Approval Application DA21/0093 – Controlled Waste Disposals – 9 Cocos Drive – Traffic Impact Statement

1. Introduction

Controlled Waste Disposals Pty Ltd (the applicant) currently operates a liquid waste facility at 107 Garling Street in O'Connor WA 6163. The applicant has secured an alternative location for the facility and is now looking to progress obtaining the relevant planning approval for the premises, which is located at 9 Cocos Drive in Bibra Lake (the site).

The applicant lodged an application for development approval to the City of Cockburn (the City) on 28 January 2021.

This traffic impact statement has been prepared to support the development approval application and has been prepared with consideration of the Western Australian Planning Commission and Department of Planning Transport Impact Assessment Guidelines (DOP 2016).

2. Background

The site is located at Lot 197 (No. 9) Cocos Drive in the Bibra Lake industrial area, as shown on the attached Location Plan. The site covers an area of approximately 7,100 m². Existing infrastructure at the site includes a large industrial building/workshop (1,650 m²), office building (250 m²) and an external hardstand area (3,500 m²) (see Site Plan).

The applicant proposes to operate a waste treatment facility at the site that will primarily accept, store and treat a broad range of bulk and packaged liquid wastes produced by industry and commercial sectors.

The facility will receive the following general types of liquid waste for treatment:

- water-based paint washings;
- waste oil and emulsions from the automotive industry;
- engine coolants from automotive and mining industries;
- wetting agents from composting processes;
- galvanising liquid wastes (acids);
- concrete truck and batching plant wash down (alkalis);
- low strength industrial wash water (mainly car and truck wash water and contaminated industrial wash water); and
- drilling mud.

The treatment processes that will be employed on-site include oily water separation, electrocoagulation and ozone treatment. Treated wastewater will be disposed of directly to the existing sewer. Sludges and precipitates from the various treatment processes will be solidified with sawdust (or other inert material) to a spadeable form, which will be subsequently removed from the site for landfill disposal at an authorised facility.

3. Traffic Impact Statement

3.1 Road Network

Traffic Access to the site will be mainly via Spearwood Avenue through to Cocos Drive (see Figure 3.1 below). Both roads are under the care and control of the City.

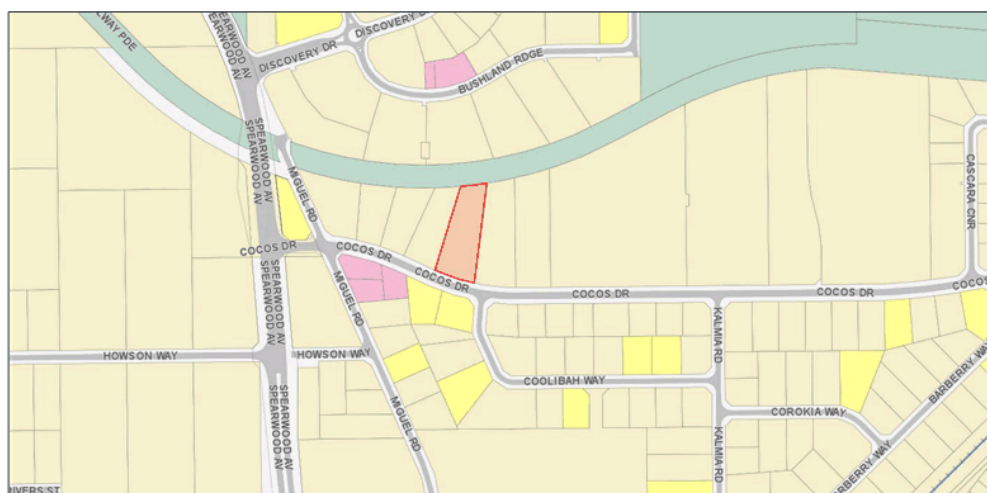


Figure 3.1: Road network (maps.cockburn.wa.gov.au)

Further information on these two roads is provided in Table 3.1 below.

Table 3.1: Road network characteristics

Road	Hierarchy	Special use	Speed limit	Carriageway	Width	Traffic count (total)	Traffic count (heavy vehicles)
Spearwood Ave	Distributor A	Industrial	70 km/h	Dual	~ 25 m	17,370	2,206
Cocos Drive	Access road	Industrial	50 km/h	Single	~ 10 m	5,305	1,404

- (1) 2017-2018 data identifies an average total count of 17,370 vehicles daily out of which 2,206 were heavy vehicles. Data was monitored on the East of Stock Street on Spearwood Ave from Monday to Friday and averaged per day.
- (2) 2013 data identifies an average total count of 5,305 vehicles daily out of which 1,040 vehicles were heavy vehicles. Data was monitored in front of Lot 7 and 40 m East of Miguel Road. Vehicle access and parking

3.2 Vehicle Access and Parking

There are two entry/exit access points from Cocos Drive into the parking areas, which both provide two-way access. The site has dedicated parking areas for cars and sufficient access and yard turning areas for light and heavy vehicles.

The table below (Table 3.2) summarises the allocated parking spaces at the site (refer to attached Site Plan).

Table 3.2: Lot 197 allocated parking

Attribute	Description
Total private parking bays for light vehicles (including ACROD)	15
Waste collection bay/service area	1
Total employees with cars (total private parking bays occupied)	7
ACROD parking area	18 m ²
Waste collection bay parking area	35 m ²

The City's Town Planning Scheme No. 3 (TPS 3) requires parking provision of one car parking bay per 50 m² of gross lettable area (gla). Based on the size of the building and office (~1,900 m² gla), the site requires 39 parking spaces.

The site will employ five full-time and two casual workers with occasional contractors as required, and there will be no public access to the site. Therefore, the applicant proposes that 15 permanent car parking bays are sufficient for the proposed activity. However, should future use of the site require the additional 24 parking bays (total 39), these can be accommodated on the site as follows:

- 6 bays in front of the southern gable of the building;
- 2 bays parallel to the southern site boundary; and
- An additional 16 bays along the western boundary of the site.

These additional bays are consistent with those provided during the previous occupancy of the site, as evidenced by the existing marked bays shown on the aerial photo below (Figure 3.2). These areas will only be used for the temporary storage of vehicles and storage containers and will not be restricted by the placement of permanent infrastructure, thereby allowing them to be quickly returned to use as parking bays if required.

**Figure 3.2: Parking bays (proposed red; additional purple)**

3.3 Provision for Service Vehicles

An area has been allocated behind the office building for service vehicles to collect general waste from the site through the City's general waste collection service. For other types of waste that will be stored in the yard or main building, sufficient space is available for collection by private contractors.

3.4 Hours of Operation

The normal operating hours of the facility will be 7 am to 6 pm, Monday to Saturday. Given the nature of the waste industry, receipt of waste may occur after 6 pm and on Sundays on limited occasions and on request only.

3.5 Daily Traffic Volumes and Vehicle Types

Estimated traffic volumes that will visit the site are shown in Table 3.3 below. The estimated numbers reflect an insignificant increase in the traffic volumes currently experienced in the area, and the types of vehicle accessing the site are consistent with those servicing the existing industrial area.

Table 3.3: Traffic volumes

Class	Description	Peak 0700-0900	Day	Peak 1600-1800
Car (employee)	A motor vehicle with a gross vehicle mass (GVM) not greater than 4,500 kg	4	4	4
Car (visitor/other)	A motor vehicle with a gross vehicle mass (GVM) not greater than 4,500 kg	2	2	2
Light rigid vehicle	A motor vehicle with a gross vehicle mass over 4,500 kg to a maximum of 8,000 kg (no axle limit)	4	4	2
Medium rigid vehicle	A motor vehicle that has 2 axles and a gross vehicle mass greater than 8,000 kg	1	4	-
Heavy rigid vehicle	A motor vehicle that has 3 or more axles and a gross vehicle mass greater than 8,000 kg	1	4	-
Heavy combination vehicle	A prime mover to which is attached a single semi-trailer plus any unladen converter dolly, or rigid motor vehicle attached to a trailer that has a gross vehicle mass greater than 9,000 kg plus any unladen converter dolly	-	3	-
Multi combination vehicle	Any heavy combination unit towing one or more trailers, each having a gross vehicle mass greater than 9,000 kg	-	4	-

(1) Heavy combination and multi-combination vehicles access the site infrequently, estimated maximum numbers shown.

3.6 Traffic Management of the Frontage Streets

A traffic management plan is not considered necessary for the site, given its ease of access from Cocos Drive. The site has frontage to Cocos Drive on its southern boundary, with two access points (double lane entry/exit), each of an opening of approximately 10 m. Cocos Drive has a 50 km/hr speed limitation, and sightlines extend more than 50 m on either side of each access point providing a safe exit of the site.

3.7 Public Transport and Pedestrian Access

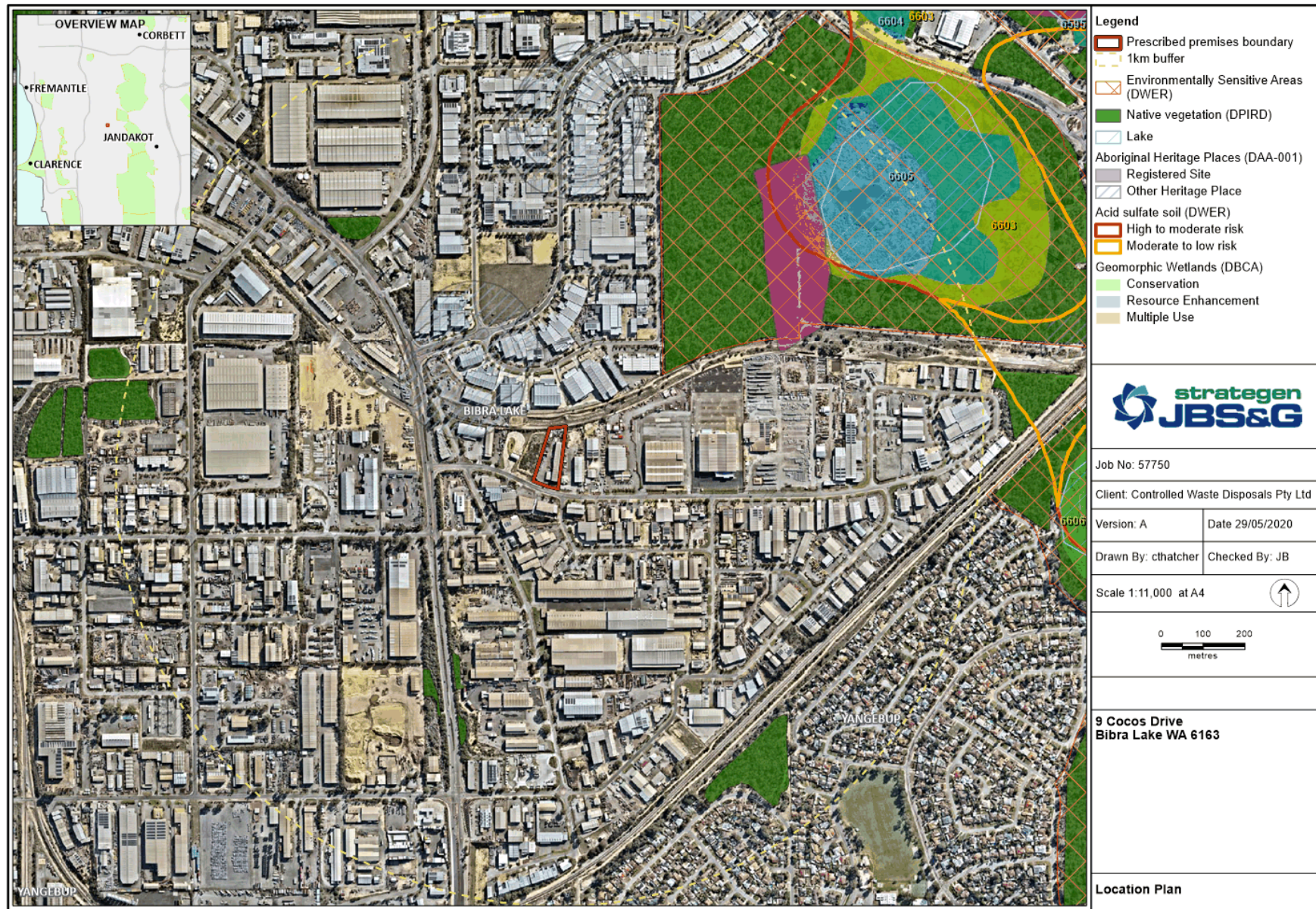
Access to the site via public transport is limited, with the following transport facilities present within the surrounding area:

- Railway line (Mandurah Line) located 780 m southeast of the site;
- Pedestrian footpath running along the right side of the Cocos Drive and right side of the Spearwood Avenue. There is also a footpath running on the right side of the Miguel Road;
- There is no bus route within 1 km of the site; and

- A High Quality Shared Path (pedestrian and cycle) is present on Spearwood Avenue and Miguel Road.

Given the limited public transport options and industrial nature of the area with heavy traffic, the applicant expects that all its employees will access the site via private car. Car sharing and pooling will be encouraged where possible. However, if deemed necessary by the City, sufficient bicycle racks (10) can be provided in front of the office building.

Attachment A: Plans







57750 M03 9 Cocos Dr Waste Vol Rev 0

Name: Scott Charsley

Date: 3 May 2021

Company: Controlled Waste Disposals

Job/Doc. No.: 57750/137,500

Email: info@cwdwa.com.au

Inquiries: Jonathan Bailes

Development Approval Application DA21/0093 – Controlled Waste Disposals – 9 Cocos Drive – Waste Volumes**1. Introduction**

Controlled Waste Disposals Pty Ltd (the applicant) currently operates a liquid waste facility at 107 Garling Street in O'Connor WA 6163. The applicant has secured an alternative location for the facility and is now looking to progress obtaining the relevant planning approval for the premises, which is located at 9 Cocos Drive in Bibra Lake (the site).

The applicant lodged an application for development approval to the City of Cockburn (the City) on 28 January 2021.

Under Schedule 1 of the Environmental Protection Regulations 1987 (EP Regulations), waste facilities are generally described as prescribed premises subject to production or design capacity thresholds. As such, the *Environmental Protection Act 1986* (EP Act) requires a works approval to be obtained from the Department of Water and Environmental Regulation (DWER) before constructing the prescribed premises and a licence is required to operate the premises. The applicant has submitted an application for a works approval to DWER which has been validated and is currently being assessed (reference W6531/2021/1).

This memo supports the development approval application and describes the waste types and quantities to be accepted at the premises.

2. Waste Volumes

The waste types and quantities to be accepted at the premises are listed in Attachment A. The quantities described are the maximum able to be accepted for each waste type. It is expected that the applicant will operate under these thresholds.

The total estimated (and maximum) throughput of waste at the premises will be 41,000 tonnes per year of liquid waste and 5,000 tonnes per year of solid waste.

The total waste tonnages and individual waste types described above and in Attachment A are the same as those requested in the works approval application being assessed by DWER. These waste types and quantities (total and individual) will be regulated (i.e., limited) by DWER through the EP Act licence. The applicant will not be able to exceed these quantities or accept different types of waste without further approval from DWER.

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Attachment A: Waste Types, Storage, Treatment and Disposal

Category Group	Waste code	Waste type	Quantity	Acceptance/storage	Treatment	Disposal
A - Plating & heat treatment	A100	Surface treatment of metals & plastics	1,000 tonnes per annual period	Area H Bund capacity 2.25 KL Iso-tanks in bunded area	Treated by a wastewater treatment system which is to include dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill
B - Acidic solutions or solids	B100	Chromic acid Hydrochloric acid Mineral acids Sulphuric acid Sulfuric/hydrochloric acid mixtures (Ph>3)	1,000 tonnes per annual period	Area D Bund capacity 2.25 KL	Waste is treated through the wastewater treatment system including dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill
		Chromic acid Hydrochloric acid Mineral acids Sulphuric acid Sulfuric/hydrochloric acid mixtures (Ph>3)			Acid waste is neutralised with sodium hydroxide dosing in a polypropylene dilution container filled with water as heat absorbent medium. Waste is treated through the wastewater treatment system through dissolved air floatation and electro-coagulation.	
C - Bases	C100	Alkaline cleaners Ammonia Calcium hydroxide Caustic soda Lime (pH<12)	800 tonnes per annual period	Area G Bund capacity 2 KL	Waste is treated through the wastewater treatment system through dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill
		Alkaline cleaners Ammonia Calcium hydroxide Caustic soda Lime (pH>12)			Alkaline waste is neutralised with Hydrochloric acid and Hydrochloric acid dosing in a polypropylene dilution container filled with water as heat absorbent medium. Waste is treated through the wastewater treatment system through dissolved air floatation and electro-coagulation.	
D - Inorganic chemicals	D151	Used nickel & cadmium batteries	6,500 tonnes per annual period	Area D Bund capacity 2.25 KL	Collect and repack in secured drum or IBC and store on the hardstand area prior to removal offsite.	To metal recycling facility
	D210	Nickel compounds		Area M Bund capacity 10 KL		
	D211	Used nickel metal hydride batteries				
	D220	Lead wastes				

Category Group	Waste code	Waste type	Quantity	Acceptance/storage	Treatment	Disposal
	D221	Used lead/acid batteries			Acid will be removed, and batteries will be rinses thoroughly. The battery casing will be repacked in secured drum or IBC and store on the hardstand area prior to removal offsite.	To licensed landfill
	D230	Zinc compounds			Collect and repack in secured drum or IBC and store on the hardstand area prior to removal offsite.	
	D300	Calcium chloride Non-metallic product Sodium chloride			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	
	D330	Inorganic sulphides			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	
F - Paints, resins, inks, & organic sludges	F100	Water based wastes from inks, dyes, pigments, paints	500 tonnes per annual period	Area F- Bunded Packages Waste Work Area Capacity 2.25 KL	Waste is treated through the wastewater treatment system through pH correction, dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill
	F110	Water based wastes from resins, glues and adhesives			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	To licensed landfill
	F120	Solvent based wastes from inks, dyes, pigments, paints			Collect and store in isolated Dangerous Good container prior to removal offsite	To licenced dangerous goods contractor
	F130	Solvent based wastes from resins, glues and adhesives				
G - Organic solvents	G100	Waste aviation fuel Waste petrol	300 tonnes per annual period	Area L – Packaged Flammable Drums & IBCs Bund capacity 8.5 KL DG Container <i>Note: Waste will be managed under the DG legislation and guidelines</i>	Collect and store in isolated Dangerous Good container prior to removal offsite	To licenced dangerous goods contractor
	G110	Acetone Ethanol Waste jet fuel Waste kerosene				
H - Pesticides	H100	Biological pesticides Mixed pesticide residue	50 tonnes per annual period	Area H Bund capacity 2.25 KL Area J Bund capacity 2.25 KL	Waste is treated through the wastewater treatment system through sand filtration, ultra- violet, ozone and peroxide treatment.	Reused if fit for purpose Treated water to sewer Spadeable sludge to licenced landfill

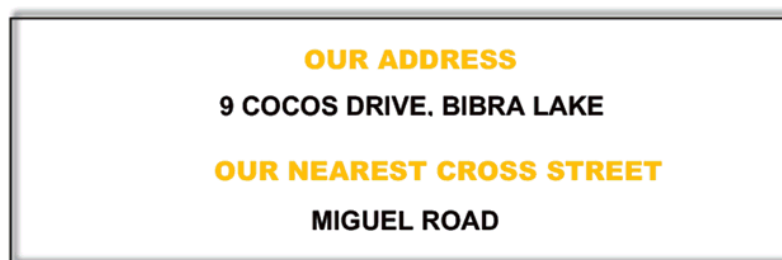
Category Group	Waste code	Waste type	Quantity	Acceptance/storage	Treatment	Disposal
J - Oils	J100	Mineral oils unfit for their original use (lubricating and hydraulic) Rags and absorbent material wet/saturated with oil Transformer fluids (excluding PCBs) Waste hydrocarbons which are not highly flammable Waste mineral oil and coolant mixers	12,300 tonnes per annual period	Bulk tank farm (Area A-C) Area N (filters)	Collect and store in isolated stainless-steel tanks or container prior to removal offsite	To hydrocarbon waste contractor
	J120	Cutting oils and soluble oils Hydrocarbon such as petrol or diesel and water mixtures or emulsions			Waste is treated through the wastewater treatment system through dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill Oil to hydrocarbon waste contractor
	J130	Oil interceptor wastes Triple interceptor wastes			Waste is treated through the wastewater treatment system through centrifuge separator, dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill Oil to hydrocarbon waste contractor
	J160	Tars and tarry residues			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	To hydrocarbon waste contractor
	J170	Used oil filters			Collect, drain, clean and repack in secured drum or IBC and store on the hardstand area prior to removal offsite.	To metal recycler
	J180	Oil sludge from plate separators			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	To landfill
K- Food and beverage processing wastes	K200	Beverages in containers (bottles and cans)	100 tonnes per annual period	Stored in bunded lockable container is external storage area	Containers shredded/crushed and washed with waste liquids to waste treatment system.	Treated water to sewer. Washed glass, plastic and aluminium to recyclers.

Category Group	Waste code	Waste type	Quantity	Acceptance/storage	Treatment	Disposal
L - Industrial wash water	L100	Car and truck wash waters from wash down bays	8,000 tonnes per annual period	Bulk tank farm (Area A-C) Area H Bund capacity 2.25 KL	Waste is treated through the wastewater treatment system through dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill Oil to hydrocarbon waste contractor
	L150	Industrial plant wash waters Stormwater collected from industrial facilities including port and landfills Wash water from industrial processes				
M - Organic chemicals	M130	Brake fluid Coolant Ethylene glycol (antifreeze) Propylene glycol Radiator fluid	900 tonnes per annual period	Area H Bund capacity 2.25 KL	Waste is treated through the wastewater treatment system through ultra-violet, ozone and peroxide treatment.	Treated water to sewer Spadeable sludge to licenced landfill Oil to hydrocarbon waste contractor
	M250	Detergents Emulsifiers Firefighting foam (excluding PFOS and PFOA) Surface active agents (surfactants)			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	To landfill
N - Soils & sludge	N100	Containers or drums contaminated with a controlled waste	3,200 tonnes per annual period	Area I Bund capacity 2.25 KL	Collect, clean and repack in secured pallet/IBC, store on hardstand area prior to removal offsite	To metal recycler or reuse
	N120	Soils contaminated with controlled waste		Area M Bund capacity 10 KL	Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	To landfill
	N140	Fire wash waters contaminated with chemicals		External storage areas (used containers and drums)	Waste is treated through the wastewater treatment system through ultra- violet, ozone and peroxide treatment	Treated water to sewer Spadeable sludge to licenced landfill
	N160	Encapsulated, chemically fixed, solidified or polymerised controlled wastes			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	To landfill
	N190	Filter cake containing controlled waste			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	

Category Group	Waste code	Waste type	Quantity	Acceptance/storage	Treatment	Disposal
	N205	Industrial waste treatment sludges and residues Residues from pollution control Scrubber sludge			Collect and treat to a spadeable consistency and store on the hardstand area prior to removal offsite.	
T - Misc.	T100	Waste chemical substances arising from research and development or teaching activities	190 tonnes per annual period	Area I Bund capacity 2.25 kL	Identify and segregate according to MSDS and lab test will be conducted prior to waste treatment or removal offsite	To waste treatment or dangerous goods contractor.
	T120	Waste from production or formulation of photographic chemicals or processing materials			Waste is treated through the wastewater treatment system through dissolved air floatation and electro-coagulation.	Treated water to sewer Spadeable sludge to licenced landfill Oil to hydrocarbon waste contractor



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This Emergency Response Plan is produced in conjunction with
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Emergency Response Plan

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Emergency Response Plan**ABBREVIATIONS**

CO ₂	Carbon Dioxide (Fire Extinguisher)
DCP	Dry Chemical Powder (Fire Extinguisher)
ECO	Emergency Control Organisation
ECC	Emergency Control Centre
EPC	Emergency Planning Committee
ERP	Emergency Response Plan
EWIS	Emergency Warning and Intercommunication System
OWS	Occupant Warning System
FIP	Fire Indicator Panel
WIP	Warden Intercommunication Phone
DFES	Department of Fire and Emergency Services

DISCLAIMER

This Emergency Response Plan has been prepared for Controlled Waste Disposals Pty Ltd.

Responsibility is disclaimed for any loss or damage suffered by any other person for any reason whatsoever, including but not limited to negligence on the part of Fire & Evacuations. This Emergency Response Plan is confidential to Controlled Waste Disposals Pty Ltd and Fire & Evacuations does not intend that any other persons accept or rely upon it. Responsibility is disclaimed for any loss or damage including but not limited to damage resulting from the use by Controlled Waste Disposals Pty Ltd of this Emergency Response Plan.

This Emergency Response Plan is based on inspections and information provided by those persons conferred with at the time of such inspections. Information supplied has not been independently verified by Fire & Evacuations. Whilst this Emergency Response Plan is accurate to the best of our knowledge and belief, Fire & Evacuations cannot guarantee the completeness of accuracy of any descriptions, conclusions or information based on the inspection or those conferred with.

Review, revision and distribution of the Emergency Response Plan are the responsibility of Controlled Waste Disposals Pty Ltd.

The recommendations contained in this Emergency Response Plan are advisory only, and Fire & Evacuations has no responsibility for the management or operation of any loss of control or safety procedures which may be implemented. No representation or opinion is given to the effect that all statutory rules and regulations and directions have been given or will be complied with, or that there are no other hazards in existence.

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Emergency Response Plan**SECTION 1 PURPOSE AND SCOPE**

This Emergency Response Plan is for Controlled Waste Disposals Pty Ltd. The purpose and scope of this document is to:

- Minimise the effects of an on-site emergency
- Establish a framework to enable the preservation of life and property
- Determine roles and responsibilities
- Initiate a response to an emergency
- Establish a formal chain of control and communication
- Establish a recovery phase

DEFINITION OF AN EMERGENCY

- An emergency is any incident that has or may result in damage of:
 - Life or limb
 - Property
 - Environment
 - Legislative/contractual/commercial obligations
 - The reputation and image of the company

POTENTIAL CAUSES

- Causes of an emergency may include:
 - Fire
 - Missing Person
 - Medical Emergency
 - Building Services Breakdown
 - Severe Storm
 - Bushfire
 - Flood
 - Earthquake
 - Civil Disorder
 - Bomb Threat
 - Flammable Liquid Spill
 - Gas Leak
 - Chemical Spill
 - Toxic Leak
 - Explosion

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Emergency Response Plan

SECTION 2 RESPONSIBILITIES**FACILITY MANAGERS/OWNERS**

Controlled Waste Disposals Pty Ltd is responsible for provision and establishment of an Emergency Response plan that includes:

- Establishment of Emergency Planning Committee (EPC).
- Establishment of Emergency Control Organisation (ECO).*
- Maintain training for Emergency Control Organisation personnel.*
- Facilitate revision, training and policy to ensure improvements are made and acted on.

** This refers to Controlled Waste Disposals Pty Ltd site staff that would respond in the event of an emergency.*

Facility Managers/Owners are responsible for implementation of Emergency Response Plan which includes:

- Provide for and oversee evacuation exercise and site specific emergencies.
- Designate specific roles or functions of personnel.

Oversee, monitor and implement fire safety checks and audits.

EMERGENCY PLANNING COMMITTEE (EPC)

An Emergency Planning Committee (EPC) should be formed by stakeholders that are responsible for the occupants, facility and its operations at Controlled Waste Disposals Pty Ltd. The Emergency Planning Committee shall be responsible for:

- Ensuring legislative requirements are met.
- Providing resources, time, finances, equipment and personnel such that the Emergency Planning Committee and Emergency Control Organisation can perform its duties.
- Consider the provision of specialist advice if required.

EMERGENCY PLANNING COMMITTEE - RESPONSIBILITIES

- Shall be responsible for the development, implementation and maintenance of the Emergency Plan, Emergency Response Procedures and related training.
- Engage external organisations as required to assist with the Emergency Plan
- Conduct risk analysis as to what might produce an emergency situation.
- Developing an Emergency Plan in conjunction with stakeholders and/or external organisations.
- Ensuring resources are provided to enable development and implementation:
 - Time
 - Finance
 - Equipment
 - Personnel
 - Training
- Ensuring the Emergency Plan is identifiable and available to the appropriate persons.
- Ensuring that the Emergency Control Organisation is:
 - Provided for
 - Populated
 - Trained
 - Resourced
- If required, establishing an Emergency Response Team to mitigate a particular risk.
- Ensuring that the Emergency Plan is implemented as follows:
 - Awareness of the Emergency Plan, such that it is documented and distributed.
 - Training is formalised, relevant and via a structured schedule.

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Emergency Response Plan

- Tested and reviewed annually as a minimum.
- Monitored to ensure effectiveness. Deficiencies or inaccuracies are identified and remedied.
- Ensuring the Emergency Control Organisation is always available, operating and redundancy is provided for.
- Ensuring that the Emergency Plan is reviewed at the end of its validity period.
- The validity period of the Emergency Plan should not exceed 5 years.
- Testing the Emergency Plan every 12 months.
- Review the Emergency Plan:
 - After an emergency
 - After an exercise
 - After any significant change that may affect the Emergency Plan.

EMERGENCY PLANNING COMMITTEE – MEMBERSHIP

The Emergency Planning Committee should be representative of the stakeholders* in a facility i.e.:

- Senior Management
- Chief Fire Warden
- Maintenance Engineer
- Facility Manager

* Consultants and contractors can attend Emergency Planning Committee meetings but are not Emergency Planning Committee members.

EMERGENCY PLANNING COMMITTEE – MEETINGS

- The Emergency Planning Committee meetings should be held annually as a minimum.
- A record of meetings shall be made and retained with the legislative requirements:
 - Minutes
 - Communications
 - Financial Position
 - Reports
 - Specialist advice

INDEMNITY

The following is an extract from the Civil Liability Act (WA) 2002, Section 1D:

"Part 1D – Good Samaritans

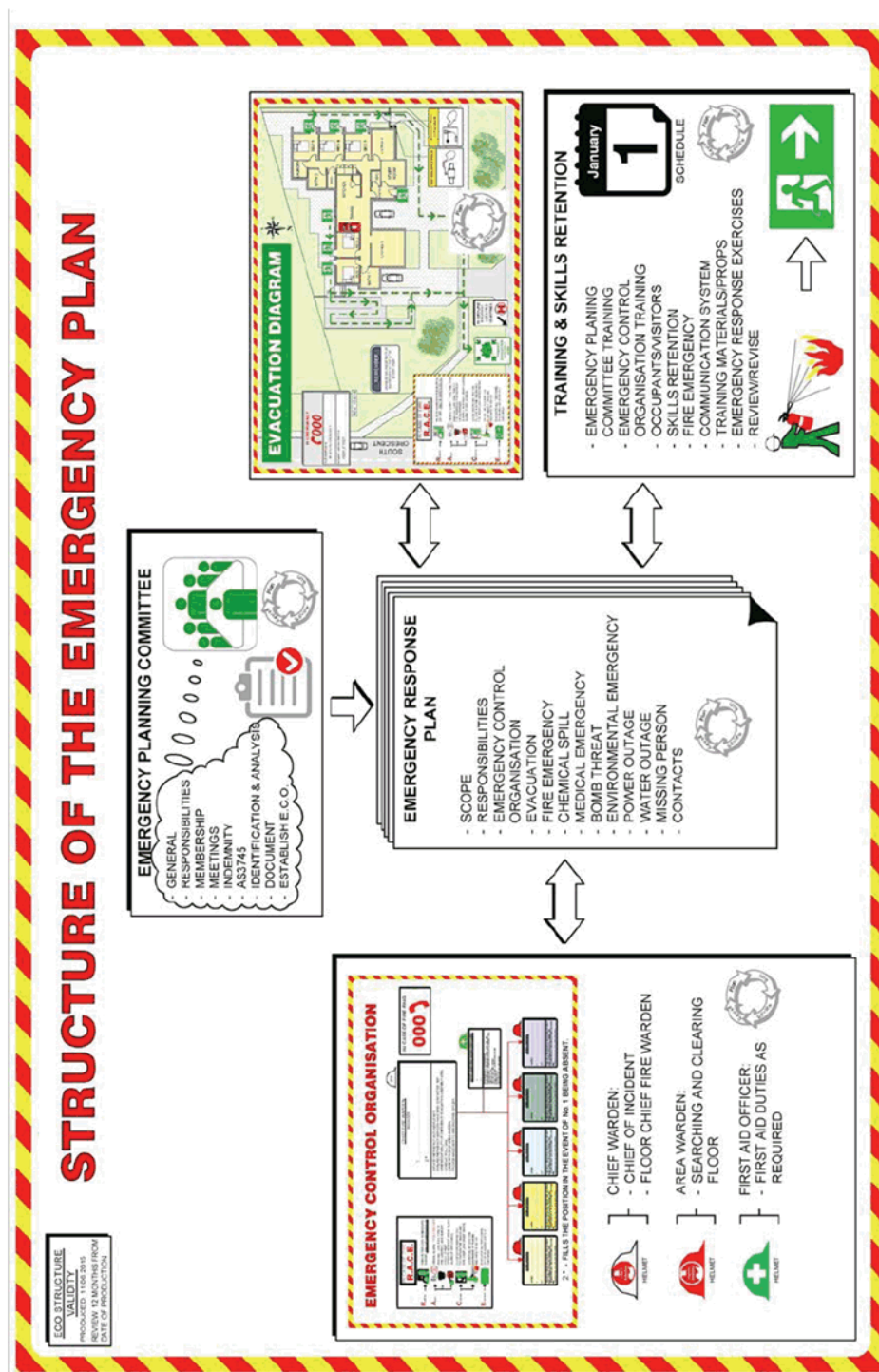
This Part provides for a qualified exemption from civil liability of good samaritans. It provides that a good Samaritan who comes to the aid of a person in need of emergency assistance will be protected from civil liability for acts or omissions in good faith and without recklessness. A good Samaritan will not enjoy the protection where he or she was significantly intoxicated by alcohol or another drug which was taken voluntarily when coming to the person's aid."

Withstanding the above, the following extract is from Australian Standard 3745:

"Emergency Planning Committee should seek professional advice on the level of indemnity provided to Emergency Planning Committee and Emergency Control Organisation members."

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Emergency Response Plan



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Emergency Response Plan

SECTION 3 EMERGENCY RESPONSE PLAN DOCUMENT CONTROL

- The Emergency Response Plan shall include the detailed provisions for an Emergency Planning Committee and Emergency Control Organisation.
- At any given time there must be only one revision of the Emergency Response Plan in circulation.

CONTROLLED COPIES

COPY NO.	COMPANY	POSITION	NAME
1	CONTROLLED WASTE DISPOSALS PTY LTD		RUSHAIL DE SILVA

DOCUMENT REVISION

The Emergency Response Plan is a live reference document that will be reviewed:

- After a training exercise or evacuation.
- After an incident or emergency.
- After a significant change in Policy or Procedure within the Organisation.
- After any key stakeholders leave or join the Organisation.
- Every 12 months after an annual audit by the Emergency Planning Committee and/or Emergency Control Organisation. This is the responsibility of the Organisation.

Any revision must be recorded in the attached document log sheet.

Emergency Response Plan

[illegible]

To minimise wastage, this document has been divided into appropriate sections that can be replaced and distributed as required without duplicating the entire document.

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

SECTION 4 EMERGENCY CONTROL ORGANISATION

EMERGENCY CONTROL ORGANISATION – POSITIONS

The Emergency Control Organisation shall consist of the following positions (subject to size and complexity of the facility):

- Chief Warden
- Deputy Chief Warden
- Communications Officer and Deputy
- First Aid Officer
- Floor/Area Wardens
- Wardens

EMERGENCY CONTROL ORGANISATION – NUMBER OF POSITIONS

The number of Emergency Control Organisation positions should be consistent with:

- Size of the facility
- Number of occupants/visitors
- Occupant warning equipment
- Fire engineered life and safety features of the building

EMERGENCY CONTROL ORGANISATION – AUTHORITY

During emergencies the instructions and directions given by the Emergency Control Organisation shall take precedence over the normal management structure.

- It shall be acknowledged and educated that the Emergency Control Organisation Authority for life safety takes precedence over:
 - Management structure
 - Senior positions/personnel
 - Asset protection
 - Environmental considerations
 - Production
 - Operations
 - Business continuity

EMERGENCY CONTROL ORGANISATION – INDEMNITY

The following is an extract from the Civil Liability Act (WA) 2002, Section 1D:

"Part 1D – Good Samaritans

This Part provides for a qualified exemption from civil liability of good samaritans. It provides that a good Samaritan who comes to the aid of a person in need of emergency assistance will be protected from civil liability for acts or omissions in good faith and without recklessness. A good Samaritan will not enjoy the protection where he or she was significantly intoxicated by alcohol or another drug which was taken voluntarily when coming to the person's aid."

Withstanding the above, the following extract is from Australian Standard 3745:

"Emergency Planning Committee should seek professional advice on the level of indemnity provided to Emergency Planning Committee and Emergency Control Organisation members."



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Emergency Response Plan

EMERGENCY CONTROL ORGANISATION – RESPONSIBILITIES

The primary role is to provide life safety to all occupants during an emergency.

EMERGENCY CONTROL ORGANISATION – RESPONSIBILITIES – PRE-EMERGENCY

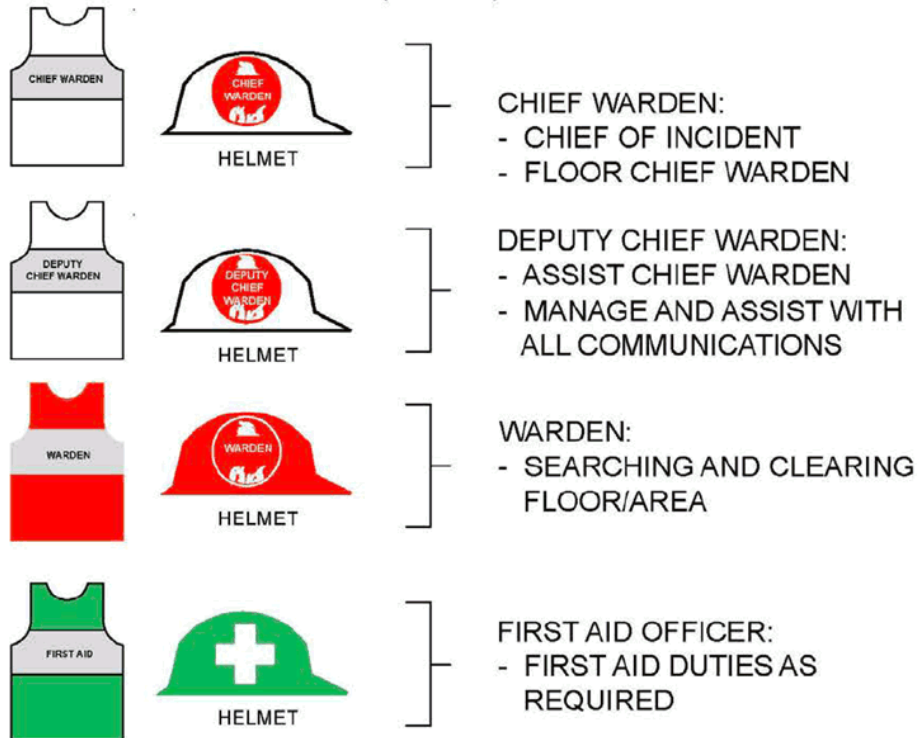
- CHIEF WARDEN
 - Maintain and replace Emergency Control Organisation positions.
 - Conduct regular exercises.
 - Ensure Emergency Response Procedures are current.
 - Attend Emergency Planning Committee meetings, exercises and training.
 - Ensure Emergency Control Organisation identification is available.
- COMMUNICATIONS OFFICER
 - Be proficient in the operation of all communication equipment:
 - Occupant warning systems.
 - Interpret and respond to the information displayed on the fire indicator panel.
 - Loud hailers, air horns, whistles.
 - Ensure that Emergency Control Organisation members are proficient in the use of communications equipment applicable to their area and role.
 - Maintain and update:
 - Records
 - Logbooks
 - Emergency contact details
 - Attend training and emergency exercises.
- FLOOR OR AREA WARDEN
 - Confirm and monitor that all areas are sufficiently covered by Wardens.
 - Co-ordinate and complete Personal Emergency Evacuation Plan (PEEP) documentation for people with disabilities.
 - Be proficient with communications equipment relative to their area.
 - Report on deficiencies or emergency equipment within their area.
 - Ensure that Wardens have communicated the expectation and procedures to all occupants within their area of coverage.
 - Ensure occupants are aware of the identity of their Wardens.
 - Maintain good fire safety housekeeping practice within their area of coverage:
 - Rubbish
 - Debris
 - Equipment
 - Ensure personal Emergency Control Organisation identification is available.
 - Attend training, exercises and meetings relevant to their role.

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Emergency Response Plan

EMERGENCY CONTROL ORGANISATION
IDENTIFICATION - GUIDE

(AS APPLICABLE) *

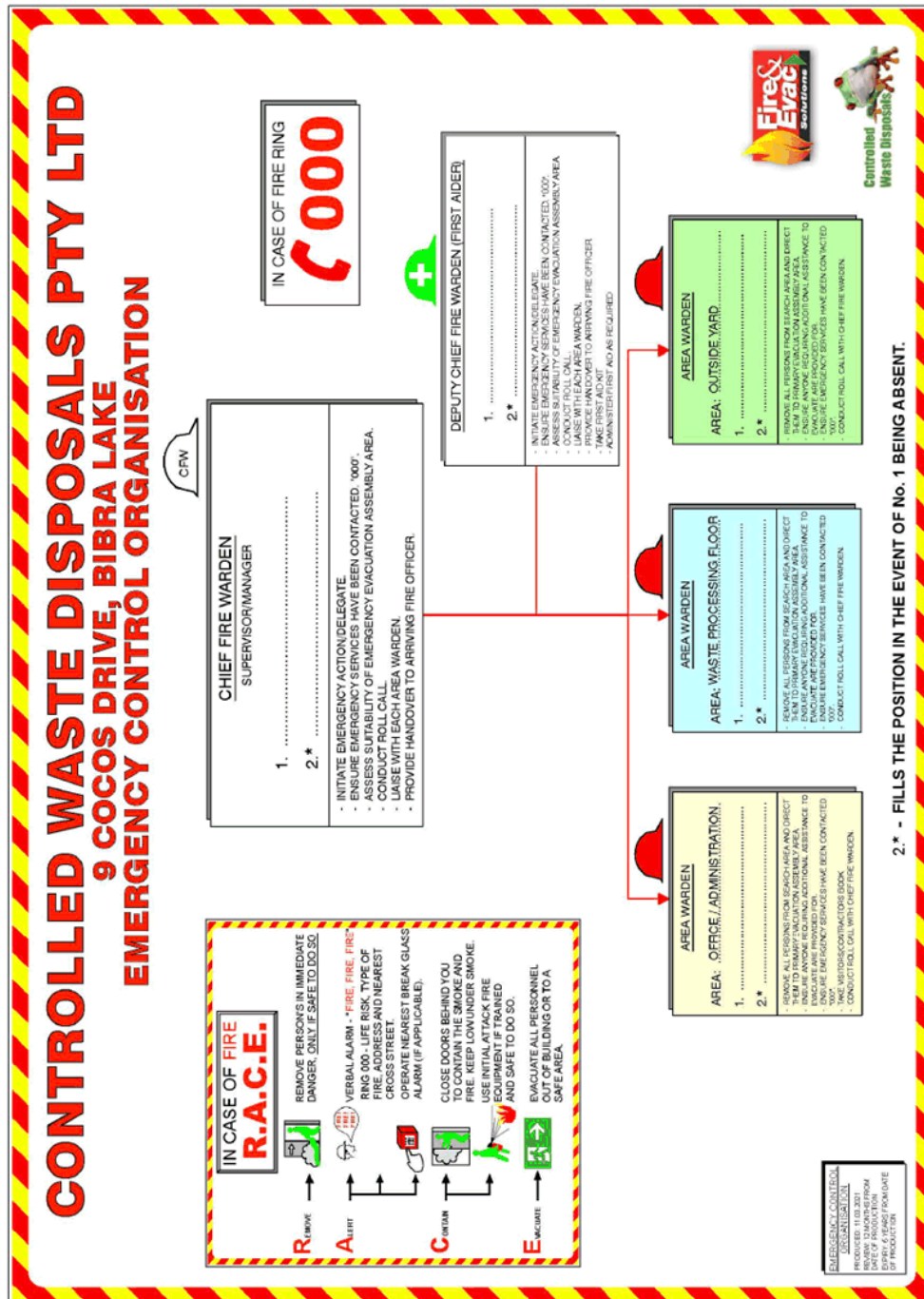


* THE SIZE AND COMPLEXITY OF THE EMERGENCY CONTROL ORGANISATION STRUCTURE WILL REFLECT THE RISK OR FACILITY

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Emergency Response Plan

EMERGENCY CONTROL ORGANISATION



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Emergency Response Plan

CHIEF WARDEN	
RESPONSIBILITY GUIDE:	
⇒ ASCERTAIN THE NATURE OF THE EMERGENCY AND DETERMINE APPROPRIATE ACTION	<input type="checkbox"/>
⇒ ENSURE THAT THE APPROPRIATE ESSENTIAL SERVICES HAS BEEN CONTACTED:	<input type="checkbox"/>
<ul style="list-style-type: none"> - FIRE - POLICE - AMBULANCE - ENVIRONMENTAL PROTECTION AUTHORITY - S.E.S. - MANAGEMENT/BUSINESS STAKEHOLDERS 	
⇒ ASSESS SUITABILITY OF EVACUATION ASSEMBLY AREA	<input type="checkbox"/>
⇒ LIAISE AND COMMUNICATE WITH OTHER WARDENS. KEEP WARDENS BRIEFED OF SITUATION	<input type="checkbox"/>
⇒ DELEGATE AND RE-TASK WARDENS AS REQUIRED	<input type="checkbox"/>
⇒ ARRANGE FOR ISOLATION OF DRAINS AND BUNDING IF REQUIRED	<input type="checkbox"/>
⇒ MONITOR, INTERPRET & RESPOND TO INFORMATION, ALARMS & STATUS OF:	<input type="checkbox"/>
<ul style="list-style-type: none"> - FIRE INDICATOR PANEL 	
⇒ CONDUCT A HAND OVER AS APPROPRIATE TO RESPONDING EMERGENCY SERVICES OFFICER IN CHARGE	<input type="checkbox"/>
⇒ HANDOVER & SUPPLY CRITICAL DOCUMENTS TO THE EMERGENCY SERVICE:	<input type="checkbox"/>
<ul style="list-style-type: none"> - TACTICAL FIRE PLANS - EVACUATION DIAGRAMS - HAZMAT MANIFEST - ANY DISCIPLINE OF DRAWING OR DOCUMENT THAT MAY ASSIST TO MITIGATE AN EMERGENCY: - ELECTRICAL - FIRE SERVICE - PLUMBING - GAS - DRAINAGE - DANGEROUS GOODS - MATERIAL SAFETY DATA SHEETS - HAZMAT MANIFESTS 	
⇒ ARRANGE FOR A ROLL CALL TO BE TAKEN & ACT ON MISSING PERSON REPORTS.	<input type="checkbox"/>


CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

DEPUTY CHIEF WARDEN	
RESPONSIBILITY GUIDE:	
THE DEPUTY CHIEF WARDEN SHALL CARRY OUT THE RESPONSIBILITIES OF THE CHIEF WARDEN IF THE CHIEF WARDEN IS UNAVAILABLE AND OTHERWISE ASSIST AS REQUIRED	
⇒ ASCERTAIN THE NATURE OF THE EMERGENCY AND DETERMINE APPROPRIATE ACTION	<input type="checkbox"/>
⇒ ENSURE THAT THE APPROPRIATE ESSENTIAL SERVICES HAS BEEN CONTACTED:	<input type="checkbox"/>
<ul style="list-style-type: none"> - FIRE - POLICE - AMBULANCE - ENVIRONMENTAL PROTECTION AUTHORITY - S.E.S. - MANAGEMENT/BUSINESS STAKEHOLDERS 	
⇒ ASSESS SUITABILITY OF EVACUATION ASSEMBLY AREA	<input type="checkbox"/>
⇒ LIAISE AND COMMUNICATE WITH OTHER WARDENS. KEEP WARDENS BRIEFED OF SITUATION	<input type="checkbox"/>
⇒ DELEGATE AND RE-TASK WARDENS AS REQUIRED	<input type="checkbox"/>
⇒ ARRANGE FOR ISOLATION OF DRAINS AND BUNDING IF REQUIRED	<input type="checkbox"/>
⇒ MONITOR, INTERPRET & RESPOND TO INFORMATION, ALARMS & STATUS OF:	<input type="checkbox"/>
<ul style="list-style-type: none"> - FIRE INDICATOR PANEL 	
⇒ CONDUCT A HAND OVER AS APPROPRIATE TO RESPONDING EMERGENCY SERVICES OFFICER IN CHARGE	<input type="checkbox"/>
⇒ HANDOVER & SUPPLY CRITICAL DOCUMENTS TO THE EMERGENCY SERVICE:	<input type="checkbox"/>
<ul style="list-style-type: none"> - TACTICAL FIRE PLANS - EVACUATION DIAGRAMS - HAZMAT MANIFEST - ANY DISCIPLINE OF DRAWING OR DOCUMENT THAT MAY ASSIST TO MITIGATE AN EMERGENCY: - ELECTRICAL - FIRE SERVICE - PLUMBING - GAS - DRAINAGE - DANGEROUS GOODS - MATERIAL SAFETY DATA SHEETS - HAZMAT MANIFESTS 	
⇒ ARRANGE FOR A ROLL CALL TO BE TAKEN & ACT ON MISSING PERSON REPORTS.	<input type="checkbox"/>


CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

DEPUTY CHIEF WARDEN / COMMUNICATIONS 	
RESPONSIBILITY GUIDE:	
⇒ TAKE OVERALL CONTROL OF <u>COMMUNICATIONS</u>	<input type="checkbox"/>
⇒ REPORT TO AND COMMUNICATE WITH CHIEF WARDEN AND AREA/FLOOR WARDENS.....	<input type="checkbox"/>
⇒ ASCERTAIN THE NATURE OF THE EMERGENCY AND DETERMINE APPROPRIATE ACTION.....	<input type="checkbox"/>
⇒ MONITOR, INTERPRET & RESPOND TO INFORMATION, ALARMS & STATUS OF:.....	<input type="checkbox"/>
- FIRE INDICATOR PANEL - EMERGENCY WARNING & INTERCOMMUNICATION SYSTEM PANEL - WARDEN INTERCOM PHONES - OCCUPANT WARNING SYSTEM - "FLOOR CLEARED" INDICATION	
⇒ CONFIRM THE APPROPRIATE EMERGENCY SERVICES HAVE BEEN NOTIFIED.....	<input type="checkbox"/>
⇒ MAKE AND RECEIVE CALLS ON WARDEN INTERCOM PHONES.....	<input type="checkbox"/>
⇒ MAKE ANNOUNCEMENTS AS REQUIRED OVER THE PUBLIC ADDRESS SYSTEM.....	<input type="checkbox"/>
⇒ ASCERTAIN AND RECORD WHICH FLOORS ARE CLEAR.....	<input type="checkbox"/>
⇒ ACT AS DIRECTED BY INCIDENT CHIEF FIRE WARDEN.....	<input type="checkbox"/>
⇒ ARRANGE, DELEGATE AND TASK A COMMUNICATIONS RUNNER IF REQUIRED (IF SAFE TO DO SO).....	<input type="checkbox"/>
⇒ RECORD A LOG OF EVENTS THAT OCCURRED DURING THE EMERGENCY.....	<input type="checkbox"/>
⇒ IF ALL TASKS COMPLETE REPORT TO CHIEF WARDEN FOR RE-TASKING.....	<input type="checkbox"/>


CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

WARDEN	
	
RESPONSIBILITY GUIDE:	
⇒ INITIATE EMERGENCY RESPONSE PROCEDURES FOR AREA OR FLOOR.....	<input type="checkbox"/>
⇒ CONFIRM THE APPROPRIATE EMERGENCY SERVICE HAS BEEN NOTIFIED.....	<input type="checkbox"/>
⇒ NOTIFY EMERGENCY CONTROL ORGANISATION MEMBERS AS APPLICABLE.....	<input type="checkbox"/>
⇒ COMMUNICATE AND TRANSMIT INSTRUCTIONS AND INFORMATION UP AND DOWN THE EMERGENCY CONTROL ORGANISATION STRUCTURE.....	<input type="checkbox"/>
⇒ DIRECT WARDENS TO CHECK AREAS FOR ANY ABNORMAL SITUATION.....	<input type="checkbox"/>
⇒ USE INITIATIVE TO COMMENCE EVACUATION WHEN REQUIRED.....	<input type="checkbox"/>
⇒ CO-OPT FOR PERSONS TO ASSIST YOU AND WARDENS AS REQUIRED.....	<input type="checkbox"/>
⇒ ACT AS A LEADER OF GROUPS ASSISTING THEM TO A PLACE OF REFUGE OR THE EVACUATION ASSEMBLY AREA.....	<input type="checkbox"/>
⇒ MONITOR ACTIVITIES OF WARDENS COMPLETED OR UNCOMPLETED AND COMMUNICATE TO EMERGENCY CONTROL ORGANISATION OR OFFICER IN CHARGE OF RESPONDING EMERGENCY SERVICE IF CHIEF WARDEN IS NOT AVAILABLE.....	<input type="checkbox"/>
⇒ CHECK THAT SMOKE OR FIRE DOORS ARE PROPERLY CLOSED.....	<input type="checkbox"/>
⇒ ASSIST OCCUPANTS WITH DISABILITIES.....	<input type="checkbox"/>
⇒ CONDUCT A LOGICAL SEARCH OF EACH AREA ENSURING NO ONE IS LEFT BEHIND.....	<input type="checkbox"/>
⇒ CONSIDER USING A RIGHT HAND OR LEFT HAND SEARCH.....	<input type="checkbox"/>
⇒ AS EACH ROOM OR AREA IS SEARCHED, PLACE A SMALL ITEM IN FRONT OF THE DOOR TO INDICATE TO OTHER WARDENS AND EMERGENCY SERVICES THAT THE AREA/ROOM HAS BEEN SEARCHED.....	<input type="checkbox"/>
⇒ ASSIST WITH DRAIN ISOLATION AND BUNDING OF DRAINS (IF SAFE TO DO SO).....	<input type="checkbox"/>
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>REMEMBER</p> <p>A THOROUGH, PHYSICAL SEARCH IS MORE IMPORTANT THAN A HEAD COUNT LATER</p> </div>	

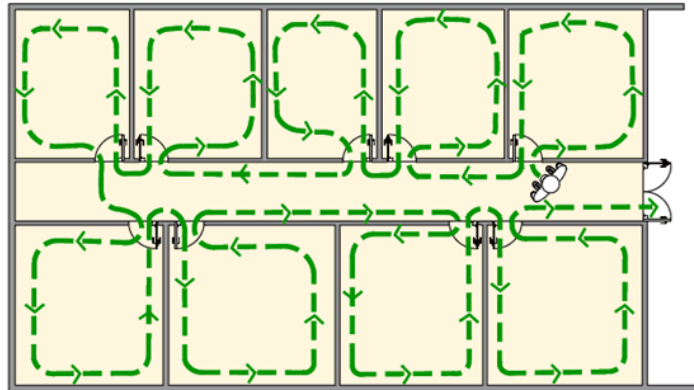
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Emergency Response Plan

FIRST AID OFFICER		
RESPONSIBILITY GUIDE:		
⇒ TAKE OVERALL CONTROL/RESPONSIBILITY FOR FIRST AID:		<input type="checkbox"/>
⇒ CALL "000" AS APPLICABLE TO ENSURE AMBULANCE RESPONSE.....		<input type="checkbox"/>
⇒ ON BECOMING AWARE OF ANY EMERGENCY:		<input type="checkbox"/>
⇒ TAKE FIRST AID KIT.....		<input type="checkbox"/>
⇒ WEAR FIRST AID HELMET/IDENTIFICATION.....		<input type="checkbox"/>
⇒ ADMINISTER FIRST AID AS APPLICABLE.....		<input type="checkbox"/>
⇒ LIAISE WITH CHIEF WARDENS TO DETERMINE IF ANYONE IS IN NEED OF FIRST AID.....		<input type="checkbox"/>
⇒ DELEGATE TASKS TO OTHER FIRST AIDERS AS REQUIRED.....		<input type="checkbox"/>
⇒ INITIATE AND MANAGE TRIAGE AS REQUIRED.....		<input type="checkbox"/>
D CHECK FOR DANGER	TO YOU	TO OTHERS
R CHECK RESPONSE	IS CASUALTY CONSCIOUS?	IS CASUALTY UNCONSCIOUS?
S SEND FOR HELP	CALL 000 FOR AN AMBULANCE	ASK ANOTHER PERSON TO MAKE THE CALL
A CHECK AIRWAY	IS AIRWAY CLEAR OF OBJECTS?	IS AIRWAY OPEN?
B CHECK FOR BREATHING	IS CHEST RISING AND FALLING?	CAN YOU HEAR CASUALTY'S BREATHING?
C CHECK CIRCULATION	CAN YOU FEEL A PULSE?	CAN YOU SEE ANY OBVIOUS SIGNS OF LIFE?
D DEFIBRILLATION	IS A DEFIBRILLATOR AVAILABLE?	FOLLOW VOICE PROMPTS
		AS APPLICABLE

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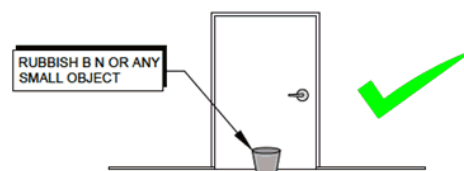
Emergency Response Plan

SEARCHING AND CLEARING - TECHNIQUES GUIDE

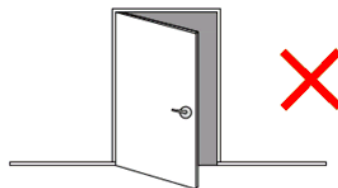
RIGHT HAND SEARCH - EXAMPLE ONLY
(Use a right hand or left hand search as applicable)

SEARCHED ROOM/AREA - TECHNIQUE GUIDE

- Conduct thorough search of area
- Close doors as you go
- Place a "small item" in front of each door as each room or area is cleared i.e. toilet roll in front of door once toilets are searched and cleared.
- Direct staff/occupants to the Evacuation Assembly Area
- Assist any persons with a disability
- Report to the Chief Warden
- Assist with fire extinguisher if trained and safe to do so



- Indicates the room has been searched and cleared to other wardens and responding fire crews.
- Closed door stops the spread of smoke and/or fire



- Indicates room potentially un-searched or not checked
- Open door allows for spread of smoke and/or fire

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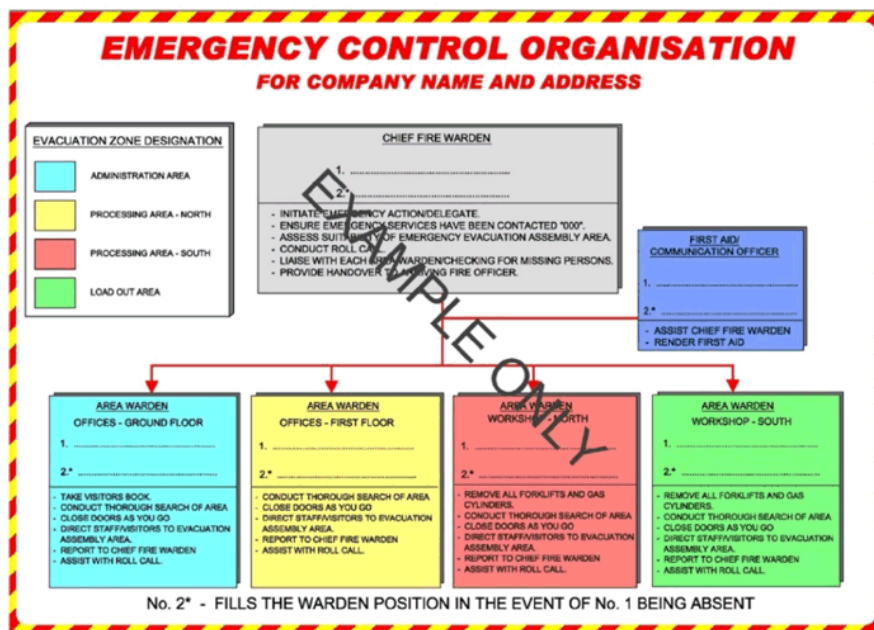
Emergency Response Plan

EMERGENCY CONTROL ORGANISATION MEETINGS

(Through OSH Committee Structure)

The Emergency Control Organisation should meet at intervals of no longer than 6 months through OSH Committee and address issues relating to:

- Emergency response.
- Building/complex features/changes.
- Changes in Procedures/Policy that may affect the Emergency Response Plan.
- Ensuring all Emergency Control Organisation positions are filled and provided with back up personnel to cover absences.
- Housekeeping measures and compliance.
- Changes to dangerous goods storage and compliance
- Training of staff and Emergency Control Organisation.
- Induction and familiarisation of new employees.
- Evacuation Drill Reports to be completed and forwarded to OSH Committee.



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Emergency Response Plan

EMERGENCY PREPAREDNESS TRAINING MATRIX

EMERGENCY PREPAREDNESS TRAINING MATRIX (IN ACCORDANCE WITH AS 3745)

TYPE OF TRAINING/ EMPLOYEE TYPE	SITE INDUCTION (WALK THROUGH SITE)	FIRE & EVAC COURSE (GENERAL)	WARDEN/ TRAINING C/W HOT FIRE EXTINGUISHER	SCENARIO TESTING TABLETOP +	SETTING UP & ESTABLISHING AN ECO STRUCTURE FOR SITE	WHOLE OF SITE EMERGENCY EXERCISE	FIRE PANEL & EWS TRAINING	COMMENTS
New Employee	YES (1 off)	-	-	-	-	YES Involved in Site Exercise	-	
General Staff	-	YES Every 12 Months	-	-	-	YES Involved in Site Exercise	-	
Site Manager/Senior Staff (EPC)	-	YES Every 12 Months	YES Every 24 Months	YES Every 24 Months	YES and/or Refresher every 5 Years	YES	YES Every 3 Years	
Emergency Control Organisation Team Member	-	YES Every 12 Months	YES Every 24 Months	YES Every 24 Months	-	YES	YES Every 3 Years	
Can be jointly run to simulate Emergency Management / scenario								
- Alternate								

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Emergency Response Plan

SECTION 5 EVACUATION

EVACUATION

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Emergency Response Plan

EVACUATION ASSEMBLY AREA

PRIMARY

The Primary Evacuation Assembly Area is a designated safe area outside the building with a significant distance from the incident.



SECONDARY

A Secondary Evacuation Assembly Area should also be provided for if the Primary Evacuation Assembly Area is compromised by smoke and/or toxic fumes.



EVACUATION ASSEMBLY AREA - CONSIDERATIONS

Depending on the type of emergency it may not always be practical to evacuate outside to the Primary Evacuation Assembly Area.



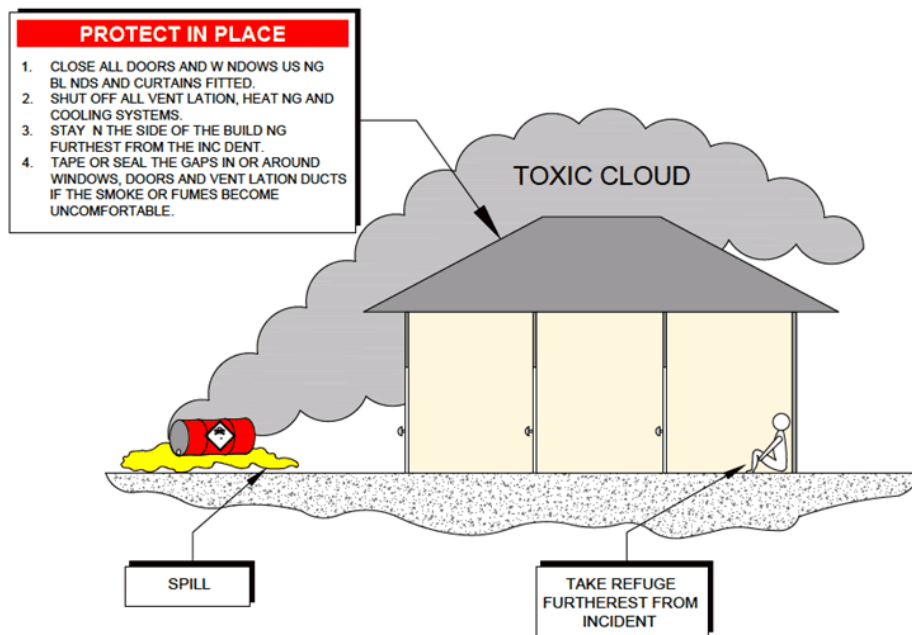
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PROTECT IN PLACE

A Protect In Place strategy may be used when the building is impacted by:

- Toxic smoke
 - Toxic fumes
 - Bushfire – if trapped with no safe exit
 - Armed intruder
 - Lockdown procedure
- } From another site

**BOMB THREAT – EVACUATION ASSEMBLY AREA**

See Bomb Threat Section

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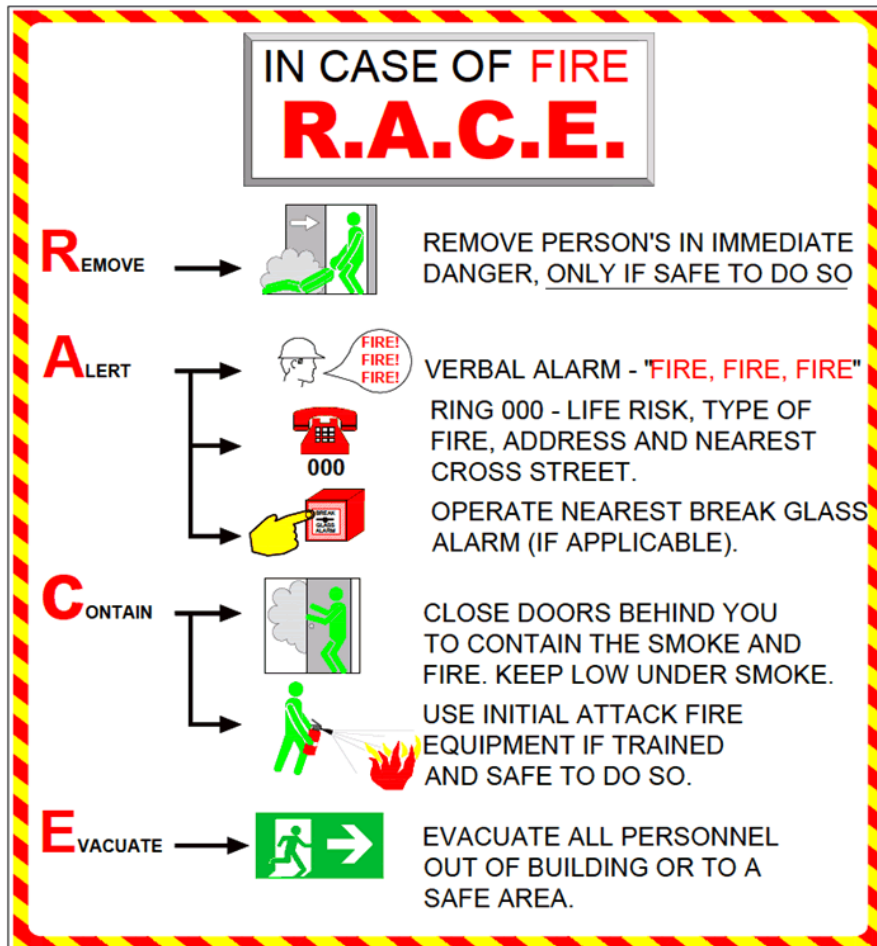
Emergency Response Plan

SECTION 6 FIRE EMERGENCY

**FIRE
EMERGENCY**

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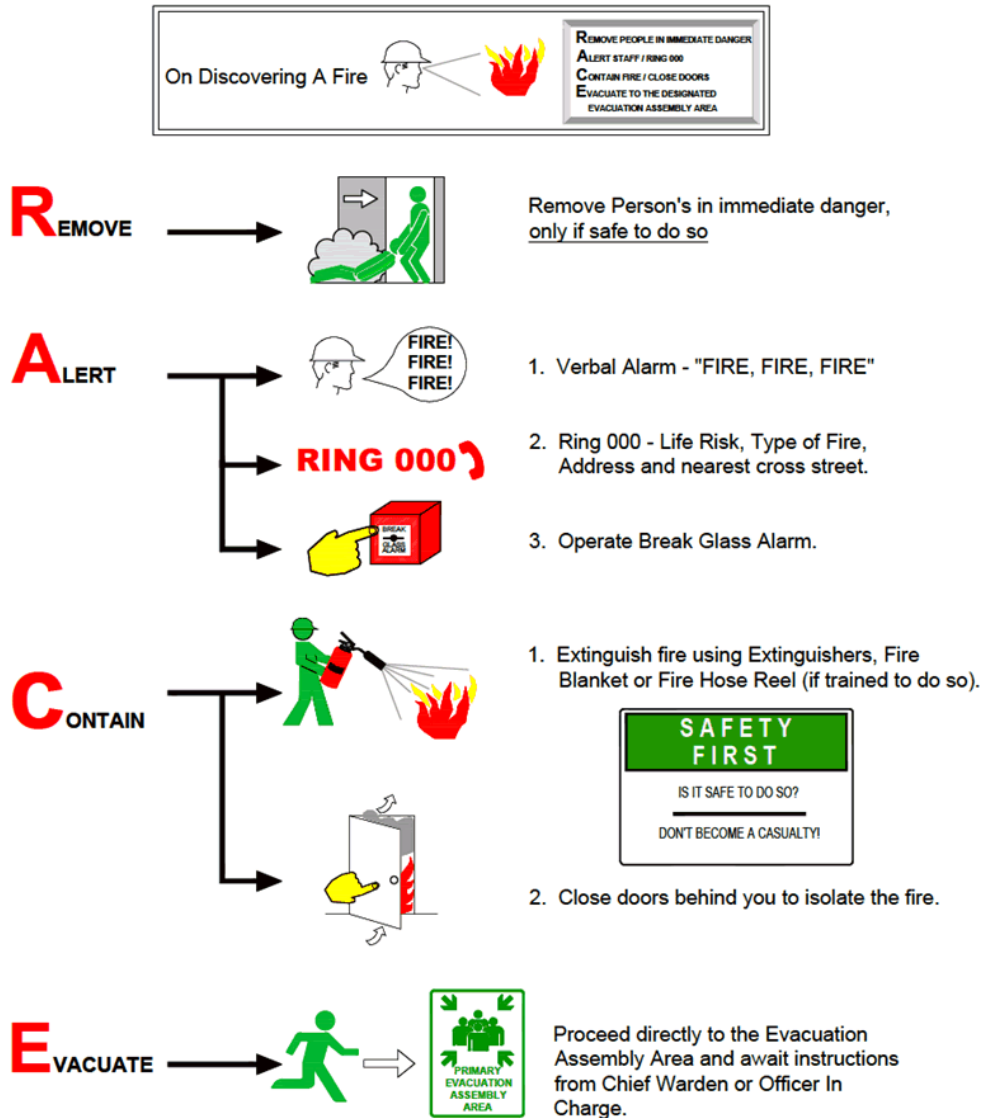
Emergency Response Plan



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FIRE EMERGENCY- RACE OVERVIEW

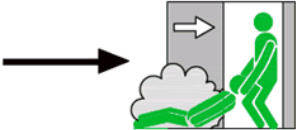


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Emergency Response Plan

REMEMBER!
CONDUCT BACK OF DOOR
FIRE SAFETY CHECKS
PRIOR TO OPENING A
DOOR THAT YOU ARE NOT
SURE OF.

REMOVE
ALERT
CONTAIN
EVACUATE



- Remove the person or yourself from immediate danger.

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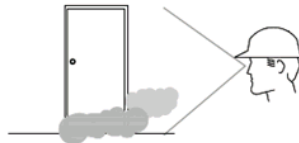
Emergency Response Plan

BACK OF DOOR – SAFETY CHECKS

**WHILE INVESTIGATING IF YOU SUSPECT SMOKE OR
FIRE BEHIND A DOOR - CONDUCT YOUR S.H.E.S CHECKS**

S_{MOKE}

- Visually check for smoke coming from underneath the door.

**H**_{EAT}

- Run back of hand over the door to feel for radiated heat coming through the door.

**E**

- Use the back of your hand to check METAL handles and/or METAL door frames for heat and ELECTRICITY. Using the back of your hand will prevent your hand muscles contracting and clamping the door handle unintentionally.

**S**

- Stand back from the door using the wall or door as protection before opening, keep as low as possible.



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Emergency Response Plan

REMOVE
ALERT
CONTAIN
EVACUATE



As soon as you become aware of a fire/emergency - **ALERT**

- Alert locally - SHOUT : **FIRE, FIRE, FIRE**



- Operate a Break Glass Fire Alarm:



This will initiate the building's
Emergency Warning System
and
contact the nearest Fire Station

- **ALWAYS! RING 000**

- Remember, if you have operated a Break Glass Alarm or the building fire alarm has activated - still delegate someone or ring 000 yourself with the following information:

- Address
- Nearest Cross Street
- Type of Fire/Emergency
- Your Name
- Consider :
 - Does your phone system work in the event of a power failure?
 - Do you have access to a mobile phone?
 - Where is the nearest phone to your work area?

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

REMOVE

ALERT

CONTAIN

EVACUATE



Smoke and Fire can be contained by:

- Closing a door to the affected area or room.

This will:

- Minimise smoke and fire spread to the remainder of the building.
- Restrict the amount of fresh air getting to the fire.

REMEMBER

Packing a wet towel or fire blanket at the base of the door will:

- 1 Stop the smoke from coming out of the affected room or area.
- 2 Minimize the fresh air going into the room.
- 3 Indicate to all staff that this is the room containing the fire.

- Check room before closing door to ensure no occupants are left behind.

OR

- Contain fire only **IF SAFE TO DO SO** by using a:

- Fire Extinguisher
- Fire Hose Reel
- Fire Blanket

**SAFETY FIRST**

IS IT SAFE TO DO SO?

DON'T BECOME A CASUALTY!

REMEMBER!

IF USING A FIRE EXTINGUISHER



- o Pull the Pin
- o Aim the Nozzle
- o Squeeze the Handle
- o Sweep at the Base of the Fire

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

REMOVE

ALERT

CONTAIN

EVACUATE →

**STAGE I - EVACUATION**

- The purpose of Stage I is to remove all occupants away from the immediate danger, area or room.

**STAGE II - EVACUATION**

- The purpose of Stage II Evacuation is to remove all occupants away from smoke/fire affected fire compartment. This is achieved by evacuating occupants and staff outside or past a Fire Door/Smoke Door.

The Stage II Evacuation Assembly Area is determined by the Site Manager

STAGE III - EVACUATION (CONSIDER WIND DIRECTION)

- The purpose of Stage III Evacuation is to remove all occupants out of the building and to assemble at the Primary Evacuation Assembly Area outside the building.

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

FIRE EMERGENCY

REMOVE

ALERT

CONTAIN

EVACUATE →



CONSIDERATIONS:

- Always evacuate away from smoke or fire.
- **Remember!** Use any exits available to get yourself, staff and visitors out. However, assemble at the Stage III Evacuation Assembly Area as designated by the Chief Warden.
- REMEMBER : If trapped in smoke:
 - ⇒ Crawl Low - fresh air is closest to the ground.
 - ⇒ Stay Low - hot air and smoke rises. The coolest air is close to the ground.

ROLL CALL AND HANDOVER.

Once occupants are away from immediate danger.

The manager or designated person in charge should arrange a Roll Call. Consider the following:

- Is the Roll Call List in an accessible location that would not be compromised by a fire emergency?

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Emergency Response Plan

FIRST ATTACK FIRE EQUIPMENT

- BREAK GLASS FIRE ALARM

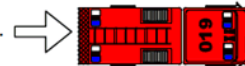


Break Glass Fire Alarms are generally located:

- On the Fire Indicator Panel.
- Adjacent to main exits.
- In corridors in each smoke/fire compartment.

Operation of a Break Glass Fire Alarm will:

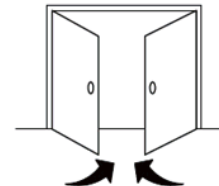
- Notify the fire service and initiate their response.



- Initiate audible warning system throughout the building.



- Cause smoke/fire doors to close automatically.



- Shutdown centralised air conditioning systems to prevent the spreading of smoke (as applicable)



- Release Magnetic Door Locks (as applicable)



REMEMBER

IF YOU SEE SMOKE OR FIRE DON'T
HESITATE TO OPERATE THE
NEAREST BREAK GLASS ALARM



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Emergency Response Plan

FIRST ATTACK FIRE EQUIPMENT

- FIRE BLANKET – HOW TO USE INSTRUCTIONS



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Emergency Response Plan

FIRST ATTACK FIRE EQUIPMENT**- FIRE BLANKET USES**

A fire blanket is an extremely effective but simple piece of fire equipment that has multiple uses :



Designed for:

⇒ **STOVE TOP FIRES**





⇒ **CLOTHING FIRES**

- Stop!
Do not run, this will fan the flames
- Drop!
- Cover Your Face
- Roll backwards and forwards
- Smother fire with a fire blanket

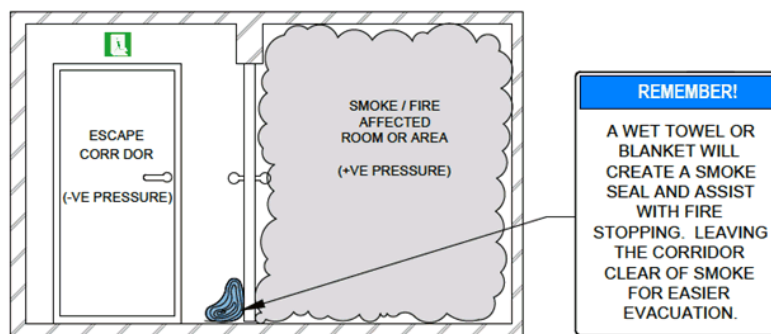


✓ SAFE FOR USE ON
CHIP PAN FIRES
DEEP FAT FIRES
WASTE BIN FIRES

✓ SAFE AND
SUITABLE FOR
WRAPPING AROUND
SOMEONE WHOSE
CLOTHES ARE
BURNING

⇒ **SMOKE SEAL AT BOTTOM OF DOOR**

- Can be placed at the bottom of the door to prevent smoke/fire from coming under door. If possible, place a wet blanket at bottom of the door as well.



CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

- FIRE EXTINGUISHER USES

DRY CHEMICAL POWDER



For Use On:

- Combustibles - Wood, Paper, Plastic.
- Electrical - Electrically Energised Equipment.
- Flammable Liquids - Limited.



CARBON DIOXIDE

For Use On:

- Flammable Liquids
- Electrical - Electrically Energised Equipment.



WET CHEMICAL

For Use On:

- Combustibles - Wood, Paper, Plastic.
- Cooking oils and fats



WATER

For Use On:

- Combustibles - Wood, Paper, Plastic.



REMEMBER!

IF USING A FIRE EXTINGUISHER



- ø **P**ull the Pin
- ø **A**im the Nozzle
- ø **S**queeze the Handle
- ø **S**weep at the Base of the Fire

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

- FIRE EXTINGUISHER GUIDE

Guide for Portable Fire Extinguishers & Fire Blankets									
Type of Extinguisher			KIND OF FIRE, CLASS AND SUITABILITY						
Colour Scheme			A	B	C	E	F	D	
OLD PRE 1997	CURRENT	Extinguishant	Wood Paper Plastics	Flammable Liquids	Flammable Gases	Live Electrical Equipment	Cooking Oils and Fats	Combustible Metals	Comments
		WATER	✓	✗	✗	✗	✗	✗	Dangerous if used on flammable liquid, live electrical equipment and cooking oil/fat fires
		WET CHEMICAL	✓	✗	✗	✗	✓	✗	Dangerous if used on electrical fires
		FOAM	✓	✓	✗	✗	LIMITED	✗	Dangerous if used on electrical fires
		POWDER	(ABE) ✓	✓	✓	✓	✗	✗	Special powders are available specifically for various types of metal fires.
			(BE) ✗	✓	✓	✓	✓	✗	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different
		CARBON DIOXIDE	LIMITED	LIMITED	✗	✓	✗	✗	Generally not suitable for outdoor use. Suitable only for small fires
		VAPORIS NG LIQUID	✓	LIMITED	LIMITED	✓	✗	✗	Check the characteristics of the specific extinguishant
		FIRE BLANKET	LIMITED	LIMITED	✗	✗	✓	✗	Specifically designed for stove tops, clothing fires and smoke seal at base of door

LEGEND

- ✓ - The class of fire in which agent is most effective
 ✗ - Not recommended for these classes of fire
 LIMITED - Indicates that the extinguishant is not the agent of choice for the class of fire, but it will have a limited extinguishing capability

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Emergency Response Plan

- FIRE HOSE REEL INSTRUCTIONS



- FIRE HOSE REEL USES

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

FIRST ATTACK FIRE EQUIPMENT

- FIRE HOSE REEL



Designed for:

⇒ Use on Combustibles - Wood, Paper, Plastic.



Feature

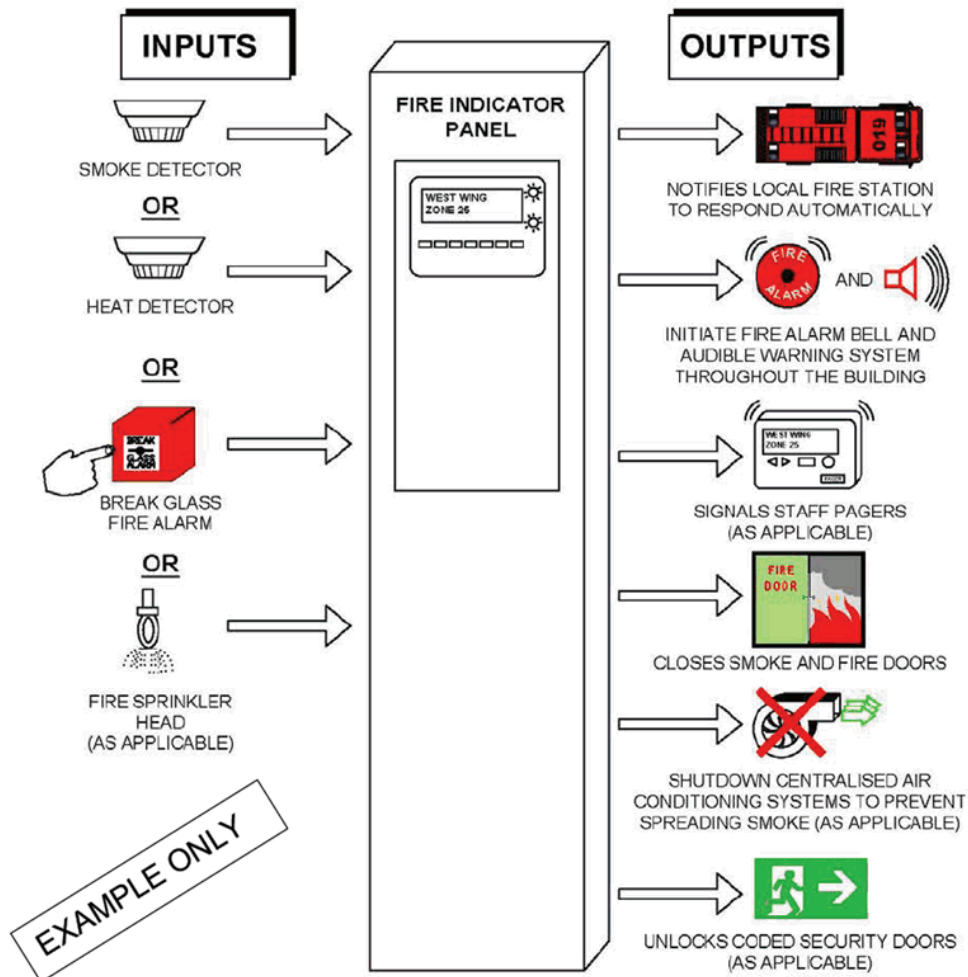
- 18m or 36m Hose Reel.
- Continuous supply of water.
- Designed to reach all parts of the building.
- Fire hose reel nozzle should be interlocked into the fire hose reel isolation valve such that the fire hose reel nozzle is not released without being charged with water.

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

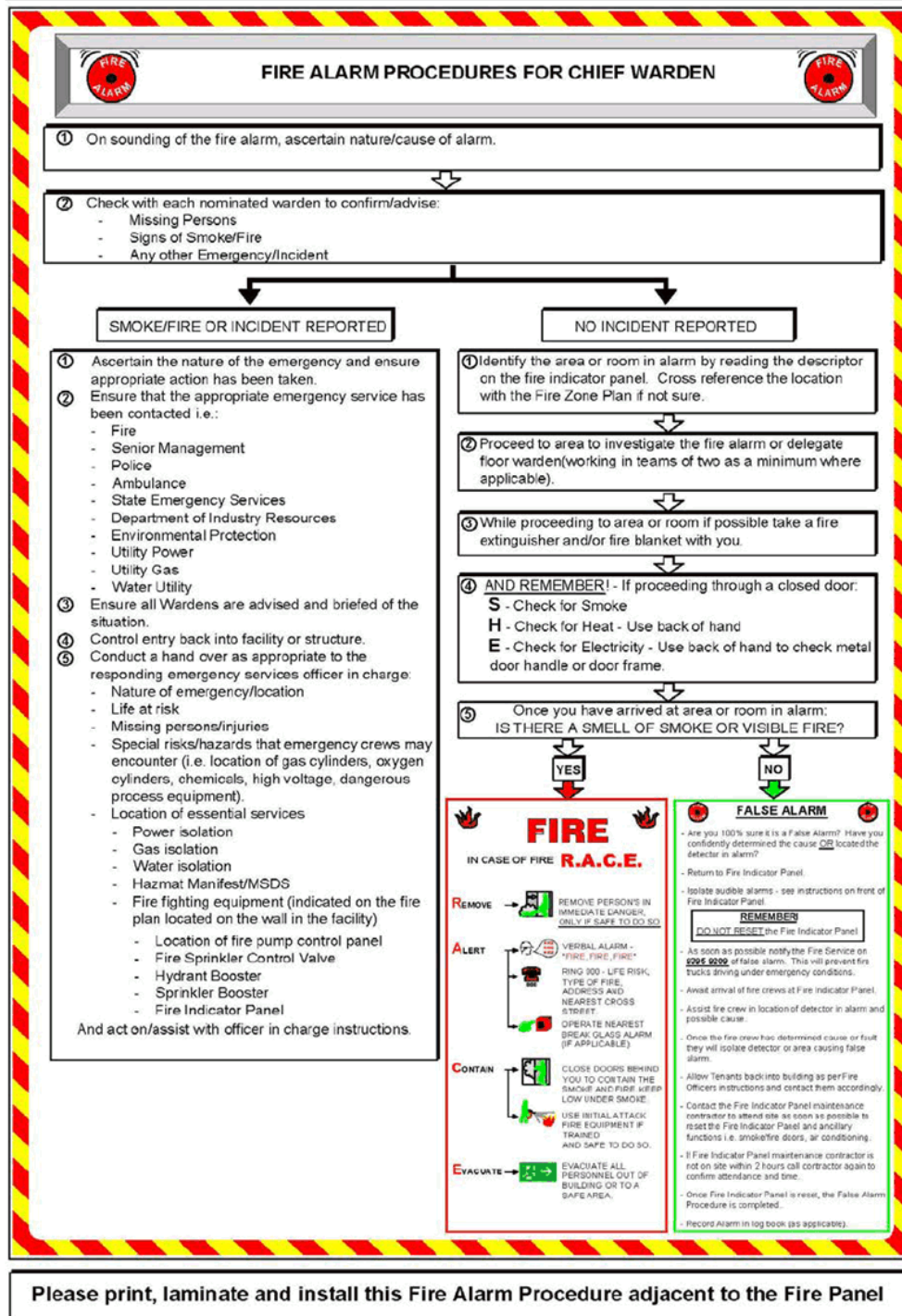
FIRE DETECTION SYSTEM

- A typical fire detection system is configured as follows:.



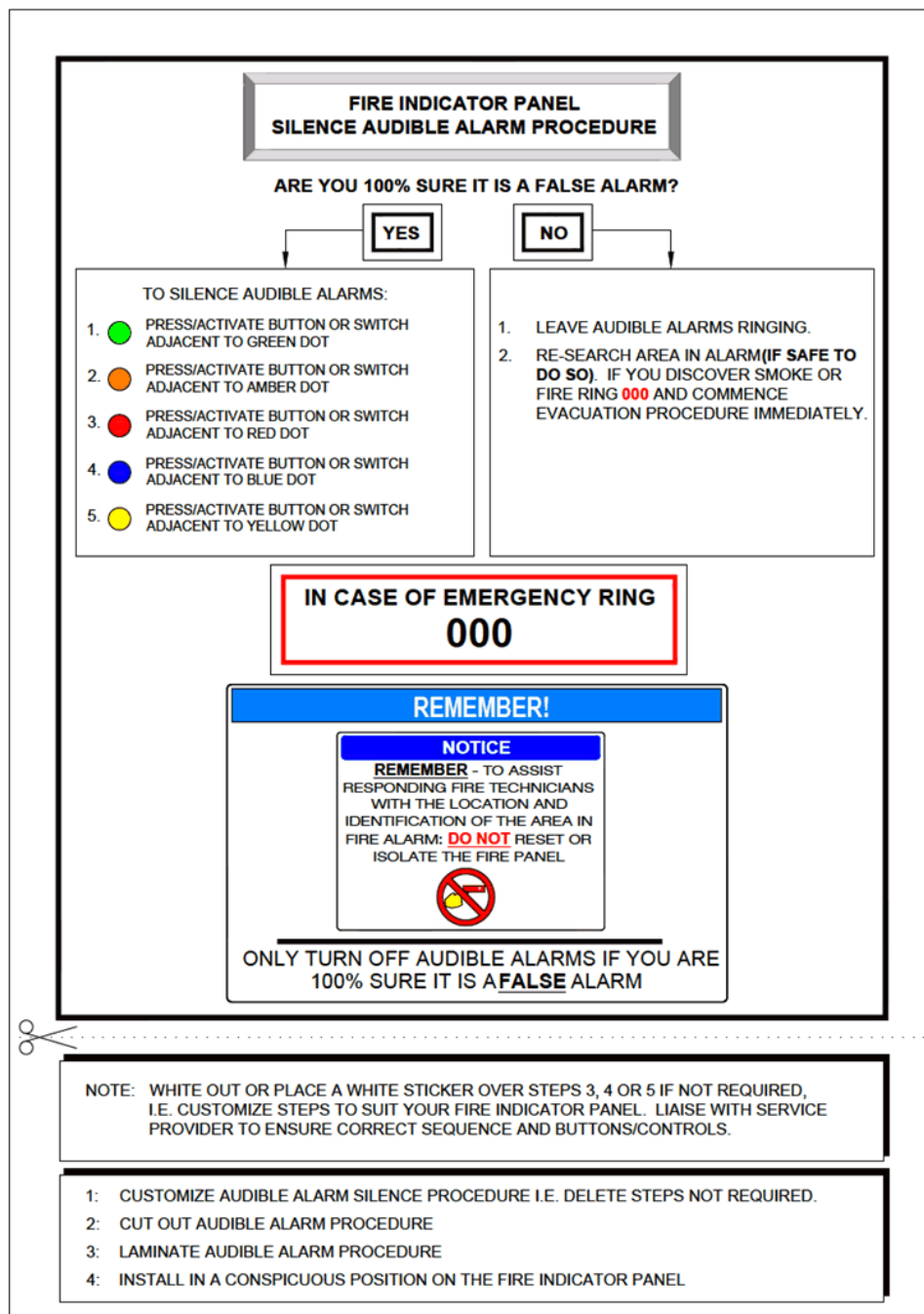
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Emergency Response Plan



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Emergency Response Plan



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Emergency Response Plan

COMMUNICATION SYSTEMS

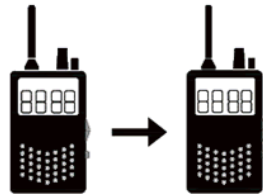
Where the facility is equipped with communications equipment Emergency Control Organisation members should be familiar and conversant with the use and procedures of all equipment.

This may be via:

- Weekly Test and use of the system:
 - Example – Every Wednesday at 9.00am sharp, make a public address announcement and conduct a test of the Emergency Warning System alert and evacuation tones.
- Monthly test and familiarisation
- Dedicated communications system training every 6 months.

FIRE EMERGENCY

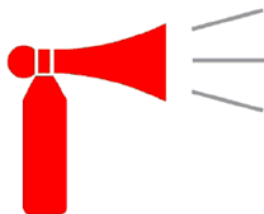
COMMUNICATIONS EQUIPMENT



- TWO WAY RADIOS



- PUBLIC ADDRESS MEGAPONE



- AIR OPERATED AEROSOL HORN

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Emergency Response Plan

OCCUPANT WARNING SYSTEM

This facility is equipped with an Occupant Warning System. It provides for:

- Audible warning alarms throughout the facility.
- The facility to enable for public announcements and emergency warnings to be announced by staff.

All management and staff should become familiar with the Occupant Warning System tones and its use in an emergency situation.

PREDETERMINED ANNOUNCEMENTS

EXAMPLE ONLY

Prior to Training/Mock Evacuation

ATTENTION – ATTENTION – ALL STAFF AND RESIDENTS,
THE FOLLOWING ALARM IS FOR TRAINING PURPOSES ONLY.
PLEASE DISREGARD AS APPLICABLE.

Training/Practice (i.e. 9.15am sharp, on same day every week)

ATTENTION – ATTENTION – ALL STAFF AND RESIDENTS, THIS PUBLIC
ADDRESS ANNOUNCEMENT IS FOR TRAINING PURPOSES ONLY.
THANK YOU

Emergency/Problem

ATTENTION – ATTENTION – ALL STAFF WE HAVE AN : (EMERGENCY /
SITUATION)
ALL STAFF ARE TO: (RESPOND /ACTION)

Active Fire Alarm

ATTENTION – ATTENTION – ALL STAFF WE HAVE AN ACTIVE FIRE ALARM IN
THE FACILITY. PREPARE TO EVACUATE STAFF.

Confirmed Fire

ATTENTION – ATTENTION – ALL STAFF WE HAVE A CONFIRMED REPORT OF
SMOKE AND/OR FIRE IN THE FACILITY. PLEASE EVACUATE TO THE
EVACUATION ASSEMBLY AREA.

Confirmed False Alarm

RETURN TO YOUR PLACE OF WORK

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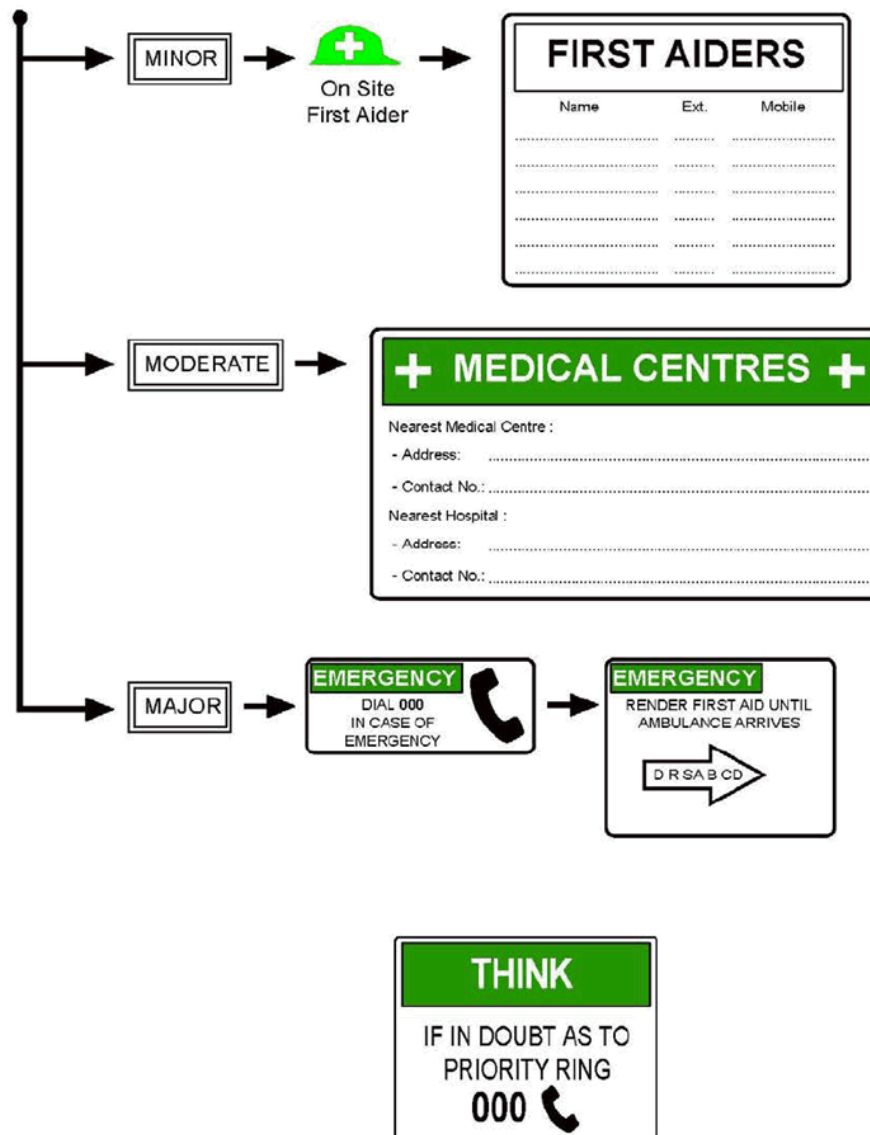
SECTION 7 MEDICAL EMERGENCY

MEDICAL EMERGENCY

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MEDICAL EMERGENCY



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D R S A B C - ACTION PLAN

In an emergency call triple zero (000) for an ambulance

D**- DANGER**

Ensure the area is safe for yourself, others and the patient

**R****- RESPONSE**

Check for response - ask name - squeeze shoulders

No Response

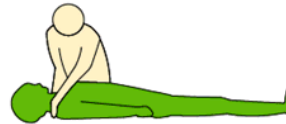
- Send for help

Response

- Make comfortable

- Check for injuries

- Monitor response

**S****- SEND FOR HELP**

Call Triple Zero (000) for an ambulance or ask another person to make the call

**A****- AIRWAY**

Open Mouth - If foreign material is present:

- Place in the recovery position

- Clear airway with fingers

- Open Airway - by tilting head with chin lift

**B****- BREATHING**

Check for breathing - Look, listen and feel

Not normal breathing:

- Start CPR

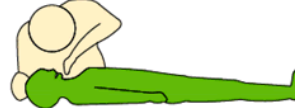
Normal breathing:

- Place in recovery position

- Monitor breathing

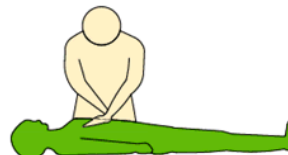
- Manage injuries

- Treat for shock

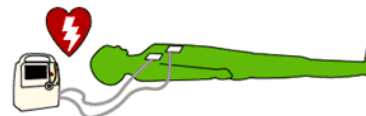
**C****- CPR**

Start CPR - 30 Chest compressions : 2 breaths

Continue CPR until help arrives or patient recovers

**D****- DEFIBRILLATION**

Apply defibrillation if available and follow voice prompts



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MEDICAL EMERGENCY CONTACTS

DOCTOR
NAME :
ADDRESS :
TELEPHONE :

DENTIST
NAME :
ADDRESS :
TELEPHONE :

HOSPITAL
NAME :
ADDRESS :
TELEPHONE :

POISONS INFORMATION CENTRE
TELEPHONE :

TAXI
TELEPHONE :

LATE NIGHT CHEMIST
ADDRESS :
TELEPHONE :

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Emergency Response Plan

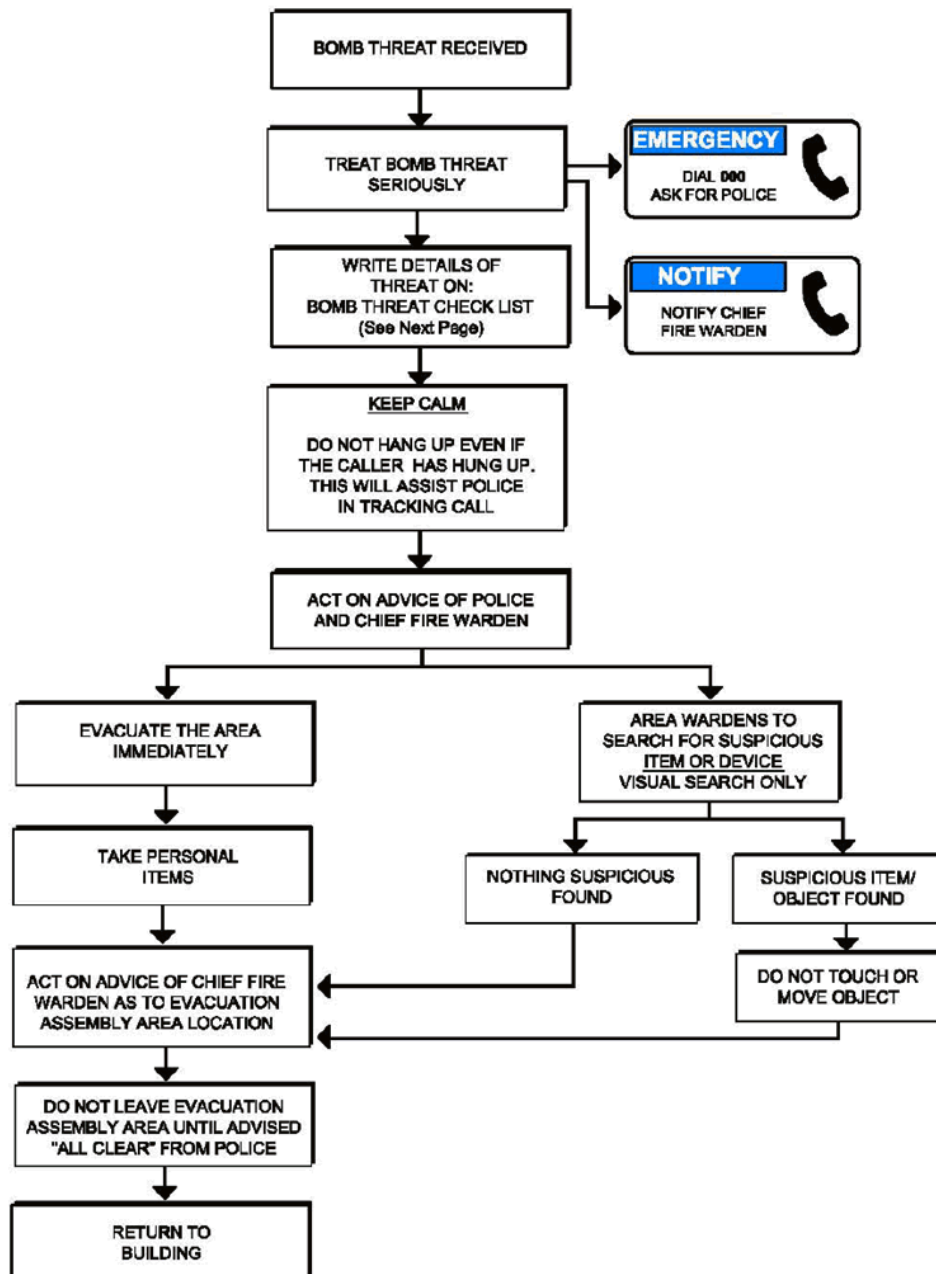
SECTION 8 BOMB THREAT

BOMB THREAT

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BOMB THREAT EMERGENCY RESPONSE PLAN



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BOMB THREAT CONSIDERATIONS**Receiving the Call**

Remain Calm

Record as much information as possible on the Bomb Threat Checklist.

Do not hang up, keep the caller on the line as long as possible. Even if they hang up, do not hang up, this will assist the Police in tracing the call.

Notify the Chief Fire Warden and Police as soon as possible. Use the "Bomb Threat" notification sheet if you are on the phone.

Assessment

Collate Information.

Consider the History

Consider the Validity

Consider the Political Environment

H	Hidden?
O	Obviously a bomb?
T	Typical of its environment?
U	Has there been: Unauthorized access?
P	Perimeter breach?

The Search

Generally speaking the best qualified people to carry out a thorough search are the occupants as they have a detailed knowledge of "what belongs" or "what does not belong".

THE AIM

The aim of the search is to:

- ⇒ Identify any object which is not normally found in that location.
- ⇒ Identify any object for which an owner is not readily identifiable.
- ⇒ Identify any suspicious object:
 - ⇒ Suspiciously labelled item or letter.
 - ⇒ Similar to that described in the threat.
 - ⇒ Unusual size or shape.
 - ⇒ Presence of pieces of:
 - ⇒ Tape
 - ⇒ String
 - ⇒ Wire
 - ⇒ Explosive wrappings
 - ⇒ Unfamiliar materials.



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Emergency Response Plan

SEARCH PRIORITIES

Searching priorities should follow a sequence:

1. Outside Areas, and Existing Emergency Evacuation Assembly Areas.

REMEMBER!

When evacuating do not assemble at the **Existing** Evacuation Assembly Area. The Chief Fire Warden should select a location at random that no other person could have had prior knowledge of.

The new location should:

- ⇒ Be a minimum of 300m away as recommended by the Australian Bomb Data Centre.
- ⇒ Preferably be behind some structure or building that would provide protection from debris from the subject building.
- ⇒ Preferably be away from vehicles or shrubbery that may conceal a primary or secondary device.

2. Building Entrances/Pathways - Outside the Building

These should be searched as a priority as these are the routes people will take to evacuate the building and are potentially easy areas to leave a device.

3. Public Areas - Within Buildings

These areas are accessible to public, and also are quite possibly close to the route people will use to exit the building.

4. Other Areas

Once external areas and public areas have been declared clear:

- Search inside.
- Search lowest level to highest level.
- Include the roof.
- Use a system of identification to determine which areas have been searched to avoid duplication.

REMEMBER!

LEAVE DOORS AND WINDOWS OPEN AS YOU LEAVE AN AREA, THIS WILL LESSEN THE BLAST EFFECT!

- E.C.O. staff should assist authorities as they have the best local knowledge of the building.

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EVACUATION

Liaise with Police to determine evacuation options:

- ⇒ Full Evacuation
or
- ⇒ Partial Evacuation

REMEMBER!

When evacuating do not assemble at the **Existing** Evacuation Assembly Area. The Chief Fire Warden should select a location at random that no other person could have had prior knowledge of.

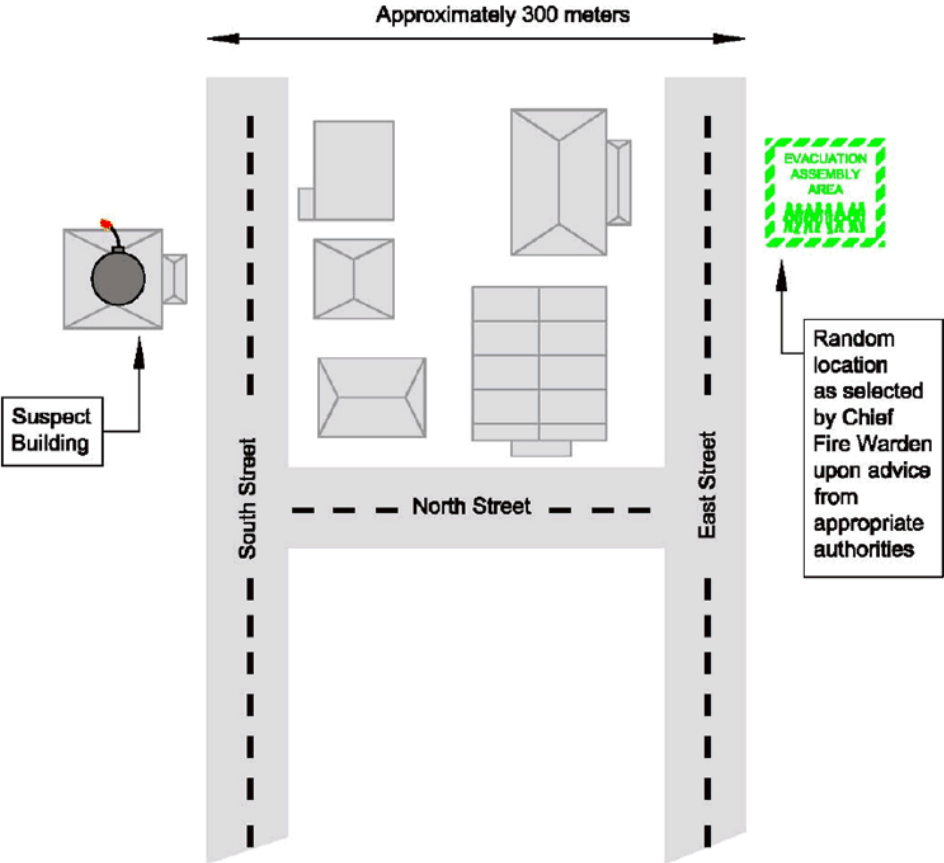
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BOMB THREAT EVACUATION GUIDE



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BOMB THREAT CHECKLIST

KEEP COPY BY YOUR PHONE

QUESTIONS TO ASK

When will the Bomb explode?

What is the Bomb's location?

What time did you put it there?

What does the Bomb look like?

What kind of Bomb is it?

How will the Bomb explode?

What is your name?

Did you plant the Bomb?

Why did you plant the Bomb?

Where are you now?

What is your address?

EXACT WORDING OF THREAT

ACTION TO TAKE:

Immediately report call :

Police : 000

Chief Fire Warden

RECIPIENT

Name (Print):

Telephone Number:

Signature:

CALLER'S VOICE

Did the caller have an accent?

Did the caller have a speech impediment?

Was the caller's voice loud, soft, slow, fast, incoherent etc?

Was the caller's speech clear, emotional etc?

Was the caller's manner calm, emotional, irrational, abusive?

Did you recognise caller's voice?

If yes, who do you think the caller was?

Was the caller familiar with the building/area?

Was the threat taped?

BACKGROUND NOISES

Street/House noise:

Aircraft noise:

Train noise:

Voices:

Music:

Local Call:

STD:

ISD:

Other:

OTHER

Sex of Caller:

Estimated Age:

CALL TAKEN

Date & Time:

Duration of Call:

Number Called:

REMEMBER - KEEP CALM AND DO NOT HANG UP

IMPORTANT!

PHOTOCOPY THIS PAGE AND PLACE IN A VISIBLE LOCATION
ADJACENT TO ALL MAIN INCOMING PHONE LINES.

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**I AM RECEIVING A
BOMB THREAT
VIA TELEPHONE**

**- CONTACT POLICE
000**

**- CONTACT CHIEF FIRE
WARDEN**

IMPORTANT!
**PHOTOCOPY THIS PAGE AND PLACE IN A VISIBLE LOCATION
ADJACENT TO ALL MAIN INCOMING PHONE LINES.**

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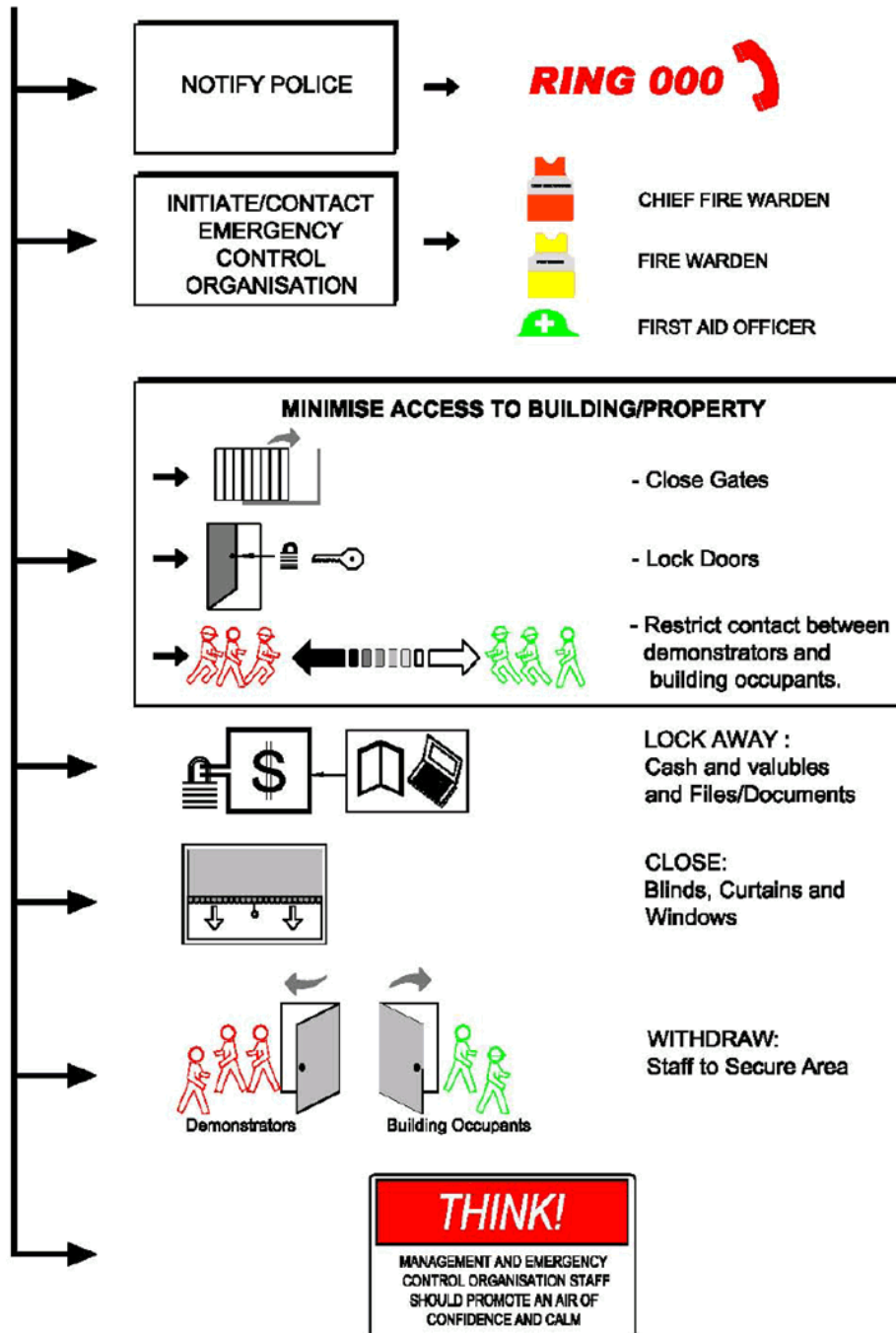
SECTION 9 PERSONAL THREAT / CIVIL DISORDER / ARMED HOLD UP

**CIVIL DISORDER/
ARMED HOLD UP/
PERSONAL
THREAT**

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CIVIL DISORDER AND ILLEGAL OCCUPANCY GUIDELINES



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WORKPLACE INTRUSION / THREAT / HOLD-UP

Managers should ensure cash, medications and valuables are secured and kept to a minimum workable level. Staff who may be subject to a work place intrusion/threat/hold-up should be given instruction to ensure their safety.

If you are confronted by an armed intruder:

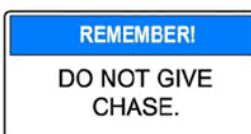
1. Obey their instructions
2. Try and remain calm
3. Do not take any action to excite the intruder
4. Hand over cash/valuables on request



Try to make a mental note of the description, clothing, speech, scars or other markings.

When the Intruder Departs

Contact Police on '000', give details of robbery:



Name	
Address	
Level/Unit Number	
Nearest Cross Street	

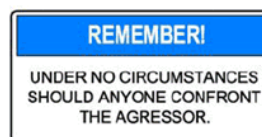
Upon the departure of the offender:

- Try to recall and note general description, speech, clothing, scars or other markings.
- Contact the Police and Security.
- Fill out the incident/offender checklist
- Do not discuss any details of the incident with others, as police require a statement of what you can recall.
- If a vehicle was involved, try to recall description of car or direction of the intruders travel, advise Police and superiors.



In the event of a wounding:

1. As soon as Management is aware of an injury, an ambulance should be called. Ambulance Headquarters should be made aware that a shooting has occurred. A suitable place for a member of staff to meet the ambulance should be arranged.
2. The Police should be notified immediately that the shooting or suspected shooting has taken place.



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Emergency Response Plan

INCIDENT/OFFENDER CHECK LIST

Date:

Time:

Location:

Nature of Incident:

Offender's Description: (Male/Female, Age, Height, Build, Hair Colour/Style, Clothing, Voice, Jewellery, Tattoos)

.....

.....

.....

.....

.....

Vehicle Information:

Vehicle Make & Type:

Registration:

Vehicle Colour:

Direction of Travel:

Type of Threat (Verbal/Physical/Weapons Used):

.....

.....

.....

Witness/Victim Details:

Name:

Telephone No:

Signature:

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Emergency Response Plan

SECTION 10 ENVIRONMENTAL EMERGENCY

ENVIRONMENTAL EMERGENCY

- EARTHQUAKE
- SEVERE WEATHER WARNING
- FLOOD
- BUSH FIRE

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EARTHQUAKE

EARTHQUAKE

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EARTHQUAKE**PREPARATION**

- Ensure all loose items inside and outside are secured.
- Ensure all dangerous goods are stored to minimize spillage or breakage.
- Ensure Emergency Kit provisions are in place.
- Liaise with Corporate Services to determine relocation options.
- A list of emergency contact numbers are located in the rear of this manual.

CONSIDER

LOCATION AND STORAGE
OF DANGEROUS GOODS
SO AS TO MINIMIZE THE
EFFECTS OF AN
EARTHQUAKE

RESPONSE

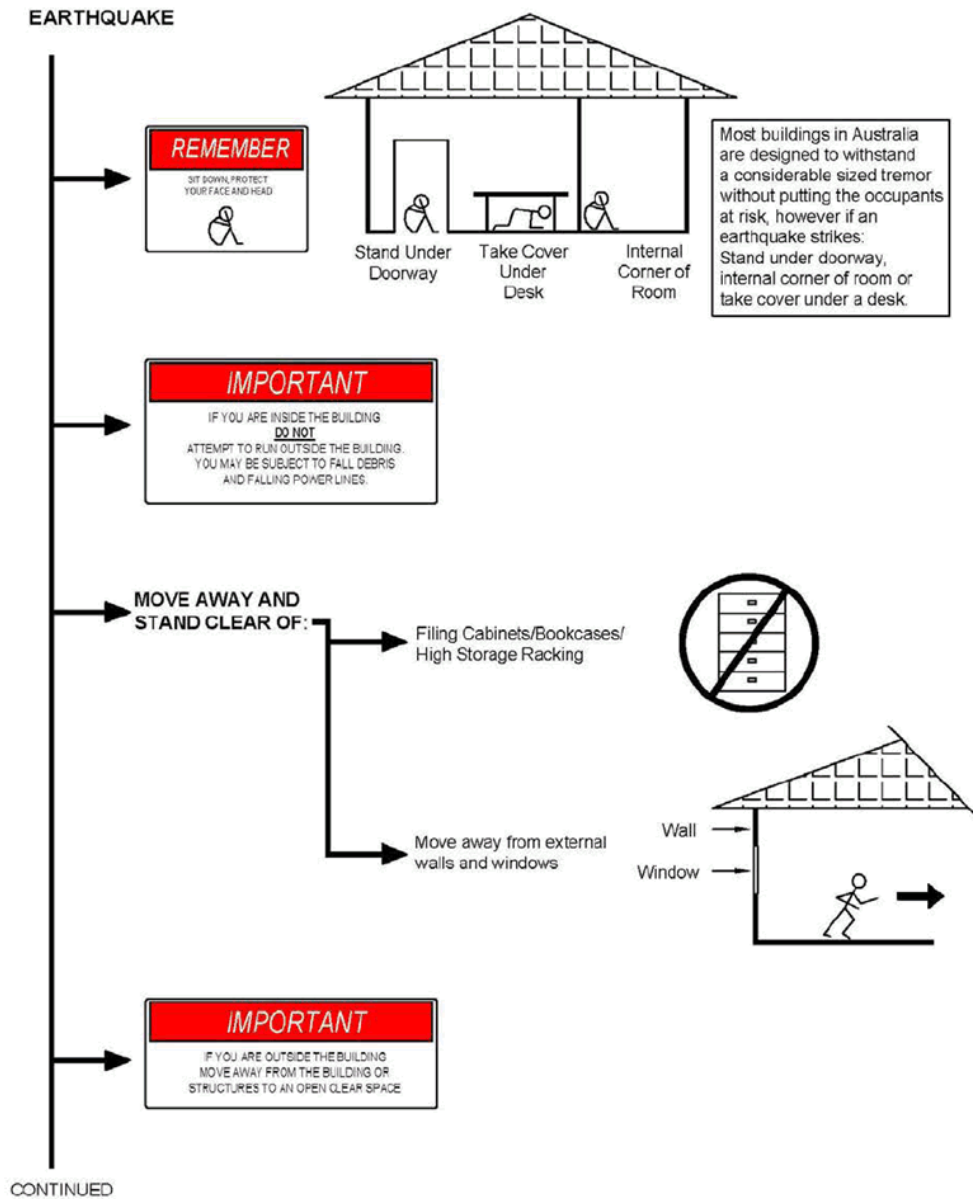
- Internal Areas:
 - Stay clear of windows, overhead fixtures and shelving.
 - If possible move under a doorframe or table.
 - Do not rush to the doors.
- External Areas:
 - Keep clear of structures, walls, power lines and trees.
- Transport:
 - Where possible park in open space away from structures.
 - Monitor media.
 - Earthquakes can cause:
 - Road damage
 - Landslides
 - Bridge collapses
 - Damaged to power lines

RECOVERY

- Be very cautious. Aftershocks may occur.
- Isolate all essential services:
 - Electricity
 - Gas
 - Water
- Do not use naked flame due to the chance of residual flammable gas.
- Administer first aid as applicable.
- Consider evacuation if the building is unstable or extensively damaged.
- Monitor media.
- Liaise with authorities prior to using vehicles.

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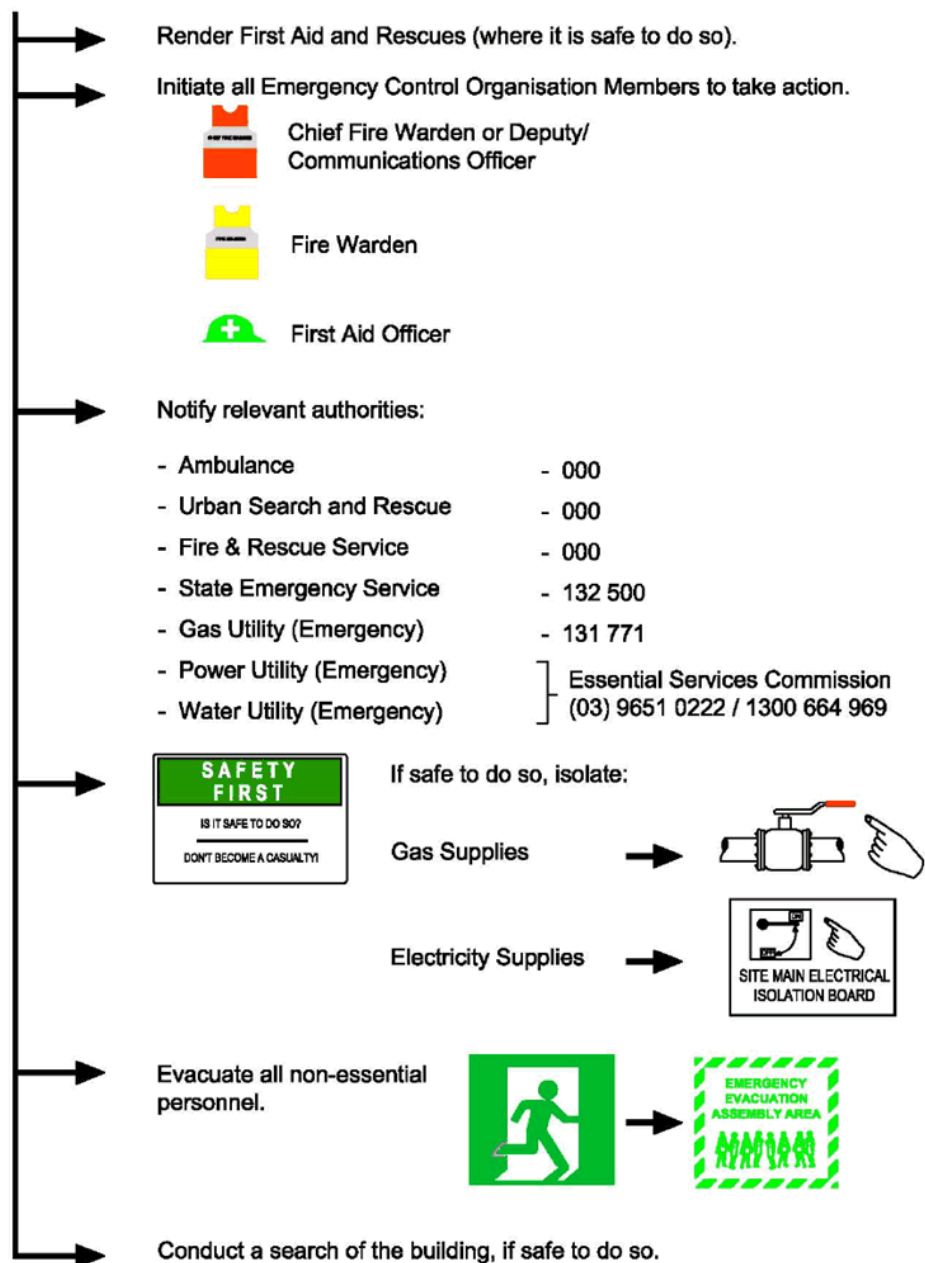


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Emergency Response Plan

EARTHQUAKE

AFTER THE TREMOR HAS STOPPED



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SEVERE WEATHER WARNING

**SEVERE
WEATHER
WARNING**

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SEVERE WEATHER WARNING**SEVERE WEATHER WARNING PREPAREDNESS - CHECKLIST**

- ☐ Ensure insurance provisions are in place.
- ☐ Investigate overhanging branches/trees in proximity to:
 - Building structure
 - Eaves and gutters
 - Power lines
 - Essential services/equipment
- ☐ Be aware of loose items, furniture/fixtures around the facility and ensure these items can be housed rapidly if required.
- ☐ Assess storage of equipment/trees or plants in close proximity to large window panes and provide clearway as appropriate.
- ☐ Identify critical areas and/or services:
 - Switchboards – Electrical Switchboards
 - Telephone – MDF (Telephone – Main Distribution EFrame)
 - Computer – Local access network rooms
 - UPS provisions
 - Soft shutdown requirements for computers
 - Incoming gas lines/isolation valve.

CONSIDER

LOCATION AND STORAGE
OF DANGEROUS GOODS
SO AS TO MINIMIZE THE
EFFECTS OF
FLOODING/HIGH WINDS

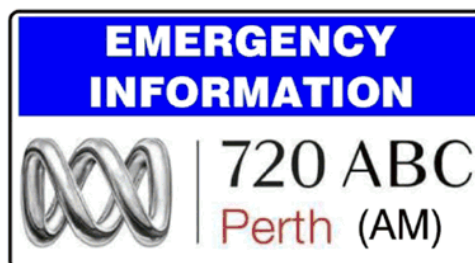
- ☐ Access and mitigate where possible potential flooding:
 - Consider the provision of plastic sheeting and/or tarpaulins to minimize water ingress.
 - Consider the provision of sandbags and/or dollies for areas potentially subject to flooding.
 - Assess low areas (especially below ground level) and consider sandbagging and/or diversion.
 - Consider emergency isolation of:
 - Gas
 - Electricity
 - Water

And provision of key access that may be required to facilitate this.
- Consider transport logistics if occupants require re-location.

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- ☐ Are external doors securely locked?
- ☐ Consider pre-determined "On Hire" equipment lists with equipment hire contractors, i.e.:
Generators:
 - Number of
 - KVA requirements
 - Extension leads
 - Portable lighting/tripods
 - Tarpaulins
 - Portable suction pumps
 - Sandbags.
- ☐ Is critical information and records stored off site and/or duplicated.
- ☐ Consider the provision of communications:
 - Telephone systems reliant on a charger base unit will not work if there is a power outage.
 - Mobile phone communication may be lost or overloaded in some instances.
- ☐ Ensure a reliable battery powered radio, FM/AM is available to receive:
 - Standard Emergency Warning Signals (SEWS):
 - A warning sound used by Emergency Services to alert public that official information regarding the cyclone is about to be broadcast. Typically used in Category 2 cyclones or above.
 - Cyclone Watch:
 - Broadcast over Television/Radio when wind gusts/cyclones are anticipated to affect communities within 48 hours. The frequency of broadcast is 6 hours.
 - Cyclone Warning:
 - Broadcast over Television/Radio when wind gusts/cyclones are anticipated to affect communities within 24 hours. The frequency of broadcast is 3 hours.



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Emergency Response Plan

SEVERE WEATHER WARNING**SEVERE WEATHER WARNING - CHECKLIST**

- ☐ Is the facility provided with an emergency key tag? If so, do designated, senior staff have access to the key tag in an emergency? Consider key provisions for the following:
 - Electrical switchboard access
 - Gas mains isolation
 - Security system codes/and or access
 - Critical doors/exits
 - Boom gates/fences

- ☐ Does the facility have a Severe Weather Preparation Kit? Consider:
 - Tie down straps/rope.
 - Provision of anchor points as appropriate
 - Flood Packs – off the shelf Flood Bunding System that can be used to:
 - Seal doors
 - Divert water flow
 - Create bund walls
 - Absorb water from flooded areas
 - Sand bags, these can be improvised by using:
 - Plastic bags
 - Pillow cases
 - Clothing (tied off)
 - Stockings
 - Heshan sacks
 - Masking tape for cross bracing and strengthening windows.
 - Water containers filled with fresh water for potential long duration inside a structure if water supplies are lost and/or contaminated.
 - Cash on hand – ATM/EFTPOS and banking facilities may be without power or off line.

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Emergency Response Plan

SEVERE WEATHER WARNING

HIGH WIND CATEGORIES

CATEGORY	WIND DESCRIPTION (KM/H)	TYPICAL EFFECTS
1	Strongest gust less than 125 km/h (Damaging Winds)	Typical effects (indicative only) - Negligible damage to homes/buildings. Damage to some crops, trees and caravans. Boats may drag moorings
2	Strongest gust 125 - 170 km/h (Destructive Winds)	Typical effects (indicative only) - Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small boats may break moorings.
3	Strongest gust 170 - 225 km/h (Very Destructive Winds)	Typical effects (indicative only) - Some roof and structural damage. Some caravans destroyed. Power failure likely
4	Strongest gust 225 - 280 km/h (Very Destructive Winds)	Typical effects (indicative only) - Significant roofing loss and structural damage to buildings/homes. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failure.
5	Strongest gust More than 280 km/h (Very Destructive Winds)	Typical effects (indicative only) - Extremely dangerous with widespread destruction.

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Emergency Response Plan

SEVERE WEATHER WARNING**SEVERE WEATHER WARNING PRE-WARNING**

SEVERE WEATHER WATCH	ALERT FREQUENCY
Issued when damaging winds are anticipated to impact within 48 hours	Every six (6) hours
SEVERE WEATHER WARNING	
Issued when damaging winds are anticipated to impact within 24 hours	Every three (3) hours or every hour when it comes close to a community.

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Emergency Response Plan

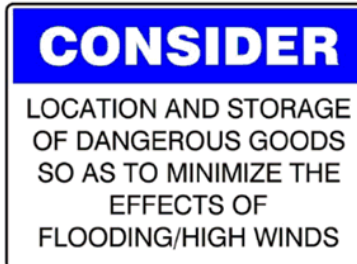
FLOOD

FLOOD

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FLOOD



PREPARATION

Emergency Kit (as applicable):

Consider the provision of an emergency kit on site for short term survival during a flood (as applicable).

- AM/FM radio – battery operated
- Spare batteries
- Torch
- First Aid Kit
- Ensure a charged mobile phone is accessible
- Cash, EFTPOS and credit cards
- Emergency contact numbers

SEVERE WEATHER WARNING – CHECKLIST

- ☐ Is the facility provided with an emergency key tag? If so, do designated, senior staff have access to the key tag in an emergency? Consider key provisions for the following:
 - Electrical switchboard access
 - Gas mains isolation
 - Security system codes/and or access
 - Critical doors/exits
 - Boom gates/fences
- ☐ Does the facility have a Severe Weather Preparation Kit? Consider:
 - Tie down straps/rope
 - Provision of anchor points as appropriate
 - Flood Packs – off the shelf Flood Bunding System that can be used to:
 - Seal doors
 - Divert water flow
 - Create bund walls
 - Absorb water from flooded areas
 - Sand bags, these can be improvised by using:
 - Plastic bags
 - Pillow cases
 - Clothing (tied off)
 - Stockings
 - Heshan sacks
 - Masking tape for cross bracing and strengthening windows.
 - Cash on hand – ATM/EFTPOS and banking facilities may be without power or off line.

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Emergency Response Plan

RESPONSE

Once a severe storm/flood is imminent:

- Check/monitor for advice:
 - Radio
 - Television
 - Internet
- Where to check/monitor for advice/information:
 - Local media
 - Police
 - Fire & Rescue Service
 - Bureau of Meteorology
- Prepare to move to a safe location sooner rather than later.
- Disconnect all power and gas appliances.
- Ensure your vehicles are filled with fuel.
- Ensure dangerous objects are secured.
- Ensure chemicals and poisons are stored safely.
- Ensure loose furniture/objects are either secured or moved to a safer location.
- Place bags of sand in toilets and over drains in the bathroom/laundry to prevent sewage backflow, regardless of whether you stay or go.
- Ensure valuables are stored in a safe place.
- Ensure the Emergency Kit is stocked and water containers full.
- Ensure the Flood Relocation Kit is packed.

Turn off gas, electricity and water to your facility as applicable.

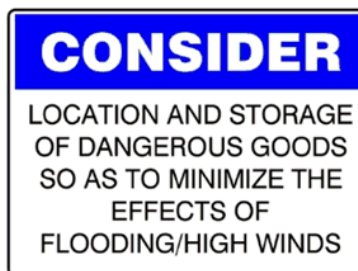
Ensure your facility is locked .

Stay on safe/recommended roads.

Tell emergency services and neighbours of your intention to leave as appropriate.

Take the Flood Emergency and Relocation Kits with you.

Where possible relocate to pre-determined safe location.



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Emergency Response Plan

RECOVERY

Once flooding has subsided, check and monitor for advice. Only take safe/recommended routes.

Liaise with authorities to ascertain if and when it is safe to return to your facility.

Be aware of risks internal and external i.e. disrupted services and equipment.

Check for contamination of:

- Water ways
- Dangerous dry goods
- ANY water sensitive chemicals or dangerous goods

Only use a torch inside a building due to the potential of residual flammable gases. Under no circumstances use a naked flame.

Engage maintenance contractors to ensure plumbing, gas and electrical services have been checked prior to re-commissioning of site.

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Emergency Response Plan

BUSH FIRE

BUSH FIRE THREAT

NOTICE

THIS FACILITY IS NOT LOCATED WITHIN A BUSH FIRE PRONE AREA, HOWEVER THE FOLLOWING SECTION HAS USEFUL INFORMATION IN EVENT OF AN **EMBER ATTACK** FROM:

- AN ADJOINING BUILDING
- NEARBY BUSH LAND

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BUSH FIRE**BUSH FIRE PREPAREDNESS**

- Ensure insurance provisions are in place.
- Maintain good housekeeping practice in and around the facility:
 - 20 metre clearance/dry/dead debris around property.
 - Remove any dry, dead grass in/or adjacent to property perimeter.
 - 2 metre gap between trees and property.
 - Clean gutters regularly.
 - Minimize all external fire loads as applicable.
 - Audit for fuel containers and/or LPG cylinders.
- Investigate vegetation types and orientation so as to minimize risk on any areas exposed to bush fire threat.
- Minimize ember attack, monitor structure for any gaps that would permit embers to enter your roof space or building:
 - Roof space/gaps/openings
 - Evaporative air conditions *
 - Skylights
 - Chimneys
- Historically evaporative air conditioners have been responsible for many structure fires due to embers entering/catching in the roof mounted filter box.
- Where applicable seal penetrations with wire mesh gauze to prevent ember entrance.
- Monitor and maintain fire breaks. Liaise with local Council as appropriate.
- Check access and reach of installed fire hose reels.
- Ensure external garden hoses are long enough to reach around the facility. Use metal couplings and connectors in lieu of plastic.
- Consider the use of reticulation systems to create a wet zone. Know how to manually initiate system.

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Emergency Response Plan

EVACUATION

If your facility is located in a bush fire prone zone or area it is most important that you have strategies in place to evacuate your staff as early as possible. Consider the following in your Pre-plan:

- An agreed location to receive staff.
- Escape routes via road/road closures considered (i.e. have multiple options).
- Evacuation trigger – You need to have agreed triggers for commencing evacuation. There are three levels of warning in Western Australia:

The following is a guide issued by DFES for the residents of Western Australia:

WARNING LEVEL	WHEN IT'S ISSUED	WHAT TO DO
ADVICE Be aware and keep up to date (issued at 11am and 4pm unless situation changes)	<ul style="list-style-type: none"> A fire has started but there is no threat to lives and homes The fire is controllable but likely to cause smoke near homes and premises. 	<ul style="list-style-type: none"> Stay alert and monitor your surroundings. Watch for smoke and flames. Close all doors and windows Turn off evaporative air conditioners but keep water running through system if possible. Refresh procedures on Bush Fire Survival.
WATCH & ACT You Need to Leave or Get Ready to Defend (issued every 2 hours unless situation changes)	<ul style="list-style-type: none"> When conditions change and a fire is approaching. When there is a threat to lives and property. Smoke and embers surround your property and roads. 	<ul style="list-style-type: none"> Prepare and act. If you decide to leave – leave now before roads are covered with smoke and /or closed. Take your survival kit with you.
EMERGENCY WARNING Act Immediately to Survive (issued every hour unless situation changes)	<ul style="list-style-type: none"> There is immediate danger and threat to lives and property. This is the highest level of warning. The fire will be out of control. A siren sound called Standard Emergency Warning Signal (SEWS) could be used to raise attention on the radio and/or television. 	<ul style="list-style-type: none"> If you have decided to stay but have not prepared your property – it is too late now. If the road is clear – leave immediately for a safer place taking your survival kit with you. Do not leave at the last minute in a vehicle or on foot! If you are unable to leave – take shelter in your property and actively defend it. Seek shelter before fire reaches your property as the radiant heat will kill you well before the flames reach you.
ALL CLEAR Take Care – Be Careful (issued when fire threat has passed)	<ul style="list-style-type: none"> The fire is under control and threat has passed. Check with authorities – it may not be safe to return to your property. 	<ul style="list-style-type: none"> Keep watch as situation may change. Emergency Services will still be working in the area long after the fire has been extinguished. Smoke, fallen trees and power lines may still be on the roads and emergency services will be working to clear these. Be careful of damage to property, roads, bridges, footpaths.

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

REMEMBER!**PLAN AHEAD****LEAVE EARLY**

- Know your pre-planned destination and travel time to get there.
- State Alert – ensure your facility and senior staff phones are registered for State Alert. State Alert automatically delivers emergency warnings to phones and mobile phones. It is activated when there is not time to issue warnings. Don't rely on State Alert – be responsible for your own EARLY EVACUATION.

To register for State Alert go to www.statealert.wa.gov.au

Useful Contacts:

- 000 – For life threatening emergencies
- 132 500 – For SES Emergency Assistance
- 13 DFES/13 3337 – For Emergency Information



- www.mainroads.wa.gov.au
- www.dfes.wa.gov.au

If you choose to evacuate early, consider the following:

- Check perimeter and surround of the facility for any items that may ignite:
 - Wooden furniture
 - Garden refuse
 - Door mats
- Where possible clothing should be:
 - Loose fitting
 - Not synthetic
 - Natural fiber– cotton/wool/denim
- Secure the facility, and close:
 - Doors
 - Windows
 - Shutters
- Isolate the mains gas supply and/or plumbed gas cylinders.

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

- Communicate your intentions:
 - Where you are going
 - When you are going
 - How long you will be there
- Monitor radio (ABC) for updates.

PROTECTING IN PLACE

If there is no time to evacuate due to speed of travelling bush fire or it is in close proximity to your facility consider/action the following:

- Relocate staff to the safest/furthest part of the facility away from the fire front or bush.
- Close internal smoke doors and fire doors, compartmentise the building as much as possible.
- Evaporative Air Conditioners:
 - TURN OFF!
 - If the evaporative air conditioning unit has the facility to run water without the fan this is the preferred option, i.e. this keeps the external air intake filters wet and will assist to quench an ember attack. If you are unsure how to initiate this mode – turn off the evaporative air conditioning unit completely.
- The room or area that you shelter in should have:
 - Two exits if available so that people can evacuate from the structure if it catches fire.
 - Where possible the exits should not face the fire front.
 - A water supply if possible.
- Close external windows, doors, vents and openings.
- Note: on average a fire front usually takes 5 – 15 minutes to pass.
- Where possible protect yourself and staff from radiant heat by wearing:
 - Long sleeves
 - Long trousers
 - Leather boots
 - Not synthetic clothing
- Create water catchments within the facility – Fill with water:
 - Sinks
 - Basins
 - Troughs
 - Buckets
 - Wheelie bins
- Have mops and buckets ready.
- Create internal wet seals at the base of doors or openings using:
 - Wet towels
 - Wet blankets
- Wet rugs

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

- Wet clothing
- Soak towels, blankets, rugs, and clothing and have them ready to protect people from radiant heat.
- Minimize the internal fire load. Remove curtains, furniture, combustibles away from windows.
- Monitor roof space for ingress of embers and/or smoke. Establish ladder access and torch ready to inspect roof space.
- Maintain electricity on. However when using water within the building be aware of electrical danger and electrocution risks.
- Provide for and drink plenty of water for occupants.
- Monitor radio (ABC) for regular updates (ensure a battery powered radio is available in case of power outage).

ONCE THE FIRE FRONT HAS PASSED

- Check if it is safe to go outside.
- Once outside, check the following areas for embers or spot fires:
 - Roof and gutters
 - Roof space
 - Perimeter of structure
 - Awnings/patios/verandahs
 - Garden beds/lawn/landscaped areas
 - Outdoor furniture/fixtures
 - Out houses/buildings/sheds/carports

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

SECTION 11 INTERNAL EMERGENCY

INTERNAL EMERGENCY

- CHEMICAL SPILL
- SUSPICIOUS PACKAGE/MAIL
- POWER OUTAGE

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

CHEMICAL SPILL

CHEMICAL SPILL



CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

CHEMICAL SPILL

In the event of a Hazmat incident occurring, ensure the following procedures are followed:

Hazmat incident occurring outside:

- Ring 000 – Fire Service
- Advise the Fire Service of the following information:
 - Life risk
 - What has spilled
 - Name of product
 - Quantity of product
- Evacuate area to 100 metres upwind.

Hazmat incident occurring inside:

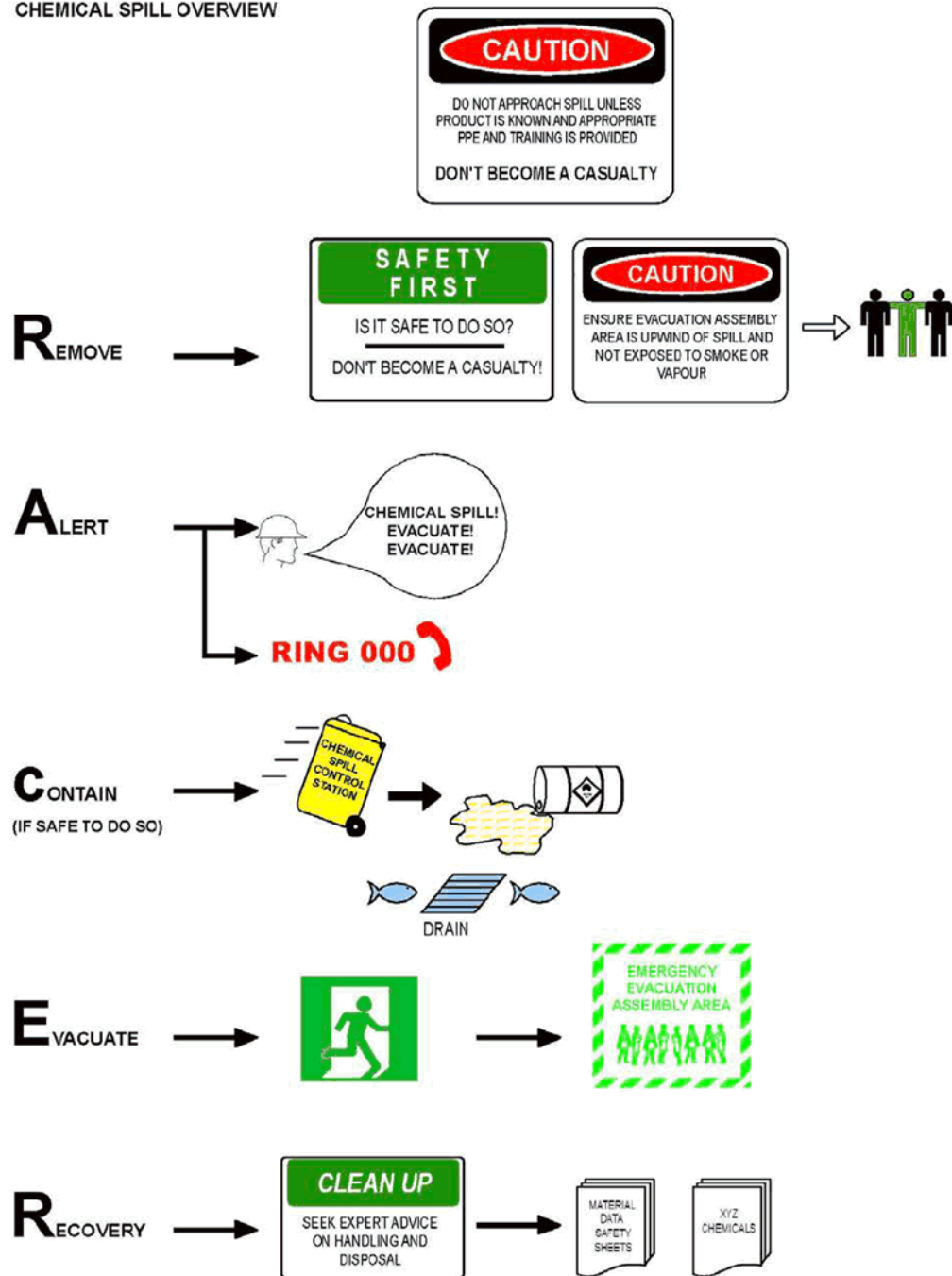
- Verbal alert – Shout – “Chemical Spill, Evacuate, Evacuate”
- Evacuate area to 100 metres upwind.
- Remove anyone from immediate danger, only if safe to do so.
- Ring 000 – Fire Service
- Advise the Fire Service of the following information:
 - Life risk
 - What has spilled
 - Name of product
 - Quantity of product
- If safe to do so:
 - Wear appropriate personal protection equipment
 - Isolate ignition source
 - Emergency stop equipment and/or process
 - Consider isolating main power
 - Isolate valves or pumps as appropriate
 - Use absorbent spill pillows/bags and/or sand to contain spill and prevent the product going down the drains (if safe to do so).
 - Absorb spill with earth/sand and other non-combustible material to prevent entry into waterways or drains (if safe to do so).
- Recovery:
 - Clean up. Seek expert advice on handling and disposal of chemical.
 - Refer Material Safety Data Sheets
 - Complete Incident/Accident report
 - Investigate, review, document and distribute incident report.



CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

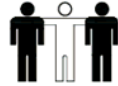
CHEMICAL SPILL OVERVIEW



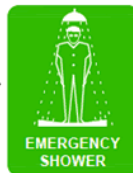
CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

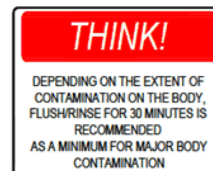
CHEMICAL SPILL

REMOVE**ALERT****CONTAIN****EVACUATE****RECOVERY**

- Remove anyone from immediate danger.



- Direct/assist person to emergency eye wash and shower.



SEEK MEDICAL ADVICE A.S.A.P. - RING 000



CONSIDER WIND DIRECTION

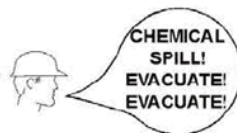
- ALL non -essential personnel to evacuate.

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

CHEMICAL SPILL

RESCUE
ALERT
CONTAIN
EVACUATE
RECOVERY



- Verbal Alarm - "Chemical Spill, Evacuate, Evacuate"

- Public Address Megaphone



- Air Operated Aerosol Horn



- Operate the Break Glass Fire Alarm located:

- on the Fire Indicator Panel

or

- adjacent Exit Door South in Publishing Area.



RING 000

- Ring 000:

- Life Risk?
- What has spilled?
- Name of product?
- Quantity of product?
- Address and nearest cross street

AND/OR

Poisons Information Centre:
24 hour advice on all exposures to Poisons,
Medicines, Plants, Bites and Stings

13 11 26

Department of Industry and Resources:
Emergencies and After Hours

1300 665 500

Environmental Protection Authority:

6364 7000



- Contact adjoining neighbours. Refer to
Emergency Contact List at rear of this
Manual.

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

CHEMICAL SPILL

REMOVE
ALERT
CONTAIN
EVACUATE
RECOVERY



- If Safe To Do So!
Wear appropriate Personal Protection Equipment



- Isolate ignition sources



- Emergency Stop equipment and/or process

Emergency Stop



- Consider Isolating Main Power



- Isolate Valves or Pumps as appropriate



- Use absorbent Spill Pillows/bags and/or sand to contain spill and prevent product going down the drains.



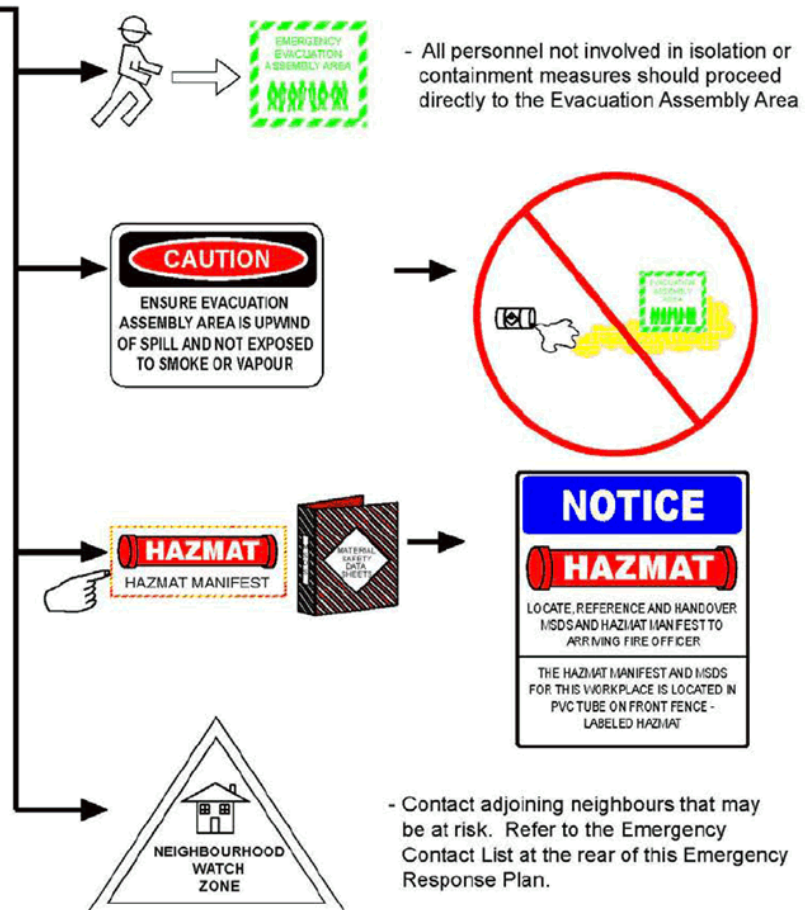
- Absorb spill with earth, sand and other non combustible material to prevent entry into waterways or drains

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

CHEMICAL SPILL

REMOVE
ALERT
CONTAIN
EVACUATE
RECOVERY



CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

CHEMICAL SPILL

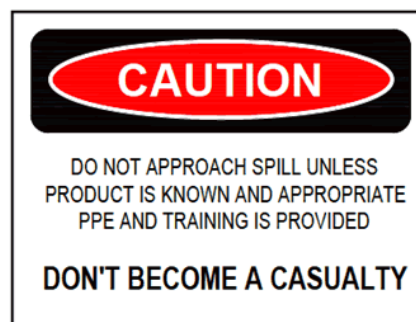
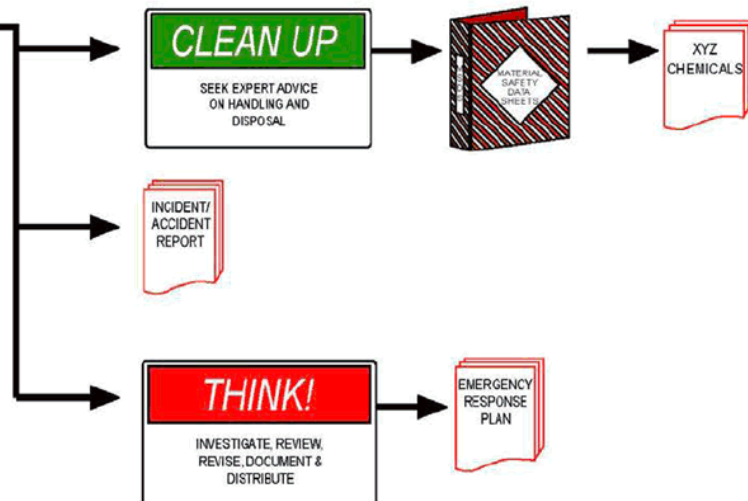
RESCUE

ALERT

CONTAIN

EVACUATE

RECOVERY



CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

SUSPICIOUS PACKAGE OR MAIL ITEM

**SUSPICIOUS
PACKAGE OR
MAIL ITEM**

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

SUSPICIOUS PACKAGE OR MAIL ITEM

If you suspect that you have received a package that may contain hazardous material and **HAVE NOT OPENED IT**

- Place item in a plastic bag and seal it.
- Place all items in a second plastic bag and seal that bag.
- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Remember you are not in immediate danger.
- Call the Floor/Area Warden and follow instructions given.
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
- If possible (without leaving your work area) wash your hands.

SUSPICIOUS PACKAGE THAT MAY CONTAIN HAZARDOUS MATERIAL AND HAS BEEN OPENED

- Do not disturb the item any further. Do not pass it around. If any material has spilt from the item, do not try to clean it up, or brush it from your clothing.
- If possible place an object over the package without disturbing it such as a large waste bin.
- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated.
- Remember you are not in immediate danger.
- Call the Floor/Area Warden and follow instructions given.
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
- If possible (without leaving your work area) wash your hands.
- If possible, have the building ventilation system shut down and turn off any fans or equipment that is circulating air around your workplace.



CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

POWER OUTAGE

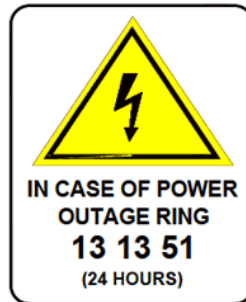
POWER
OUTAGE

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

POWER OUTAGE

1. Determine the period of power outage.



2. In case of long term/extended outage consider/investigate:
 - Will an extended power outage have a serious impact on safety in relation to:
 - Processing
 - Storage of dangerous goods
 - Temperature critical medication/perishables (kitchen etc.)
 - Levels of illumination:
 - Emergency lighting
 - Exit signs

Are designed to remain illuminated for approximately 90 minutes.
 - Provision of torches/lighting



- Phone system may NOT work in power outage. Use/establish mobile phone coverage.

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

3. If required contact hire equipment contractor to mobilize generators/lighting to site:

Preferred Contractor:		
Contact Number:		
EQUIPMENT REQUIREMENT:		
ITEM (GENERATOR/LIGHTING)	SIZE (KVA)	LOCATION OF EQUIPMENT ON SITE
Liaise with hire equipment contractor to establish a base list of equipment to be mobilised for this facility in the event of a power outage.		

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

4. In the event of :
- Power lines down
 - Car versus power pole
 - Tree versus power lines



CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

SECTION 12 CONTACT LIST

CONTACT LIST

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

EXTERNAL EMERGENCY CONTACTS

POLICE	NUMBER
Emergency	000
Australian Federal Police	9320 3444
Police Attendance	9222 1111
Police General Enquiries	131 444

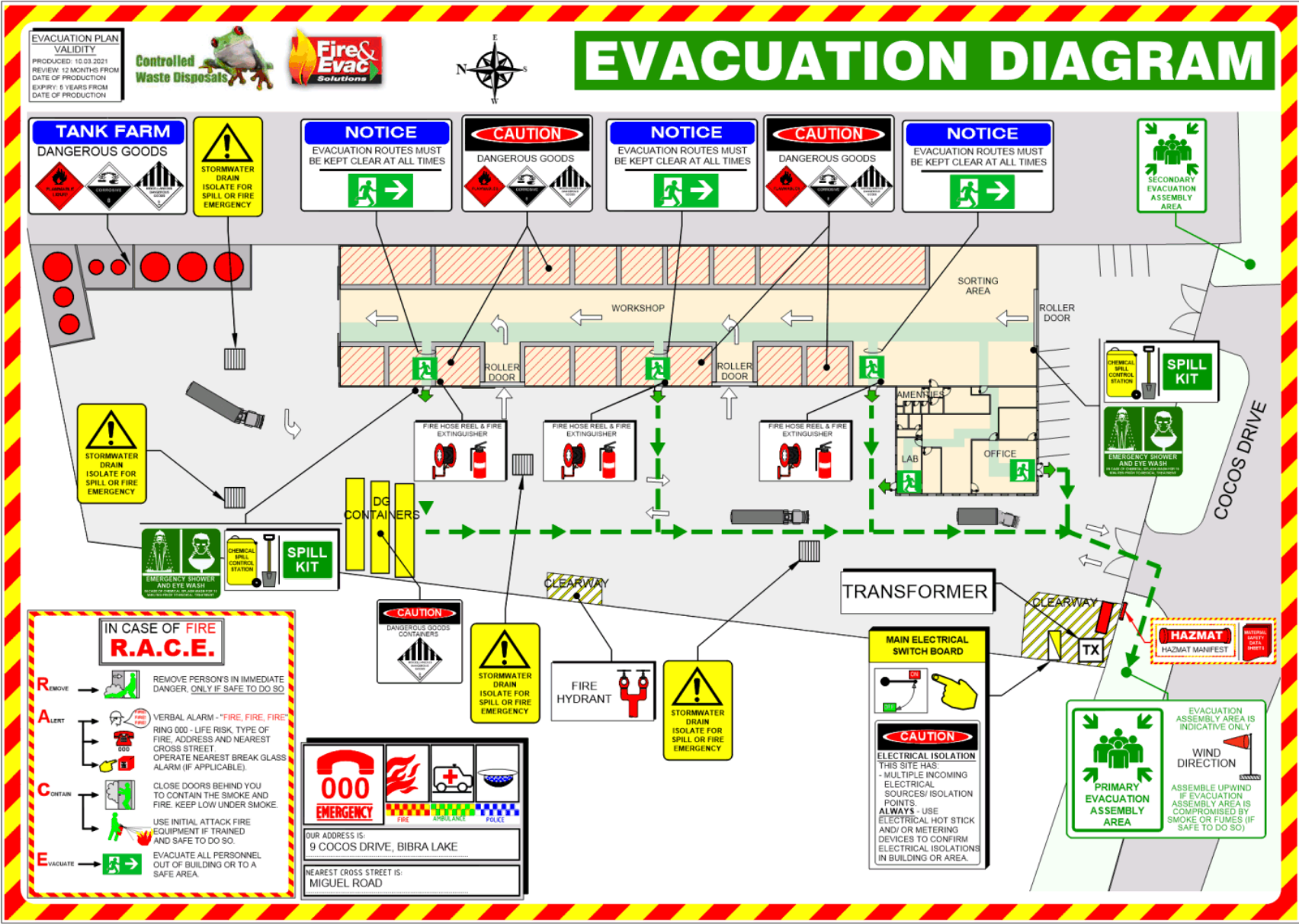
DEPARTMENT OF FIRE AND EMERGENCY SERVICES	NUMBER
Fire, Rescue & Hazardous Materials Emergencies	000
False Fire Alarm	9395 9209
Flood, Storm and Earthquake Emergencies State Emergency Service	132 500
DFES Emergency Information	13 3337

MEDICAL		NUMBER
Ambulance		000
Fiona Stanley Hospital		6152 2222
Royal Perth Hospital		9224 2244
Sir Charles Gardiner Hospital		9346 3333
St John of God Hospital		9382 6111
Doctor		
Poisons Information Centre		131 126
WA Health Department	Health Direct	1800 022 222
	Radiation Health Service	9346 3333
	Environmental Health Services	9388 4999

CONTROLLED WASTE DISPOSALS PTY LTD

Emergency Response Plan

SERVICES	NUMBER
Department of Primary Industries	13 61 86
Environmental Protection Authority	6364 7000
Western Power (All Hours)	13 13 51
Alinta Gas – Domestic Gas (All Hours)	13 13 52
Water Corporation	13 13 75
ORGANISATION CONTACT LIST	NUMBER
NEIGHBOURS CONTACT LIST	NUMBER





Schedule of Submissions**DA21/0093 – 9 Cocos Drive, Bibra Lake**

No.	Name & Address	Submission	Officer's Response
1	Brian Millar 12B Coolibah Way, BIBRA LAKE	No Objection No Comment	1. Noted
2	Paul Minshull 54 Bushland Ridge, BIBRA LAKE	No Objection No Comment	2. Noted
3	Linda DeMarco 23 Acacia Way, YANGEBUP	Objection I object to the proposed waste treatment plant as i am within the 1000m buffer AGAIN after rejecting the crusher i DO NOT want noxious fumes !!! This company has already operated illegally in the past !! Smell comaints by the hundreds!!! Myself and my community do not want this!!!	3. Regarding the buffer distance 1000m is not the 'given' buffer requirement. This buffer is determined on a case by case basis. 4. Regarding the potential for off site unreasonable odour impacts from the site the City has sought advice from DWER who have indicated that the risk for odour impacts on residential properties from the site is low risk should all odour mitigation requirements be followed. 5. Regarding the past actions of the operator this is not a valid planning concern.

4	Max Rowney 1/90 Discovery Drive, BIBRA LAKE	<p>Objection</p> <p>Prevailing SW winds will direct odours toward our premise. Straight line distance is only approx. 400m. Stock piled sludge odours will travel easily to discovery drive.</p> <p>Additional heavy vehicles exiting Cocos Drive onto Spearwood Ave will further slow traffic movement at an already dangerous intersection. An additional exit route at eastern end of Cocos Drive onto North Lake Road is required to allow traffic to exit this area.</p> <p>Bunding for storage tank area is inadequate. A spill during winter when heavy rains are common could easily spill over and contaminate ground water. This will end up in lakes in the immediate surrounding areas.</p>	<p>6. Regarding the comments relating to odour impacts please see response point 4.</p> <p>7. Regarding comments relating to traffic the applicant has provided a Traffic Impact Statement that is considered to address the impact of vehicles on the local road network.</p> <p>8. Regarding the bunding, the infrastructure and management plan accounts for the prevention of contamination through internal and external bunding which holds a capacity of 110% of the largest tank. Furthermore, the licensed premises will be subject to routine inspection from the Department of Water and Environment Regulation.</p>
5	Stephen Renkert 1/6 Cocos Drive, BIBRA LAKE	<p>Objection</p> <ul style="list-style-type: none"> - Reduced Amenity - Fire Risk - Smell Risk - Logistics & Increase in Truck Movements - WHS Issues 	<p>9. Regarding the impacts upon the amenity of the area the proposal is considered to meet the objectives of the zone and can be conditioned to abide by management plans so as not to reduce the amenity of the area.</p>

		<p>- Negative Effect on all Neighbouring Properties</p> <p>An Independent environmental impact study is essential to this proposal.</p> <p>It seems that the proposed uses of this property may negatively affect the many small businesses that have established in this area of Bibra Lake.</p>	<p>10. Regarding the potential fire risk the applicant has prepared an emergency response plan that may assist in mitigating any outcomes of a fire at the proposal and the surrounding area.</p> <p>11. Regarding the comments relating to odour impacts please see response point 4.</p> <p>12. Regarding comments related to vehicle movement please see response point 7.</p> <p>13. Regarding comments related to Occupational Health and Safety (WHS) the applicant has provided Evacuation and Hazmat plans, as well as an emergency response plan that are required to be adhered to at all times.</p>
6	Details withheld	<p>Objection.</p> <p>I have suffered a crushing and waste plant to the immediate south of our property. We had complained to council on numerous times because of dust and smell emanating from the site. This problem was reported by our tenant so we acted.</p> <p>My understanding is that the operator at the time got approval to operate</p>	<p>14. With regard to potential non-compliance from the proposal, the City cannot presume non-compliance with management plans and conditions.</p> <p>15. With regard to past actions of the operator please see</p>

		<p>but did not comply with the approval requirements.</p> <p>Its always too late once approval has been gotten. Operators flaunt the law.</p> <p>We as landowners suffer greatly the worry and concern for health and safety of our tenants.</p> <p>The effect of the approval of a waste treatment plan will have a detrimental effect on our ability to lease our property. Therefore devalue our property accordingly.</p> <p>We have very grave concerns and strongly request approval is not given.</p>	<p>response to point 5.</p> <p>16. With regard to the Health and safety of nearby tenants, the proposal has noise and odour impacts. An odour management plan and noise management plan have been provided with the proposal.</p> <p>17. With regard to property values, this is not a valid planning concern.</p>
7	Details Withheld	<p>Objection.</p> <p>Because i think it will have a negative affect on my life. X</p>	18. Noted.
8	Details Withheld	<p>Objection.</p> <p>The proposed liquid waste treatment facility is less than 1000 m from residences in Yangebup and I believe would be a nuisance due to potential obnoxious smells emitted in the processing of the liquid waste. Precedence has been set with similar proposals being rejected in the past by the Cockburn council due to reason outlined above and I don't believe there are any reasons why this application should have a different outcome.</p>	<p>19. Regarding comments related to the '1,000m buffer requirement' please see response to point 3.</p> <p>20. Regarding the comments relating to odour impacts please see response point 4.</p> <p>21. With regard to precedent being set, each application is assessed subject to its individual merit. In this regard, the proposal is considered to meet the objectives of the Industry zone and impacts can be</p>

			mitigated via management plans and conditions.
10	Details Withheld	<p>Objection</p> <p>Impact on a residential area within the buffer zone.</p> <p>Smell, noise and traffic level impact within the buffer zone.</p> <p>Not suitable within the area. Although now not classed as toxic. Still holds an environmental impact for residence affecting our household quality of life.</p>	<p>22. Regarding comments related to the '1,000m buffer requirement' please see response to point 3.</p> <p>23. With regard to odour/smell impacts, please see response point 4.</p> <p>24. Regarding the potential for noise impacts from the site the City has reviewed the Noise Impact Assessment (NIA) provided by the applicant and determined that, given surrounding land uses are Industrial in nature, emissions are low risk. Notwithstanding the above, the recommendations entailed within the NIA are to be complied with throughout the use.</p> <p>25. Regarding comments related to vehicle movement please see response point 7.</p> <p>26. With regard to the proximity to Residential areas, the subject site is located approximately 730m from the nearest residence. Waste</p>

			disposal has a case by case recommended separation distance. The recommended separation distance was discussed with DWER who agreed that a 500m separation distance from sensitive uses (such as Residential) would be appropriate.
11	Details Withheld	Objection. Odour and chemical pollution too close to residential area.	27. Regarding the comments relating to odour impacts please see response point 4. 28. With regard to proximity to residential, please see response to point 26.
12	Details Withheld	Objection. Odours into the local area, too close to residents. Potential to leak into the water table	29. With regard to odour impacts, please see response point 4. 30. With regard to potential leaks into the water table please see response to point 8.
13	Details Withheld	Objection. <ul style="list-style-type: none"> • This operator has history of illegal operations in Kwinana. • The operator has history of an unacceptable level of odour complaints from his activities. • The environmental risk to our water ways. • The close proximity to housing poses an unacceptable risk to local 	31. With regard to past actions of the operator please see response to point 5. 32. With regard to the risk to local wetlands and water ways, please see response to point 8. 33. With regard to proximity to residential, please see

		<p>residents.</p> <ul style="list-style-type: none"> • The materials being processed present caustic, fire and air quality hazards. • There is adequate no spill management plan presented with the application • I believe these type of industrial activity is better suited to an area zoned heavy industrial not Commercial/light Industrial. <p>The impact on residents in the area should there be an incident with the management and/or processing of these materials has the probability of being a very high or above impact.</p>	<p>response to point 26.</p> <p>34. With regard to the materials being stored presenting a caustic, fire and air quality issue. The proposal was referred to Department of Health and Department of Water and Environment Regulation, both of which advised the impacts would be in the form of noise and odour rather than fire, caustic processes and air quality. As discussed through the report, odour and noise are addressed.</p> <p>35. There is no 'Spill Management Plan' as such, however supporting information within the application does require details around bunding of containment areas which can be seen in response to point 8. A Spill Management Plan is to be prepared and implemented prior to commencing at the premises.</p> <p>36. With regard to zoning, the subject site is zoned Industry. Industry General</p>
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			<p>(Licensed) land uses, such as this, are only permissible within the Industry zone within the City of Cockburn.</p> <p>37. With regard to the potential for any impacts to occur, the applicant has provided an Emergency Response Plan along with an Evacuation and Hazmat Plan.</p>
14	Janusz Smajdor 4 Gull Way, Yangebup	<p>Objection.</p> <p>The applicant is moving operations from O'Connor to new premises . Since operations involve flammable liquids, heavy metals and other hazardous substances proposed location 500 m from residential area is not acceptable. There are industrial areas nearby with no housing eg. Wattelup, Henderson or Naval Base.</p> <p>Application from Controlled Waste Disposals Pty Ltd should be refused as site is too close to schools and housing and operation has potential to harm residents.</p>	<p>38. With regard to proximity to residential, please see response to point 26.</p> <p>39. With regard to other locations that may be more suitable, the City is not able to direct applications to other sites which are privately owned.</p>
15.	Details Withheld	<p>I'm a little concerned about the Odour problem that is present at the current facility.</p> <p>Is it possible to have a clause stating that the Odour problem will be rectified if it becomes a issue?</p> <p>We currently have a Odour problem in the area which on some days is unbearable.</p> <p>I really don't want the problem increased.</p>	<p>40. Regarding the comments relating to odour impacts please see response point 4. Furthermore, should odour become an issue, recommended condition 7 will require activities relating to the nuisance to cease until the activity has been adhered to in its control of odour emissions.</p>

16	Kim Williamson 11 Karri Court, Yangebup	<p>Objection.</p> <p>While I understand that this area is industrial, it is now very close to residential areas. The industrial area was setup long ago, before the expansion of the city, and in my opinion should be closed down entirely and moved further out of the city. It is not appropriate to allow a residential area to be built here, and then continue to expand the industrial area with any kind of operation that may be not only unpleasant to residents, but also dangerous.</p> <p>Additionally, this area is a part of a wider wetlands. Is it really responsible to even consider a liquid waste facility here? As per the recent issues with the crusher, the onus would be on the business to ensure that the wildlife and residents are protected. And what would happen if something went awry? Possibly some hefty fines for the business, but also some damaged (or worse) flora and fauna, and families who live nearby.</p> <p>Noxious classification removed or not, this is NOT the kind of industry that should be being proposed, let alone accepted, in an area within 1km of residential areas.</p>	<p>41. With regard to the Industrial area being relocated, Industrial areas provide an important economic generator for the City and State. The relocation of the Industrial area is not being considered as part of this application.</p> <p>42. With regard to the risk to local wetlands and water ways, please see response to point 8.</p> <p>43. With regard to proximity to residential, please see response to point 26.</p>
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13.4 Development Application - DA19/1013 - Industry General (Licensed) - Retrospective Laboratory, Sea Container, Storage Shed and Verandah - Lot 186 (203) Acourt Road, Jandakot

Author(s)	L Harris
Attachments	<ol style="list-style-type: none"> 1. Locality Plan ↓ 2. Applicant Report ↓ 3. Consolidated Development Plans (Confidential) 4. Waste Management Plan ↓ 5. Schedule of Submissions ↓
Location	Lot 186 (203) Acourt Road, Jandakot
Owner	A Richards Pty Ltd
Applicant	A Richards Pty Ltd
Application Reference	DA19/1013

RECOMMENDATION

That Council:

- (1) APPROVES the application for a retrospective laboratory, sea container, storage shed and verandah at Lot 186 (203) Acourt Road, Jandakot, in accordance with the attached plans and subject to the following conditions and footnotes:

Conditions

1. The development must be carried out in accordance with the details of this application as approved herein, and any approved plan.
2. All stormwater must be contained and disposed of on-site, to the satisfaction of the City of Cockburn.
3. The number of staff employed on site is limited to a maximum of 47.
4. All disposal of waste from the laboratory must be undertaken in accordance with the approved Waste Management Plan 'Laboratory Waste Management Plan' Version 3.0 and dated November 2020.
5. If an odour detected at adjacent premises is deemed to be offensive by the City, then any process, equipment and/or activities that are causing the odour shall be stopped until the process, equipment and/or activity has been altered to prevent odour to the satisfaction of the City.

Footnotes

- a) This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health and engineering requirements of the City, or with any requirements of the City of Cockburn Town Planning Scheme No. 3, or with the requirements of any

external agency.

- b) The development shall comply with the requirements of the Building Code of Australia.
 - c) Further to Condition 3, any proposal to increase the number of full time staff will require the capacity of the on-site waste water disposal system servicing the site to be increased. This will require prior approval by the City's Environmental Health Services and/or the Department of Health.
- (2) NOTIFIES the applicant and any submitters on the proposal of the decision of Council.

Background

The subject site is located on the southern side of Acourt Road, Jandakot and is 41.5 hectares in area (refer Attachment 1). The site contains a number of existing buildings (including warehouses, offices, storage and other buildings and structures) and outdoor hardstand areas, which are used for an existing composting and soil blending business (Richgro).

The first development approved on site was in 1986 for a 'soil mixing facility' which consisted of several sheds for the mixing and storing of soils, staff amenities and site control. This was later amended on 29 March 1989 under Item 712 (84/0612) to include additions.

Between 1989 and 2012 various other buildings associated with composting and soil blending were approved and constructed.

On December 2017 Council considered and determined five separate development applications, being items 15.2, 15.3, 15.4, 15.5, 15.6 at the subject site. This included:

- Item 15.2: Refusal for a (then) proposed extension including three new buildings totalling 4,860m², proposed as additional to the existing general industry (licenced) use
- Item 15.3: Refusal to grant planning approval for General Industry (Licenced) – proposed Water Catchment Dam
- 15.4: Approval for a (then) retrospective planning approval for General Industry (Licensed) – Water Catchment Dam
- 15.5: Approval for retrospective planning approval for General Industry (Licensed) – Existing Office and Amenities Building
- 15.6: Approval for retrospective planning approval for Agriculture Intensive (Orchard), Modifications to Industry General (Licenced) (AD Plant and Compost Manufacturing Bio Filters) and Modification to Hours of Operation.

The subject development application has been referred to Council for determination as City Officers do not have delegation to determine the application.

Submission

N/A

Report

Proposal

The application is for retrospective approval of an existing laboratory (approx. 16m²) with associated offices (approx. 20m²), sea container (approx. 14m²), shed (approx. 12m²m) and covered verandah (approx. 85m²). The structures are associated with the Anaerobic Digestate (AD) Plant approved by Council in 2012.

The laboratory and office space is located within an existing and previously approved warehouse and storage structure, with the verandah and sea container attached and adjacent to the warehouse structure.

The purpose of the laboratory is to enable appropriate testing of products produced by the operator of the site in accordance with the site's current prescribed premises license. The laboratory also receives and tests products from external customers, such as other local governments, external nurseries, and large parks (eg: Kings Park) in order to advise on appropriate soil blends or composting product.

A site visit was undertaken by City Officers where it was determined that these sample sizes range from being able to be contained within a 'standard' ice-cream container, to the size of a 'standard' bag of potting mix or composting product.

The applicant has advised that the percentage of external samples tested by the laboratory is 10% of current annual samples.

The applicant has advised the purpose of the sea container and storage shed is to store the above referenced samples that have been processed by the laboratory.

Planning Framework

Zoning and Land Use

The site is zoned 'Rural – Water Protection' under the Metropolitan Region Scheme (MRS), and 'Resource' under the City's Town Planning Scheme No. 3 (TPS 3). The objective of the Resource zone is as follows:

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

An Industry –General (Licensed) land use is defined as follows under the City's TPS 3:

“means an industry which is a category of prescribed premises set out in Schedule 1 of the Environmental Protection Regulations, notwithstanding the production or design capacity for each category of prescribed premises specified in the Schedule, but where a prescribed premises is also included in Schedule 2 of the Health Act, the Health Act prevails, for the purposes of the Scheme.”

The subject site is identified as a 'Protection Area-P2' (ground drinking water) under *State Planning Policy 2.3 – Jandakot Groundwater Protection area – January 2017*.

SPP 2.3 refers to *Water quality protection note no. 25 - Land use compatibility tables for public drinking water source areas* for guidance. As such planners are required to consider both SPP 2.3 and WQPN25 to guide land use planning considerations in the subject locality.

WQPN25 (2016) classifies 'composting/soil blending – commercial' as an 'incompatible' land use or activity within P2 areas. As such the existing business Richgro would, under current day consideration, not be permitted.

Notwithstanding the above, as indicated in the background section of this report, the initial approval was granted in 1986 for 'soil mixing facility'. This was later amended on 29 March 1989 under item 712 (84/0612) to include additions. As such, the land use holds non-conforming land use rights in accordance with Clause 3.8 of TPS 3 (Non-Conforming Uses).

With the above in mind, any extension or alteration of a non-conforming land use is required to be assessed based on Clause 3.9.1 of TPS 3 (Extensions and changes to a non-conforming use), as follows:

“A person must not –

- a) Alter or extend a non-conforming use,***
- b) Erect, alter or extend a building used in conjunction with or in furtherance of a non-conforming use,***
- c) Change the use of land from a non-conforming use to another non-conforming use,***

without first having applied for and obtained planning approval under the Scheme.”

The existing laboratory and associated structures that have been installed at the site constitute an extension to the existing non-conforming land use of a composting facility/soil mixing facility. Therefore, the applicant is able to lodge a development approval for the retrospective additions to the site.

State Planning Policy 6.0 (SPP 6)

SPP 6 seeks to ensure that development over the Jandakot public groundwater supply mound is compatible with the long-term use of the groundwater mound.

SPP 6 notes that groundwater is a highly valued state resource, and the proper protection of that resource is linked to and dependent upon appropriate land use planning and management.

SPP 6 has been superseded by State Planning Policy 2.3 (Jandakot Groundwater Protection), however, as TPS 3 makes specific reference to SPP 6, the objectives of the policy are noted below:

- To ensure that all changes to land use within the Policy Area are compatible with long-term protection and maintenance of groundwater for public supply and maintenance of associated ecosystems
- To prevent land uses likely to result in contamination of groundwater through nutrient or contaminant export
- To balance environmental protection with the economic viability of the existing land uses
- To maintain or increase natural vegetation cover over the Policy area
- To protect groundwater quality and quantity in the policy area in order to maintain the ecological integrity of important wetlands hydraulically connected to that groundwater, including wetlands outside of the policy area.

The subject site falls within a Priority 2 (P2) water source area. As noted within the Department of Water's *Water Quality Protection Note No. 25 – Land Use Compatibility Tables for Public Drinking Water Source Areas* a P2 area is defined and managed:

“...to maintain or improve the quality of the drinking water source with the objective of risk minimisation. P2 areas occur within PDWSAs [Public Drinking Water Source Areas] where the land is zoned rural and the risks need to be minimised. Low levels of development consistent with the rural zoning are considered appropriate (generally with conditions) in P2 areas.”

Generally speaking, the current approved land use of Industry – General (Licensed) is not considered to meet with the objectives of SPP 6, nor with the intent of the P2 area. However, as stated within the 'Zoning and Land Use' section of this report the site currently benefits from non-conforming land use rights.

Assessment*Siting of Structures*

The structures are noted to be incorporated within and adjacent to an existing warehouse structure. The structures are located approximately 230m from the primary street boundary, and approx. 540m from the north-western boundary. These boundaries represent the nearest points where the structure could be viewed from adjacent residential development.

The south-eastern boundary is a reserve site, and the southern boundary is noted to be Jandakot Airport.

With this in mind, the proposed structures are not considered to impact upon the visual amenity of the area as they will not be readily visible from the public realm or adjacent residential properties.

Disposal of Effluent

Following the granting of previous approvals across the site, an effluent disposal system was installed at the subject site. This system has been designed to accommodate all effluent from employee ablutions and any vehicle wash-down. This system is considered to be appropriate for the works being undertaken on the site.

To further supplement the proposal the applicant has provided a Waste Management Plan which has outlined how materials processed by the laboratory will be disposed of. The Management Plan is considered to be appropriate and conditions have been recommended to be incorporated into any approval granted that ensure all waste on the site is disposed in accordance with the Waste Management Plan.

Referral to Department of Water and Environmental Regulation (DWER)

As part of the application assessment process the proposal was referred to DWER for their review and comment. Following extensive discussion, DWER indicated they had no objection to the proposal as the application:

- Processes generally small amounts of soil
- The lab is not considered to increase the volume of vehicles or people to the premises
- The samples will all be appropriately managed on site in accordance with the operators waste management practices.

The non-objection by DWER is noted and has been incorporated into the assessment of the proposal.

Public Consultation

Consultation on the proposal to surrounding properties was undertaken. The outcomes of the consultation are detailed within the 'Community Consultation' section of this report.

Summary

The retrospective laboratory and associated structures will not have an undue impact upon the amenity of the locality or surrounding residences. The purpose of the laboratory is to undertake testing of the product produced on the site in accordance with the sites prescribed premises license.

The proposal will not increase the number of staff attending the site, nor will it alter the overall product output from the site.

The existing laboratory with associated offices, sea container, shed and covered verandah are considered to be incidental modifications to the already approved operations on site. As mentioned earlier in this report, the structures are associated with the Anaerobic Digestate (AD) Plant approved by Council in 2012.

The laboratory and office space is located within an existing and previously approved warehouse and storage structure, with the verandah and sea container attached and adjacent to the warehouse structure.

Whilst the City did receive objections in relation to this proposal, the matters raised are not considered to warrant a refusal. This is discussed in more detail under the below section titled "Community Consultation".

It is therefore recommended that the proposal be approved subject to appropriate conditions.

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

Should the applicant lodge a review of the decision with the State Administration Tribunal, there may be costs involved in defending the decision, particularly if legal Counsel is engaged.

Legal Implications

Should the applicant lodge a review of the decision with the State Administration Tribunal, the City may require legal Counsel in regards to the matter.

Community Consultation

The proposal was advertised in accordance with the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and took the form of the following:

- Letters were sent to properties 200m from the subject site
- The plans and supporting documentation were uploaded onto the City's Comment on Cockburn website
- A sign was erected on the subject site.

Over the course of the advertising period a total of two (2) responses were received. Both were objections to the proposal.

Key aspects of the objections are summarised and responded to as follows:

Odour Concerns

The portion of the objection that related to odour was in reference to the already approved aspects of the land use; however, any complaints regarding odour escape from the site will be followed up by the City's Development and Compliance Services.

Dust Concerns

The portion of the objection that related to dust was in reference to the already approved aspects of the land use, however, any complaints regarding dust escape from the site will be followed up by the City's Development and Compliance Services.

Concerns Regarding the Nature of the Existing Operations on Site

As noted within the 'Planning Framework' section of this report the site currently enjoys non-conforming land use rights and is permitted to continue operations at the property.

Concerns Regarding the Laboratory not Being Included on the Current Works License

The Part V Works License, as issued by DWER, the laboratory is not classified as a 'prescribed premises' and would not be required to be incorporated within a specific works license. The laboratory is required for Richgro to undertake testing of its product in order for them to conform to their current works licence, however the laboratory does not have to be located at the subject site.

The full submissions have been included as part of the Submission Table Attachment to this report.

The existing laboratory and structures are considered to be incidental additions to the overall existing approved operations on the site and will not impact upon the visual amenity of the area. The laboratory is a minor addition to the works on site and will not increase the amount of material produced by the current operations.

To this end it is considered the proposal will not increase any level of dust or odour emission from the site.

Risk Management Implications

Should Council refuse the proposal, the existing office and amenities buildings would be required to be removed which could cause some inconvenience to existing on-site staff.

Should the applicant lodge a review of the decision with the State Administration Tribunal, there may be costs involved in defending the decision, particularly if legal Counsel is engaged. The risks of Council approving the proposal are considered to be minimal, provided that appropriate conditions and footnotes are applied to the determination.

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 8 July 2021 Ordinary Council Meeting.

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

Nil



Retrospective Planning Application

With reference to the Clause 7 of DA017/0181 Richgro hereby submit the following information in relation to the Laboratory located at the Richgro Premises in Jandakot.

This application is with respect to the Building 5,970m x 26,700m and undercover verandas' (front facing 1,980m x 26,700 & side facing 2,100m x 7,950m) and the covered walkway that joins to the main office building (6,900m x 6,450m). And also small storage shed & sea container with adjoining roof.

The Laboratory Building consists of: -

- 2 x Offices
- 1 x large Laboratory area
- 1 x small Laboratory room
- 1 x germination Laboratory room
- 1 x lunch room
- 1 x store room

The use of the Laboratory is to enable the appropriate testing of the products produced at the Richgro Jandakot and Nowergup sites. These products require testing in accordance with the current Department of Water and Environmental Regulations prescribed premises licence W7308/1998/13.

The Laboratory also provides a service to customers (external nursery, parks and councils) in relation to analysing their soil samples to provide a recommended soil blend or composing product.

The Laboratory building is constructed with

- Timber wall frame
- Internal walls gyprock
- External walls Hardi-flex Cladding
- Timber roof trusses and batons
- Corrugated roof sheeting
- Flooring concrete with vinyl covering

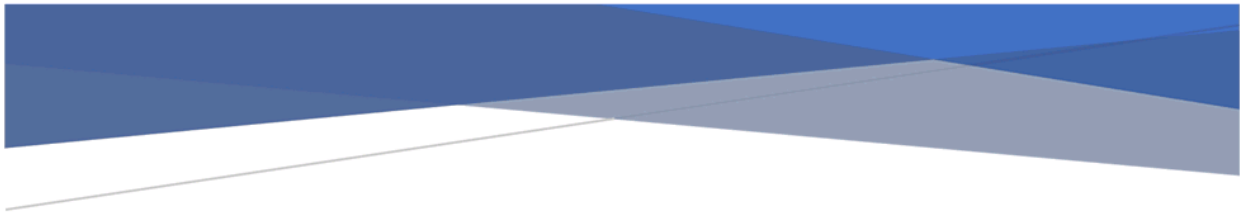
The veranda on the front and side of the Laboratory building is constructed with

- Steel frame
- Corrugated roof sheeting
- Brick paved walkway

The covered walkway between the Laboratory building veranda and the Main office veranda is constructed with

- Steel frame
- Corrugated roof sheeting
- Brick paved walkway

Additional storage for the Laboratory is available within the small shed and sea container. These two structures are adjoined by a small covered area.



LABORATORY WASTE MANAGEMENT PLAN

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Version	Date	Comment	Created	Approved
V1.0	Feb 2020	Initial Management Plan	CS	MS
V2.0	Aug 2020	Update content – DWER/ CoC	CS	MS
V3.0	Nov 2020	Update Liquid Waste	CS	MS

Introduction

The purpose of the Laboratory Waste Management Plan is to describe the principles, procedures and management of the waste generated by the Laboratory at the Richgro Jandakot Composting Site.

Richgro has developed this Plan to ensure wastes are reduced, reused and recycled wherever possible.

In accordance with Council Development Application DA19/0992 the Waste Management Plan outlines measures to manage and mitigate waste generation during the operation of the facility.

The Plan includes details on the following:

- Type of waste generated from laboratory testing
- Storage of laboratory test materials
- Disposal of waste materials

Surplus or waste materials arise from either the materials provided to the Laboratory for testing or from those materials generated on the site. Materials provided to the laboratory for testing are those which are brought to the site by our customers (commercial gardens, municipal councils or commercial landscape specialists). Generated materials are those that occur during the daily operations of the site i.e. soil blend products, mulch products, composted products, bio waste etc.

Waste Types

The operation of the Laboratory will generate a range of wastes, including organic waste (i.e. sample/tested products), general waste (e.g. glass or plastic containers and bags), obsolete/worn consumables and equipment (e.g. test tubes, electrodes) and chemical / hazardous wastes (e.g. concentrated acids, bases, hazardous analytical reagents).

Waste Categories

Table 1 provides an overview of the potential wastes and avenues of disposal.

Waste types	Waste Origin	Waste Destination
Paper Waste	Office paperwork	Recycling
Photocopier Cartridges	Office Copier	Recycling
Plastic Packaging	Delivered with soil samples for testing	Refuse Site / transfer station
Plastic Bags	Site Product bags	Refuse Site / transfer station
Cardboard	Delivery boxes	Recycling
Plastic Drums	Laboratory items	Re use on site
Solid Waste (food waste packaging, etc)	Laboratory items	As per packaging (recycle or refuse site)
Soil	Delivered soil samples for testing	Refuse Site / transfer station
Composts, mulches, soil conditioners and blended fertilisers	Site Product samples for testing	Recycle within the Richgro facility
Water (Liquid Waste)	Delivered water samples for testing	Waste water – aerobic treatment unit sewage system
Pond Water (leachate)	Site water samples for testing	Sent to external NATA accredited Laboratory for testing and disposal
Bore Water (ground water)	Site water samples for testing	Sent to external NATA accredited Laboratory for testing and disposal

Waste types	Waste Origin	Waste Destination
AD Plant Waste	Site material for testing	Recycle within the Richgro facility
Wash and rinse sink water	Daily use of Laboratory tap water (Lab sinks) for washing hands or rinsing labware and equipment.	Connected onsite aerobic treatment unit sewage system.

Waste materials fall into four categories for management, which include:

- Re-use,
- Re-cycle,
- Residual wastes; and
- Landfill.

Re-use

If surplus materials can be used in future operations they are classified as materials which can be re-used, i.e. soils, mulches, blended soils, composts. Materials that can be reused in their present form are surplus to testing requirements and need to be removed from the laboratory to be reused. The surplus products will be then stored and reused on site.

Recycling

If surplus materials do not comply with the specific quality requirements in their present form but could be used in a different product, they will be sent to internal recycling, i.e. excess sample stock may be recycled into another fit-for-purpose products on site.

Residual Waste

Residual waste can come in several forms including:

- Waste that cannot be disposed of due to its category, class or material (e.g. old equipment, contaminated waste, testing chemical waste). Ways of reusing or disposing of the waste from the site needs to be found; and
- Used, obsolete laboratory equipment (apparatus, instruments, spare parts or discarded parts). All items of this nature will be identified. These items will be assessed annually to gauge their importance for potential future use. Once an item is deemed to have little or no future potential to be utilised, it will be either assessed for reuse in another form or disposed of from the site.

Residual waste can be an eyesore, fire hazard and has potential to impact on the amenity of the laboratory area. All residual wastes will be identified and new residual wastes will be added to the residual waste catalogue for annual auditing. Residual wastes that are deemed essential or have the potential for future use will be stored in a neat and tidy manner and where possible under cover to avoid or reduce the potential for further corrosion or damage to the product or the storage container.

Landfill

If the above options cannot be satisfied then the only alternative left is to send the surplus materials to landfill.

Waste Collection and Disposal

Customer Delivered Soil Samples

Soil samples will be put into waste storage bins where lids will be tightly secured to prevent spillages, attraction of pests or odour issues. The waste bins will then be disposed of potentially through the large collection bins and transported by road to an appropriate waste disposal facility.

The containers will then be again relined with appropriate size bin liners before being returned to the Laboratory area.

Infrastructure

During the operation of the laboratory the daily operation will also generate general waste, such as paper, plastics, containers and bags. These wastes will be deposited in waste bins within the Laboratory.

Designated waste bins will be made ready on a weekly basis for collection, sorting and recycling by recognised waste contractors.

Chemicals

Storage of waste chemicals such as acids will be held to an absolute minimum within the Laboratory.

Containers containing waste chemicals will be stored within a dedicated area of the Laboratory with appropriate bunding for the size of the container holding chemicals.

Note: regular storage of the waste chemicals within 100mL to 500mL containers – these containers shall be stored within a larger 40L containers to ensure bunding.

Adequate absorption materials shall be readily available to collect and recover any liquid spillages.

Chemical wastes will be disposed of through an approved waste contractor and in accordance with the Safety Data Sheet (SDS).

Liquid Waste - Water samples

Customers' water samples are tested as scheduled for irrigation water testing parameters. The size of the samples vary from 100mL to 1000mL.

The Laboratory also collects from the Jandakot Site

- AD Plant liquid samples for scheduled testing (which includes testing for potential contaminants). The size of the samples collected is 1000mL.
- Site bore and pond water samples are collected as per the DWER Licence requirements and tested as scheduled as per the groundwater and pond monitoring parameters. The size of the samples collected are from 100mL to 1000mL.

Liquid samples are tested to identify these and other parameters.

- Liquid that will change the pH – acidified or basic wastes,
- Liquids that include large amount of nutrients – or other compounds that will impact the BOD,
- Liquids that contain toxicants such as metals,
- Liquids that contain solvents and hydrocarbons,
- Liquids that contain pesticide loadings.

Should tested liquid samples highlight any potential contaminant that is not suitable for disposal via the connected aerobic treatment sewage system, they shall be disposed via an approved waste contractor.

Solid Waste – Soil samples (including compost, mulch, etc)

Samples of production soils shall be recycled where possible. Other solid waste shall be disposed in accordance with packaging instructions either recycle or dispose to refuse site (land fill).

Contaminated / Hazardous Wastes

All materials provided to the Laboratory or generated as part of the production operation will be fully evaluated for potential contamination.

Notice to staff will be given immediately if materials or conditions are found onsite, such as:

- Pathogens or weed contaminated soil materials,
- Asbestos or material containing asbestos,
- Small insects and pests

Depending on the type of material and the danger level of the material, storage and handling procedures may be required. The Laboratory should not require high volume high level hazardous products to be on the site.

If contaminated wastes are evident, the Laboratory Manager will make arrangements to engage qualified specialists who handle such material. Any contaminated waste will be managed in accordance with relevant **Workplace H&S policies**.

Waste Minimisation

The Laboratory operation will implement where possible, waste minimisation procedures and therefore reduce the amount of waste to be removed from sites. Management and staff will all be encouraged to look at ways to minimise the amount of waste generated from laboratory activities.

Industry Best Practice

The Laboratory will follow industry best practice guidelines such as:

- Waste materials will be reduced, reused and recycled where possible,
- General wastes will be sorted for recycling or disposal,
- Residual materials that cannot be reused or recycled will be disposed of at an approved waste management facility.

The Laboratory Manager will be responsible for ensuring the instruction of staff, implementation and overseeing of the Waste Management Plan during induction processes.

The onsite induction relating to waste management will include advice on appropriate separation, handling, recycling, reuse methods to be used within the Laboratory environment.

The monitoring of wastes generated will provide an opportunity to review the wastes being generated and ways in which they can be reduced (See Section 5).

Training

The Laboratory operation recognises the need for staff to be appropriately trained in the tasks that they are to undertake to reduce the chance of wastes being produced.

Monitoring

The monitoring of the quantity and types of wastes being generated by the Laboratory operations will be recorded in the Lab products logbooks and kept on site at all times so that regular reviews can be undertaken.

All products that are considered to be of a concern in relation to the waste being generated will be replaced where possible for products that are less wasteful and/or considered to be environmentally friendly.

All waste storage containers will be inspected regularly to ensure that they are maintained in a condition appropriate for their use and containment of the specific waste.

Skips and/or bins will need to be monitored regularly to ensure that cross contamination doesn't occur. All waste removed from site including products for reuse will also be monitored to ensure no cross contamination.

Schedule of Submissions**DA19/1013 – 203 Acourt Road, Jandakot**

No.	Name & Address	Submission	Officer's Response
1	Xuan-Zhang & Jianchu-Zhang 88 Merrit Loop, JANDAKOT	<p>Objection</p> <p>For decades this public factory has continuously released odors into the air. When there is a slight wind, the black dust and odor have been affecting the health of nearby residents. Thousands of tons of manure mixture are piled in the open air, and rainwater seeps. But also seriously polluting the environment.</p> <p>With the development of nearby residential areas, this factory is no longer suitable for being placed in residential areas!!!</p>	<p>1. Regarding the comments relating to the suitability of the on-going land use at the property the site is subject to non-conforming land use rights and is permitted to continue to operate at the subject site under these use rights.</p> <p>2. Regarding the comments relating to the stockpile of manure this has previously been approved under separate applications and is not subject to this application.</p> <p>3. Regarding the concerns relating to dust and odour escape from the site these alleged instances are related to the current operations of the site and will be investigated by the City's Compliance Officers.</p>
2	Janice Seale 57 Merrit Loop, JANDAKOT	<p>Objection</p> <p>I wish to declare my objection to the above for the following concerns and reasons:</p>	<p>4. Regarding the retrospective nature of the application, the applicant is permitted to lodge for the proposal with</p>

		<p>1. Once again, a retrospective planning application by Richgro</p> <p>2. Dwer Licence L7308/1998/13 amended on 16 March 2020 does not appear to cover the laboratory</p> <p>3. Testing of soils provided by external customers appears to be a completely new/different business activity to what appears on the current Dwer Licence</p> <p>4. Increase in traffic to the area</p> <p>5. 'Conflict of interest' in relation to Richgro undertaking their own testing. I feel that Richgro samples should undergo independent tests particularly with the impact of odour on nearby residents and as well ground water related issues</p> <p>6. Concerns over monitoring and safety with types of samples arriving at the site and protocols around disposing of samples</p>	<p>the City. The City must consider any application lodged.</p> <p>5. Regarding the presence of the laboratory on the works license the Part V Works License as issued by DWER the laboratory is not classified as a 'prescribed premises' and would not be required to be incorporated within a specific works license. The laboratory is required for Richgro to undertake testing of its product in order for them to conform to their current works license, however the laboratory does not have to be located at the subject site.</p> <p>6. Regarding the option of testing of soils for external customers the applicant has confirmed that the testing is only available to 'large scale' customers such as local government or state bodies. Testing would not be made available to anyone else. It is considered that the laboratory testing comprises an incidental addition to the works that are already</p>
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			<p>undertaken at the site.</p> <p>7. Regarding the potential increase in traffic the proposal is for predominantly testing the product that is created at the subject site and will not increase production quantities. To this end the proposal is not considered to create a need for an increase in traffic within the area.</p> <p>8. Regarding the potential for conflict of interest the laboratory is required to be NATA certified. NATA is an independent body to Richgro and requires proficiency testing to be undertaken for accreditation and reassessment at regular intervals to ensure ongoing compliance. All testing on site is required to adhere to these standards.</p> <p>9. Regarding the concerns relating to the monitoring of samples the applicant has provided a management plan that addresses this matter. A condition has been recommended as part of the</p>
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			proposal that all operations on site comply with this plan.
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13.5 Consideration of Inclusion of Two (2) Significant Tree Nominations - Marri and Banksia onto the City's Significant Tree List

Author(s) L Dunstan

Attachments

1. Banksia Assessment [↓](#)
2. Marri Assessment [↓](#)
3. Draft Place Record - Marri [↓](#)
4. Schedule of Submissions [↓](#)

RECOMMENDATION

That Council:

- (1) INCLUDES the Marri (Botany Parade, Hammond Park) on the City of Cockburn Local Government Inventory as a "Significant Tree" as shown in the Place Record included in Attachment 3;
- (2) DOES NOT INCLUDE the Banksia Attenuata (Fairview Street, Coogee); and
- (3) ADVISES submitters of Council's decision.

Background

On the 13 May 2021 the Council considered significant tree nominations at the following locations:

- (1) *Banksia Attenuata* – road reserve (verge) Fairview Street, Coogee.
- (2) *Marri* – road reserve (central median) Botany Parade, Hammond Park.

Council resolved to advertise the trees for public comment for a period not less than 21 days. The purpose of this report is to consider the submissions and determine whether the trees should be included within the City of Cockburn Local Government Inventory (LGI).

Submission

The trees were nominated by members of the public and by the City's Streetscape Supervisor.

Report

The purpose of this report is for Council to consider the Marri and Banksia nominations for inclusion on the LGI, following advertising.

The intent of advertising was to confirm the extent of social values and historical significance associated with the trees and to reassess the trees to determine if this adds weight to supporting their inclusion.

The advertising process has shown there is considerable interest in protecting trees in general, as ecologically they provide a valuable contribution to the community.

Some members of the community feel that trees are not protected as much as they could be, and that nominating them as 'significant' will achieve their retention. This is not the role of the 'Significant Tree' list, which is intended to provide solely for the listing of outstanding examples of trees that are considered to be of cultural heritage significance.

There are other protections for trees (outside of the 'Significant Tree' process), which are more appropriate mechanisms for protecting the trees in the public domain. These are discussed further in the body of this report.

Based on the assessments and community feedback, it is recommended that the Marri be included in the LGI as a 'Significant Tree'. The Banksia, however, is not considered significant enough to warrant inclusion, and the reasons for this are discussed further below.

Community Consultation

The City advertised the nominations concurrently from 19 May to 18 June 2021. The advertising included:

- letters to surrounding landowners
- an advertisement in the Cockburn Gazette
- a notice in Comment on Cockburn.

A total of 45 submissions were received, with some people commented on both nominations. The submissions included 26 supporting the Banksia nomination and 36 supporting the Marri nomination.

The City received a total of ten objections, seven of which objected to the inclusion of the Banksia. The content of objections included concerns regarding 'Significant Trees' within public versus private property as well as the aesthetic appearance of the Banksia, which some felt did not represent a stunning or outstanding example.

Revised Assessment

Following the community consultation, the City revised its assessment of both trees.

It is considered the Marri represents an outstanding example of a tree which warrants inclusion on the 'Significant Tree' list, as it demonstrates:

- A rare example of a Marri of significant size and age
- Its outstanding qualities were considered significant enough to retain as part of the structure planning/subdivisional process
- Community submissions indicate considerable support for its inclusion and minimal objections to listing it.

In light of the above reasons, the Marri is recommended for inclusion.

In contrast, the Banksia does not represent an outstanding example of a tree which warrants inclusion on the 'Significant Tree' list.

A reassessment of the tree, following advertising, resulted in a modification to the *Rare or Localised* criteria (refer Attachment 1). Specifically, the *Banksia Woodlands* community is protected by Federal legislation, given it has shrunk by 60% of its original size.

The Banksia itself is not listed as endangered, rather it is the community 'Banksia Woodlands', characterised by pockets of banksia, other native species, insects and animals, forming a unique habitat. Banksias in isolation are not listed as endangered, therefore upon reassessment the tree is no longer considered to meet this criterion.

Further, objections were received from the community in response to the quality of the tree. Those individuals who made submissions considered that it was not in good condition, given extensive pruning and that it is not special enough to compel 'special treatment.' In this regard, it is considered that the Banksia does not represent an outstanding example and is not recommended for inclusion.

The tree also appears to be under no apparent threat (or need of additional protection), given the owner of the adjoining lot (over which the best portions of the tree overhang) is prepared to support the listing.

It has further been noted that submissions received during advertising have reinforced the necessity to review the 'Significant Tree' criteria, so that only outstanding examples of cultural heritage significance are included. There are other mechanisms to protect trees from removal when they are not considered to meet the criteria for inclusion on the 'Significant Tree' list.

What are the City's current safeguards around trees?

Public Realm

The City's '*Street and Reserve Tree Management*' Policy (just one of a number of Council policies focusing on tree management) provides guidance on how the City manages its tree assets, increases canopy cover and provides guidance on pruning and removal of publically managed trees.

Clause 3 (3) provides that tree removal requests by residents will be investigated by the City. The following conditions are not considered to be valid reasons for the removal of a street tree:

- (a) Species, size, shape or location are not the personal preference of a property owner
- (b) Obscures views
- (c) Shades a property, solar panels, solar hot water systems
- (d) Drops leaves, seed capsules, flowers, fruit and bark
- (e) Allergies or health problems.

A tree located within the public realm, therefore, is already afforded a high degree of protection by the City.

Private Realm

Residential development on privately owned land is controlled by the State Planning Policy 3.1 *Residential Design Codes* (R-Codes). Recent changes undertaken by the State Government to Volume 1 of the R-Codes will come into effect on 2 July, 2021.

The changes recognise community concerns in relation to tree preservation. Much of the time, land is cleared of any and all trees or vegetation prior to development. The R-Codes will include new clauses to address this ecological loss, with the intent being to address rising concerns relating to heat island effect and amenity. The relevant clauses are provided below:

Proposals are considered 'Deemed-to-comply' if they provide the following:

C2.1 Landscaping of grouped and multiple dwelling common property and communal open spaces in accordance with the following:

- iii. one tree to provide shade for every four uncovered car parking spaces (in addition to the sliding scale of trees otherwise required based the number of dwellings and/or site area under C2.2), with the total number of trees to be rounded up to the nearest whole number;
- vi. trees which are greater than 3m in height shall be retained, in communal open space which is provided for the development;

If varying from the above, proposals need to demonstrate compliance with the 'Design Principles' below:

Landscaping of open spaces that:

- contribute to the appearance and amenity of the development for the residents
- contribute to the streetscape
- enhance security and safety for residents
- contribute to positive local microclimates, including provision of shade and solar access as appropriate
- retains existing trees and/or provides new trees to maintain and enhance the tree canopy and local sense of place.

In advance of the above (and further changes recently advertised in the draft Medium Density Codes), the Minister for Planning approved the City's Scheme Amendment No. 149 to require provision of a minimum 9m² deep soil garden area (in addition to the minimum outdoor living area) as a requirement for each grouped dwelling proposal (one of a group of two or more dwellings on the same lot).

The amendment has empowered the City to require provisions for trees on private land and is intended to protect the green leafy character of neighbourhoods, provide shade, reduce loss of trees and reduce heat island effect.

Trees located within the private realm are thereby being provided with a higher degree of protection than previously afforded, in addition to increasing regulations mandating the provision of a greater number of trees as part of any new development.

Review of Significant Tree Criteria

At the 13 May 2021 Ordinary Council Meeting, Council resolved to request that staff undertake a review of the Significant Tree criteria, to ascertain whether the basis for assessment of Significant Trees were out of date.

In doing so, a number of trees nominations are pending consideration following this review. Officers support this resolution and are working towards completing the review, with advice being provided at a future Council Meeting.

Conclusion

It is recommended that Council resolve to include the Marri on the City of Cockburn Local Government Inventory, in accordance with the Place Record (refer Attachment 3).

Strategic Plans/Policy Implications

Environmental Responsibility

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

- Improve our urban forest and streetscapes across the City.

Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- Recognise and celebrate the significance of cultural, social and built heritage including local Indigenous and multicultural groups.

Budget/Financial Implications

The trees are located within City road reserves and are therefore subject to standard maintenance costs which are borne by the City.

Legal Implications

Nil

Community Consultation

The nominations were advertised for a period of 31 days and included an advertisement in the Cockburn Gazette, Comment on Cockburn, social media, and letters to nearby residents of the proposed significant trees.

The landowner of 28 Beach Road, Coogee was written to regarding the Banksia tree on Fairview Street, as this tree is located close to the property boundary. The landowner phoned the City and advised that they did not object to the nomination.

A total of 45 submissions were received. 26 submissions supported the nomination of the Banksia, 36 supported the nomination of the Marri, seven objected to the Banksia, and four objected to the Marri (refer Attachment 4).

Risk Management Implications

Trees which are not included within the Significant Tree Register can be removed without a planning application being submitted and assessed by the Statutory Planning Department.

Trees which are included, but present a risk to human safety, can also be removed without the need for a planning application. It is therefore prudent to only include healthy trees on the Significant Tree Register.

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 8 July 2021 Ordinary Council Meeting.

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

Nil

Assessment Criteria - Significant Trees

Subject Tree: *Banksia Attenuata* – Corner of Beach Road and Fairview Street, Council road reserve (verge)

PHOTO:



Definition:

“Tree” includes shrubs and other perennial plants, and should be read in the singular or plural to include a group of trees.

The criteria for assessing whether a tree is sufficiently ‘significant’ to include in the Local Government Inventory are based upon similar principles which are used to determine the suitability of heritage sites and buildings, being:

- Aesthetic value
- Historic Value
- Research Value
- Social Value
- Rarity
- Condition, Integrity and Authenticity

Significant Tree/s may be in the form of:

- individual specimens, avenues or stands of trees or native vegetation
- a landscape design, memorial arrangement or celebratory alignment
- immature specimens, mature, post mature or notably old

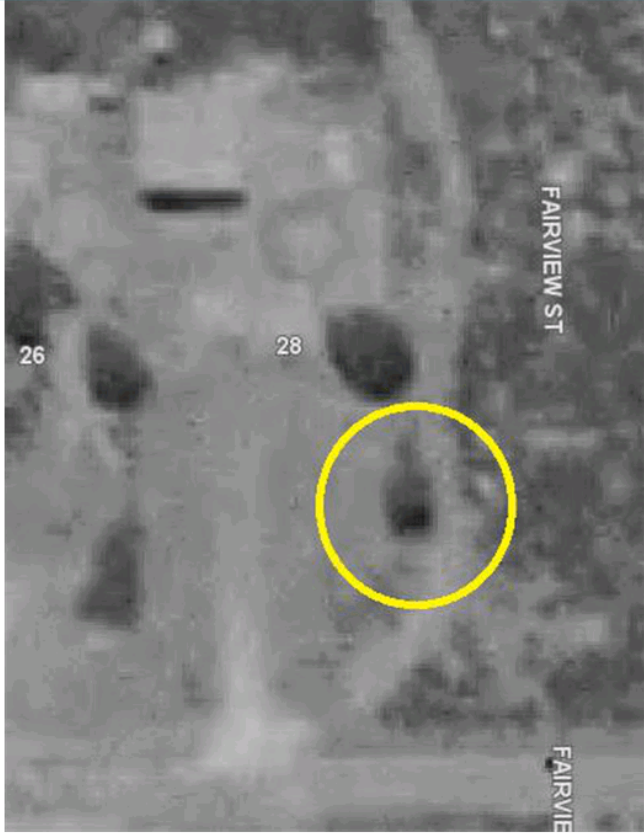
Significant Tree/s may occur in public parks and reserves, streets, car parks, private and public gardens etc.

The following criteria are the basis for the analysis of trees nominated as ‘significant’ to the City, either by a resident, community group or the City of Cockburn. The nomination and assessment of a significant tree/s is required to be supported by a qualified arborist or similar professional related to the field of flora and fauna, and shall address either a single criteria from those listed below, or multiple criteria.

In order to be deemed ‘significant’ and thus warrant inclusion within the City of Cockburn Local Government Inventory, a nominated tree or trees must adequately demonstrate compliance with **one or more of the following criteria**:

Criteria	Description	Supporting Information/Examples	Strategic Planning Comments
Historical Significance	Tree/s commemorating a particular occasion, including plantings by notable people, or having associations with an important event in local, state or national history. Tree/s that possess a history specifically related to the City or its surrounding areas.	<ul style="list-style-type: none"> • Plantings by well-known public figure or group • Relates to a historical occasion or event 	There is no known historical evidence that the banksia was planted by a notable public figure or relates to a historical occasion or event. To this end, the banksia is not considered to demonstrate compliance with this criterion.
Horticultural Value	Tree/s of outstanding horticultural or genetic value and that which could be an important source of propagating stock, including specimens particularly resistant to disease or exposure.	<ul style="list-style-type: none"> • Tolerance selection (pest and disease) • Propagating potential • Scientific value 	The City's Streetscape Supervisor has inspected the tree and determined that the banksia represents good horticultural value, is healthy, of an old age with character. The banksia is therefore considered to comply with this criterion.

Rare or Localised	Tree/s species or variety rare or very localised in distribution, enhancing the diversification of the local urban forest.	<ul style="list-style-type: none"> • Only known species in area • Rare species (2 - 50 known specimens) • End of natural range • One of few examples of the family / genus / species in precinct 	The banksia attenuata is an example of a plant surviving development expansion of the Swan Coastal Plain, which was once abundant with Banksia Woodlands. The Banksia Woodlands community is protected by Federal Legislation, given it has shrunk by 60% of its original size. The banksia itself is not listed as Endangered, rather it is the community 'Banksia Woodlands', characterised by pockets of banksia, other native species, insects and animals, forming a unique habitat. Banksia in isolation are not listed as Endangered, therefore the tree is not considered to meet this criterion.
Location or Context	Tree/s that occur in a unique location or context so as to provide a major contribution to landscape and/or local place character. Includes outstanding aesthetic value which frame or screen views, or act as a landmark.	<ul style="list-style-type: none"> • Important landmark • Contribution to landscape • High visibility of tree • Presence on a ridgeline • Screening function • Historic planting style 	The banksia is located on the verge of Fairview Street, within the suburb of Coogee. It is located adjacent to a vacant, undeveloped, private residential lot. It is pruned to avoid interference with overhead powerlines and as a result most of the flowering canopy extends over into the privately owned lot. Its' context within a residential area does not distinguish itself as a distinctive landmark as it is not highly visible. Notwithstanding its aesthetic qualities, it is considered that the banksia does not comply with this criterion.
Exceptional Size, Age and Form	Tree/s noted for particular age, size or irregular form relative to other normal mature tree species that currently reside within the City. Also includes	<ul style="list-style-type: none"> • Height • Circumference • Canopy spread • Fusion of branches • Unusually damaged (but healthy) • Form and vigour reflecting an outstanding specimen of its species 	An assessment of aerial photography demonstrates that the banksia is exceptional in age, with imagery depicting a healthy canopy as early as 1953 (see image below). Despite its rigorous pruning, it is considered in good health and form, adding to its aesthetic values. The banksia is considered to comply with this criterion.

	curious forms, particularly abnormal outgrowths, fused branches or unusual root structures.		 <p>1953 Aerial Photography</p>
Indigenous Association	Tree/s that has a recognised association with Indigenous people, or that is valued for	<ul style="list-style-type: none"> • Scarred tree • Corroboree tree • Canoe tree 	<p>The nominator has provided information on the use of banksia by the Noongar people for medicinal purposes, for the construction of tools as well as a source of food (honey nectar and green buds for 'chewing gum'). The banksia appears to have a distinctive 'scar' however it cannot currently be confirmed whether this was produced by Indigenous modification or whether it was created naturally.</p>

	continuing and developing cultural traditions.		The City invited the Aboriginal Reference Group to provide comments on the nomination. No comment was received to indicate the tree is of special significance in this regard. Based on currently available information, the Banksia therefore does not comply with this criterion.
Social, Cultural or Spiritual Value	Tree/s that has an important link to the community or a specific group located within the City	<ul style="list-style-type: none"> • Community engagement focussed around the tree for positive social or cultural reasons • Spiritual importance of a tree to a specific group in the community. 	<p>The nominator has provided information on the use of banksia by the Noongar people. The banksia appears to have a distinctive 'scar' however it cannot currently be confirmed whether this was produced by Indigenous modification or whether it was created naturally.</p> <p>The City invited the Aboriginal Reference Group to provide comments on the nomination. No comment was received to indicate the tree is of special significance in this regard. The Banksia therefore does not comply with this criterion.</p>

Revised Officer Recommendation (following advertising):

The banksia complies with two (2) of the above criterion: **Horticultural Value , Exceptional Size, Age and Form**. The banksia could potentially comply with '**Indigenous Association**' however, based on currently available information, it currently does not comply.

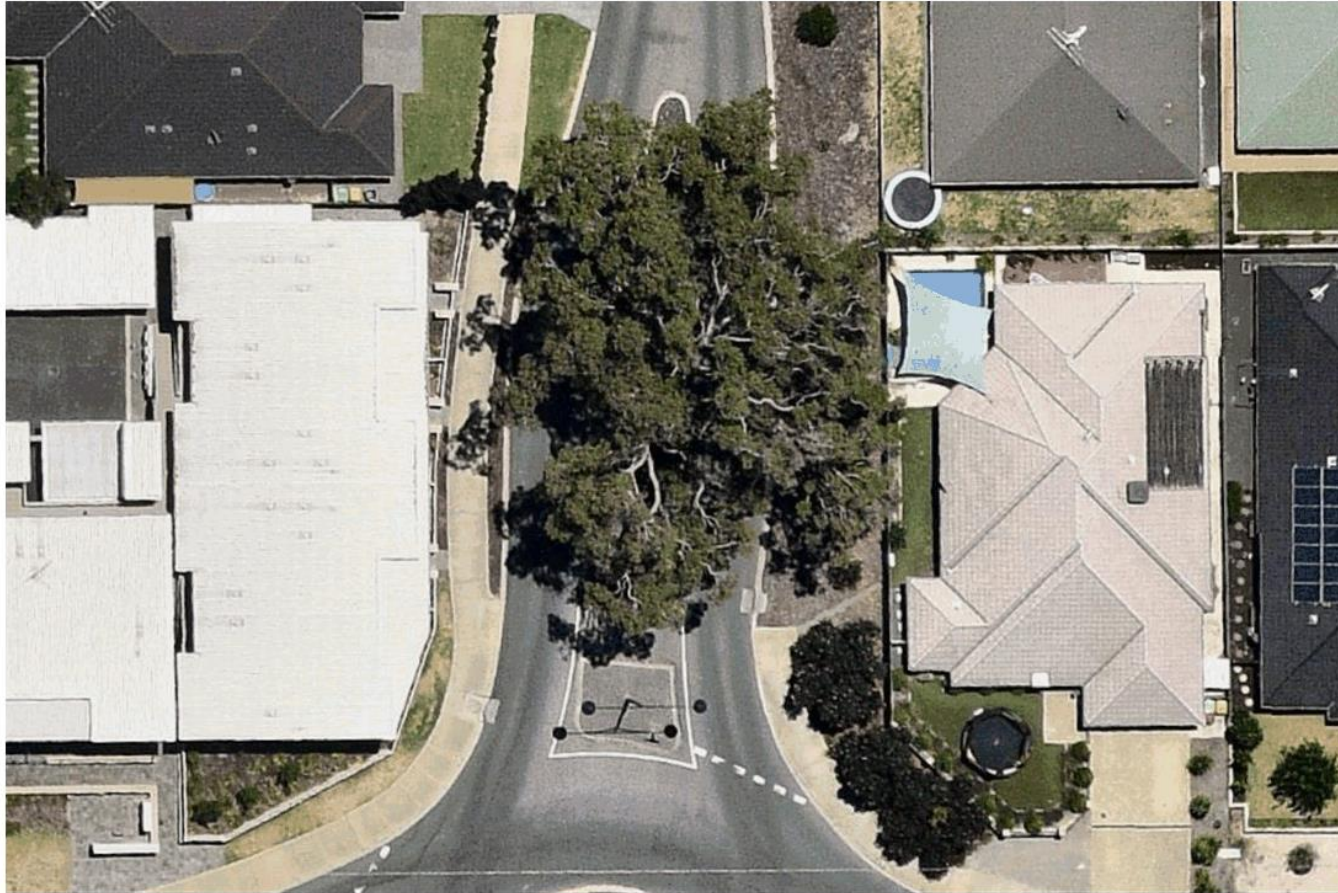
The Banksia is not representative of a tree worthy of inclusion onto the 'Significant Tree' list. It is, however, located within the City's verge and therefore is at low risk of being removed and as such is afforded protection as a City asset.

Assessment Criteria - Significant Trees

Subject Tree: Marri – Botany Parade, Hammond Park (central median, road reserve)

PHOTO:





Definition:

“Tree” includes shrubs and other perennial plants, and should be read in the singular or plural to include a group of trees.

The criteria for assessing whether a tree is sufficiently ‘significant’ to include in the Local Government Inventory are based upon similar principles which are used to determine the suitability of heritage sites and buildings, being:

- Aesthetic value
- Historic Value
- Research Value
- Social Value
- Rarity
- Condition, Integrity and Authenticity

Significant Tree/s may be in the form of:

- individual specimens, avenues or stands of trees or native vegetation
- a landscape design, memorial arrangement or celebratory alignment
- immature specimens, mature, post mature or notably old

Significant Tree/s may occur in public parks and reserves, streets, car parks, private and public gardens etc.

The following criteria are the basis for the analysis of trees nominated as ‘significant’ to the City, either by a resident, community group or the City of Cockburn. The nomination and assessment of a significant tree/s is required to be supported by a qualified arborist or similar professional related to the field of flora and fauna, and shall address either a single criteria from those listed below, or multiple criteria.

In order to be deemed ‘significant’ and thus warrant inclusion within the City of Cockburn Local Government Inventory, a nominated tree or trees must adequately demonstrate compliance with **one or more of the following criteria**:

Criteria	Description	Supporting Information/Examples	Strategic Planning Comments
Historical Significance	Tree/s commemorating a particular occasion, including plantings by notable people, or having associations with an important event in local, state or national history. Tree/s that possess a history specifically related to the City or its surrounding areas.	<ul style="list-style-type: none"> • Plantings by well-known public figure or group • Relates to a historical occasion or event 	There is no known historical evidence that the marri was planted by a notable public figure or relates to a historical occasion or event. To this end, the marri is not considered to demonstrate compliance with this criterion.
Horticultural Value	Tree/s of outstanding horticultural or genetic value and that which could be an important source of propagating stock, including specimens particularly resistant to disease or exposure.	<ul style="list-style-type: none"> • Tolerance selection (pest and disease) • Propagating potential • Scientific value 	The City's Streetscape Supervisor nominated this tree given its high horticultural values. The marri is healthy and is estimated to be at least 100 years old. The marri is therefore considered to comply with this criterion.
Rare or Localised	Tree/s species or variety rare or very localised in distribution,	<ul style="list-style-type: none"> • Only known species in area • Rare species (2 - 50 	The tree is one of the last remaining naturally occurring marri trees in the whole of the City of Cockburn. It is also one of the largest, currently measuring 23.6m in height, 16m in width and 4.10m circumference (1.31m diameter). The marri complies with this criterion.

	enhancing the diversification of the local urban forest.	known specimens) <ul style="list-style-type: none"> • End of natural range • One of few examples of the family / genus / species in precinct 	
Location or Context	Tree/s that occur in a unique location or context so as to provide a major contribution to landscape and/or local place character. Includes outstanding aesthetic value which frame or screen views, or act as a landmark.	<ul style="list-style-type: none"> • Important landmark • Contribution to landscape • High visibility of tree • Presence on a ridgeline • Screening function • Historic planting style 	<p>The marri was carefully considered for retention at the early design phase and structure planning for Hammond Park, as seen in the below figure (Hammond Park Local Structure Plan):</p> <p>Retention of mature Marri tree.</p> <p>Its retention has provided a valuable contribution to local character and sense of place, and its location is a landmark feature upon entry north into Hammond Park. The marri complies with this criterion.</p>
Exceptional Size, Age and Form	Tree/s noted for particular age, size or irregular	<ul style="list-style-type: none"> • Height • Circumference 	<p>The tree is one of the last remaining naturally occurring marri trees in the whole of the City of Cockburn. It is also one of the largest, currently</p>

	form relative to other normal mature tree species that currently reside within the City. Also includes curious forms, particularly abnormal outgrowths, fused branches or unusual root structures.	<ul style="list-style-type: none"> • Canopy spread • Fusion of branches • Unusually damaged (but healthy) • Form and vigour reflecting an outstanding specimen of its species 	measuring 23.6m in height, 16m in width and 4.10m circumference (1.31m diameter). The tree presents an impressive canopy, which is rare new residential areas, and its form contributes positively to the surrounding landscape. The marri complies with this criterion.
Indigenous Association	Tree/s that has a recognised association with Indigenous people, or that is valued for continuing and developing cultural traditions.	<ul style="list-style-type: none"> • Scarred tree • Corroboree tree • Canoe tree 	<p>There is insufficient information to confirm whether this tree has indigenous association, and there are no obvious visible signs of potential scarring which may indicate Aboriginal cultural traditions.</p> <p>The City invited the Aboriginal Reference Group to provide comments on the nomination. No comment was received to indicate the tree is of special significance in this regard. Based on currently available information, the Marri therefore does not comply with this criterion.</p>
Social, Cultural or Spiritual Value	Tree/s that has an important link to the community or a specific group located within the City	<ul style="list-style-type: none"> • Community engagement focussed around the tree for positive social or cultural reasons • Spiritual importance of a tree to a specific group in the community. 	There is insufficient information to confirm that the tree has social, cultural or spiritual value. Given its location within a road reservation (rather than a parkland setting) it would be difficult to attribute social values beyond an aesthetic appreciation of the tree, given its size and landmark characteristics. Advertising of the nomination has shown considerable support for including the tree on the LGI. It is therefore considered that the Marri complies with this criterion.

Officer Recommendation (following advertising):

The Marri complies with five (5) of the above criterion: **Social, Cultural or Spiritual Value, Horticultural Value , Exceptional Size, Age and Form, Location or Context, Rare or Localised.**

It is therefore recommended that the Marri be included as a 'Significant Tree' on the City's Significant Tree List.



LOCAL GOVERNMENT INVENTORY

MARRI, BOTANY PARADE, HAMMOND PARK**T**

Heritage Tree(s)



LGI #

TBA

PIN No.

LOT/PLAN DIAGRAM

LOCATION

Central median, Botany Parade, Hammond Park

OTHER NAME(S)

CONSTRUCTION DATE(S)

STATEMENT OF SIGNIFICANCE

The *Marri* is important to the Hammond Park Community given its age, visually stunning growth and its healthy condition. The tree is one of the last remaining naturally occurring marri trees in the whole of the City of Cockburn. The *Marri* is an exceptional example of tree retention being designed into a new community.



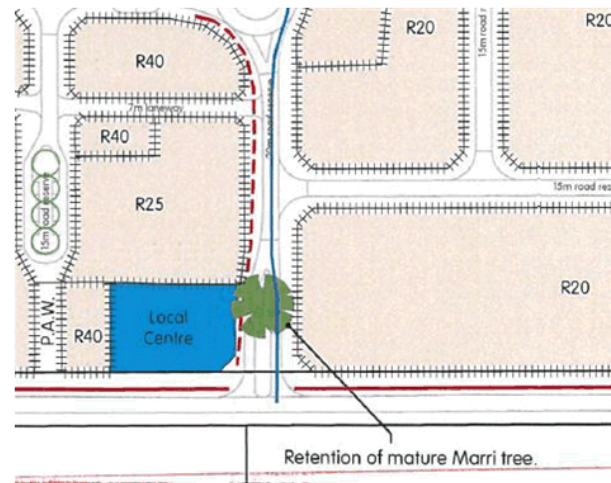
LOCAL GOVERNMENT INVENTORY

PHYSICAL DESCRIPTION

The *Marri* is considered to be one of the largest trees within the City of Cockburn, currently measuring 23.6m in height, 16m in width and 4.10m circumference (1.31m diameter). The tree presents an impressive canopy, which is rare within new residential areas, and its form contributes positively to the surrounding landscape.

HISTORY

The *Marri* is estimated to be at least 100 years old, and survives as being one of the last remaining naturally occurring *marri* trees in the whole of the City of Cockburn. The *marri* was carefully considered for retention at the early design phase and structure planning for Hammond Park, as seen in the below figure (Hammond Park Local Structure Plan):



Its retention has provided a valuable contribution to local character and sense of place, and its location is a landmark feature upon entry north into Hammond Park.

CONDITION	Good
ASSOCIATED PEOPLE	Nil known.
OTHER LISTINGS	<div>HCWA No. -----</div> <div>Register National Estate -----</div> <div>National Trust WA -----</div>
SUPPORTING INFORMATION	-
ASSESSOR(S) NAME	City of Cockburn



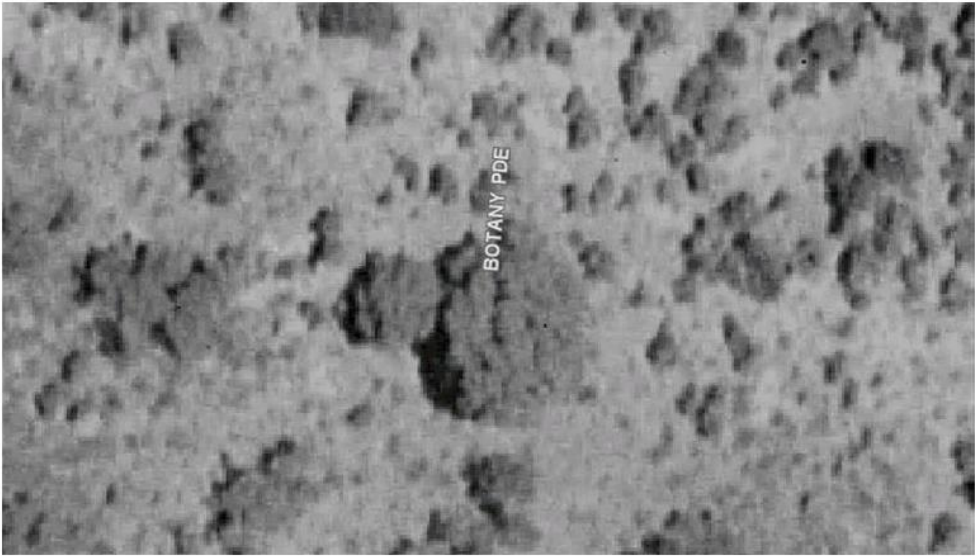
LOCAL GOVERNMENT INVENTORY

ADDITIONAL
NOTES

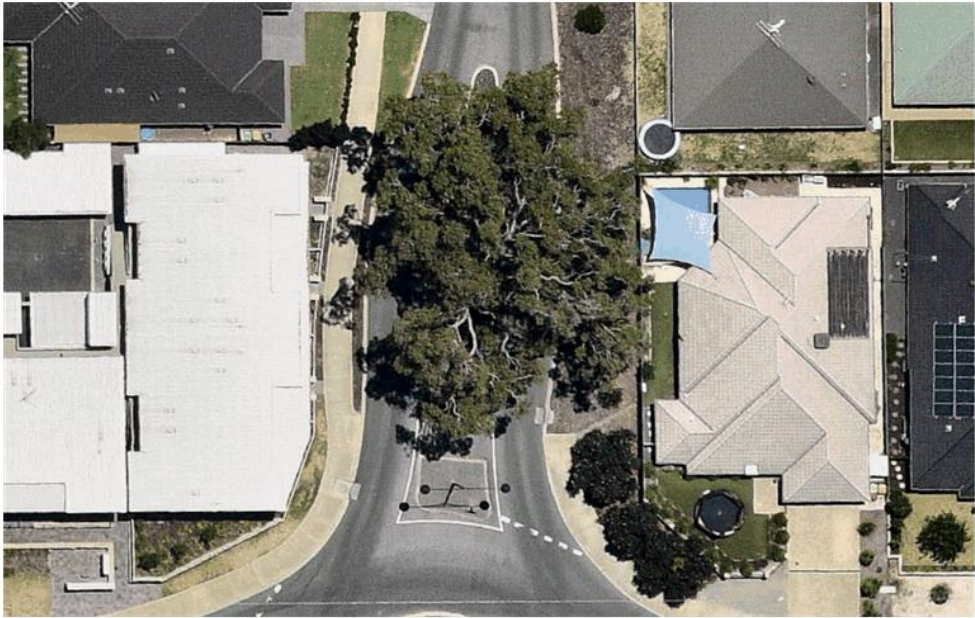
DATE OF LAST
ASSESSMENT

LISTING HISTORY

1965 Aerial Photography



2021 Aerial Photography



File No. 095/001

SCHEDULE OF SUBMISSIONS
PROPOSED Significant Tree – Banksia (Fairview St, Coogee) Marri (Botany Pde, Hammond Park)

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	Confidential, Coogee	<p>Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? No , It's is not in that great condition sheds branches etc</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Don't mind either way, Don't know this tree</p>	<p>The Banksia was inspected by the City's Parks Services who had determined that the tree is healthy and in good condition.</p> <p>Noted.</p>
2	Confidential. Hammond Park	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes, We need all trees preserved that we can in the area, there is so much land development where the bushlands is being cleared already.</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, as above</p>	<p>A Significant Tree Listing means that the tree cannot be removed without a planning application being lodged for consideration. There are some rare circumstances where listed trees may need to be removed without a planning application, if they are considered to pose a risk to health and safety. This is one of the reasons why only healthy trees are listed. In regards to the Banksia and Marri, both trees are located on constructed road reservations owned by the City. The risk of their removal is therefore low.</p>
3	Rebecca Head 5 Baumea Turn, Hammond Park	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes, I don't live in or frequent the area, but every tree is a tree worth saving.</p> <p>Do you believe the Marri (Botany Parade, Hammond</p>	Noted.

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NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	Hammond Park	<p>Coogee) should be added to the Heritage Inventory? Don't mind either way Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes</p>	Noted.
7	Confidential, Hammond Park	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, Beautiful old tree that is quite an iconic part of Hammond Park</p>	<p>Noted.</p> <p>Noted.</p>
8	Kylie Kingdon, Hammond Park	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Don't mind either way Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, It is a beautiful addition to the street and surrounding area. Plus the habitat it provides for local bird life is very important</p>	<p>Noted.</p> <p>Noted.</p>
9	Ian McDonald No Address supplied	<p>OBJECT: In my opinion</p> <p>I would think the city has better things to do with the ratepayers contributions</p> <p>Why would 1 tree represent such inordinate attention when there are so many other trees that are not given such attention</p> <p>What can we expect next? Maybe an audit of every tree in the Cockburn city, they could be registered.</p>	<p>The City of Cockburn has a register of <i>Significant Trees</i>, which is based upon a set of criteria under the <i>Local Government Heritage Inventory</i>. The trees were nominated by members of the public. In accepting these nominations, we follow a due process of advertising the trees, to see whether they have any social or cultural heritage significance of which we are currently unaware.</p> <p>These are valid concerns relating to car parking</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		With noisy cars, lack of parking, cars parking in the wrong direction and verge parking used by those preferring not to use their own driveway due to leaking fluids; I can't see the priority on 1 tree	behaviour, but this particular process is about recognising trees of particular cultural heritage significance.
10	Jo Bruyn 2 Ellement Parade Coogee	SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes, It's a beautiful old tree that's been part of our lovely landscape since we moved in (1991) & longer Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, Because there has been so much clearing approved that has just about wiped out all animal & Bird habitat. It's shameful	Noted. A Significant Tree Listing means that the tree cannot be removed without a planning application being lodged for consideration. There are some rare circumstances where listed trees may need to be removed without a planning application, if they are considered to pose a risk to health and safety. This is one of the reasons why only healthy trees are listed. In regards to the Banksia and Marri, both trees are located on constructed road reservations owned by the City. The risk of their removal is therefore low.
11	Confidential, Hammond Park	SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes, It is a natural treasure Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, This Tree is testimony to what was , it also provides cover for birds and is a favourite tree of mine . The age of the tree far older than Hammond Park	Noted. Noted. The City's earliest aerial mapping from 1953 clearly depicts the tree, making it over sixty years old.
12	David Fraser,	SUPPORT: Do you believe the Banksia (Fairview Street,	Noted.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	18 Baumea Turn, Hammond Park	<p>Coogee) should be added to the Heritage Inventory? Yes</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, All of the reasons provided in the email i received. its age and We need more trees to stay. Also I don't want it to be able to be removed.</p>	Noted.
13	Confidential, Hamilton Hill	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes, It's important to protect such beautiful pieces of nature in today's world.</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, It's important to protect such beautiful pieces of nature in today's world</p>	<p>Noted.</p> <p>Noted.</p>
14	Confidential, Hammond Park	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Don't mind either way</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, It is of significant value to the area</p>	<p>Noted.</p> <p>Noted.</p>
15	Confidential, Coogee	<p>OBJECT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? No, The tree does not add to the streetscape like the peppermint trees do.</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Don't mind either way</p>	<p>Noted. The criteria for assessing whether a tree is sufficiently 'significant' to include in the Local Government Inventory are based upon the following broad principles:</p> <ul style="list-style-type: none"> • Aesthetic value • Historic Value • Research Value • Social Value • Rarity • Condition, Integrity and Authenticity

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
			An initial assessment of the Banksia and site visit suggest it meets several of the required criteria.
16	Confidential, Coogee	<p>OBJECT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? No, I don't see it as tree that requires special treatment as suggested. It however is an unusual shaped tree and I understand that some people in this area would find it's preservation some sort of 15mins of fame. But they don't own the block of land and this should only be decided by the owner</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Don't mind either way, It is up to the people in the area as indicated above. If they are on shire land it's your call</p>	<p>The Banksia is located on the verge of Fairview Street and therefore within a City controlled road reserve. The City does not usually support the removal of street trees. It is very close to the boundary of the neighbouring private property, therefore the landowner was directly advised of the nomination and given an opportunity to comment.</p> <p>Noted.</p>
17	Michael Staines, 16 Christine Cres Coogee	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes, It is the remnant tree of an old property where a neighbourhood "hermit" John? squatted up to about 2001 when he disappeared and the block was cleared of the old shack and junk. John was a moulder for brass plumbing 'n traps' etc for one of the large plumbing supply companies in the past and he told me about his work. I had some deals with John as I bought an unlicensed (ex UWA) Liquid Nitrogen trailer and a little marine Yanmar Diesel boat motor from him in the early 1990's. I also helped tow his project boat on its very rusty trailer down Beach Street to his friend Mario's place about 1993. He disappeared a few years later</p>	Noted. The history of 'hermit John,' whilst not directly related to the tree specifically, is an interesting local story.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		and I think he went to Sydney, Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, It is a substantial tree and it should stay for it's bird resting/ nesting	Noted.
18	Adrian Coetzee, 28 Willis Tce Hammond Park	SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Don't mind either way, I do not know of this tree Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, This is a tree of significant age and stature in an estate where trees were removed. I think that in new estates it should be mandatory to leave medium size to larger trees. Not sure how transplantable larger trees are, the greener the suburb, the more inviting it is	Noted. Noted. The City is endeavouring to be more pro-active in encouraging the retention of trees during development wherever possible. This is demonstrated via the recent addition of scheme provisions requiring deep soil zones in all grouped dwelling proposals.
19	Confidential, Hammond Park	OBJECT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Don't mind either way Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? No	Noted. Noted.
20	Confidential, Hammond Park	SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Don't mind either way Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, When they developed Hammond Park they removed all the trees and at least this one survived!!!	Noted. Noted.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
21	Mike Elliott, 29 Anitra Court Coogee	<p>OBJECT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? No, Not a pretty tree. Could disadvantage the owner at that address.</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? No, Leave it up to the owner of that block</p>	Noted, however in regards to both the Banksia and Marri, both trees are located on constructed road reservations owned by the City.
22	Confidential, Hammond Park	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, It is major landmark of Hammond Park suburb</p>	<p>Noted.</p> <p>Noted.</p>
23	Barry, Bellingham Road Hammond Park	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, Size, age and position</p>	<p>Noted.</p> <p>Noted.</p>
24	Susan Flavell, 15 Dianne St Hamilton Hill	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes, All mature native trees need to be protected and this is a beautiful example. We need more trees not less. Cockburn is not protecting our trees enough and not planting enough new trees. We need a green canopy.</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, All mature native trees need to be protected and this is</p>	The community have told us they want to see more trees and better protection of the environment. In response the City's Draft Local Planning Strategy key vision for the Environment is to become 'greener as we grow'. Environmental and landscape values across the City will be enhanced, including the City's ecological corridors and biodiversity values.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		a beautiful example. We need more trees not less. Cockburn is not protecting our trees enough and not planting enough new trees. We need a green canopy.	<p>There will be increased tree canopy cover across the City to reduce the heat island effect, encourage walking, improve the health and well-being of residents, and contribute to a green leafy local character sought by the community.</p> <p>The City will become more environmentally sustainable, and respond and adapt effectively to a changing climate, including changes to coastal processes. The Community will be given an opportunity to comment of the Draft Local Planning Strategy when the City receives permission to advertise the document by the Western Australian Planning Commission.</p> <p>Recently, the City has secured \$37,000 from State Government funding under the 'Urban Canopy Grant Program' to plant more trees and combat urban heat island effect.</p>
25	Confidential, Hammond Park	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes, Horticultural value</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, Size and form It has been there since I moved here 20 years ago</p>	<p>Noted.</p> <p>Noted.</p>
26	Confidential, North Lake	SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes	Noted.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes	Noted.
27	Lenny Damjanovic No Address Supplied	OBJECT: it's my view that the tree is not a heritage listed item .	Noted.
28	Confidential, Hammond Park	SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Don't mind either way, I'm not familiar with this tree Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, Its a lovely tree that should be maintained.	Noted. Noted.
29	Confidential, Coogee	SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Don't mind either way	Noted. Noted.
30	Amy Callaghan 8 Voyageurs Way Hammond Park	SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes, This is an opportunity to partner with local schools and educate them on the importance of preserving and conserving our natural habitat. Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, The tree provides much needed natural impact to the area and provides a continued connection to the wetlands	Noted. Noted.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		nearby. This is an opportunity to engage with local schools to educate children from a young age about the importance of our natural environment and their responsibility to it.	
31	Confidential, Coogee	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes</p>	<p>Noted.</p> <p>Noted.</p>
32	Peter Riksman 19 Fairview St, Coogee	<p>OBJECT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? No, The tree trunk may be on council land but because of heavy pruning the bulk of the tree encroaches on the privately owned land which will be negatively impacted for future development. If those supporting this proposal are serious they should contribute to a fund to compensate the land owner. It's very easy to sign a petition that leaves you totally unaffected</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Don't mind either way, don't know this tree</p>	<p>The landowner of the adjoining private property does not object to the listing of the tree. The City is reviewing its criteria for the listing of Significant Trees, and will consider how listings impact privately owned land.</p> <p>Noted.</p>
33	Dianne Fowler 57 Corsia Crescent, Hammond Park	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Don't mind either way</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, the tree is a magnificent example and reflects the</p>	<p>Noted.</p> <p>Noted.</p>

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NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		Yes	Noted.
38	Rebecca Rosa 10 Atkins Pde Hammond Park	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Don't mind either way</p> <p>Please share why: No Answer</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, Hi The tree is very old. It was significant enough for the developer to not clear it (was this included in their planning approval that it be retained?). It is also a landmark in our suburb and provides an identity to the area as well as floral history and fauna habitat</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
39	Confidential, Yangebup	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes, Large trees should be preserved where ever they can (provided they are healthy).</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, Large trees should be preserved where ever they can (provided they are healthy).</p>	<p>Noted.</p> <p>Noted.</p>
40	Lou Corteen 39 Perinte View North Coogee	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes, This tree is beautiful. It adds aesthetic value; economic value (there is demonstrable value in established trees in suburbs); conservation value (this tree provides food to endangered species and other fauna); heritage value (this tree is important to the traditional owners of the land).</p> <p>Do you believe the Marri (Botany Parade, Hammond</p>	Noted.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		Park) should be added to the Heritage Inventory? Yes, This tree is beautiful. It adds aesthetic value; economic value (there is demonstrable value in established trees in suburbs); conservation value (this tree provides food to endangered species and other fauna); heritage value (this tree is important to the traditional owners of the land).	Noted.
41	Confidential, Coolbellup	SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes, We need to value all of these trees as habitat especially for black cockatoos. Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, Same	Noted. Noted.
42	Confidential, Hamilton Hill	SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes, They are unique. Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, They are important trees to our area.	Noted. Noted.
43	Rey Ashton Hyam Street Hamilton Hill	SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes, Banksia sp are so epic. I was raised in SA where only one banksia sp was around, and was certainly not common. The city of Cockburn has world class urban ecology. We should be celebrating our natural treasures. The city should be on the map for its old growth habitat. This banksia, among many others should be protected Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory?	Noted. Noted.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		Yes, Marris are epic. I come from Mallee country, which holds a dear place in my heart. However, seeing the marri trees full of cockatoos is a unique sight, one only witnessed on noongar country. Save this tree and support the world class urban ecology of Cockburn	
44	Confidential, East Cannington	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory? Yes, It is our duty to preserve and protect our trees and environment.</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory? Yes, Again, it is our duty to preserve and protect our trees and nature where possible.</p>	<p>Noted.</p> <p>Noted.</p>
45	Linda Geiger Bottrill Street Hamilton Hill	<p>SUPPORT: Do you believe the Banksia (Fairview Street, Coogee) should be added to the Heritage Inventory?</p> <p>We need the oxygen and temp. Control that these trees offer is through the warmer months of the year.</p> <p>Do you believe the Marri (Botany Parade, Hammond Park) should be added to the Heritage Inventory?</p> <p>They are an important part of the local biodiversity of our region for is all.</p>	<p>Noted.</p> <p>Noted.</p>

14. Finance

14.1 Payments Made from Municipal Fund - May 2021

Author(s) N Mauricio

Attachments 1. Payments Report for May 2021 [↓](#)
2. Credit Card Payments Summary April 2021 [↓](#)

RECOMMENDATION

That Council RECEIVES the list of payments made from the Municipal Fund for May 2021, as attached to the Agenda.

Background

Council has delegated its power to make payments from the Municipal or Trust fund to the CEO and other sub-delegates under Delegated Authority 'Local Government Act 1995 - Payment from Municipal and Trust Funds'.

Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* requires a list of accounts paid under this delegation to be prepared and presented to Council each month.

It should be noted that the City no longer holds any funds within the Trust fund, following legislative amendments requiring public open space (POS) cash in lieu contributions to now be held in Municipal reserves.

Submission

N/A

Report

A list of payments made during May 2021 for a total of \$15.116 million is attached to the agenda for review. This comprises:

- EFT payments (suppliers and sundry creditors) - \$11.914m;
- Payroll payments - \$3.135m;
- Corporate credit cards - \$62.5k; and
- Bank and credit card merchant fees - \$4.1k.

Also attached is a separate listing of credit card spending for the month of April (but settled in May), summarised by cardholder. There were no transactions made for the month on the CEO credit card.

Local Procurement

The value of the City's procurement spend with local City of Cockburn businesses during the month reduced to 22.0% (from 81.4%), having previously been impacted by a high value tender award to a local business. The actual number of procurements made this month with Cockburn businesses moderated slightly to 19.7% (from 24.6%).

The value of the City's procurements with suppliers within the South West Group (SWG) region fell to 27.9% (from 83.6%), also impacted by last month's large tender award. Actual procurement numbers within the SWG were down slightly to 27.9% (31.4% 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

May 2021 PAYMENT LISTING

MUNICIPAL FUND

PAYMENT No.	ACCOUNT No.	PAYEE	PAYMENT DESCRIPTION	DATE	VALUE \$
EF139794	26987	Cti Risk Management	Security - Cash Collection	4/05/2021	1,078.60
EF139795	27930	Be Projects (Wa) Pty Ltd	Construction Services	4/05/2021	277,290.88
EF139796	99997	Junko Hughes	Artist Payment From Exhibition Sales	4/05/2021	620.00
EF139797	99997	In Home Care Payments	lhc Payments We 18/04/2021	4/05/2021	18,905.37
EF139798	99997	Family Day Care	Fdc Payment We 18/04/2021	4/05/2021	51,609.22
EF139799	99997	Family Day Care	Fdc Payment We 02/05/2021	6/05/2021	47,414.04
EF139800	99997	In Home Care Payments	lhc Payments We 02/05/2021	6/05/2021	23,249.81
EF139801	10484	Department Of Mines, Industry Regulation And Safety	Building Services Levy	11/05/2021	59,773.31
EF139802	26987	Cti Risk Management	Security - Cash Collection	11/05/2021	1,046.75
EF139804	99996	Victoria Khoury	Rates and Property related EFT Refuds	14/05/2021	30.00
EF139805	99996	Aveling Homes Pty Ltd	Rates and Property related EFT Refuds	14/05/2021	445.34
EF139806	99996	Lee Wun Young	Rates and Property related EFT Refuds	14/05/2021	56.65
EF139807	99996	Raynold Chamberlain	Rates and Property related EFT Refuds	14/05/2021	56.65
EF139808	99996	Paul James	Rates and Property related EFT Refuds	14/05/2021	118.30
EF139809	99996	Stephen Needs	Rates and Property related EFT Refuds	14/05/2021	760.00
EF139810	99996	Mallison Real Estate	Rates and Property related EFT Refuds	14/05/2021	392.00
EF139811	99996	Cs Legal	Rates and Property related EFT Refuds	14/05/2021	322.32
EF139812	99996	Katrina Cox	Rates and Property related EFT Refuds	14/05/2021	100.00
EF139813	99996	Envisioned Builds Pty Ltd	Rates and Property related EFT Refuds	14/05/2021	1,334.75
EF139814	99996	Australian Outdoor Living (Wa) Pty Ltd	Rates and Property related EFT Refuds	14/05/2021	56.65
EF139815	99996	Perth Residential Developments	Rates and Property related EFT Refuds	14/05/2021	1,918.96
EF139816	99996	Samantha Lynch	Rates and Property related EFT Refuds	14/05/2021	256.00
EF139817	99996	J Corp Pty Ltd T/A Terrace	Rates and Property related EFT Refuds	14/05/2021	597.14
EF139818	99996	Ultimate Additions	Rates and Property related EFT Refuds	14/05/2021	166.65
EF139819	99996	Envisioned Builds Pty Ltd	Rates and Property related EFT Refuds	14/05/2021	2,181.78
EF139820	99996	Dbm Custom Homes	Rates and Property related EFT Refuds	14/05/2021	254.46
EF139821	99996	Settlement Talk	Rates and Property related EFT Refuds	14/05/2021	193.00
EF139822	99996	Cs Legal	Rates and Property related EFT Refuds	14/05/2021	352.78
EF139823	99996	Sarah Jacob	Rates and Property related EFT Refuds	14/05/2021	1,000.00
EF139824	99996	E & C Allegretta	Rates and Property related EFT Refuds	14/05/2021	611.00
EF139825	99996	Shane Gow	Rates and Property related EFT Refuds	14/05/2021	760.00
EF139826	99996	Nicholas De Candia	Rates and Property related EFT Refuds	14/05/2021	1,853.22
EF139827	99996	Renaes Gillespie	Rates and Property related EFT Refuds	14/05/2021	811.76
EF139828	99996	Settlement Talk	Rates and Property related EFT Refuds	14/05/2021	236.00
EF139829	10047	Alinta Energy	Natural Gas & Electricity Supply	14/05/2021	22,841.20
EF139830	11794	Synergy	Electricity Usage/Supplies	14/05/2021	371,029.29
EF139831	12025	Telstra Corporation	Communications Services	14/05/2021	2,388.67
EF139832	23250	Department Of Planning, Lands & Heritage	Dap Applications & Dap Fees	14/05/2021	10,218.00
EF139833	88888	Gary Henley	Bond Refund	14/05/2021	500.00
EF139834	88888	Aigle Royal Developments Pty Ltd	Bond Refund	14/05/2021	14,455.60
EF139835	88888	Philip & Deborah Gardner	Bond Refund	14/05/2021	500.00
EF139836	88888	Sameh Gowegeti	Bond Refund	14/05/2021	500.00
EF139837	88888	The Bibra Lake Unit Trust	Bond Refund	14/05/2021	2,680.54
EF139838	88888	Beeliar Management Pty Ltd	Bond Refund	14/05/2021	9,260.50
EF139839	88888	Lenard Greenhalgh	Bond Refund	14/05/2021	100.00
EF139840	88888	Charles Begley	Bond Refund	14/05/2021	500.00
EF139841	99997	Mercy Community Service Inc	Covid-19 Lockdown February 2021	14/05/2021	42.50
EF139842	99997	Margaret Kovacovic	Senior Security Subsidy Scheme	14/05/2021	100.00
EF139843	99997	Deacon Ayres	Junior Sport Travel Assistance	14/05/2021	400.00
EF139844	99997	Marcela Kuparinen	Senior Security Subsidy Scheme	14/05/2021	180.00
EF139845	99997	Mrs A K Boden-Jones	Cockburn Arc Refund	14/05/2021	34.00
EF139846	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	14/05/2021	139.96
EF139847	99997	Cp Cm Reyniers	Bird Bath Rebate - C Reyniers	14/05/2021	47.25
EF139848	99997	Knot In Love	Tax Invoice 22042021 Macrame Workshop	14/05/2021	450.00
EF139849	99997	Pei Theng (Mandy) Tong	Refund Br942	14/05/2021	120.00
EF139850	99997	Direction Psychological Services Pty Ltd	Refund Br383	14/05/2021	324.00
EF139851	99997	Gr & MI Smith	Land Acquisition - 275 Hammond Road	14/05/2021	64,352.00
EF139852	99997	Walmsley Developments Pty Ltd	Land Acquisition Compensation & Valuatio	14/05/2021	102,350.00
EF139853	99997	Frances Stone	Refund For Unspent Hdc Package Funds	14/05/2021	3,234.94
EF139854	99997	Benjamin E Roser	Electric Vehicle - Home Charge April 21	14/05/2021	29.08

EF139855	99997	Cockburn Community Cultural Council	Fremantle Ports Cockburn Community Fund	14/05/2021	3,000.00
EF139856	99997	Spearwood Primary	5M3 Sand Reimbursement	14/05/2021	436.36
EF139857	99997	Margaret Johnson	Senior Security Subsidy Scheme	14/05/2021	175.00
EF139858	99997	Pat Edwards	Senior Security Subsidy Scheme	14/05/2021	300.00
EF139859	99997	Avril June Swift	Senior Security Subsidy Scheme	14/05/2021	300.00
EF139860	99997	Marilyn Ivas	Senior Security Subsidy Scheme	14/05/2021	300.00
EF139861	99997	L And S Turtur	Senior Security Subsidy Scheme	14/05/2021	300.00
EF139862	99997	Nancy And Kenneth Edwards	Senior Security Subsidy Scheme	14/05/2021	80.00
EF139863	99997	Margaret Felthick	Senior Security Subsidy Scheme	14/05/2021	90.00
EF139864	99997	Ante And Daanna Seporavich	Senior Security Subsidy Scheme	14/05/2021	300.00
EF139865	99997	B R & G F Bull	Senior Security Subsidy Scheme	14/05/2021	300.00
EF139866	99997	Jh & Sk Douthwaite	Senior Security Subsidy Scheme	14/05/2021	200.00
EF139867	99997	G And Jg Mollica	Senior Security Subsidy Scheme	14/05/2021	200.00
EF139868	99997	Sarah Elizabeth Cooper And Stephen Geral	Compost Bin Rebate - Sarah Cooper	14/05/2021	45.00
EF139869	99997	Miss Lynne X Loo And Mr Harry S Winton	Cloth Nappies Rebate - Lynne Loo	14/05/2021	50.00
EF139870	99997	Lorna Tester	Cloth Nappies Rebate - Lorna Tester	14/05/2021	50.00
EF139871	99997	Jr & Jm Jones	Cloth Nappies Rebate - Janette Jones	14/05/2021	50.00
EF139872	99997	S F Mogurk	Refund Br895	14/05/2021	67.50
EF139873	99997	Sandy Ligueno	Refund Br795	14/05/2021	410.00
EF139874	99997	Jahne Rees	Compost Bin Rebate - Christiane Martin	14/05/2021	50.00
EF139875	99997	Lisa Chamberlain	Compost Bin Rebate - Lisa Chamberlain	14/05/2021	50.00
EF139876	99997	Lisa Chamberlain	Compost Bin Rebate - Lisa Chamberlain	14/05/2021	50.00
EF139877	99997	Rachel Inglis	Compost Bin Rebate - Rachel Inglis	14/05/2021	45.00
EF139878	99997	Jane & Ben Day	Pen Fee Refund F196	14/05/2021	1,062.20
EF139879	99997	Cockburn Gp Super Clinic	Delivery Of The Heal Program	14/05/2021	22,000.00
EF139880	99997	Gr & Mi Smith	Invoice 00000073	14/05/2021	2,640.00
EF139881	99997	An & J Bint	Pen Fee Refund C091	14/05/2021	60.00
EF139882	99997	Yolanda Opacak	Crossover Rebate Paymentyolanda Opaca	14/05/2021	300.00
EF139883	99997	Simon Cheung	Crossover Rebate Payment - Simon Cheung	14/05/2021	300.00
EF139884	99997	Devina Jeong	Crossover Contribution: Devina Jeong	14/05/2021	300.00
EF139885	99997	Samuel Brian Edwards	Crossover Contribution: 10 Prato Vista	14/05/2021	300.00
EF139886	99997	Paul O'connor	Crossover Contribution - 40 Chivalry	14/05/2021	300.00
EF139887	99997	B G Maley	Compost Bin Rebate - B G Maley	14/05/2021	50.00
EF139888	99997	Mitchell Nylander	Compost Bin Rebate - Mitchell Nylander	14/05/2021	50.00
EF139889	10152	Aust Services Union	Payroll Deductions	14/05/2021	1,014.00
EF139890	10154	Australian Taxation Office	Payroll Deductions	14/05/2021	517,531.00
EF139891	10305	Child Support Agency	Payroll Deductions	14/05/2021	1,340.39
EF139892	11001	Local Government Racing & Cemeteries Employees Union Lgrcau	Payroll Deductions	14/05/2021	82.00
EF139893	11857	Champagne Social Club	Payroll Deductions	14/05/2021	372.00
EF139894	11860	45S Club	Payroll Deductions	14/05/2021	14.00
EF139895	19726	Health Insurance Fund Of Wa	Payroll Deductions	14/05/2021	1,385.50
EF139896	25987	Toyota Fleet Management	Payroll Deductions - Novated Lease	14/05/2021	608.14
EF139897	27874	Smartsalary	Salary Packaging/Leasing Administration	14/05/2021	16,070.77
EF139898	28117	Leaseplan Australia Limited	Payroll Deductions - Leaseplan	14/05/2021	849.52
EF139899	10007	Mj & Ar Bamford Consulting Ecologists	Consultancy Services - Ecology	14/05/2021	21,285.00
EF139900	10058	Alsco Pty Ltd	Hygiene Services/Supplies	14/05/2021	234.45
EF139901	10118	Australia Post	Postage Charges	14/05/2021	7,615.42
EF139902	10207	Boc Gases	Gas Supplies	14/05/2021	266.88
EF139903	10226	Bridgestone Australia Ltd	Tyre Services	14/05/2021	15,392.95
EF139904	10239	Budget Rent A Car - Perth	Motor Vehicle Hire	14/05/2021	1,977.09
EF139905	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	14/05/2021	1,464.85
EF139906	10247	Bunzl Australia Ltd	Paper/Plastic/Cleaning Supplies	14/05/2021	87.26
EF139907	10255	Cabcharge Australia Pty Ltd	Cabcharges	14/05/2021	1,244.72
EF139908	10333	Cjd Equipment Pty Ltd	Hardware Supplies	14/05/2021	2,460.82
EF139909	10359	Cockburn Painting Service	Painting Supplies/Services	14/05/2021	165.00
EF139910	10368	Cockburn Wetlands Education Centre	Community Grant	14/05/2021	500.00
EF139911	10375	Veolia Environmental Services	Waste Services	14/05/2021	9,793.15
EF139912	10483	Landgate	Mapping/Land Title Searches	14/05/2021	507.30
EF139913	10526	E & Mj Roshier Pty Ltd	Mower Equipment	14/05/2021	3,302.78
EF139914	10528	Easifleet	Vehicle Lease	14/05/2021	1,339.05
EF139915	10535	Workpower Incorporated	Employment Services - Planting	14/05/2021	9,886.14
EF139916	10597	Flexi Staff Pty Ltd	Employment Services	14/05/2021	3,990.47
EF139917	10655	Ghd Pty Ltd	Consultancy Services	14/05/2021	57,205.06
EF139918	10679	Grasstrees Australia	Plants & Planting Services	14/05/2021	902.00
EF139919	10787	Jandakot Accident Repair Centre	Panel Beating Services	14/05/2021	2,000.00
EF139920	10879	Les Mills Aerobics	Instruction/Training Services	14/05/2021	1,044.26

EF139921	10888	Lj Caterers	Catering Services	14/05/2021	1,309.99
EF139922	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	14/05/2021	71.72
EF139923	10938	Mrp Pest Management	Pest & Weed Management	14/05/2021	595.94
EF139924	10944	Mcleods	Legal Services	14/05/2021	3,412.04
EF139925	10991	Beacon Equipment	Mowing Equipment	14/05/2021	107.50
EF139926	11022	Native Arc	Grants & Donations	14/05/2021	250.00
EF139927	11028	Neverfail Springwater Ltd	Bottled Water Supplies	14/05/2021	39.60
EF139928	11036	Northlake Electrical Pty Ltd	Electrical Services	14/05/2021	36,465.30
EF139929	11208	Quick Corporate Australia	Stationery/Consumables	14/05/2021	2,427.59
EF139930	11244	Research Solutions Pty Ltd	Research Services	14/05/2021	1,223.20
EF139931	11247	Richgro Wa	Gardening Supplies	14/05/2021	241.56
EF139932	11249	Richoh Australia	Office Equipment	14/05/2021	5.23
EF139933	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	14/05/2021	772.70
EF139934	11311	Scitech	Entertainment Services	14/05/2021	345.00
EF139935	11333	Shelford Constructions Pty Ltd	Construction Services	14/05/2021	274,967.03
EF139936	11334	Shenton Pumps	Pool Equipment/Services	14/05/2021	21,646.97
EF139937	11375	Slater-Gartrell Sports	Sport Supplies	14/05/2021	1,256.20
EF139938	11387	Bibra Lake Soils	Soil & Limestone Supplies	14/05/2021	750.00
EF139939	11425	Southern Metropolitan Regional Council	Waste Disposal Gate Fees	14/05/2021	1,920.00
EF139940	11449	Spearwood Florist Ultimate Co Pty Ltd	Floral Arrangements	14/05/2021	625.00
EF139941	11459	Spearwood Veterinary Hospital	Veterinary Services	14/05/2021	300.00
EF139942	11469	Sports Turf Technology Pty Ltd	Turf Consultancy Services	14/05/2021	1,650.00
EF139943	11483	St John Ambulance Aust Wa Operations	First Aid Courses	14/05/2021	180.00
EF139944	11496	Stanlee Hospitality Supplies	Catering Equipment/Supplies	14/05/2021	371.80
EF139945	11511	Statewide Bearings	Bearing Supplies	14/05/2021	223.08
EF139946	11557	Technology One Ltd	IT Consultancy Services	14/05/2021	550.00
EF139947	11619	Titan Ford	Purchase Of Vehicles & Servicing	14/05/2021	12,578.91
EF139948	11625	Nutrien Water	Reticulation Supplies	14/05/2021	9,124.39
EF139949	11667	Turfmaster Facility Management	Turf & Mowing Services	14/05/2021	27,430.70
EF139950	11699	Vernon Design Group	Architectural Services	14/05/2021	325.00
EF139951	11701	Vibra Industrial Filtration Australasia	Filter Supplies	14/05/2021	210.10
EF139952	11702	Villa Dalmacia Association Inc.	Social Club Activities	14/05/2021	1,190.00
EF139953	11715	Wa Bluemetal	Roadbase Supplies	14/05/2021	4,967.13
EF139954	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	14/05/2021	68,396.00
EF139955	11773	Nutrien Ag Solutions	Chemical Supplies	14/05/2021	4,823.50
EF139956	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	14/05/2021	29,252.00
EF139957	11795	Western Power	Street Lighting Installation & Service	14/05/2021	296.00
EF139958	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	14/05/2021	5,745.98
EF139959	11828	Worldwide Online Printing - O'connor	Printing Services	14/05/2021	2,355.14
EF139960	12014	Tutt Bryant Equipment Bt Equipment Pty Ltd T/As	Excavating/Earthmoving Equipment	14/05/2021	1,800.65
EF139961	12018	O'connor Lawnmower & Chainsaw Centre	Mowing Equipment/Parts/Services	14/05/2021	30.00
EF139962	12153	Hays Personnel Services Pty Ltd	Employment Services	14/05/2021	11,068.81
EF139963	12191	Csd Network	Design Workshops	14/05/2021	9,854.24
EF139964	12207	Civica Pty Ltd	Software Support/Licence Fees	14/05/2021	1,749.00
EF139965	12388	Elite Pool Covers	Pool Covers	14/05/2021	500.50
EF139966	12796	Isentia Pty Ltd	Media Monitoring Services	14/05/2021	1,496.00
EF139967	13563	Green Skills Inc	Employment Services	14/05/2021	13,941.13
EF139968	13834	Sulo Mgb Australia Pty Ltd	Mobile Garbage Bins	14/05/2021	69,001.52
EF139969	14350	Baileys Fertilisers	Fertiliser Supplies	14/05/2021	13,998.46
EF139970	14530	Donald Veal Consultants Pty Ltd	Consultancy Services	14/05/2021	22,519.75
EF139971	14598	Alf Rebola The Good Guys	Electrical Goods	14/05/2021	978.00
EF139972	14700	Kingman Visual	Signwriting/Signmaking	14/05/2021	654.63
EF139973	15746	Western Australia Police Service	Police Clearances	14/05/2021	350.70
EF139974	15786	Ad Engineering International Pty Ltd	Signs - Electronic	14/05/2021	528.00
EF139975	15850	Ecoscape Australia Pty Ltd	Environmental Consultancy	14/05/2021	16,147.12
EF139976	15868	Cardno (Wa) Pty Ltd	Consultancy Services - Engineering	14/05/2021	3,223.00
EF139977	15895	Royal Wolf Trading Australia Pty Ltd	Container Hire	14/05/2021	366.92
EF139978	16064	Cms Engineering	Airconditioning Services	14/05/2021	9,385.20
EF139979	16107	Wren Oil	Waste Disposal Services	14/05/2021	16.50
EF139980	16396	Mayday Earthmoving	Road Construction Machine Hire	14/05/2021	15,229.50
EF139981	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	14/05/2021	2,798.65
EF139982	17553	Altus Traffic Pty Ltd	Traffic Control Services	14/05/2021	7,587.85
EF139983	17608	Nu-Trac Rural Contracting	Beach Cleaning/Firebreak Construction	14/05/2021	9,967.38
EF139984	17827	Nilsen (Wa) Pty Ltd	Electrical Services	14/05/2021	303.60
EF139985	18203	Natsync Environmental	Pest Control	14/05/2021	770.00
EF139986	18272	Austraclear Limited	Investment Services	14/05/2021	43.47

EF139987	18962	Sealanes (1985) P/L	Catering Supplies	14/05/2021	995.46
EF139988	19446	Envisionware Pty Ltd	Software	14/05/2021	5,501.72
EF139989	19533	Woolworths Ltd	Groceries	14/05/2021	865.46
EF139990	19821	Structerre Consulting	Structural Design Consultancy Services	14/05/2021	4,400.00
EF139991	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	14/05/2021	21,553.79
EF139992	20146	Data#3 Limited	Contract It Personnel & Software	14/05/2021	80,839.12
EF139993	20247	Da Christie Pty Ltd	Parks & Recreational Products	14/05/2021	41,615.53
EF139994	21294	Cat Haven	Animal Services	14/05/2021	950.00
EF139995	21371	Ld Total Sanpoint Pty Ltd	Landscaping Works/Services	14/05/2021	24,597.16
EF139996	21627	Manheim Pty Ltd	Impounded Vehicles	14/05/2021	2,365.00
EF139997	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	14/05/2021	21,088.66
EF139998	21675	Mega Music Australia Pty Ltd	Musical Instruments/Sound Equipment	14/05/2021	65.00
EF139999	21697	Ict Express Pty Ltd	Consultancy Services - It	14/05/2021	3,025.00
EF140000	21744	Jb Hi Fi - Commercial	Electronic Equipment	14/05/2021	2,650.00
EF140001	22553	Brownes Food Operations	Catering Supplies	14/05/2021	238.52
EF140002	22623	Landmark Products Ltd	Landscape Infrastructure	14/05/2021	10,235.50
EF140003	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	14/05/2021	1,155.35
EF140004	22682	Beaver Tree Services Pty Ltd	Tree Pruning Services	14/05/2021	4,237.78
EF140005	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	14/05/2021	44,562.97
EF140006	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	14/05/2021	5,000.00
EF140007	23457	Totally Workwear Fremantle	Clothing - Uniforms	14/05/2021	3,541.10
EF140008	23570	A Proud Landmark Pty Ltd	Landscape Contruction Services	14/05/2021	5,280.00
EF140009	23579	Daimler Trucks Perth	Purchase Of New Truck	14/05/2021	539.45
EF140010	23930	West Bin	Hook Truck Hire	14/05/2021	37,535.76
EF140011	24655	Automasters Spearwood	Vehicle Servicing	14/05/2021	1,884.50
EF140012	24725	Feral Invasive Species Eradication Management	Eradication Management Services	14/05/2021	780.00
EF140013	24734	Myriad Images	Photography Services	14/05/2021	3,240.00
EF140014	24736	Zenien	Cctv Camera Licences	14/05/2021	10,965.55
EF140015	24748	Pearmans Electrical & Mechanical Services P/L	Electrical Services	14/05/2021	7,049.30
EF140016	24945	Ns Projects Pty Ltd	Project Management Services	14/05/2021	12,650.00
EF140017	25063	Superior Pak Pty Ltd	Vehicle Maintenance	14/05/2021	1,300.83
EF140018	25115	Fiig	Investment Management Services	14/05/2021	2,750.00
EF140019	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscaping Services	14/05/2021	682.00
EF140020	25264	Acurix Networks Pty Ltd	Wifi Access Service	14/05/2021	12,733.60
EF140021	25418	Cs Legal	Legal Services	14/05/2021	14,175.05
EF140022	25645	Yelakitj Moort Nyungar Association Inc	Welcome To The Country Performances	14/05/2021	400.00
EF140023	25736	Blue Tang (Wa) Pty Ltd T/As Emerge Associates (The Trustee For The Reef Unit Trust) Emerge Associates	Consultancy Services	14/05/2021	13,145.00
EF140024	25813	Lg Connect Pty Ltd	Erp Systems Development	14/05/2021	2,861.06
EF140025	25940	Leaf Bean Machine	Coffee Bean Supply	14/05/2021	440.00
EF140026	25962	All Lines	Linemarking Services	14/05/2021	2,145.00
EF140027	26029	Autosweep Wa	Sweeping Services	14/05/2021	1,254.00
EF140028	26114	Grace Records Management	Records Management Services	14/05/2021	1,336.83
EF140029	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	14/05/2021	15,623.10
EF140030	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	14/05/2021	139,138.89
EF140031	26314	Cpe Group	Temporary Employment Services	14/05/2021	1,246.41
EF140032	26354	Electrofen	Repair Services - Security Fences	14/05/2021	1,672.00
EF140033	26449	Eco Shark Barrier Pty Ltd	Leasing Fee For Shark Barrier	14/05/2021	22,250.00
EF140034	26470	Scp Conservation	Fencing Services	14/05/2021	5,412.00
EF140035	26606	Enviro Infrastructure Pty Ltd	Construction& Fabrication	14/05/2021	31,114.29
EF140036	26614	Marketforce Pty Ltd	Advertising	14/05/2021	10,090.54
EF140037	26625	Andover Detailers	Car Detailing Services	14/05/2021	819.00
EF140038	26735	Shane McMaster Surveys	Survey Services	14/05/2021	8,525.00
EF140039	26736	Ghems Holdings Pty Ltd	Revegetation	14/05/2021	4,042.50
EF140040	26743	Statewide Turf Services	Turf Renovation	14/05/2021	4,400.00
EF140041	26745	Embroidme Myaree	Embroidery	14/05/2021	643.50
EF140042	26759	Metro Filters	Canopy, Flue And Fans Cleanind And Filte	14/05/2021	761.20
EF140043	26771	Instant Products Hire	Portable Toilet Hire	14/05/2021	1,925.37
EF140044	26779	Safemaster Safety Products Pty Ltd	Safety Products	14/05/2021	677.60
EF140045	26782	Soft Landing	Recycling Services	14/05/2021	2,286.87
EF140046	26883	Gta Consultants	Transport Planning	14/05/2021	19,304.45
EF140047	26884	People On Bicycles	Training - Bicycle Classes	14/05/2021	810.00
EF140048	26888	Media Engine	Graphic Design, Marketing, Video Product	14/05/2021	3,460.00
EF140049	26890	Forestry Tools	Gardening Tools	14/05/2021	170.00
EF140050	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	14/05/2021	6,347.00
EF140051	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	14/05/2021	9,933.00
EF140052	26909	West Coast Profilers Pty Ltd	Road Planing Cold Services	14/05/2021	1,854.88

EF140053	26917	Cirrus Networks Pty Ltd	It Network & Telephony Services	14/05/2021	330.21
EF140054	26929	Elan Energy Matrix Pty Ltd	Recycling Services	14/05/2021	1,445.57
EF140055	26938	Majestic Plumbing	Plumbing Services	14/05/2021	88.13
EF140056	26985	Access Icon Pty Ltd	Drainage Products	14/05/2021	906.40
EF140057	26987	Cti Risk Management	Security - Cash Collection	14/05/2021	1,122.40
EF140058	27002	Cockburn Party Hire	Hire Services	14/05/2021	216.00
EF140059	27010	Quantum Building Services Pty Ltd	Building Maintenance	14/05/2021	10,178.03
EF140060	27027	Frig Tech Wa	Refridgeration Services	14/05/2021	548.90
EF140061	27032	Wtp Australia Pty Ltd	Quantity Surveyors	14/05/2021	2,574.00
EF140062	27034	Adelby Pty Ltd	Firebreak Construction	14/05/2021	143.00
EF140063	27045	Gartner Electronics Pty Ltd	Electrical	14/05/2021	20,691.00
EF140064	27054	Vocus Pty Ltd	Telecommunications	14/05/2021	2,323.20
EF140065	27059	Frontline Fire & Rescue Equipment	Manufacture-Fire Vehicles/Equipment	14/05/2021	2,305.37
EF140066	27065	Westbooks	Books	14/05/2021	2,774.81
EF140067	27068	Austral Pool Solutions	Pool Equipment/Supplies	14/05/2021	261.68
EF140068	27072	Nordic Fitness Equipment	Fitness Equipment	14/05/2021	2,970.00
EF140069	27093	Magnetic Automation Pty Ltd	Gates/Barriers	14/05/2021	1,567.50
EF140070	27133	Marindust Sales	Goal Posts	14/05/2021	12,155.00
EF140071	27161	Next Power	Solar Panel	14/05/2021	2,688.71
EF140072	27169	Natural Power Solutions Pty Ltd	Power Supply Protection, Products & Serv	14/05/2021	13,832.50
EF140073	27189	Healthstrong Pty Ltd	Home Care	14/05/2021	110.00
EF140074	27198	Green Promotions Pty Ltd	Promotional Supplies	14/05/2021	1,479.50
EF140075	27212	A&L Sauna & Steam Wa	Carpentry - Sauna	14/05/2021	250.00
EF140076	27241	Landscape Elements	Landscaping Services	14/05/2021	14,775.73
EF140077	27246	Veale Auto Parts	Spare Parts Mechanical	14/05/2021	604.40
EF140078	27269	Integrpay Pty Ltd	Payment Processing	14/05/2021	15,641.64
EF140079	27308	Jatu Clothing & Ppe Pty Ltd	Clothing Ppe	14/05/2021	237.78
EF140080	27334	Westcare Print	Printing Services	14/05/2021	478.50
EF140081	27346	Office Line	Furniture Office	14/05/2021	1,504.80
EF140082	27350	Integrate Sustainability Pty Ltd	Consultancy - Environmental	14/05/2021	715.00
EF140083	27352	Bikewise	Transport Promotions	14/05/2021	5,104.00
EF140084	27377	Accidental Health And Safety - Perth	First Aid Supplies	14/05/2021	309.94
EF140085	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	14/05/2021	32.85
EF140086	27401	Emprise Mobility	Mobility Equipment	14/05/2021	319.00
EF140087	27410	The Kit Bag	Ppe Clothing	14/05/2021	1,444.35
EF140088	27420	Cygnat Workplace Investigations	Consultancy - Human Resources	14/05/2021	1,045.00
EF140089	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	14/05/2021	764.50
EF140090	27426	The Kart Centre Pty. Ltd	Go - Kart Hire	14/05/2021	1,540.00
EF140091	27427	Home Chef	Cooking/Food Services	14/05/2021	707.46
EF140092	27437	Pb Reticulation & Maintenance Services Pty Ltd	Irrigation Services	14/05/2021	1,416.80
EF140093	27455	Site Protective Services	Cctv Parts	14/05/2021	139,113.72
EF140094	27456	Securepay Pty Ltd	Payment Solutions	14/05/2021	785.40
EF140095	27482	Billi Australia Pty Ltd	Water Filter Taps	14/05/2021	162.80
EF140096	27499	Hodge Collard Preston Architects	Architects	14/05/2021	44,965.80
EF140097	27507	Facilities First Australia Pty Ltd	Cleaning Services	14/05/2021	42,042.94
EF140098	27512	Agent Sales & Services Pty Ltd	Pool Chemicals	14/05/2021	1,020.80
EF140099	27518	Kyocera Document Solutions Australia Pty Ltd	Photocopying Machines	14/05/2021	7,930.69
EF140100	27539	Jasmin Carpentry & Maintenance	Carpentry	14/05/2021	29,124.38
EF140101	27546	Bpa Engineering	Consultancy - Engineering	14/05/2021	374.00
EF140102	27548	Standing Fork	Catering	14/05/2021	1,808.40
EF140103	27575	Shred X Secure Destruction	Document Destruction	14/05/2021	41.58
EF140104	27579	Travis Hayto Photography	Photography Services	14/05/2021	481.25
EF140105	27617	Galaxy 42 Pty Ltd	Consultancy - It	14/05/2021	704.00
EF140106	27620	Gold Corporation	Ceremonial Coins	14/05/2021	2,755.50
EF140107	27621	Waler Australia	Pool Equipment	14/05/2021	542.15
EF140108	27622	Truegrade Medical Supplies	Medical Supplies	14/05/2021	1,143.78
EF140109	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	14/05/2021	11,286.70
EF140110	27640	Range Ford	Motor Vehicles	14/05/2021	11,293.62
EF140111	27643	Dial Before You Dig Wa Ltd	Dial Before You Dig	14/05/2021	12,294.22
EF140112	27644	Cmaktech	Ict Engineering & Consulting	14/05/2021	56,228.62
EF140113	27657	Positive Balance Massage	Massage Therapy	14/05/2021	100.00
EF140114	27676	Blue Force Pty Ltd	Security Services	14/05/2021	40.00
EF140115	27684	Jani Murphy Pty Ltd	Training	14/05/2021	2,301.75
EF140116	27695	Qtm Pty Ltd	Traffic Management	14/05/2021	27,872.11
EF140117	27720	Bj Systems	Security Services	14/05/2021	247.50
EF140118	27723	Cockburn Power Boats Association (Inc)	Storage Services	14/05/2021	3,650.00

EF140119	27759	The Digital Factory	Video Production	14/05/2021	4,361.50
EF140120	27829	Smec Australia Pty Ltd	Consultancy - Engineering	14/05/2021	21,925.20
EF140121	27842	Light House Laundry	Laundering	14/05/2021	58.19
EF140122	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	14/05/2021	37,680.50
EF140123	27863	Carers Plus	Nursing Services	14/05/2021	157.08
EF140124	27865	Pritchard Francis Consulting Pty Ltd	Engineering Services	14/05/2021	3,316.50
EF140125	27894	Homecare Physiotherapy	Healthcare	14/05/2021	4,620.00
EF140126	27917	Go Doors Advanced Automation	Door Maintenance & Repair	14/05/2021	5,119.18
EF140127	27955	Far Lane	Consultancy Economic	14/05/2021	15,862.00
EF140128	27969	Perfect Gym Solutions	Software For Gym's	14/05/2021	357.72
EF140129	27986	Melville Toyota	Motor Cars	14/05/2021	55.53
EF140130	27986	Daily Living Products	Mobility Equip	14/05/2021	430.50
EF140131	28001	Corseign Wa Pty Ltd	Sign Making Material	14/05/2021	1,216.60
EF140132	28002	Little Aussie Directories	Advertising	14/05/2021	1,182.50
EF140133	28022	Grafton General Products	Home Safety Modifications	14/05/2021	141.23
EF140134	28025	The Nappy Guru	Nappy Workshops	14/05/2021	750.00
EF140135	28031	Brandon's Shredding Boxes	Recycling	14/05/2021	45.00
EF140136	28049	Copy Magic	Printing Services	14/05/2021	4,133.80
EF140137	28058	Sage Consulting Engineers Pty Ltd	Consultancy - Engineering	14/05/2021	2,189.00
EF140138	28063	Ibis Consulting Pty Ltd	Waste Education	14/05/2021	1,362.75
EF140139	28081	Pool Robotics Perth	Robotic Pool Cleaner	14/05/2021	157.40
EF140140	28086	Gfy Consulting	Consultancy	14/05/2021	5,274.65
EF140141	28095	Liveli Pty Ltd	Google Maps Lic.	14/05/2021	2,441.10
EF140142	28107	Irp Pty Ltd	Employment Services	14/05/2021	300.44
EF140143	28120	Keys	CONSULTANCY - Miscellaneous	14/05/2021	5,500.00
EF140144	28125	Daisy Productions	Master Ceremonies	14/05/2021	800.00
EF140145	28126	Art Is Alive	ART Workshop	14/05/2021	2,130.00
EF140146	28130	Geoffrey London Architectural Consultant	Architectural Consultant	14/05/2021	720.00
EF140147	28147	Modest Mounts	Vehicle Accessories	14/05/2021	3,108.00
EF140148	28153	Marion Fredriksson Design	Urban Design	14/05/2021	240.00
EF140149	26987	Cti Risk Management	Security - Cash Collection	18/05/2021	1,292.25
EF140150	99997	Wow Underwater Photography	Invoice Iv00000000382	19/05/2021	1,100.00
EF140151	10244	Building & Const Industry Training Fund	Levy Payment	20/05/2021	23,223.51
EF140152	27492	Superchoice Services Pty Limited	Payroll Deductions	20/05/2021	612,819.19
EF140153	26987	Cti Risk Management	Security - Cash Collection	25/05/2021	1,325.45
EF140154	99997	Family Day Care	Fdc Payment Fe 16/05/2021	20/05/2021	51,791.57
EF140155	99997	In Home Care Payments	lhc Payments Fe 16/05/2021	20/05/2021	21,463.54
EF140156	11867	Kevin John Allen	Monthly Elected Member Fees & Expenses	31/05/2021	2,639.83
EF140157	12740	Logan Howlett	Monthly Elected Member Fees & Expenses	31/05/2021	11,439.09
EF140158	20634	Lee-Anne Smith	Monthly Elected Member Fees & Expenses	31/05/2021	2,139.83
EF140159	25353	Phillip Eva	Monthly Elected Member Fees & Expenses	31/05/2021	2,639.83
EF140160	26696	Chamonix Terblanche	Monthly Elected Member Fees & Expenses	31/05/2021	2,639.83
EF140161	27326	Michael Separovich	Monthly Elected Member Fees & Expenses	31/05/2021	2,639.83
EF140162	27327	Chontelle Stone	Monthly Elected Member Fees & Expenses	31/05/2021	2,639.83
EF140163	27475	Lara Kirkwood	Monthly Elected Member Fees & Expenses	31/05/2021	4,509.66
EF140164	27871	Tom Widenbar	Monthly Elected Member Fees & Expenses	31/05/2021	2,639.83
EF140165	27872	Phoebe Corke	Monthly Elected Member Fees & Expenses	31/05/2021	2,639.83
EF140166	10152	Aust Services Union	Payroll Deductions	31/05/2021	1,014.00
EF140167	10154	Australian Taxation Office	Payroll Deductions	31/05/2021	464,929.00
EF140168	10305	Child Support Agency	Payroll Deductions	31/05/2021	1,340.39
EF140169	11001	Local Government Racing & Cemeteries Employees Union Lgrcou	Payroll Deductions	31/05/2021	82.00
EF140170	11857	Champagne Social Club	Payroll Deductions	31/05/2021	364.00
EF140171	11860	45S Club	Payroll Deductions	31/05/2021	14.00
EF140172	19726	Health Insurance Fund Of Wa	Payroll Deductions	31/05/2021	1,385.50
EF140173	25987	Toyota Fleet Management	Payroll Deductions - Novated Lease	31/05/2021	608.14
EF140174	27492	Superchoice Services Pty Limited	Payroll Deductions	31/05/2021	609,551.41
EF140175	27874	Smartsalary	Salary Packaging/Leasing Administration	31/05/2021	14,331.75
EF140176	10047	Alinta Energy	Natural Gas & Electricity Supply	31/05/2021	643.35
EF140177	11794	Synergy	Electricity Usage/Supplies	31/05/2021	28,103.87
EF140178	12025	Telstra Corporation	Communications Services	31/05/2021	27,681.06
EF140179	99996	Steven Elwick	Rates and Property related EFT Refuds	31/05/2021	150.00
EF140180	99996	Suzanne Davey	Rates and Property related EFT Refuds	31/05/2021	150.00
EF140181	99996	Suzanne Davey	Rates and Property related EFT Refuds	31/05/2021	50.00
EF140182	99996	Allana-Marie Harris	Rates and Property related EFT Refuds	31/05/2021	150.00
EF140183	99996	Services Australia - Centrepay	Rates and Property related EFT Refuds	31/05/2021	1,400.00
EF140184	99996	Stella Settlements	Rates and Property related EFT Refuds	31/05/2021	4,487.61

EF140185	99996	Cockburn Central Property Settlements	Rates and Property related EFT Refuds	31/05/2021	374.39
EF140186	99996	Margaret Bird	Rates and Property related EFT Refuds	31/05/2021	544.00
EF140187	99996	Nicholas Diedricks	Rates and Property related EFT Refuds	31/05/2021	1,626.35
EF140188	99996	Avril Rose	Rates and Property related EFT Refuds	31/05/2021	3,806.65
EF140189	99996	Daniel Roose	Rates and Property related EFT Refuds	31/05/2021	929.01
EF140190	99996	Klara Earle	Rates and Property related EFT Refuds	31/05/2021	1,922.82
EF140191	99996	Bafo Settlements	Rates and Property related EFT Refuds	31/05/2021	388.00
EF140192	99996	Breanna Crawley	Rates and Property related EFT Refuds	31/05/2021	396.00
EF140193	99996	Viva Developments	Rates and Property related EFT Refuds	31/05/2021	387.00
EF140194	99996	Joseph Ooi	Rates and Property related EFT Refuds	31/05/2021	1,500.00
EF140195	99996	Red Kipper Pty Ltd	Rates and Property related EFT Refuds	31/05/2021	205.00
EF140196	99996	S C Needs	Rates and Property related EFT Refuds	31/05/2021	203.00
EF140197	99996	Rates And Property Related Eft Refuds (Not Bonds)	Rates and Property related EFT Refuds	31/05/2021	153.16
EF140198	99996	Perth Settlements Service	Rates and Property related EFT Refuds	31/05/2021	233.86
EF140199	99996	Bafo Settlement	Rates and Property related EFT Refuds	31/05/2021	491.13
EF140200	99996	Margaret Hoogewerf	Rates and Property related EFT Refuds	31/05/2021	636.49
EF140204	88888	Progress Munster Number 1 Pty Ltd	Bond Refund	31/05/2021	8,577.79
EF140205	88888	Philip Carkagis	Bond Refund	31/05/2021	500.00
EF140206	88888	David Coombes	Bond Refund	31/05/2021	500.00
EF140207	88888	Bdg Constructions	Bond Refund	31/05/2021	13,351.25
EF140208	99997	Susan D'agnone	Uniform Reimbursement	31/05/2021	139.96
EF140209	99997	Emma Jane Vincent	Crossover Rebate Payment - Emma Vincent	31/05/2021	300.00
EF140210	99997	Kelly Buck	Refund Of Cockburn Arc Payments	31/05/2021	121.41
EF140211	99997	Historical Society Cockburn	Annual Contribution To Operating Costs A	31/05/2021	14,000.00
EF140212	99997	Sylvia Hanna	Reimbursement Of Social Work Membership	31/05/2021	659.00
EF140213	99997	Natasha Flain	Cloth Nappies Rebate - Natasha Flain	31/05/2021	50.00
EF140214	99997	Charles Begley	D137 Pen Fee Refund	31/05/2021	2,426.10
EF140215	99997	John Devine	Habitat For Homes Rebate	31/05/2021	34.50
EF140216	99997	Ashley Heath	Bird Bath Rebate A Heath	31/05/2021	47.25
EF140217	99997	Anthony & Anna-Louise Sardelic	Bird Bath Rebate	31/05/2021	50.00
EF140218	99997	Helen M Broadly	Bird Bath Rebate	31/05/2021	49.98
EF140219	99997	Dc Kidd	Bird Bath Rebate	31/05/2021	47.25
EF140220	99997	Ms Catherine Cartledge	Bird Bath Rebate	31/05/2021	34.50
EF140221	99997	Penelope Heather Stonestreet And Lincoln	Bird Bath Rebate	31/05/2021	47.25
EF140222	99997	The Indigenous Literacy Foundation	Invoice Inv-3779	31/05/2021	2,174.72
EF140223	99997	Janet Martin & Simon Stringer	Invoice 00020	31/05/2021	385.00
EF140224	99997	Melissa Harris	Invoice Number 3	31/05/2021	3,025.00
EF140225	99997	Servau Offcl. Departmental Recpts & Pay	Document Number : 180122262	31/05/2021	240.57
EF140226	99997	Camila Bedulli Do Carmo	Reimbursementprescription Safety Glasses	31/05/2021	249.00
EF140227	99997	Western Knights Soccer Club	Reimbursement - Western Knights Soccer	31/05/2021	1,300.00
EF140228	99997	Iyeesha Jetta	Arg Consultation Workshop Held On 14/5/2	31/05/2021	400.00
EF140229	99997	Mitchell Garlett	Arg Consultation Workshop Held On 14/5/2	31/05/2021	400.00
EF140230	99997	Sally Greengrass	Arg Consultation Workshop Held On 14/5/2	31/05/2021	400.00
EF140231	99997	Ashah Tanoa	Arg Consultation Workshop Held On 14/5/2	31/05/2021	400.00
EF140232	99997	Mavis Hazelwood	Cockburn Seniors Centre Refund	31/05/2021	53.00
EF140233	99997	Mavis Hazelwood	Senior Centre Refund	31/05/2021	144.50
EF140234	99997	Philip Carkagis	Pen Fee Refund (C091) Philip Carkagis	31/05/2021	1,396.20
EF140235	99997	Jayne Lee Snowden	Arg Consultation Workshop Held On 20/5/2	31/05/2021	400.00
EF140236	99997	Coogee Beach Caravan Resort	Bus Hire - 18/5/21 Lake Leschnault	31/05/2021	75.00
EF140237	99997	Friends Of The Community	Donation - Friends Of The Community	31/05/2021	4,800.00
EF140238	99997	The Hub 6163	Donation - The Hub 6163	31/05/2021	6,000.00
EF140239	99997	Second Harvest Australia	Donation - Second Harvest Australia	31/05/2021	20,000.00
EF140240	99997	Black Swan Health Limited	Donation - Freo Street Doctor Cockburn	31/05/2021	20,000.00
EF140241	99997	St Patrick's Community Support Centre Li	Donation - Imagined Futures	31/05/2021	15,000.00
EF140242	99997	The Churches Commission On Education Inc	Donation - Chaplaincy North Lake	31/05/2021	3,000.00
EF140243	99997	Port Coogee Community Association	Community Grant - Pcca Events	31/05/2021	1,757.00
EF140244	99997	The Joys Of The Women	Community Grant - Jotw Equipment	31/05/2021	3,000.00
EF140245	99997	Coogee Community Garden Wa Inc	Community Grant - Cogwa Waterwise	31/05/2021	5,500.00
EF140246	99997	Atwell Toy Library	Community Grant - Atl - Office Supplies	31/05/2021	700.00
EF140247	99997	Kwinana Early Years Services	Community Grant - Cck - Village Morning T	31/05/2021	4,400.00
EF140248	99997	Lakeland Senior High School P & C	Community Grant - Mentally Healthy Day 2	31/05/2021	2,000.00
EF140249	99997	Coogee Beach Surf Life Saving Club	Community Grant - Starfish Nippers Progr	31/05/2021	4,400.00
EF140250	99997	Yangebup Family Centre	Community Grant - Return To Work 2021	31/05/2021	3,300.00
EF140251	99997	Coogee Primary School Parents And Citize	Community Grants - Cps Values Pencil Pro	31/05/2021	8,382.55
EF140252	99997	Treeby Community Association	Community Grants - Tca - Community Event	31/05/2021	3,000.00
EF140253	99997	Harvest Lakes Playgroup	Community Grants - Hlpg Incursions	31/05/2021	1,000.00

EF140254	99997	Curtin University	Sponsorship - Curtin Ignition 2021	31/05/2021	7,150.00
EF140255	99997	Pao - Cheong Wong - Chung - Lung	Crossover Rebate - Brick Paving	31/05/2021	300.00
EF140256	99997	Louisa Blackburn	Crossover Rebate - Brick Paving	31/05/2021	300.00
EF140257	99997	Kai - Chun Fan	Crossover Rebate - Brick Paving	31/05/2021	300.00
EF140258	99997	Anna Tay	Crossover Rebate - Brick Paving	31/05/2021	300.00
EF140259	99997	Charlene Harmer	Compost Bin Rebate	31/05/2021	50.00
EF140260	99997	Ms Catherine Cartledge	Compost Bin Rebate	31/05/2021	40.00
EF140261	99997	Hammond Park Jfc Kara Craig	Sport Equipment Grant 2021/16	31/05/2021	1,000.00
EF140262	99997	Sarah Louise Chapman	Reimbursement Of Uni Fees	31/05/2021	446.85
EF140263	99997	Patricia Orr	Grants, Donations & Refunds	31/05/2021	189.92
EF140264	99997	Rannie Lanete	Refund For Duplicate Payment	31/05/2021	410.00
EF140265	99997	Polly Phillips	Invoice Polysuccalib01	31/05/2021	300.00
EF140266	99997	Miss Emily Claire Paull	Tax Invoice - 19/05/2021	31/05/2021	150.00
EF140267	99997	Raymond Tanuwidjaja	Crossover Contribution - 80 Torwood Ave	31/05/2021	300.00
EF140268	99997	Catia Dolzadelli	Grants, Donations & Refunds	31/05/2021	5.00
EF140269	99997	Cockburn Ses	Cockburn Ses Reimbursement	31/05/2021	3,981.59
EF140270	99997	Nunguts Bush Band	Providing Entertainment On Friday 21/05	31/05/2021	600.00
EF140271	10207	Boc Gases	Gas Supplies	31/05/2021	295.28
EF140272	10219	Bousfields Menswear	Clothing Supplies	31/05/2021	776.00
EF140273	10221	Bp Australia Pty Ltd	Diesel/Petrol Supplies	31/05/2021	20,154.34
EF140274	10226	Bridgestone Australia Ltd	Tyre Services	31/05/2021	16,661.15
EF140275	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	31/05/2021	3,782.95
EF140276	10279	Castrol Australia Pty Ltd	Grease/Lubricants	31/05/2021	3,161.56
EF140277	10333	Cjd Equipment Pty Ltd	Hardware Supplies	31/05/2021	3,318.83
EF140278	10338	Cleanaway Pty Ltd	Waste Disposal Services	31/05/2021	1,184.70
EF140279	10359	Cockburn Painting Service	Painting Supplies/Services	31/05/2021	6,864.00
EF140280	10483	Landgate	Mapping/Land Title Searches	31/05/2021	5,027.73
EF140281	10526	E & Mj Roshier Pty Ltd	Mower Equipment	31/05/2021	5,475.26
EF140282	10535	Workpower Incorporated	Employment Services - Planting	31/05/2021	42,766.12
EF140283	10589	Fines Enforcement Registry	Fines Enforcement Fees	31/05/2021	6,622.00
EF140284	10590	Department Of Fire And Emergency Services	Est Levy & Related Costs	31/05/2021	1,728,541.70
EF140285	10597	Flexi Staff Pty Ltd	Employment Services	31/05/2021	7,862.69
EF140286	10679	Grasstrees Australia	Plants & Planting Services	31/05/2021	13,915.00
EF140287	10708	Heavy Automatics Pty Ltd	Equipment Maintenance Services	31/05/2021	2,907.64
EF140288	10726	Holton Connor Architects & Planners	Architectural Services	31/05/2021	2,750.00
EF140289	10814	Jr & A Hersey Pty Ltd	Safety Clothing Supplies	31/05/2021	592.24
EF140290	10888	Lj Caterers	Catering Services	31/05/2021	8,453.06
EF140291	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	31/05/2021	13,310.33
EF140292	10938	Mrp Pest Management	Pest & Weed Management	31/05/2021	1,915.35
EF140293	10944	Mcleods	Legal Services	31/05/2021	31,285.00
EF140294	10991	Beacon Equipment	Mowing Equipment	31/05/2021	3,228.41
EF140295	11004	Murdoch University Office Of Finance, Planning & Reporting	Analysing Services	31/05/2021	611.60
EF140296	11028	Neverfail Springwater Ltd	Bottled Water Supplies	31/05/2021	350.28
EF140297	11036	Northlake Electrical Pty Ltd	Electrical Services	31/05/2021	35,529.95
EF140298	11077	P & G Body Builders Pty Ltd	Plant Body Building Services	31/05/2021	1,430.00
EF140299	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	31/05/2021	4,127.64
EF140300	11208	Quick Corporate Australia	Stationery/Consumables	31/05/2021	3,535.51
EF140301	11244	Research Solutions Pty Ltd	Research Services	31/05/2021	3,223.22
EF140302	11307	Satellite Security Services Pty Ltd	Security Services	31/05/2021	11,303.48
EF140303	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	31/05/2021	2,017.40
EF140304	11333	Shelford Constructions Pty Ltd	Construction Services	31/05/2021	775,268.40
EF140305	11387	Bibra Lake Soils	Soil & Limestone Supplies	31/05/2021	385.00
EF140306	11496	Stanlee Hospitality Supplies	Catering Equipment/Supplies	31/05/2021	324.50
EF140307	11557	Technology One Ltd	It Consultancy Services	31/05/2021	970.20
EF140308	11625	Nutrien Water	Reticulation Supplies	31/05/2021	3,354.57
EF140309	11667	Turfmaster Facility Management	Turf & Mowing Services	31/05/2021	9,116.25
EF140310	11701	Vibra Industrial Filtration Australasia	Filter Supplies	31/05/2021	691.24
EF140311	11787	Department Of Transport	Vehicle Search Fees	31/05/2021	107,141.40
EF140312	11789	Walga	Advertising/Training Services	31/05/2021	272.18
EF140313	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	31/05/2021	16,237.29
EF140314	11795	Western Power	Street Lighting Installation & Service	31/05/2021	6,074.00
EF140315	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	31/05/2021	728.12
EF140316	11828	Worldwide Online Printing - O'connor	Printing Services	31/05/2021	1,171.16
EF140317	11835	Wurth Australia Pty Ltd	Hardware Supplies	31/05/2021	1,894.59
EF140318	11841	Yangebup Family Centre Inc	Venue Hire / Grants & Donations	31/05/2021	1,637.00
EF140319	12014	Tutt Bryant Equipment Bt Equipment Pty Ltd T/As	Excavating/Earthmoving Equipment	31/05/2021	4,145.40

EF140320	12153	Hays Personnel Services Pty Ltd	Employment Services	31/05/2021	30,542.74
EF140321	12500	Ellenby Tree Farm	Plant Supplies	31/05/2021	1,320.00
EF140322	12672	Norman Disney & Young	Consultancy Services	31/05/2021	6,344.80
EF140323	13462	Ati-Mirage Pty Ltd	Training Services	31/05/2021	3,835.00
EF140324	13558	Engineering Technology Consultants	Consultants Services	31/05/2021	825.00
EF140325	13563	Green Skills Inc	Employment Services	31/05/2021	30,068.04
EF140326	13779	Porter Consulting Engineers	Engineering Consultancy Services	31/05/2021	3,300.00
EF140327	13825	Jackson McDonald	Legal Services	31/05/2021	12,574.10
EF140328	13849	McMullen Nolan Group Pty Ltd	Surveying Services	31/05/2021	3,553.00
EF140329	14530	Donald Veal Consultants Pty Ltd	Consultancy Services	31/05/2021	16,170.00
EF140330	14631	Waste Gas Resources Pty Ltd	Power Generation	31/05/2021	1,881.70
EF140331	15550	Apac Aid Inc	Plants & Landscaping Services	31/05/2021	7,846.30
EF140332	15588	Natural Area Consulting Management Services	Weed Spraying	31/05/2021	27,411.64
EF140333	15850	Ecoscape Australia Pty Ltd	Environmental Consultancy	31/05/2021	341.00
EF140334	16064	Cms Engineering	Airconditioning Services	31/05/2021	16,414.09
EF140335	16107	Wren Oil	Waste Disposal Services	31/05/2021	66.00
EF140336	16294	Caval Limited T/A Bookery	Conference	31/05/2021	851.40
EF140337	16359	Risk Management Technologies Pty Ltd	Computer Software	31/05/2021	3,514.50
EF140338	16396	Mayday Earthmoving	Road Construction Machine Hire	31/05/2021	9,009.00
EF140339	16432	Scarvac's Iga	Groceries	31/05/2021	1,252.00
EF140340	16653	Complete Portables Pty Ltd	Supply & Hire Of Modular Buildings	31/05/2021	1,325.90
EF140341	16846	Action Glass & Aluminium	Glazing Services	31/05/2021	468.96
EF140342	16894	Treblex Industrial Pty Ltd	Chemicals - Automotive	31/05/2021	1,609.30
EF140343	16985	Wa Premix	Concrete Supplies	31/05/2021	5,238.86
EF140344	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	31/05/2021	690.28
EF140345	17555	Maia Financial	Equipment Lease Payments	31/05/2021	60,386.01
EF140346	17624	Allsports Linemarking	Linemarking Services	31/05/2021	6,589.00
EF140347	17827	Nilsen (Wa) Pty Ltd	Electrical Services	31/05/2021	12,807.16
EF140348	18114	Bollig Design Group P/L	Architectural Services	31/05/2021	4,950.00
EF140349	18533	Friends Of The Community Inc.	Donation	31/05/2021	756.00
EF140350	18962	Sealanes (1985) P/L	Catering Supplies	31/05/2021	1,433.42
EF140351	19533	Woolworths Ltd	Groceries	31/05/2021	3,078.93
EF140352	19856	Western Tree Recyclers	Shredding Services	31/05/2021	56,682.47
EF140353	20146	Data#3 Limited	Contract IT Personnel & Software	31/05/2021	1,591.41
EF140354	20215	Powervac	Cleaning Equipment	31/05/2021	579.50
EF140355	20321	Riverjet Pty Ltd	Educting-Cleaning Services	31/05/2021	21,532.50
EF140356	20549	A1 Carpet, Tile & Grout Cleaning	Cleaning Services - Tiles/Carpet	31/05/2021	4,620.00
EF140357	20571	Vogt Graham Lawyers	Legal Services	31/05/2021	5,436.10
EF140358	20885	Tactile Indicators Perth	Tactiles	31/05/2021	700.00
EF140359	21127	Joanna Ayckbourn (Voices In Sinc)	Instruction - Singing	31/05/2021	300.00
EF140360	21294	Cat Haven	Animal Services	31/05/2021	1,705.00
EF140361	21678	Iannello Designs	Graphic Design	31/05/2021	346.50
EF140362	21691	Zettanet Pty Ltd	Internet/Web Services	31/05/2021	39.60
EF140363	21744	Jb Hi Fi - Commercial	Electronic Equipment	31/05/2021	1,974.00
EF140364	21747	Unicare Health	Wheelchair Hire	31/05/2021	458.00
EF140365	21946	Ryan's Quality Meats	Meat Supplies	31/05/2021	1,641.78
EF140366	22106	Intelife Group	Services - Daip	31/05/2021	10,225.37
EF140367	22119	Bindi Bindi Dreaming Marissa Verma	Consult - Aboriginal Education/Ent	31/05/2021	110.00
EF140368	22258	Waterlogic Australia Pty Ltd Cool Clear Water Group Ltd	Water Supply Equipment	31/05/2021	330.00
EF140369	22308	Department Of Primary Industries & Regional Development	Weed Control Services/Lab Analysis	31/05/2021	12,661.75
EF140370	22404	Cleverpatch Pty Ltd	Arts/Craft Supplies	31/05/2021	422.25
EF140371	22511	Johnny's Tiling	Tiling Services	31/05/2021	800.00
EF140372	22553	Brownes Food Operations	Catering Supplies	31/05/2021	516.96
EF140373	22569	Sonic Health Plus Pty Ltd	Medical Services	31/05/2021	2,678.50
EF140374	22613	Vicki Royans	Artistic Services	31/05/2021	450.00
EF140375	22639	Shatish Chauhan	Training Services - Yoga	31/05/2021	1,530.00
EF140376	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	31/05/2021	2,880.31
EF140377	22682	Beaver Tree Services Pty Ltd	Tree Pruning Services	31/05/2021	105,834.62
EF140378	22752	Elgas Limited	Gas Supplies	31/05/2021	429.56
EF140379	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	31/05/2021	60,446.77
EF140380	22859	Top Of The Ladder	Gutter Cleaning Services	31/05/2021	286.00
EF140381	22874	Economic Development Australia Ltd	Conference/Events	31/05/2021	2,521.20
EF140382	22913	Opal Australian Paper	Envelopes	31/05/2021	417.17
EF140383	23254	Ibis Information Systems Pty Ltd	Computer Software	31/05/2021	9,240.00
EF140384	23298	Therapy Focus	Entertainment Services	31/05/2021	250.00
EF140385	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	31/05/2021	2,000.00

EF140386	23457	Totally Workwear Fremantle	Clothing - Uniforms	31/05/2021	2,827.51
EF140387	23570	A Proud Landmark Pty Ltd	Landscape Construction Services	31/05/2021	34,650.00
EF140388	23579	Daimler Trucks Perth	Purchase Of New Truck	31/05/2021	970.51
EF140389	23930	West Bin	Hook Truck Hire	31/05/2021	43,194.47
EF140390	23971	Find Wise Location Services	Locating Services - Underground	31/05/2021	2,641.10
EF140391	24193	Avantgarde Technologies Pty Ltd	Consultancy Services	31/05/2021	7,032.02
EF140392	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	31/05/2021	6,238.73
EF140393	24506	Amaranti's Personal Training	Personal Training Services	31/05/2021	450.00
EF140394	24557	Aveling	Consultancy Services	31/05/2021	990.00
EF140395	24643	Bibliotheca Rfid Library Systems Australia Pty Ltd	Purchase Of Library Tags	31/05/2021	2,129.43
EF140396	24655	Automasters Spearwood	Vehicle Servicing	31/05/2021	2,153.50
EF140397	24734	Myriad Images	Photography Services	31/05/2021	3,850.00
EF140398	24736	Zenien	Cctv Camera Licences	31/05/2021	19,999.26
EF140399	24748	Pearmans Electrical & Mechanical Services P/L	Electrical Services	31/05/2021	2,645.50
EF140400	24864	Fremantle Football Club	Merchandise Stock For Retail Sale	31/05/2021	842.89
EF140401	24945	Ns Projects Pty Ltd	Project Management Services	31/05/2021	19,294.00
EF140402	24978	Ambius	Plants Supplies	31/05/2021	741.06
EF140403	25063	Superior Pak Pty Ltd	Purchase EV waste truck	31/05/2021	705,014.97
EF140404	25102	Fremantle Mobile Welding	Welding Services	31/05/2021	5,346.00
EF140405	25121	Imagesource Digital Solutions	Billboards	31/05/2021	2,272.60
EF140406	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscaping Services	31/05/2021	46,018.36
EF140407	25415	Jandakot Stock & Pet Supplies	Pet Supplies	31/05/2021	55.85
EF140408	25418	Cs Legal	Legal Services	31/05/2021	2,506.72
EF140409	25586	Envirovap Pty Ltd	Hire Of Leachate Units	31/05/2021	14,822.50
EF140410	25645	Yelakiti Moort Nyungar Association Inc	Welcome To The Country Performances	31/05/2021	800.00
EF140411	25713	Discus On Demand The Trustee For Discus On Demand Unit Trust	Printing Services	31/05/2021	310.42
EF140412	25733	Miracle Recreation Equipment	Playground Installation / Repairs	31/05/2021	6,986.10
EF140413	25736	Blue Tang (Wa) Pty Ltd T/As Emerge Associates (The Trustee For The Reef Unit Trust) Emerge Associates	Consultancy Services	31/05/2021	13,948.00
EF140414	25832	Exteria	Street And Park Infrastructure	31/05/2021	2,868.80
EF140415	25940	Leaf Bean Machine	Coffee Bean Supply	31/05/2021	220.00
EF140416	26029	Autosweep Wa	Sweeping Services	31/05/2021	3,773.00
EF140417	26067	Spraying Wa Pty Ltd	Chemical Weed Control Services	31/05/2021	544.50
EF140418	26211	Amcom Pty Ltd	Internet/Data Services	31/05/2021	14,844.23
EF140419	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	31/05/2021	24,740.95
EF140420	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	31/05/2021	73,085.16
EF140421	26321	Skateboarding Wa	Skateboarding Clinics	31/05/2021	990.00
EF140422	26419	Equifax Australasia Credit Ratings Pty Ltd	Credit Reference Checks	31/05/2021	1,207.80
EF140423	26470	Scp Conservation	Fencing Services	31/05/2021	21,791.00
EF140424	26507	Reid Corporation Pty Ltd	Entertainment Services	31/05/2021	1,000.00
EF140425	26574	Eva Bellydance	Entertainment - Belly Dancing	31/05/2021	150.00
EF140426	26588	Source Separation Systems P/L	Providing Waste And Recycling Bins	31/05/2021	8,538.20
EF140427	26606	Enviro Infrastructure Pty Ltd	Construction & Fabrication	31/05/2021	33,561.10
EF140428	26614	Marketforce Pty Ltd	Advertising	31/05/2021	11,417.50
EF140429	26618	Global Spill Control Pty Ltd	Road Safety Products	31/05/2021	1,663.20
EF140430	26625	Andover Detailers	Car Detailing Services	31/05/2021	1,545.00
EF140431	26709	Talis Consultants Pty Ltd	Waste Consultancy	31/05/2021	20,757.00
EF140432	26721	Quad Services Pty Ltd	Cleaning Services	31/05/2021	18,194.08
EF140433	26735	Shane McMaster Surveys	Survey Services	31/05/2021	3,190.00
EF140434	26745	Embroidme Myaree	Embroidery	31/05/2021	157.00
EF140435	26754	Insight Call Centre Services	Call Centre Services	31/05/2021	7,723.54
EF140436	26810	Rmss	Software	31/05/2021	32,890.00
EF140437	26812	Brooks Choice Removals	Removalists	31/05/2021	1,782.00
EF140438	26848	Melanie Maclou	Artistic Services	31/05/2021	20,000.00
EF140439	26876	Integrity	Software Development	31/05/2021	11,000.00
EF140440	26883	Gta Consultants	Transport Planning	31/05/2021	1,249.71
EF140441	26888	Media Engine	Graphic Design, Marketing, Video Product	31/05/2021	2,745.00
EF140442	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	31/05/2021	1,171.78
EF140443	26917	Cirrus Networks Pty Ltd	IT Network & Telephony Services	31/05/2021	99.00
EF140444	26938	Majestic Plumbing	Plumbing Services	31/05/2021	36,640.26
EF140445	26940	Floorwest Pty Ltd	Floor Coverings	31/05/2021	4,345.00
EF140446	26946	Av Truck Services Pty Ltd	Truck Dealership	31/05/2021	133.95
EF140447	26957	Jbs & G Australia Pty Ltd	Consultancy - Environmental	31/05/2021	2,233.00
EF140448	26987	Cti Risk Management	Security - Cash Collection	31/05/2021	118.80
EF140449	27010	Quantum Building Services Pty Ltd	Building Maintenance	31/05/2021	6,461.13
EF140450	27011	Baileys Marine Fuel Australia	Fuel	31/05/2021	1,806.84
EF140451	27031	Downer Edi Works Pty Ltd	Asphalt Services	31/05/2021	39,109.19

EF140452	27034	Adelby Pty Ltd	Firebreak Construction	31/05/2021	10,296.00
EF140453	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	31/05/2021	1,621.48
EF140454	27065	Westbooks	Books	31/05/2021	2,453.49
EF140455	27082	Kulbardi Pty Ltd	Stationery Supplies	31/05/2021	495.00
EF140456	27083	Darren Hutchens Community Artist	Artists	31/05/2021	5,500.00
EF140457	27098	Q2 (Q-Squared)	Digital Data Service	31/05/2021	3,300.00
EF140458	27130	Adine Media Pty Ltd	Digital Marketing & Software Service Pro	31/05/2021	2,129.46
EF140459	27133	Marindust Sales	Goal Posts	31/05/2021	473.00
EF140460	27154	Suez Recycling & Recovery Pty Ltd	Waste Services	31/05/2021	72,160.15
EF140461	27169	Nightlife Music Pty Ltd	Music Management	31/05/2021	465.53
EF140462	27177	Initial Hygiene	Hygiene	31/05/2021	3,126.22
EF140463	27189	Healthstrong Pty Ltd	Home Care	31/05/2021	440.00
EF140464	27195	Aliflow Industrial	Oil Water Separators	31/05/2021	357.45
EF140465	27205	Cameron Chisholm Nicol	Architectural Services	31/05/2021	1,650.00
EF140466	27212	A&L Sauna & Steam Wa	Carpentry - Sauna	31/05/2021	200.00
EF140467	27241	Landscape Elements	Landscaping Services	31/05/2021	43,289.07
EF140468	27246	Veale Auto Parts	Spare Parts Mechanical	31/05/2021	1,657.40
EF140469	27281	Nr Metal Recycling	Recycling Services	31/05/2021	3,181.75
EF140470	27308	Jatu Clothing & Ppe Pty Ltd	Clothing Ppe	31/05/2021	591.17
EF140471	27334	Westcare Print	Printing Services	31/05/2021	126.50
EF140472	27336	Srs Australia Pty Ltd	Pool Products	31/05/2021	1,029.49
EF140473	27346	Office Line	Furniture Office	31/05/2021	10,769.00
EF140474	27348	Message Media	Telecommunications	31/05/2021	614.36
EF140475	27351	Programmed Property Services	Property Maintenance	31/05/2021	2,294.78
EF140476	27362	The Mighty Booths	Photobooth	31/05/2021	1,248.00
EF140477	27374	Southern Cross Cleaning	Commercial Cleaning	31/05/2021	5,824.16
EF140478	27377	Accidental Health And Safety - Perth	First Aid Supplies	31/05/2021	2,740.66
EF140479	27379	Esri Australia Pty Ltd	Gis Software	31/05/2021	1,822.70
EF140480	27381	Fit For Life Exercise Physiology	Exercise Classes	31/05/2021	1,540.00
EF140481	27384	Sifting Sands	Sand Cleaning	31/05/2021	17,696.92
EF140482	27385	Programmed Electrical Technologies	Electrical Services	31/05/2021	4,103.00
EF140483	27392	Axis Maintenance Services Pty Ltd	Maintenance	31/05/2021	2,248.79
EF140484	27401	Emprise Mobility	Mobility Equipment	31/05/2021	578.00
EF140485	27404	K2 Audiovisual Pty Ltd	Audio Visual Equipment	31/05/2021	660.00
EF140486	27427	Home Chef	Cooking/Food Services	31/05/2021	554.46
EF140487	27434	Cartwright Media	Video Production	31/05/2021	1,440.00
EF140488	27455	Site Protective Services	Cctv Parts	31/05/2021	329,435.91
EF140489	27485	Ashley Group	Auto Electrical	31/05/2021	275.00
EF140490	27491	Applied Innovation Centre Pty Ltd	Consultancy - Marketing	31/05/2021	2,059.20
EF140491	27499	Hodge Collard Preston Architects	Architects	31/05/2021	7,728.60
EF140492	27507	Facilities First Australia Pty Ltd	Cleaning Services	31/05/2021	239,586.72
EF140493	27512	Agent Sales & Services Pty Ltd	Pool Chemicals	31/05/2021	3,549.70
EF140494	27518	Kyocera Document Solutions Australia Pty Ltd	Photocopying Machines	31/05/2021	159.50
EF140495	27523	Robert Lawrence Toohey	High Pressure Cleaning	31/05/2021	4,125.00
EF140496	27524	David Wills And Associates	Engineering Services	31/05/2021	2,200.00
EF140497	27539	Jasmin Carpentry & Maintenance	Carpentry	31/05/2021	4,889.30
EF140498	27546	Bpa Engineering	Consultancy - Engineering	31/05/2021	11,964.70
EF140499	27560	Artem Design Studio Pty Ltd	Architectural Services	31/05/2021	15,187.70
EF140500	27567	Chorus Australia Limited	Health Care Services	31/05/2021	2,432.10
EF140501	27587	New Ground Water Services Pty Ltd	Irrigation/Reticulation	31/05/2021	16,500.00
EF140502	27592	Hey Jay Fix It!! Home Maintenance Service	Home Maintenance	31/05/2021	450.00
EF140503	27609	Lady Latte	Coffee Vendor	31/05/2021	500.00
EF140504	27622	Truegrade Medical Supplies	Medical Supplies	31/05/2021	707.56
EF140505	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	31/05/2021	8,880.30
EF140506	27644	Cmaktech	lct Engineering & Consulting	31/05/2021	7,769.37
EF140507	27645	Department Of Agriculture, Water And The Environment	Governing Body	31/05/2021	550.00
EF140508	27657	Positive Balance Massage	Massage Therapy	31/05/2021	200.00
EF140509	27664	Disability Awareness Training	Training Disabilities	31/05/2021	1,400.00
EF140510	27675	Wgawa Pty Ltd	Consultancy Engineering	31/05/2021	3,077.80
EF140511	27676	Blue Force Pty Ltd	Security Services	31/05/2021	80.00
EF140512	27684	Jani Murphy Pty Ltd	Training	31/05/2021	3,192.75
EF140513	27695	Qtm Pty Ltd	Traffic Management	31/05/2021	11,154.35
EF140514	27708	Funnelback Pty Ltd	It Services	31/05/2021	13,200.00
EF140515	27722	Metra Australia	Software	31/05/2021	1,939.45
EF140516	27749	Advisian	Consulting - Engineering	31/05/2021	10,479.04
EF140517	27767	Altus Group Consulting Pty Ltd	Surveying Services	31/05/2021	2,200.00

EF140518	27783	Cadgroup Australia Pty Ltd	Software	31/05/2021	1,918.13
EF140519	27795	Bedshed Cockburn	Beds, Mattresses	31/05/2021	964.00
EF140520	27797	City Lift Services Pty Ltd	Lift Maintenance	31/05/2021	2,475.00
EF140521	27804	Redfish Technologies	Audio Visual Systems	31/05/2021	36,594.86
EF140522	27809	Ra-One Pty Ltd	Software	31/05/2021	15,840.00
EF140523	27834	Alamba Pty Ltd	Computer Software	31/05/2021	2,970.00
EF140524	27835	Diversec Pty Ltd	Weighing Equipment	31/05/2021	2,206.60
EF140525	27842	Light House Laundry	Laundering	31/05/2021	220.17
EF140526	27850	Dowsing Group Pty Ltd	Concreting Services	31/05/2021	69,058.99
EF140527	27852	First 5 Minutes Pty Ltd	Training & Education	31/05/2021	814.00
EF140528	27863	Carers Plus	Nursing Services	31/05/2021	750.96
EF140529	27865	Pritchard Francis Consulting Pty Ltd	Engineering Services	31/05/2021	9,342.30
EF140530	27869	Select Fresh Pty Ltd	Food Supply, Fruit & Veg	31/05/2021	519.84
EF140531	27894	Homecare Physiotherapy	Healthcare	31/05/2021	9,444.11
EF140532	27907	Jenoptik Australia Pty Ltd	Radar Signs	31/05/2021	616.00
EF140533	27909	Fa Technologies	Rfid Equipment And Tags	31/05/2021	7,780.30
EF140534	27917	Go Doors Advanced Automation	Door Maintenance & Repair	31/05/2021	22,879.70
EF140535	27930	Be Projects (Wa) Pty Ltd	Construction Services	31/05/2021	78,338.73
EF140536	27940	A-Smart Pty Ltd	Service & Maintenance	31/05/2021	174.00
EF140537	27953	Truckline	Spare Parts, Truck/Trailer	31/05/2021	430.91
EF140538	27963	Buffalo Solutions	Training	31/05/2021	667.70
EF140539	27965	Stantec Australia Pty Ltd	Engineering Services	31/05/2021	16,401.00
EF140540	27982	Pep Transport	Transport	31/05/2021	1,878.04
EF140541	27984	Sabrina Fenwick	Exercise Classes	31/05/2021	480.00
EF140542	28001	Corsign Wa Pty Ltd	Sign Making Material	31/05/2021	4,741.00
EF140543	28003	Taylor Made Design	Graphic Design	31/05/2021	550.00
EF140544	28015	Imprint Plastic	Badges	31/05/2021	340.45
EF140545	28022	Grafton General Products	Home Safety Modifications	31/05/2021	534.61
EF140546	28027	Likeable Creative Pty Ltd	Marketing/Advertising	31/05/2021	1,650.00
EF140547	28036	Noddy The Waterman	Water Supplies	31/05/2021	14,685.00
EF140548	28043	Veris Australia Pty Ltd	Survey Services	31/05/2021	5,390.00
EF140549	28049	Copy Magic	Printing Services	31/05/2021	1,833.70
EF140550	28063	Ibis Consulting Pty Ltd	Waste Education	31/05/2021	450.00
EF140551	28072	Eastern Metropolitan Regional Council	Waste	31/05/2021	17,163.91
EF140552	28080	Yacht Grot 1985 Pty Ltd	Marine	31/05/2021	300.00
EF140553	28088	Ut Consulting	Technology Consulting	31/05/2021	2,200.00
EF140554	28107	Irp Pty Ltd	Employment Services	31/05/2021	1,724.71
EF140555	28118	Mozcorkell Constructions (W.A.) Pty Ltd	Building Services - Construction	31/05/2021	379,474.02
EF140556	28135	Belgravia Sports Community	Licence Fees	31/05/2021	4,050.00
EF140557	28136	Shore Water Marine Pty Ltd	Inspection Fees	31/05/2021	10,048.78
EF140558	28140	Kesab Environmental Solutions	Waste Disposal Services	31/05/2021	1,301.25
EF140559	28169	Nexacu	Excel Courses	31/05/2021	6,510.00
TOTAL OF 762 EFT PAYMENTS					12,525,662.42
LESS: CANCELLED EFT PAYMENTS:					
EF138971	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	14/05/2021	-1,100.00
EF139702	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	3/05/2021	-42.50
EF139705	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	3/05/2021	-620.00
EF139758	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	3/05/2021	-400.00
EF139778	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	5/05/2021	-180.00
EF139846	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	18/05/2021	-139.96
EF140174	27492	Superchoice Services Pty Limited	Payroll Deductions	31/05/2021	-609,551.41
					-612,033.87
TOTAL EFT PAYMENTS (EXCL. CANCELLED PAYMENTS)					11,913,628.55
ADD: BANK FEES					
BPAY BATCH FEE					2,146.63
MERCHANT FEES COC					
MERCHANT FEES MARINA					
MERCHANT FEES ARC					
MERCHANT FEES VARIOUS OUT CENTRES					

	NATIONAL BPAY CHARGE			
	RTGS/ACLR FEE			
	NAB TRANSACT FEE			1,941.60
	MERCHANDISE / OTHER FEES			
				4,088.23
	<u>ADD: CREDIT CARD PAYMENTS</u>			62,467.24
	<u>ADD: PAYROLL PAYMENTS</u>			
	COC-03/05/21 Pmt 000181289390 City of Cockburn	3/05/2021		306.68
	COC-06/05/21 Pmt 000181948191 City of Cockburn	12/05/2021		1,590,816.14
	COC-13/05/21 Pmt 000182048515 City of Cockburn	13/05/2021		880.00
	COC-16/05/21 Pmt 000182224101 City of Cockburn	14/05/2021		300.79
	274713412092005002 SuperChoice P/L CITY OF COCKBURN	20/05/2021		969.96
	274713412092005003 SuperChoice P/L CITY OF COCKBURN	20/05/2021		415.82
	274713412092005004 SuperChoice P/L CITY OF COCKBURN	20/05/2021		450.72
	274713412092005005 SuperChoice P/L CITY OF COCKBURN	20/05/2021		556.17
	274713412092005006 SuperChoice P/L CITY OF COCKBURN	21/05/2021		24.42
	COC-15/04/21 Pmt 000180201528 City of Cockburn	21/05/2021		7.41
	COC-19/05/21 Pmt 000182860087 City of Cockburn	26/05/2021		1538164.94
	COC-27/05/21 Pmt 000182951090 City of Cockburn	27/05/2021		720.49
	COC-31/05/21 Pmt 000183167621 City of Cockburn	31/05/2021		2015.74
				3,135,629.28
	TOTAL PAYMENTS MADE FOR THE MONTH			15,115,813.30

April 2021 Credit Card	
Credit Card Holder	Amount
ADRIANNE VASILE	931.45
ALEXANDRA K MORTON	3,384.00
ALISON WATERS	1,992.25
ANTON LEES	59.14
ASANKA VIDANAGE	105.93
BENJAMIN TANO	99.52
BIANCA BRENTON	220.00
CASSANDRA COOPER	469.25
CHRISTOPHER BEATON	1,083.28
COLLEEN MILLER	1,460.45
DEBORAH RIGBY	299.98
FIONA LOGAN	1,120.08
JAYNE MCENIRY	215.14
KAREN O'REILLY	1,555.15
KAROLINE JAMIESON	2,391.94
LINDA SEYMOUR	3,305.40
LINDA WALKER	526.21
LORENZO SANTORIELLO	773.68
LYNETTE SPEARING	342.84
MARIE LA FRENAIS	644.98
MICHAEL EMERY	73.56
MIRANDO RADJA	181.29
MISS JESSICA DONALD	1,340.69
MISS KAYLA MALONEY	4,210.87
MR ANTONIO NATALE	7,715.83
MR BRETT FELLOWS	1,657.52
MR C MACMILLAN	1,252.26
MR CLIFFORD RYAN	1,177.50
MR CLIVE J CROCKER	506.79
MR DANIEL ARNDT	187.90
MR GLEN WILLIAMSON	- 1,087.60
MR GLENN PETHICK	917.44
MR LYALL DAVIESON	2,536.80
MR NELSON MAURICIO	47.00
MR NICHOLAS JONES	518.41
MR PAUL HOGAN	- 35.00
MR S ATHERTON	1,365.95
MRS GLORIA ASKANDER	139.21
MRS JULIE MCDONALD	1,976.47
MRS KIM HUNTER	1,408.63
MRS S SEYMOUR-EYLES	1,938.54
MRS SANDRA TAYLOR	752.40
MRS SARAH KAHLE	814.64
MS BARBARA FREEMAN	765.04
MS CAROLINE LINDSAY	3,979.84
MS CLARE COURTAULD	205.42
MS DONNA JORDAN	175.00
MS GAIL M BOWMAN	81.50
MS JILL ZUMACH	157.00
MS MICHELLE CHAMPION	13.25
MS SAMANTHA BARON	827.79
MS SAMANTHA STANDISH	66.00
MS SIMONE SIEBER	2,555.23
PAUL DANIEL NORLIN	694.50
SANDRA SWANN	1,905.04
STEVEN JOHN ELLIOT	43.37
STUART DOWNING	41.49
WILLIAM MARCHBANK	379.00
	62,467.24

14.2 Monthly Financial Report - May 2021**Author(s)** N Mauricio**Attachments** 1. Statement of Financial Activity for May 2021 [↓](#)**RECOMMENDATION**

That Council:

- (1) ADOPTS the Monthly Financial Report containing the Statement of Financial Activity and other financial information for the month of May 2021, as attached to the Agenda; and
- (2) AMENDS the FY21 Municipal Budget as detailed in the Monthly Financial Report for May 2021 and summarised below:

Nature	Amount \$	Budget Surplus Impact
Operating Expenditure	(32,988)	Decrease
Capital Expenditure	62,988	Increase
Transfers from Reserve	(30,000)	Increase
Net Budget Surplus impact	-	Nil

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**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 May 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 May of \$41.43 million was \$10.60 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 \$150.18 million was just under YTD budget by \$0.32 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	108,037,502	107,664,205	107,750,974	86,769
Specified Area Rates	550,600	550,600	554,196	3,596
Operating Grants, Subsidies, Contributions	13,792,564	12,434,799	11,452,278	(982,521)
Fees & Charges	30,216,567	27,802,714	28,518,022	715,308
Interest Earnings	1,830,000	1,679,996	1,646,824	(33,172)
Profit/(Loss) on Asset Disposals	1,081,225	361,326	255,347	(105,979)
Total	155,508,458	150,493,640	150,177,641	(315,999)

Revenue sources were tracking well against their YTD budgets, although some material variances were identified as follows:

- Fees & Charges (\$0.58 million ahead of YTD Budget)
 - Ranger Services related fees and charges were ahead of YTD budget by \$0.30m, mostly from parking and animal infringements.
 - Development Assessment related fees were collectively \$0.24m ahead of YTD budget.
 - Cockburn ARC revenue of \$9.83m was showing an underperformance of \$0.32m, having been impacted by the one-week closure during the COVID related lockdown in April.
 - Port Coogee Marina was showing a positive variance of \$0.29m, mostly due to pen fees received for next year yet to be adjusted.
- Operating grants, subsidies and contributions (\$0.98 million under YTD budget):
 - Child Care related subsidies and grant funding was collectively \$0.33 million behind YTD budget.
 - Aged care related services and NDIS funding was \$0.72 million under the YTD budget.

Operating Expenditure

Operating expenditure to the end of the month of \$134.06 million was under the YTD budget by \$4.62 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	(62,270,344)	(55,957,125)	(55,716,930)	240,195
Materials and Contracts	(38,223,143)	(34,068,635)	(30,254,740)	3,813,895
Utility Charges	(5,919,371)	(5,396,806)	(5,371,225)	25,581
Depreciation on Non-Current Assets	(35,641,134)	(32,665,028)	(32,593,734)	71,294
Interest Expenses	(696,000)	(390,500)	(403,095)	(12,595)
Insurance Expenses	(1,723,200)	(1,723,200)	(1,681,861)	41,339
Other Expenditure	(9,764,514)	(8,478,866)	(8,038,200)	440,666
Total	(154,237,706)	(138,680,160)	(134,059,785)	4,620,375

Expenditure sources were tracking close to YTD budget, other than the following identified material budget variances:

- Employee Costs (\$0.24 million under YTD budget)
 - Fringe Benefits Tax is yet to be accounted for, adding a \$0.32m favourable budget variance (to be finalised in June).
- Materials and Contracts (\$3.81 million under YTD budget):
 - Community Development Services contract expenditure was \$1.03 million below YTD budget, with child-care expenses (-\$0.35m) the only material variance.
 - The Roe 8 land rehabilitation project under Environmental Management, Policy & Planning was underspent by \$0.37m against its YTD budget.
 - Cockburn ARC contract spending was \$0.33 million under the YTD budget.
 - Information Technology overall was under YTD budget by \$0.22 million, including increased software licensing costs (\$0.27m over budget) offset by lower leasing and project related costs (\$0.45m under).
 - Waste Services contract costs (both collection and disposal) were \$0.30 million under YTD budget.
 - Roads Maintenance contract spending was \$0.26 million under YTD budget.
 - Environment, Parks and Landscape contract spending was \$0.36 million over the YTD budget.
 - Fleet Management contract maintenance costs were \$0.28 million over the YTD budget.

- Other Expenditure (\$0.44 million under YTD budget)
 - Operations Maintenance was \$0.29 million under YTD budget, with fuel for the fleet under by \$0.13 million and the waste landfill levy under by \$0.17 million.

Capital Expenditure

The City's revised capital budget of \$87.80 million was showing expenditure to the end of the month of \$31.48 million (35.8% spent). This is indicating a significant carried forward works program into next year, which will be accommodated by a smaller capital program included in 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	26,429,294	10,526,746	10,427,922	(98,824)
Plant and Equipment	6,207,480	4,431,714	2,724,480	(1,707,234)
Information Technology	1,972,569	1,228,559	1,167,489	(61,070)
Infrastructure - Roads	24,824,148	10,139,544	8,854,402	(1,285,142)
Infrastructure - Drainage	1,885,509	1,356,946	836,125	(520,821)
Infrastructure - Footpath	2,682,285	1,416,043	1,075,697	(340,346)
Infrastructure - Parks Hard	7,732,870	4,781,068	3,603,727	(1,177,341)
Infrastructure - Parks Landscaping	1,825,726	1,241,887	983,615	(258,272)
Infrastructure - Landfill Site	5,214,043	1,444,330	1,260,663	(183,667)
Infrastructure - Marina	5,852,300	1,952,445	253,292	(1,699,153)
Infrastructure - Coastal	372,473	85,236	12,772	(72,464)
Total	87,798,697	38,884,517	31,480,184	(7,404,333)

The areas with material variances for the month included:

- Buildings - \$0.10 million under YTD budget
 - The building construction program was overall on track against the YTD budget, but had several offsetting individual project timing variances:

Project Name	Amended		YTD Actual \$	YTD Actual Variance \$
	Budget \$	YTD Budget \$		
Wetland Education Centre construction	5,296,843	4,187,087	4,493,167	(306,079)
Operations Centre upgrade	3,241,494	1,009,048	1,342,857	(333,808)
Malabar Park BMX Facility	1,556,602	113,500	11,223	102,277
Consultancy Services - Health and Fitness Expansion	550,000	320,700	110,665	210,035
Geothermal System Repair - ARC	200,000	200,000	0	200,000
Beale Park Redevelopment	430,302	214,000	89,900	124,100
Calleya Estate 'Treeby' Community Centre	1,500,000	740,000	623,486	116,514
Major Capital Works Grants Program	100,000	100,000	0	100,000
Frankland Park Recreation Centre & Ovals	8,355,000	1,921,458	2,171,865	(250,407)

- Marina Infrastructure – \$1.70 million under YTD budget
 - The budget reflects the marina expansion project having already commenced construction, resulting in a \$1.70 million timing variance.
- Parks Hard Infrastructure – 1.18 million under YTD budget
 - The Parks infrastructure capital program was tracking under YTD budget with the following project timing variances identified:

Project Name	Amended		YTD Actual \$	YTD Actual Variance \$
	Budget \$	YTD Budget \$		
Len Packham Park Sports Lighting	300,000	300,000	12,470	287,530
Manning Park Master Plan, Hamilton Hill	487,000	350,350	115,710	234,640
Lucretia Park, playground renewal	175,000	125,000	12,159	112,841
Beeliar Lake Water Management	100,000	100,000	0	100,000

- Roads Infrastructure – (\$1.28 million under YTD budget)
 - The following road construction projects were showing budget timing variances:

Project Name	Amended		YTD Actual \$	YTD Actual Variance \$
	Budget \$	YTD Budget \$		
Jandakot Road (Berrigan to Solomon stage 1)	10,696,065	2,479,304	587,133	1,892,171
Rockingham Road and Phoenix Roundabout	1,175,000	293,750	19,006	274,744
Rockingham Road Spearwood to Phoenix	500,000	126,140	1,900	124,240
Phoenix Rd Intersection with Sudlow Rd	139,900	4,780	154,204	(149,424)
North Lake Rd intersection with Forrest Road	216,000	5,720	218,044	(212,324)
Hammond Road Branch to Bartram	4,325,475	2,027,995	2,589,387	(561,392)

- Plant & Equipment (\$1.70 million under YTD budget)
 - Both the major plant replacement program (\$1.25 million under) and the light fleet replacement program (\$0.34m under) were lagging the YTD budget.
 - \$2.01 million of plant is awaiting delivery, with some items expected 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 \$2.73 million against the YTD budget of \$2.92 million and full year budget of \$17.97 million.

The following material variances have been identified:

- Grant funding for a variety of road construction projects showing a shortfall of \$1.53 million against the YTD budget (timing issue only).
- State grant funding for Frankland Park Recreation Centre is \$0.47 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.
- Land acquisition related transfers to the State were \$0.47 million behind the YTD budget amount.

Financial Reserves

A detailed schedule of the City's financial reserves is included in the financial report, showing total reserves held of \$149.99 million (down from \$151.96 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 \$145.02 million, this is going to be much higher due to the unutilised reserve funding to be carried forward for the capital works program.

There were transfers into reserves of \$26.18 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).
- \$6.62 million in Developer Contribution Plan receipts to date this year.
- \$0.74 million into the Land Development & Investment Fund Reserve (comprising net land sales of \$0.48 million & lease revenue on land of \$0.26 million).
- \$1.24 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.
- \$0.73 million relating to restricted grant and other purpose funds.

Interest earnings of \$0.17 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 \$26.14 million, mainly comprising:

- \$20.02 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 \$1.20 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 \$205.78 million (down from \$210.67 million last month). This included financial assets (term deposits and investments) of \$196.44 million, with the balance of \$9.34 million representing cash and cash equivalent holdings.

\$155.86 million of these funds were restricted in nature, representing the City's financial reserves and the liability for bonds and deposits. The remaining \$49.92 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 0.62 percent (down from 0.64% last month and 0.69% the month before that).

New investments for the month were placed at a rate of 0.45 percent. The yield for May outperformed the City's performance target rate of 0.60 percent (RBA cash rate of 0.10% plus 0.50% performance margin) by 0.02 percent.

Interest earned from investments of \$1.64 million was \$0.01m 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 for 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 strong enough incentive for longer term investing.

The City's investment portfolio average duration at the end of the month was 120 days (down from 139 days last month). This is reflective of the current investment strategy to secure the best rate over the shortest term, taking advantage of compounding.

The City has 51.0% 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:

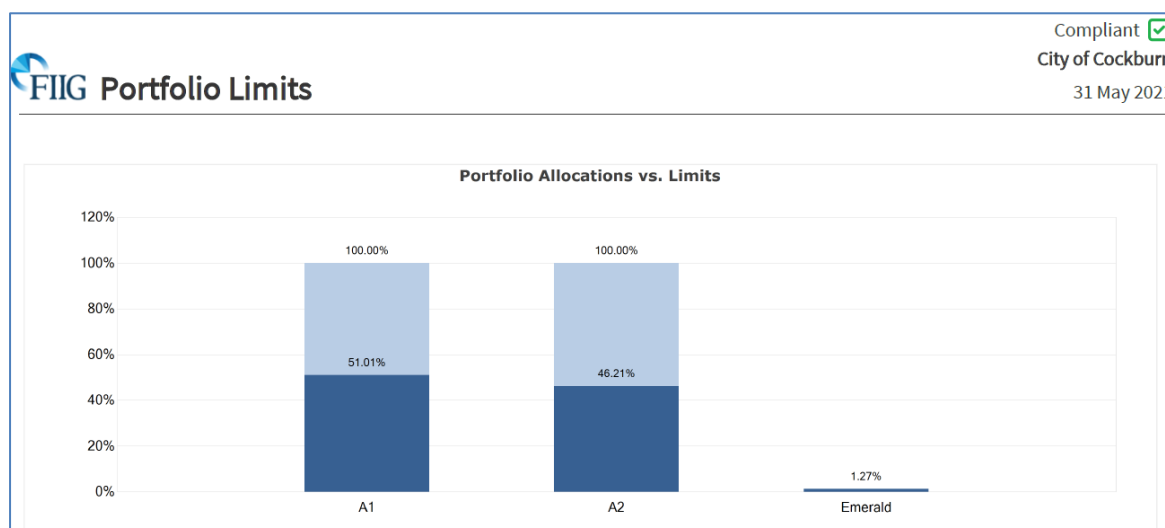


Figure 1: Portfolio allocations compared to Investment Policy limits

The maturity profile and ADI exposures of the City's investments are graphically depicted below:

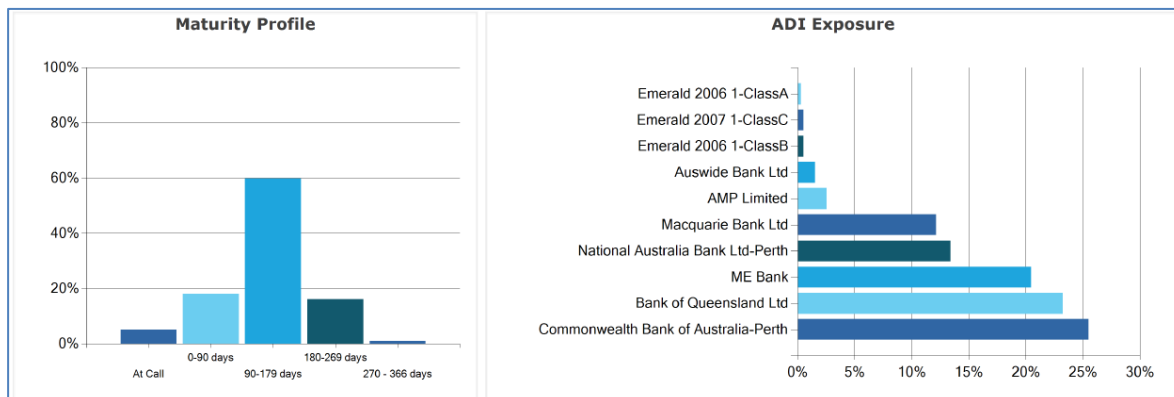


Figure 2: Council Investment Maturity Profile & ADI Exposure

Investment in Fossil Fuel Free Banks

At month end, the City held 23% or \$46.02 million of its investment portfolio with banks considered non-funders of fossil fuel related industries (up from 19% and \$38.52 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 May, the City had \$5.71 million (4.3%) of this balance outstanding (down from \$10.45 million or 7.9% last month).

This amount includes \$0.98 million of deferred pensioner rates (unable to be collected) and ignores \$1.99 million in prepaid rates (for next 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 129 properties owing \$0.57 million.

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:

- Refit of Operations Centre and ARC audio video conference facilities for \$30,000 (funded from the IT Reserve).
- Construction of a disability carousel at Frankland Park for \$32,988 (funding reallocated from operational project for accessible playgrounds).

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
Operating Expenses - Materials & Contracts	(32,988)	Decrease
Transfers from Reserve	(30,000)	Increase
Payments for property, plant & equipment and infrastructure	62,988	Increase
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 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.
- 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 budget amendments proposed in this report are adopted.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Council's adopted budget for revenue, expenditure and the closing financial position could factually misrepresent actual financial outcomes if the recommended budget amendments are not adopted. Further, some services and projects could be disrupted if budgetary requirements are not appropriately addressed.

Advice to Proponents/Submitters

N/A

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

Nil

CITY OF COCKBURN**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 May 2021****LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 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	\$30.83 M	\$41.43 M	\$10.60 M
Refer to Statement of Financial Activity				

Cash and financial assets		
	\$205.78 M	% of total
Unrestricted Cash	\$49.92 M	24.3%
Restricted Cash	\$155.86 M	75.7%
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)
\$45.54 M	\$53.55 M	\$59.55 M	\$6.00 M
Refer to Statement of Financial Activity			

Employee Cost		
YTD Actual	(\$55.72 M)	% Variance
YTD Budget	(\$55.96 M)	(0.4%)
Refer to Statement of Financial Activity		

Rates Revenue		
YTD Actual	\$108.31 M	% Variance
YTD Budget	\$108.21 M	0.0%
Refer to Statement of Financial Activity		

Fees and Charges		
YTD Actual	\$28.52 M	% Variance
YTD Budget	\$27.80 M	2.6%
Refer to Statement of Financial Activity		

Materials & Contracts		
YTD Actual	(\$30.25 M)	% Variance
YTD Budget	(\$34.07 M)	(11.2%)
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)
(\$63.00 M)	(\$34.99 M)	(\$27.73 M)	\$7.27 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$1.02 M	%
Amended Budget	\$6.84 M	14.9%
Refer to Note 3 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$31.48 M	% Spent
Amended Budget	\$87.80 M	35.9%
Refer to Note 4 - Capital Acquisition		

Capital Grants		
YTD Actual	(\$2.74 M)	% Received
Amended Budget	(\$18.07 M)	15.1%
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	\$0.10 M	(\$2.56 M)	(\$2.66 M)
Refer to Statement of Financial Activity			

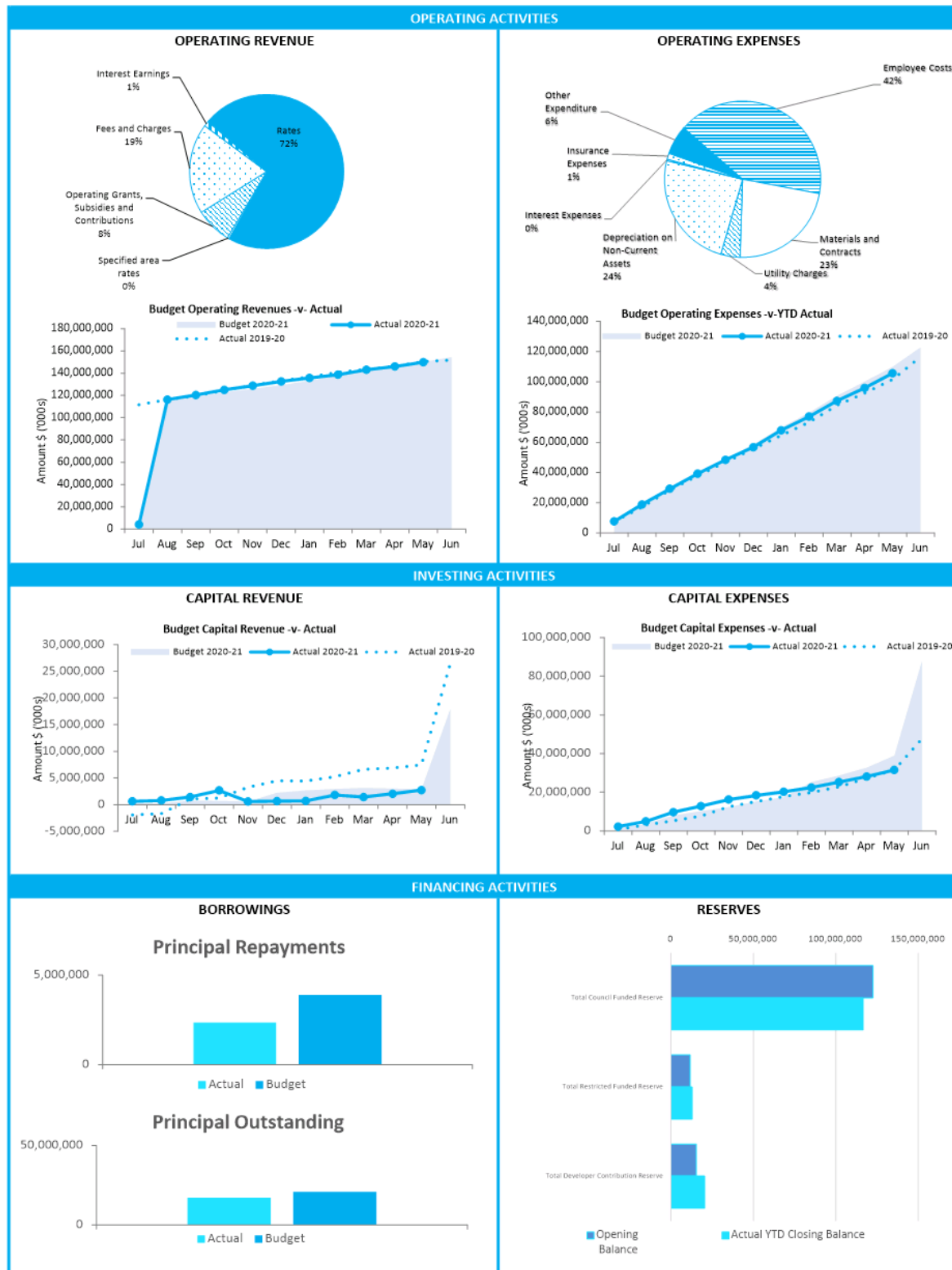
Borrowings	
Principal repayments	\$2.35 M
Interest expense	\$0.40 M
Principal due	\$17.05 M
Refer to Note 5 - Borrowings	

Reserves	
Reserves balance	\$150.00 M
Interest earned	\$0.17 M
Refer to Note 6 - Cash Reserves	

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 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 31 MAY 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		108,037,502	107,664,205	107,750,974	86,769	0.08%	
Specified area rates		550,600	550,600	554,196	3,596	0.65%	
Operating grants, subsidies and contributions		13,792,564	12,434,799	11,452,278	(982,521)	(7.90%)	▼
Fees and charges		30,216,567	27,802,714	28,518,022	715,308	2.57%	▲
Interest earnings		1,830,000	1,679,996	1,646,824	(33,172)	(1.97%)	
Profit/(loss) on disposal of assets		1,081,225	361,326	255,347	(105,979)	(29.33%)	
		155,508,458	150,493,640	150,177,641	(315,999)		
Expenditure from operating activities							
Employee costs		(62,270,344)	(55,957,125)	(55,716,930)	240,195	0.43%	
Materials and contracts		(38,223,143)	(34,068,635)	(30,254,740)	3,813,895	11.19%	▲
Utility charges		(5,919,371)	(5,396,806)	(5,371,225)	25,581	0.47%	
Depreciation on non-current assets		(35,641,134)	(32,665,028)	(32,593,734)	71,294	0.22%	
Interest expenses		(696,000)	(390,500)	(403,095)	(12,595)	(3.23%)	
Insurance expenses		(1,723,200)	(1,723,200)	(1,681,861)	41,339	2.40%	
Other expenditure		(9,764,514)	(8,478,866)	(8,038,200)	440,666	5.20%	▲
		(154,237,706)	(138,680,160)	(134,059,785)	4,620,375		
Non-cash amounts excluded from operating activities							
	1(a)	44,272,045	41,739,002	43,429,697	1,690,695	4.05%	▲
Amount attributable to operating activities		45,542,797	53,552,482	59,547,553	5,995,071		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions		17,966,830	2,920,686	2,735,117	(185,569)	(6.35%)	
Proceeds from disposal of assets	3	6,835,069	969,826	1,018,972	49,146	5.07%	
Payments for property, plant and equipment and infrastructure	4	(87,798,697)	(38,884,517)	(31,480,184)	7,404,333	19.04%	▲
Amount attributable to investing activities		(62,996,798)	(34,994,005)	(27,726,095)	7,267,910		
Financing Activities							
Proceeds from new debentures	5	5,277,400	0	0	0	0.00%	
Transfer from reserves	6	64,248,619	26,704,743	26,140,006	(564,737)	(2.11%)	▼
Repayment of debentures	5	(3,900,000)	(2,300,000)	(2,347,227)	(47,227)	(2.05%)	
Transfer to reserves	6	(60,293,640)	(24,304,983)	(26,354,360)	(2,049,377)	(8.43%)	▼
Amount attributable to financing activities		5,332,379	99,761	(2,561,581)	(2,661,342)		
Closing funding surplus / (deficit)	1(c)	49,430	30,829,289	41,430,927	10,601,638		

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 31 MAY 2021**

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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	5,500	5,500	0.00%	
Legal Governance & Risk Management		800	733	2,058	1,325	180.76%	
Finance		113,057,459	112,478,661	112,536,461	57,800	0.05%	
Information & Technology		1,500	1,375	91	(1,284)	(93.38%)	
Library & Cultural Services		152,550	157,669	140,878	(16,791)	(10.65%)	
Recreation Services		11,857,633	10,954,950	10,717,783	(237,167)	(2.16%)	
Community Development		9,060,274	8,498,648	7,296,963	(1,201,685)	(14.14%)	▼
Community Safety & Ranger Services		1,131,711	1,096,845	1,385,146	288,301	26.28%	
Development Assessment & Compliance		3,642,401	3,411,987	3,634,445	222,458	6.52%	
Planning		266,749	115,318	118,419	3,101	2.69%	
Sustainability & Environment		1,260,631	875,718	647,341	(228,377)	(26.08%)	
Operations & Maintenance		10,293,409	9,045,152	9,311,791	266,639	2.95%	
Projects		48,500	500	0	(500)	(100.00%)	
Property & Assets		4,458,843	3,604,889	4,115,673	510,784	14.17%	▲
Customer Experience		600	550	0	(550)	(100.00%)	
Human Resources		275,400	250,643	265,092	14,449	5.76%	
		155,508,460	150,493,638	150,177,641	(315,997)		
Expenditure from operating activities							
Executive Support		(2,557,962)	(2,035,590)	(1,789,598)	245,992	12.08%	
Civic Services		(1,718,063)	(1,551,745)	(1,376,990)	174,755	11.26%	
Corporate Strategy		(239,017)	(213,473)	(246,660)	(33,187)	(15.55%)	
Legal Governance & Risk Management		(669,283)	(604,554)	(496,492)	108,062	17.87%	
Finance		(5,834,539)	(5,261,113)	(5,201,070)	60,043	1.14%	
Information & Technology		(7,898,464)	(7,121,415)	(6,986,901)	134,514	1.89%	
Procurement		(844,962)	(757,737)	(625,310)	132,427	17.48%	
Library & Cultural Services		(5,555,326)	(5,094,100)	(4,592,088)	502,012	9.85%	▲
Recreation Services		(14,299,259)	(12,885,919)	(12,265,636)	620,283	4.81%	▲
Community Development		(12,716,484)	(11,113,726)	(9,813,670)	1,300,056	11.70%	▲
Community Safety & Ranger Services		(5,747,640)	(5,182,554)	(5,010,483)	172,071	3.32%	
Development Assessment & Compliance		(5,940,644)	(5,324,955)	(5,068,754)	256,201	4.81%	
Planning		(2,818,692)	(2,548,975)	(2,456,353)	92,622	3.63%	
Sustainability & Environment		(1,523,131)	(1,201,718)	(830,646)	371,072	30.88%	▲
Operations & Maintenance		(67,267,532)	(60,943,070)	(60,530,742)	412,328	0.68%	▲
Projects		(1,752,233)	(1,580,047)	(1,566,128)	13,919	0.88%	
Property & Assets		(12,884,280)	(11,723,010)	(11,672,764)	50,246	0.43%	
Communications & Marketing		(1,718,669)	(1,549,955)	(1,542,671)	7,284	0.47%	
Customer Experience		(1,033,862)	(927,935)	(935,656)	(7,721)	(0.83%)	
Human Resources		(2,814,415)	(2,505,737)	(2,588,366)	(82,629)	(3.30%)	
People Experience		0	0	(11,374)	(11,374)	0.00%	
Internal Recharging		1,596,749	1,447,170	1,548,567	101,397	(7.01%)	
		(154,237,708)	(138,680,158)	(134,059,785)	4,620,373		
Non-cash amounts excluded from operating activities	1(a)	44,272,045	41,739,002	43,429,697	1,690,695	4.05%	▲
Amount attributable to operating activities		45,542,797	53,552,482	59,547,553	5,995,071		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions		17,966,830	2,920,686	2,735,117	(185,569)	(6.35%)	
Proceeds from disposal of assets	3	6,835,069	969,826	1,018,972	49,146	5.07%	
Payments for property, plant and equipment and infrastructure	4	(87,798,697)	(38,884,517)	(31,480,184)	7,404,333	19.04%	▲
Amount attributable to investing activities		(62,996,798)	(34,994,005)	(27,726,095)	7,267,910		
Financing Activities							
Proceeds from new debentures	5	5,277,400	0	0	0	0.00%	
Transfer from reserves	6	64,248,619	26,704,743	26,140,006	(564,737)	(2.11%)	▼
Repayment of debentures	5	(3,900,000)	(2,300,000)	(2,347,227)	(47,227)	(2.05%)	
Transfer to reserves	6	(60,293,640)	(24,304,983)	(26,354,360)	(2,049,377)	(8.43%)	▼
Amount attributable to financing activities		5,332,379	99,761	(2,561,581)	(2,661,342)		
Closing funding surplus / (deficit)	1(c)	49,430	30,829,289	41,430,927			

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 31 MAY 2021**

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 May 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 31 MAY 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	(255,347)
Less: Movement in liabilities associated with restricted cash		3,947,165	3,309,003	4,952,667
Less: Movement in leased liabilities				(413,104)
Movement in pensioner deferred rates (non-current)		0	0	113,826
Movement in accrued debtors (non-current)		0	0	1,148
Movement in employee benefit provisions (non-current)		0	0	580,438
Movement in Public Open Space payment (non-current)		5,764,971	5,764,971	5,856,335
Add: Depreciation on assets		35,641,134	32,665,028	32,593,734
Total non-cash items excluded from operating activities		44,272,045	41,739,002	43,429,697

(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 31 May 2020	Year to Date 31 May 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	6	(149,783,095)	(132,949,250)	(149,997,449)
Less: Bonds & deposits		(4,017,650)	(4,025,755)	(5,866,037)
Add: Borrowings	5	3,226,983	2,471,561	879,757
Add: Lease liabilities		421,881	0	8,777
Add: Financial assets at amortised cost - non-current	2	951,228	951,228	941,521
Total adjustments to net current assets		(149,200,653)	(133,552,216)	(154,033,431)
Cash and cash equivalents	2	5,133,910	30,274,030	9,338,754
Financial assets at amortised cost	2	169,400,000	157,400,000	195,500,000
Rates receivables		2,942,696	4,924,023	4,461,047
Receivables		4,697,858	5,252,320	4,932,623
Other current assets		4,531,758	1,011,385	748,890
Payables		(12,218,573)	(6,731,368)	(4,960,588)
Borrowings	5	(3,226,983)	(2,471,561)	(879,757)
Contract liabilities	7	(713,380)	0	(4,754,638)
Lease liabilities		(421,881)	0	(8,777)
Provisions	7	(8,753,702)	(7,636,015)	(8,913,196)
Less: Total adjustments to net current assets	1(b)	(149,200,653)	(133,552,216)	(154,033,431)
Closing funding surplus / (deficit)		12,171,050	48,470,598	41,430,927

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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	9,313,516	0	9,313,516		NATIONAL AUSTRALIA BANK
Cash on hand	Cash and cash equivalents	25,238	0	25,238		
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	40,500,000	40,500,000		MEMBERS EQUITY BANK
Term deposits - current	Financial assets at amortised cost	0	26,500,000	26,500,000		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	31,636,514	18,863,486	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		49,916,789	155,863,486	205,780,275	0	
Comprising		Unrestricted	Restricted	Total Cash	Trust	
		\$	\$	\$	\$	
Cash and cash equivalents		9,338,754	0	9,338,754	0	
Financial assets at amortised cost		40,578,035	155,863,486	196,441,521	0	
		49,916,789	155,863,486	205,780,275	0	

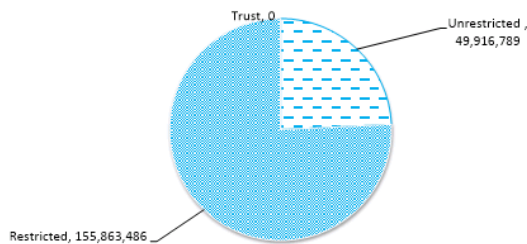
KEY INFORMATION

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.

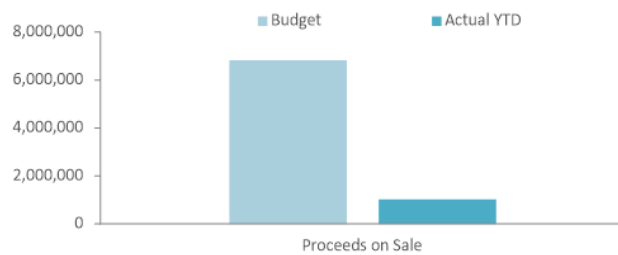
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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	93,779	0	0	(93,779)
	Plant and equipment	953,844	1,535,069	581,225	0	299,184	535,825	236,641	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	763,624	1,018,972	349,126	(93,779)



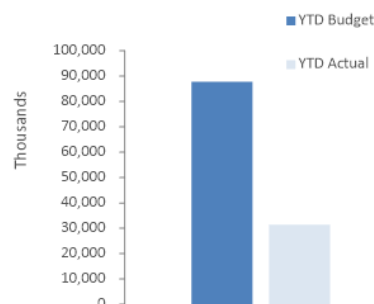
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021

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	26,429,294	10,526,746	10,427,922	(98,824)
Furniture and equipment	4,472	0	0	0
Plant and equipment	6,207,480	4,431,714	2,724,480	(1,707,234)
Information technology	1,968,097	1,228,559	1,167,489	(61,070)
Infrastructure - roads	24,824,148	10,139,544	8,854,402	(1,285,142)
Infrastructure - drainage	1,885,509	1,356,946	836,125	(520,821)
Infrastructure - footpath	2,682,285	1,416,043	1,075,697	(340,346)
Infrastructure - parks hard	7,732,870	4,781,068	3,603,727	(1,177,341)
Infrastructure - parks landscaping	1,825,726	1,241,887	983,615	(258,272)
Infrastructure - landfill site	5,214,043	1,444,330	1,260,663	(183,667)
Infrastructure - marina	5,852,300	1,952,445	253,292	(1,699,153)
Infrastructure - coastal	372,473	85,236	12,772	(72,464)
Payments for Capital Acquisitions	87,798,697	38,884,517	31,480,184	(7,404,333)
Total Capital Acquisitions	87,798,697	38,884,517	31,480,184	(7,404,333)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	(18,069,785)	(2,780,641)	(2,735,117)	45,524
Borrowings	(5,277,400)	0	0	0
Other (disposals & C/Fwd)	(6,835,069)	(969,826)	(1,018,972)	(49,146)
Cash backed reserves				
Plant & Vehicle Replacement	(4,479,848)	(3,181,950)	(2,061,475)	1,120,475
Information Technology	(919,351)	(713,351)	(631,148)	82,203
Major Building Refurbishment	(3,170,032)	(1,059,048)	(1,405,443)	(346,395)
Waste & Recycling	(5,449,393)	(1,677,122)	(1,416,013)	261,109
Land Development and Investment Fund	(3,966,452)	(346,666)	(280,000)	66,666
Roads & Drainage Infrastructure	(6,257,857)	(4,783,669)	(2,457,524)	2,326,145
Community Infrastructure	(12,973,688)	(1,345,528)	(1,392,464)	(46,936)
Greenhouse Action Fund	(155,300)	0	(120,000)	(120,000)
Aged and Disabled Asset Replacement	(35,675)	(20,000)	(8,450)	11,550
HWRP Post Closure Management & Contaminated Sites	(773,602)	0	(81,590)	(81,590)
Port Coogee Special Maintenance - SAR	(24,500)	(23,667)	(11,180)	12,487
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)	(291,233)	(196,886)	94,346
Restricted Grants & Contributions	(2,280,416)	(82,684)	(2,367,660)	(2,284,976)
Carry Forward Projects	(12,334,987)	(6,773,946)	(7,293,760)	(519,814)
Public Open Space - Various	(971,703)	(208,587)	(288,583)	(79,996)
Contribution - operations	(3,104,337)	(14,611,549)	(7,708,776)	6,902,773
Capital funding total	(87,798,697)	(38,884,517)	(31,480,184)	7,404,333

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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 31 MAY 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)	(2,061,475)	9,945,633	9,339,279
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)	(1,405,443)	16,507,131	15,271,721
Waste & Recycling	12,200,267	0	0	1,964,254	0	(5,509,393)	(1,476,013)	8,655,128	10,724,254
Land Development and Investment Fund	11,002,645	0	0	5,568,114	746,898	(3,971,452)	(285,000)	12,599,307	11,464,544
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	7,698	0	0	1,179,926	1,169,337
Community Infrastructure	27,777,436	0	0	3,500,000	0	(12,973,688)	(1,392,464)	18,303,748	26,384,972
Insurance	2,235,907	0	0	500,000	0	(100,000)	(88,531)	2,635,907	2,147,376
Greenhouse Action Fund	741,641	0	0	200,000	0	(288,330)	(157,607)	653,311	584,034
HWRP Post Closure Management & Contan	3,501,513	0	0	250,000	0	(908,602)	(143,827)	2,842,911	3,357,686
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)	(125,143)	929,647	739,554
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)	(196,886)	1,086	324,200
CIHCF Building Maintenance	9,327,472	0	0	1,458,228	1,244,292	0	0	10,785,700	10,571,764
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	(12,782,585)	(7,564,705)	7,986,981	5,164,572
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	13,077,315	(54,000,187)	(19,090,761)	116,268,011	116,538,274
<i>Restricted Funded</i>									
Aged and Disabled Asset Replacement	391,623	4,257	2,795	37,716	34,573	(35,675)	(8,450)	397,921	420,540
Welfare Projects Employee Entitlements	1,611,878	18,465	3,642	900,000	675,000	0	0	2,530,342	2,290,520

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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	11,944	400,000	0	(219,815)	(196,014)	2,022,909	1,636,410
Port Coogee Waterways - SAR	102,267	1,291	712	55,600	0	(50,000)	0	109,159	102,979
Family Day Care Accumulation Fund	11,474	0	80	0	0	0	0	11,474	11,554
Naval Base Shack Removal	652,448	7,998	4,618	30,477	12,829	0	0	690,923	669,895
Restricted Grants & Contributions	5,786,772	0	0	0	0	(4,686,384)	(4,769,687)	296,541	1,017,085
Public Open Space - Various	0	0	16,733	5,764,971	5,764,971	(971,703)	(288,583)	4,793,268	5,493,122
Port Coogee Waterways - WEMP	1,302,071	15,831	9,083	0	0	(100,000)	0	1,217,902	1,311,154
Cockburn Coast SAR	25,209	465	123	30,000	0	(11,330)	(10,318)	44,344	15,014
Total Restricted Funded Reserve	11,704,221	70,551	49,729	7,218,764	6,487,373	(6,074,907)	(5,273,052)	12,114,783	12,968,272
Developer Contribution Plans									
Community Infrastructure DCP 13	4,782,645	17,282	47,136	3,000,000	4,750,408	(3,065,564)	(12,946)	4,734,363	9,567,243
Developer Contribution Plans - Various	10,744,509	162,167	73,624	2,094,690	1,868,774	(1,107,961)	(1,763,247)	11,907,113	10,923,660
Total Developer Contribution Reserve	15,527,154	179,449	120,760	5,094,690	6,619,182	(4,173,525)	(1,776,193)	16,641,476	20,490,903
Total Cash Reserve	149,783,095	250,000	170,489	60,043,640	26,183,870	(64,248,619)	(26,140,006)	145,024,269	149,997,449

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021

OPERATING ACTIVITIES
NOTE 7
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 May 2021
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements - non-operating		713,380	13,680,129	(9,638,871)	4,754,638
Total unspent grants, contributions and reimbursements		713,380	13,680,129	(9,638,871)	4,754,638
Provisions					
Annual leave		4,809,588	63,547,325	(63,387,831)	4,969,082
Long service leave		3,144,114	0	0	3,144,114
Total Provisions		7,953,702	63,547,325	(63,387,831)	8,113,196
Total other current assets		8,667,082	77,227,454	(73,026,702)	12,867,834
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

Provisions are recognised when the City has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits

Short-term employee benefits

Provision is made for the City's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The City's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The City's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The City's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the City are recognised as a liability until such time as the City satisfies its obligations under the agreement.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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 31 May 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 31 MAY 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)

CITY OF COCKBURN | 17

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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 31 MAY 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	CSRF 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 31 MAY 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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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	13/05/21 0069	Contract Liabilities		1,014,690		1,081,954
GL 965	Transferring developer contribution to DCA13 reserve	13/05/21 0069	Transfer to Reserve			(1,014,690)	67,264
GL 965	Payment for crown ceded land from DCA13 reserve	13/05/21 0069	Transfer from Reserve		1,000,000		1,067,264
GL 906	Payment for crown ceded land and reduce liability	13/05/21 0069	Capital Expenses			(1,000,000)	67,264
	Transfer from Land Development Reserve to fund fit out cost						
CW4979	for MCCC tenancy	13/05/21 0069	Transfer from Reserve		22,458		89,722
CW4979	Fit out cost for MCCC tenancy	13/05/21 0069	Capital Expenses			(22,458)	67,264
	Transfer from IT Reserve to fund installation of AV system at						
CW4836	committee rooms and boardroom	13/05/21 0069	Transfer from Reserve		80,000		147,264
CW4836	Install AV system at committee rooms and boardroom	13/05/21 0069	Capital Expenses			(80,000)	67,264
	Receive developer contribution for Bethesda carpark						
CW4980	development	13/05/21 0069	Capital Revenue		600,000		667,264
CW4980	Bethesda carpark development	13/05/21 0069	Capital Expenses			(600,000)	67,264
CW1673	Transfer from IT Reserve to fund network replacement	13/05/21 0069	Transfer from Reserve		175,000		242,264
CW1673	Core distribution and network replacement	13/05/21 0069	Capital Expenses			(175,000)	67,264
	Live streaming equipment in Council Chambers funded from						
CW1674	Contingency	13/05/21 0069	Capital Expenses			(33,000)	34,264
OP8272	Contingency Fund - funding live streaming equipment	13/05/21 0069	Operating Expenses		33,000		67,264
	Transfer unspent fund in Multi Media Equipment project to						
CW6069	fund acoustic panelling replaced in Atwell	13/05/21 0069	Capital Expenses		9,000		76,264
CW4978	Replace acoustic panelling in Atwell	13/05/21 0069	Capital Expenses			(9,000)	67,264

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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	13/05/21 0069	Operating Expenses			(11,015)	56,249
OP7859	Reversal of duplicated revenue entry	13/05/21 0069	Operating Revenue			(15,000)	41,249
OP4990	Parmelia Gas Pipeline relocation licence fee revenue	13/05/21 0069	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
CW1703	AV upgrades	to 8 July OCM	Capital Expenses			(30,000)	19,430
CW1703	Transfer from IT Reserve to fund AV upgrades	to 8 July OCM	Transfer from Reserve		30,000		49,430
CW4676	Construction of disability carousel at Frankland Park	to 8 July OCM	Capital Expenses			(32,988)	16,442
OP8930	Transfer of fund to fund the construction of disability carousel at Frankland Park	to 8 July OCM	Operating Expenses		32,988		49,430
				0	17,357,480	(17,346,961)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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	(1,201,685)	(14.14%)	▼ Timing	Revenue delayed
Property & Assets	510,784	14.17%	▲ Timing	Revenue delayed
Expenditure from operating activities				
Library & Cultural Services	502,012	9.85%	▲ Timing	Expenditure delayed
Recreation Services	620,283	4.81%	▲ Timing	Expenditure delayed
Community Development	1,300,056	11.70%	▲ Timing	Expenditure delayed
Sustainability & Environment	371,072	30.88%	▲ Timing	Expenditure delayed
Operations & Maintenance	412,328	0.68%	▲ Timing	Expenditure delayed
Investing activities				
Financing activities				
Transfer from reserves	(564,737)	(2.11%)	▼ Timing	Expenditure delayed
Transfer to reserves	(2,049,377)	(8.43%)	▼ Timing	Revenue brought forward (DCP13)
Payments for property, plant and equipment and infrastructure	7,404,333	19.04%	▲ Timing	Expenditure delayed

14.3 Payment of Former Elected Member Expenses

Author(s) S Downing

Attachments 1. Elected Members Entitlements - Allowances and Reimbursements Policy [↓](#)

RECOMMENDATION

That Council REFUSES payment of mileage expenses for Mrs Carol Reeve-Fowkes for \$3,077.41, as the claimed expenditure sits well outside the time limit stipulated within Council policy.

Background

A claim for payment of a former Elected Member's mileage expenses has been received by the City, which falls outside of Elected Members Entitlements – Allowances and Reimbursements Policy.

Submission

N/A

Report

The City received a claim for mileage expenses from former Elected Member Carol Reeve-Fowkes on 21 June 2021.

The total claim is for \$3,077.41 and covers the period from May 2017 to October 2019. Mrs Reeve-Fowkes was an eligible Elected Member during this period.

The relevant mileage forms have been provided to cover this period.

Part 9 (1)(b) of Council's, Elected Members Entitlements – Allowances and Reimbursements Policy provides officers with the authority to reimburse Elected Members for such expenses as long as they are submitted within three months of being incurred (as noted below):

- (9) *Policy Administration*
 - (1) *Time Limit on Claims and Approval Process*
- (a) *Elected Members applying to receive reimbursement of expenses in accordance with the provision of this policy must submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with acceptable supporting documentation.*
- (b) *Requests for reimbursement must be received within three (3) calendar months after the expenses were incurred.*

Given these expenses fall outside of the time limit stipulated within the Policy for seeking reimbursement, the CEO is unable to approve payment of the claim. While the officer recommendation is to refuse the application based on the Policy requirements, Council may choose to apply its discretion and approve the claim.

In discussion with Mrs Reeve-Fowkes, sufficient extenuating circumstances were provided in support of the claim to warrant the request being submitted to Council 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

There is funding in the FY22 budget under Elected Member reimbursement of expenses to provide for this claim.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The normal payment of this claim falls strictly outside of the policy, although the policy does have a dispute clause, which could be triggered if the claim is rejected. As noted above, there are extenuating circumstances that could warrant payment of this long-delayed claim.

Advice to Proponent/Submitter

The party who forms the applicant in this report has been advised that this matter is to be considered at the 8 July 2021 Ordinary Council Meeting.

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

Nil

Title	Elected Members Entitlements – Allowances & Reimbursements
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Policy Type

Council

Policy Purpose

The objectives of this policy are:

1. To provide a clear outline of entitlements available to Elected Members under the Local Government Act 1995 (the Act) and Local Government (Administration) Regulations 1996 (the Regulations) and within the prescribed ranges established by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
2. To enable Elected Members to be accessible to the community, their colleagues and the City's staff.

Equipment and facilities subject to this policy are provided to Elected Members on the absolute understanding that they will not be used for any election purposes.

Policy Statement

In addition to those entitlements available to Elected Members (Member/s) under legislation, the policy outlines "approved expenses" the City will reimburse to Elected Members when incurred in their capacity as an Elected Member.

The Council also recognises that Elected Members have a responsibility to undertake training and development necessary to fulfil their duties of public office. To this end Council has a separate policy "Attendance at Conferences, Seminars and Training" which provides for allowances to facilitate attendance at conferences and training opportunities.

(1) Prescribed allowances

1. Mayoral Allowance

The annual local government allowance for the Mayor (in addition to any fees or reimbursements of expenses payable under the Act and Regulations) is recommended to be the maximum amount as determined by the Salaries and Allowances Tribunal, subject to the formal resolution of Council

2. Deputy Mayoral Annual Allowance

An annual local government allowance is to be paid to the Deputy Mayor (in addition to any fees or reimbursements of expenses payable under the Act and Regulations), is recommended to be the maximum percentage determined by the Salaries and Allowances Tribunal of the annual allowance to which the Mayor is entitled, subject to the formal resolution of Council.

[1]

Title	Elected Members Entitlements – Allowances & Reimbursements
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3. Annual Meeting Attendance Allowance

In lieu of paying Elected Members a meeting attendance fee for Council, Committee or prescribed meetings, it is recommended to pay the maximum amount within the range set by the Salaries and Allowances Tribunal from time to time that may be paid annually, subject to the formal resolution of Council.

(2) Prescribed expense reimbursements (Administration Regulation 31(1)(b))

1. Travel expenses

Elected members who attend Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, are entitled to be reimbursed travel expenses.

2. Child care costs

Elected members are entitled to be reimbursed child care costs, while attending Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, to the maximum allowance as determined under the Salaries and Allowances Tribunal annual determination, or the actual cost per hour, whichever the lesser amount is.

(3) Discretionary expense reimbursements (Administration Regulation 32(1))

1. Parking

Car-parking fees:

- (a) Incurred attending an event in their capacity as a Council member; or
- (b) Incurred where an Elected Member having driven their private vehicle to their place of work, attends an event (in their capacity as a Council Member) directly following work, instead of travelling to the event by taxi.

2. Minor hospitality

Elected members may be reimbursed reasonable minor hospitality costs, up to a maximum amount of \$30, incurred while attending meetings, functions, events and other occasions while undertaking the recognised functions of an Elected Member referred to elsewhere in this Policy.

3. consumable Office supplies

Elected members may be reimbursed for any consumable office supplies reasonably required to undertake the recognised functions of an Elected Member, excluding any costs incurred relevant to any elections

[2]

Title	Elected Members Entitlements – Allowances & Reimbursements
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4. Other approved expenses

Council will reimburse the following expenses incurred by Elected Members in carrying out their duties or performing their functions:

- (a) Dry cleaning specifically incurred as a result of attending recognised Council related functions referred to elsewhere in this Policy
- (b) Hire of clothing when attending a recognised Council related function that requires formal attire as stipulated on the invitation, but not otherwise
- (c) Permissible personal expenses not otherwise paid in advance by the City incurred as a result of attending a conference, seminar or training as a delegate of Council in accordance with Council Policy "Attendance at Conferences, Seminars and Training".
- (d) Reimbursement of legal representation costs incurred in accordance with Council Policy "Legal Representation & Costs Indemnification – Elected Members & Employees".

(4) Prescribed allowances paid in lieu of reimbursements

1. Information and Communication Technology (ICT) Allowance

It will be recommended that all Elected Members are paid the maximum annual amount for ICT Expenses subject to the formal resolution of Council. The allowance will be paid annually in advance within the range set by the Salaries and Allowances Tribunal through a determination from time to time, calculated from each ordinary election and the full amount will be provided for in each annual budget. The ICT Allowance is for costs relating to:

- (a) telephone rental at the Elected Members' private residence;
- (b) Council related charges for telephone calls made from telephones located at the Elected Members' private residences; and
- (c) mobile telephone rental and call charge plans.
- (d) Laptop, iPad or any desktop computer (with monitor), including,
 - appropriate software
 - printer/scanner
 - broadband internet access and router
 - associated consumables

(5) Discretionary non-monetary allowances paid in lieu of reimbursements

1. Equipment and stationery

Elected Members will be eligible to receive the following to assist them to undertake the recognised functions of an Elected Member.

- (a) Elected Members will be provided with a mobile computer, compatible with the City's security and other systems.
- (b) Elected Members will be provided with access to a computer for their use within the City's Administration Centre.

[3]

Title	Elected Members Entitlements – Allowances & Reimbursements
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- (c) Elected Members will be supplied, as reasonably required to undertake the functions of an Elected Member, with:
 - i. Business cards, and
 - ii. Letterhead template.
- (d) Elected Members will be supplied with a name badge at the commencement of their term of office. Replacement name badges will be supplied, upon request, if lost, stolen, damaged or worn.

(6) Mayoral Vehicle Provision

1. The position of Mayor shall, for the purpose of carrying out the recognised functions of the Mayoral office, be entitled to receive the provision of a fully maintained local government owned vehicle to the equivalent standard of that provided to the Senior Employees. The Mayor of the day may elect to choose a vehicle of a lesser standard at his/her discretion, subject to the City's Light Fleet Purchasing Guidelines.
2. All costs associated with the private use of the Mayoral vehicle are to be reimbursed to the City of Cockburn by the Mayor in accordance with the "Mayoral Motor Vehicle Agreement" detailed in (6) 3 below.
3. Details of the arrangement for the provision, use and responsibilities for the vehicle in (6) 2 above is included in a Deed of Agreement between the City of Cockburn and the Mayor.
4. The calculation of the reimbursement for the private use is by way of a Log Book in accordance with the requirements of the Australian Taxation Office
5. All disputes in regard to this policy will be referred to the Director of Finance and Corporate Services in the first instance. In the event that the Member and the Director cannot reach an agreement, the matter will be submitted to Council for resolution.

(7) Provision of Support

1. Mayor

The Mayor shall, in carrying out the Mayoral duties and responsibilities, be entitled to receive, the benefit of the following facilities and resources without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995.

- (a) the use of an office;
- (b) a City employee or other employee resource to the extent considered appropriate by the CEO ;
- (c) all items associated with the effective and efficient administration of the Mayor's office as determined from time to time by the CEO; and
- (d) access to the Elected Member's Lounge and refreshments

Title	Elected Members Entitlements – Allowances & Reimbursements
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2. Deputy Mayor and other Councillors:

The Deputy Mayor and other Councillors shall in carrying out their civic duties and responsibilities be entitled to receive, and the benefit of the following facilities without the reduction of the fees and allowances under section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995:

- (a) Access to the Elected Member's Lounge and refreshments.
- (b) Access to a suitably equipped shared office, reading room, meeting and conference rooms within the Administration Centre with photocopying, printing, facsimile, internet and telephone facilities, as deemed necessary by the CEO to fulfil their Council related functions.
- (c) Some secretarial support as deemed necessary by the CEO including limited word processing, photocopying, and postage.

(8) Insurance

The City will insure or provide insurance cover for Elected Members for:

- 1. Accidental injury whilst engaged in the performance of the official duties of their office, including direct travel to and from activity.
- 2. Liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of cover/insurance
- 3. Spouses/partners of Elected Members when the spouse/partner is accompanying the Member in an official (non – personal) capacity.

(9) Policy Administration

1. Time Limit on Claims and Approval Process

- (a) Elected Members applying to receive reimbursement of expenses in accordance with the provision of this policy must submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with acceptable supporting documentation.
- (b) Requests for reimbursement must be received within three (3) calendar months after the expenses were incurred.

2. Payment of fees/allowances

- (a) All Allowances will be paid automatically unless an Elected Member has advised the Chief Executive Officer in writing that they do not want to claim any or part of the available allowances.
- (b) All allowances will be paid monthly in arrears, except for the ICT allowance which will be paid annually in advance, calculated from each ordinary election and will be provided for in each annual budget.
- (c) Any taxation liability arising from these payments is the individual responsibility of each Elected Member.

[5]

Title	Elected Members Entitlements – Allowances & Reimbursements
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- (d) If an Elected Member has previously advised that they do not want all or part of the available allowances that they are entitled to, any subsequent request for full or additional payment will not be back paid, but will accrue from the date of such request.
- (e) If an Elected Member ceases to hold office, payment will only be made up to and including the final day of engagement.

3. Dispute Resolution

Any disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that the Elected Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to Council for resolution.

Strategic Link:	Corporate Governance Charter
Category	Elected Members
Lead Business Unit:	Executive
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	11 March 2021
Next Review Due: (Governance Purpose Only)	The policy is to be reviewed every two years through consultation with Elected Members to ensure that it meets its objective and provides clear accountability requirements unless legislative amendments require an immediate review. March 2023
ECM Doc Set ID: (Governance Purpose Only)	8232292

15. Operations

Nil

16. Community Services

16.1 Adoption of Community Development Strategy

Author(s) K Jamieson

Attachments 1. Community Development Strategy 2021-2025 [↓](#)
2. Community Engagement Summary Report [↓](#)

RECOMMENDATION

That Council:

- (1) ADOPTS the Community Development Strategy 2021-2025, as attached to the Agenda; and
- (2) INCLUDES the financial requirements from the Strategy for consideration in future annual budgets and corporate planning.

Background

In 2003 the City adopted its first Community Development Strategy which produced 15 suburb-based Actions Plans involving Community Groups and individuals.

The 2010-2104 Strategy implemented a more community-led approach, providing some capacity-building initiatives, community-led ideas and projects. This strategy worked towards the development and promotion of community and business partnerships, allowing for mutually beneficial outcomes.

The 2016-2020 introduced the Asset based Community Development Model of connecting neighbourhoods, advocacy and engagement, support and networking for not-for-profits, empowering community, safety and sustainability. This strategy developed a range of actions and outcomes to meet these priorities.

Submission

N/A

Report

The Community Development Strategy 2021–2025 sets out the strategic direction for the City of Cockburn for the next four years. The previous strategy (2016–2020) delivered some remarkable achievements over the period, using an ‘asset-based’ approach.

There has been a strong focus on community capacity building and connectedness with new programs and training opportunities provided to community groups. These included the Neighbourhood Networker Program, leadership training, networking events and Conflict Resolution Open Space Forum.

Other achievement included the 'Cooby Community Eats' and 'Yangebup Community Eats' gatherings that include a free meal and build connections between individuals, religious, cultural and not-for-profit groups.

Development of a year-round sponsorship program for community events and collaborative partnerships that resulted in successful projects such as the establishment of the community-run community centre 'The Hub 6163'.

A variety of workshops were also delivered, including building of street libraries and vehicle maintenance.

The 2021–2025 Strategy supports the continued use of the 'asset-based' community development approach. The strategy supports the concept of 'communities of place' with a focus on neighbourhoods, place-activation and facilitation of grassroots community organisations.

This support extends to 'communities of interest' where mutual opportunity and benefit can be achieved through collaboration with staff responsible for these areas.

This approach will achieve the goals of the strategy that community development is community focused and driven, rather than service-focused, and that the understanding and practice of community development is spread more broadly throughout the City.

The future direction is identified in the Strategy's vision and purpose statements created in consultation with the community and staff.

Vision

Cockburn is a community where people feel a sense of belonging, connection and inclusiveness, and are able to create positive change in their own lives and the lives of others

Purpose

The Community Development team will take a strengths-based approach and work together with community to generate action and positive change.

Focus Area and Outcomes

This Strategy identifies four focus areas, each with their own outcomes, which will contribute to this vision and enable us to enact our purpose:

Focus Area 1 - Connecting neighbourhoods

People get to know each other and are connected at a local level, creating a sense of identity, belonging, security and pride.

Focus Area 2 - Working together

Fostering a strong network where people, communities and the City collaborate, share and learn.

Focus Area 3 - Strengthening resilience

Ensuring communities are responsive, strong, adaptive and capable.

Focus Area 4 - Building relationships

Recognising that strong relationships are the key to a healthy and thriving community

These focus areas sit alongside Business as Usual (BAU) activities of the Community Development Team and includes daily activities that work together to build the capacity of community groups and cohesion, connectedness and inclusiveness within and across neighbourhoods, suburbs and the LGA more broadly.

To complement this work there are several additions intended to broaden the impact and increase the scope and value of the work that the Community Development Team undertakes, including:

- Focus on newer suburbs
- Neighbourhood place-activation
- Involvement in environmental projects
- Stronger focus on diversity inclusion
- Encouraging Innovation
- Increased collaboration between teams within the City and with the community
- Increased advocacy for, and education about, community development within the City
- High level acknowledgement of the core tenets of community development work, namely relationship building
- Involvement in the key emerging issues of Emergency Management and Homelessness

Strategic Plans/Policy ImplicationsCommunity, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- Foster local community identity and connection through social inclusion, community development, and volunteering opportunities.
- Facilitate and support health, and well-being outcomes for our community.

Listening & 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.
- Actively advocate and seek regional collaboration focussed on growing the wellbeing and self-sufficiency of the community to better meet their social, environmental and economic needs.

Budget/Financial Implications

To effectively undertake all elements identified and expand on activities required (due to forecast population growth) an increase of one FTE at a cost of approximately \$95,000 will be necessary for additional staffing required to complete all actions. This will be subject to a future Business Case and Council's Annual Budget deliberation process.

Other actions contained within the Plan can be undertaken within existing operational resources.

Recommendation 6.12 of the Royal Commission into Child Sexual Abuse (Royal Commission) may also place additional staff and resource requirements on the organisation.

Legal Implications

N/A

Community Consultation

Community Development initiatives have strong links with the Strategic Community Plan (SCP), both informing the plan and using information gathered to inform the Community Development Strategy 2021-2025.

As a result, much of the important community consultation information from the SCP was used in the development of this Strategic Plan.

In addition primary research with key stakeholders was also used to inform the Plan. Community consultation was held between 13 November 2020 and 4 January 2021.

The community could have their say through:

- A survey on the Comment on Cockburn site
- Hardcopy surveys available at Cockburn libraries, administration and Seniors and Volunteer Resource Centre
- Proactive phone and email correspondence with interested volunteers and community representatives
- A workshop with representatives from resident groups, held on 30 November
- Two wider community workshops held on 24 November and 2 December 2020
- Feedback activities at a community volunteer sundowner event on 15 December 2020.

Promotion of the consultation included:

- Emails to a random sample of 3,000 ratepayers
- E-newsletter to 6,781 Comment on Cockburn subscribers
- Various City e-newsletters

- On the homepage of the Comment on Cockburn website
- On the homepage of the City of Cockburn website
- Social media posts
- Emails and phone calls to local resident's groups, community groups, volunteering databases, and not-for-profit organisations
- Posters at Cockburn libraries, Seniors Centre, and Volunteer Resource Centre.

A total of 238 survey responses were received and approximately 150 people attended the four community workshops.

Members of the Disability Access and Inclusion Reference Group were directly consulted and approximately 25 staff and four Elected Members participated in additional workshops and telephone consultations.

The face-to-face community workshops included one specifically for the Cockburn Community Development Group (CCDG) and one specifically for residents in the West Ward, which focused on 'visioning', what the community aspired to achieve, followed by calls to action.

This community input has influenced all elements of this Strategy, including the Vision and Purpose statements, Focus areas and outcomes, as well as the Implementation Plan.

Risk Management Implications

If the Plan is not adopted by Council the community and other stakeholders will be informed in accordance with the Community Engagement Policy and there will be an increased risk of reputation damage.

If the Plan is not adopted by Council there is also a risk that the City will not allocate sufficient resources to accommodate the needs of the growing population into the future.

Advice to Proponent(s)/Submitters

The Proponents and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 July 2021 Ordinary Council Meeting.

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

Nil



Community Development Strategy 2021–2025



cockburn.wa.gov.au

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Acknowledgement of Country

The Mayor, Councillors and staff of the City of Cockburn acknowledge the Whadjuk Nyungar people of Beeliar boodja as the traditional custodians of this land. We pay our respect to the Elders, past, present and emerging.

Executive Summary

The Community Development Strategy 2021–2025 sets out the strategic direction for Community Development for the City of Cockburn for the next four years. The previous strategy (2016–2020) served the team and the community well, with some remarkable achievements reached over this period.

Community consultation (both face-to-face workshops and online survey), staff and Elected Member consultations took place to ascertain the goals and aspirations of the community and how the City might support and contribute to achieving these. Observations, research and analysis of City operations, emerging issues and understanding of best practice have also contributed to developing this strategy.

Overall, the strategy supports the continued 'asset-based' approach of community development that the team has been implementing. In addition, it continues to support the notion of 'communities of place' with a focus on neighbourhoods, place-activation and facilitation of grassroots community organisations. This support extends to 'communities of interest' whereby mutual opportunity and benefit can be achieved through collaboration with staff responsible for these areas.

This approach will achieve the overarching goals of the strategy where community development is community focused and driven, rather than service-focused, and where the understanding and practice of community development is spread more broadly throughout the City.

These goals are identified in the Strategy's vision and purpose statements created in consultation with the community and staff:

Vision

Cockburn is a community where people feel a sense of belonging, connection and inclusiveness, and are able to create positive change in their own lives and the lives of others.

Purpose

The Community Development team will take a strengths-based approach and work together with community to generate action and positive change.

Focus areas and outcomes

This Strategy identifies four focus areas, each with their own outcomes, which will contribute to this vision and enable us to enact our purpose:

Focus Area 1

Connecting neighbourhoods – People get to know each other and are connected at a local level, creating a sense of identity, belonging, security and pride.

Focus Area 2

Working together – Fostering a strong network where people, communities and the City collaborate, share and learn.

Focus Area 3

Strengthening resilience – Ensuring communities are responsive, strong, adaptive and capable.

Focus Area 4

Building relationships - Recognising that strong relationships are the key to a healthy and thriving community

Introduction

Community Development (CD) has many definitions and approaches. The common principles are that it uses local resources to solve local problems, provides opportunities for participation and skills being transferred between people, develops self-reliance, increases the capacity of the community and ensures local ownership of projects and decisions and increases the social capital within a community.

Community Development (CD) has many definitions and approaches. However, the common principles can be listed as - community led (bottom-up); community is people in relationship; valuing wisdom, knowledge and skills at the local level; self-reliance and interdependence; common goals; do 'with' not 'for'; appreciating diversity and ensuring inclusiveness.

CD is unique and complex, in simple terms community development is the bridge between the community and the City. Community Development practitioners understand, interpret and work towards achieving both the aspirations and needs of a diverse and multi-layered community and the requirements and goals of the Council. The process for this is never simple or straightforward and requires skills, abilities and attitudes including high levels of emotional intelligence along with strategic planning, systems and complexity thinking. It takes time to build the relationships that form the foundation of strong communities and appropriate resources (human, financial and physical) to do the work.

The strategy builds on previous strategies and adopts the Asset Based Community Development approach, as described in the Community Development Approach section outlined under Background.

It should be noted that this CD Strategy no longer includes volunteering objectives, due to a Council decision to create an independent Volunteer Strategy.

Background

The City of Cockburn has shown long term commitment to the importance of Community Development with strategies dating back to 2003.

Community Development Strategy 2003-2008 produced 15 suburb-based Action Plans.

Community Development Strategy 2010-2014 worked towards the development and promotion of community and business partnerships and the broadening of Community Development to include Community Engagement, and the development and implementation of the Community Engagement Framework 2014.

Local Government Reform and Restructure led to the amalgamation of the Community Development Team with the Family Services Team to form the Family and Community Development Team within the Community Development and Services strategic business unit. This change focused on both Communities of Place and Communities of Interest.

Community Development Strategy 2016-2020 set a continuation of the 'communities of place' approach for the Community Development team with an additional focus on building the capacity of community groups and not-for-profit organisations, which has led to an increased focus on empowerment and leadership.

Demographic Information

- Estimated population for 2021 - 117,000. Estimated population for 2025 – 135,000. Aubin Grove has the highest population density with 26.83 persons per hectare and Henderson – Munster – Wattleup the lowest with 0.12 persons per hectare.
- Aboriginal and Torres Strait Islander peoples – 1.5%
- People aged 24 years and under – 32.6%
- People aged over 65 years – 11.6%
- Median age – 35 years
- People born overseas – 40.8%
- People who did voluntary work providing assistance to a person with a disability, with a long-term illness or the aged – 9.8%
- Volunteering with an organisation or group – 15.5%
- Couples or single parents with children - 63.4%
- People needing assistance in daily lives – 3.8%

Between 2016 and 2026, the age structure forecasts for the City of Cockburn indicate the following increases:

- 25 – 34 years - 15.8%
- 35 – 49 years - 22.3%
- 50 – 59 years - 12%
- 60 – 69 years - 8.7%
- 70 – 84 years - 7.1%
- 85 and over - 1.6%

From 2016 to 2026, the population is expected to increase by a further 28,938 people, or 11,623 additional dwellings. The areas that will grow the most during this period are highlighted below (by percentage increase):

- Treeby – 405.9%
- Coogee – North Coogee – 72.5%
- Hammond Park – Wattleup – Henderson – 63.34%
- South Lake – 28.8%
- Beeliar – 27.48%

Community Development Approach

The CD Strategy proposes an Asset Based Community Development (ABCD) methodology as the informing model for the work to be undertaken over the years 2021 - 2025. This is consistent with previous and current approaches and has proven to be successful.

Asset Based Community Development is a model for sustainable community driven development. It aims to create sustainable communities through identifying the existing strengths or 'assets' in the community and harnessing those 'assets', as opposed to focusing on needs, to bring individuals and groups together to build a cohesive and connected community. From there, the collective can drive the development process – "the community is the principal actor not the client". In this context 'assets' are not fixed capital, but strengths and social capital, whereby knowledge, skills, abilities, interests, time and energies (passion and commitment) or "networks, norms and trust" (Neighbourhood Transformation), are acknowledged and utilised. ABCD is based on the values of shared stories, relationship building, citizen-led, equity and justice, hope, 'stepping back' (institutions) and inclusivity¹.

The CD team remains focused on the ABCD approach and aims to continue to integrate the model across the organisation to develop a shared understanding around CD principles.

The ABCD approach can assist as it puts the focus of control much more firmly and directly at the feet of community members. This is the overarching focus of the CD Strategy is the strong emphasis on building capacity and capability within and across neighbourhoods and community organisations to undertake their own work that builds inclusion and participation. Collaboration within the organisation will also go towards further empowering the community by way of learning and understanding community development principles and applying them across work plans.

The CD approach also relies on 'Business as Usual' (BAU). BAU is a strength in the CD team and forms the foundation from which to grow. BAU for CD involves capacity building for community groups including residents' associations, ongoing communication and promotion, active relationship building (meetings, informal conversations, small-scale assistance), education and training, advocacy, event planning and implementation, project development and involvement in professional development opportunities. Working concurrently with the ABCD approach the two practices build cohesion, connectedness and inclusiveness within and across neighbourhoods, suburbs and the Local Government Area more broadly.

¹ ABCD Institute, 2020 / https://resources.depaul.edu/abcd-institute/resources/Documents/O_Essence_of_ABCD.pdf



Community Development Round Table (2015) Community Development: A Guide for Local Government Elected Members, Department of Local Government and Communities

Review of Achievements

The CD team has achieved remarkable results in the four years since the implementation of the 2016–2020 strategy.

Key Achievements

- The team has had a strong focus on community capacity building and connectedness with new programs and training opportunities provided to community groups. These include the Neighbourhood Networker Program, leadership training, networking events, Participatory Budgeting Initiative and Conflict Resolution Open Space Forum.
- ‘Cooby Community Eats’ and ‘Yangebup Community Eats’, two community monthly gatherings that include a free meal and builds connection between individuals, religious, cultural and not-for-profit groups.
- A year-round sponsorship program for community events
- Community Engagement Advisor appointed
- Collaborative partnerships that resulted in successful projects such as the establishment of ‘The Hub 6163’, a community-run community center
- A variety of workshops delivered, including how to maintain your vehicle and building street libraries.

Vision and Purpose

Consultation with both Elected Members and members of the Cockburn Community Development Group (CCDG) developed a revised Vision and Purpose Statements as follows:

Vision

Cockburn is a community where people feel a sense of belonging, connection and inclusiveness, and are able to create positive change in their own lives and the lives of others.

Purpose

The CD team will take a strengths-based approach and work together with community to generate action and positive change.

Links to the Strategic Community Plan 2020 – 2030

The Strategic Community Plan 2020 - 2030 is the overarching strategic document that guides the City in achieving community outcomes. The Cockburn CD Strategy 2021 - 2025 supports the outcome areas of Community, Lifestyle and Security; Listening and Leading and Environmental Responsibility.

Community, Lifestyle & Security

3.1 Accessible and inclusive community, recreation and cultural services and facilities that enrich our community

3.2 A safe and healthy community that is socially connected

Listening and Leading

5.2 High quality and program effective community engagement and customer service experiences

Environmental Responsibility

2.1 Protection and enhancement of our natural areas, bushland, parks and open spaces

Other Informing Strategies

The City of Cockburn has a range of other Strategies that have informed this plan including:

- Age Friendly Strategy 2016 – 2021
- Children and Families Strategy
- Community Engagement Framework 2014
- Cultural Diversity Strategy 2018 - 2021
- Disability Access and Inclusion Plan 2017-2022
- Reconciliation Action Plan 2018 – 2021
- Community, Sport and Recreation Facilities Plan 2018 -2033
- Long Term Financial Plan 2020/21 – 2029/30
- Workforce Plan 2016/17 – 2021/22
- Volunteer Strategy (in development at time of writing)

One of the key focus areas in this strategy is to increase collaboration across teams and units within the organisation to align some of the objectives outlined in the above Strategies and Plans.

Focus Areas and Outcomes

There are four focus areas in this strategy with associated outcomes and strategies. These focus areas incorporate the priorities identified in the community consultation, build on the current work of the CD team and sit alongside BAU actions. Strategies and measurements attached to these focus areas and outcomes are located in the Implementation Plan, attached as Appendix 1.

Focus Area 1

Connecting neighbourhoods – People get to know each other and are connected at a local level, creating a sense of identity, belonging, security and pride.

Outcome 1 - Newer suburbs are supported to develop neighbourhood connections.

Outcome 2 - Neighbours and neighbourhoods feel a real sense of pride, belonging and identity.

Focus Area 2

Working together – Fostering a strong network where people, communities and the City collaborate, share and learn.

Outcome 1- Adequate resources and / or assistance and accessible processes will be available for community and neighbourhood groups to network and create local events and activities.

Outcome 2 – Diverse communication methods are explored to promote Community Development programs and activities as well as inform staff and Elected Members about community development.

Outcome 3 - Internal teams will connect, share and collaborate in order to increase collective capacity.

Outcome 4 – Suitable community meeting and activity venues and spaces are created and utilised.

Focus Area 3

Strengthening resilience – Ensuring communities are responsive, strong, adaptive and capable.

Outcome 1 - Newer suburbs will be supported to develop resident groups, community organisations and events to build connection.

Outcome 2 - Communities will have opportunities to be involved in environmental protection, enhancement and create sustainable communities.

Outcome 3 - Communities will receive the training required to increase their capacity to operate effectively and be involved in decision making.

Focus Area 4

Building relationships - Recognising that strong relationships are the key to a healthy and thriving community.

Outcome 1 - Relationship building is a key focus of the Community Development team; it is recognised that this takes time and is ongoing.

Outcome 2 - Community groups, religious groups and diverse cultural groups are provided opportunities to network.

Summary of Community Consultation

Community consultation was held between 13 November 2020 and 4 January 2021. The community could have their say by:

- A survey on the Comment on Cockburn site
- Hardcopy surveys available at Cockburn libraries, administration and Seniors and

Volunteer Resource Centre

- Proactive phone and email correspondence with interested volunteers and community representatives
- A workshop with representatives from resident groups, held on 30 November
- Two wider community workshops held on 24 November and 2 December 2020 and
- Feedback activities at a community volunteer sundowner event on 15 December 2020.

Promotion of the consultation included:

- Emails to a random sample of 3,000 ratepayers
- E-newsletter to 6,781 Comment on Cockburn subscribers
- Various City e-newsletters
- On the homepage of the Comment on Cockburn website
- On the homepage of the City of Cockburn website
- Social media posts
- Emails and phone calls to local resident's groups, community groups, volunteering databases, and not-for-profit organisations
- Posters at Cockburn libraries, Seniors Centre, and Volunteer Resource Centre.

Summary of Results

A total of 238 survey responses were received and approximately 150 people attended the four community workshops. Members of the Disability Access and Inclusion Reference group were directly consulted and approximately 25 staff and 4 Elected Members participated in additional workshops and telephone consultations.

Of the face-to-face community workshops included one specifically for the Cockburn Community Development Group (CCDG) and one specifically for residents in the West Ward which focused on 'visioning' – what the community aspired to achieve, followed by calls to action.

This community input has influenced all elements of this Strategy including the Vision and Purpose statements, Objectives and Measures, as well as the Implementation Plan.

Key Consultation Themes and Analysis

What the Community values

The community highly valued the Community Development team being 'seen' in the community and that they showed active participation. Personalised service and quick

responses to requests and inquiries were also highly noted as well as being creative, supportive and approachable. These are vital qualities in CD practice as they identify the importance of 'Relationship Building' – a key focus area.

The community values the workshops, training and knowledge sharing that is provided; that there is a single point of contact for community groups at the City; assistance with grants; processes and systems are in place to provide assistance to the community and generally speaking there is good communication from the team. These values are included in BAU and the strategy focus area of 'Working Together'.

There was also broader appreciation for the work of the City in terms of being open to ideas and the community connections that are provided.

Community Priorities

The consultation process identified the following priorities which are integrated throughout the Implementation Plan across all four focus areas of 'Connected Neighbourhoods', 'Working Together', 'Strengthening Resilience' and 'Building Relationships' and in BAU activities.

- **Participation** – Generally, there was a call for more 'face to face' connection with people; to help each other, to learn and to build respect, relationships and opportunities. People want to participate in community events, environmental protection / advocacy / clean up, community organisations and resident groups.
- **Inclusion** – The community wants to bring together people of diverse cultures, age groups, abilities and socio-economic means so that there was a sense that vulnerable and 'hard to reach' people were being cared for and that there is a shared sense of belonging.
- **Local activity** – Residents want neighbourhood gatherings (street parties, get to know your neighbour, informal 'help' etc) to build understanding and connection.
- **Support for people**
 - Enable and resource neighbourhoods and groups to organise events with limited 'red tape'.
 - Environment – active involvement in planning for more 'green spaces', protecting the natural environment, retention of canopy, wildlife corridors, sustainability, renewable energy measures and beautification. This point was a significant change from the consultation for the 2016 – 2020 CD Strategy, where there was considerable focus on safety and security.
- **Support for groups**

- Facilitate groups to network and connect with each other to build a web of community support and development from grassroots level.
- Resource requests included financial assistance (direct or via grant writing assistance), promotion (social media, websites etc.), more workshops (at flexible times) and specific training particularly around communication governance (including conflict resolution) and recruitment plus general community advice.
- Physical resources included access to event / meeting space, items to borrow for events and transport (e.g. trailer, bus, PPE).
- Infrastructure resources centre predominantly around community meeting spaces. Community members emphasise that the current and planned new facilities and upgrades are not conducive to supporting grassroots community needs (more information below under Resources).
- Communication – increase communication across multiple platforms (from digital to hard copy to face to face). Communication about what the City does and offers as well as facilitating community groups to communicate their own events and activities more broadly.

The consultation revealed that the City provides valued support and advocacy for the community. The overarching conclusion is that there is a need for more of the same, plus some additional areas that require attention such as a focus on neighbourhood development and activation (including newer suburbs), environmental participation, a stronger focus on diversity and inclusion and increased collaboration within the City to strengthen a CD approach across the organisation.

Resourcing the Plan

The City's Long-Term Financial Plan (2020/21 -2029/30), Workforce Plan (2016/17 – 2021/22) and Community, Sport and Recreation Facilities Plan 2018 – 2033 have been considered in the following points regarding resourcing.

Staffing of Community Development within the City

The City's CD team within the Community Development and Services Department consists of two sections; Communities of Place and Communities of Interest. There are currently three full time equivalent (FTE) Communities of Place roles; these include a full time CD Coordinator, CD Officer, Volunteer Resource Centre Coordinator and Volunteer Resource Centre Assistant. The Communities of Interest roles include an additional five and a half FTE Communities of Interest positions. The Communities of Interest positions include an Aboriginal Community Development Officers, Cultural Diversity Officer, Children's Development Officer, Disability Access and Inclusion Officer and a Youth Development Officer. There are also a number of positions that sit within other Departments within the

City that deliver elements of Community Development including Environmental Health, Family and Community Services and Libraries.

The community strongly voiced its desire to increase the capacity of the CD team by having additional staff available for support and advice.

The population in the City continues to grow. When the positions were first established in 2006 the population was approximately 78,000. The population forecast for 2025 (the end date of this strategy) is approximately 135,000² – a 73% increase. By 2030, this figure will further increase to over 148,000 – an almost 90% escalation from 2006.

Population increase means a focus on a collaborative approach, ensuring shared resources and outcomes between the Communities of Place and the Communities of Interest areas, as well as supporting, encouraging and implementing ways of working in a more cohesive way across all areas within the City delivering the varied aspects of Community Development across divisions is required.

The Royal Commission into Child Sexual Abuse (Royal Commission) recommendation 6.12 that local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- Developing child safe messages in local government venues, grounds and facilities
- Assisting local institutions to access online child safe resources
- Providing child safety information and support to local institutions on a needs basis
- Supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

There will be impacts and resourcing requirements in the implementation of the Royal Commission recommendation and the implementation of the National Principles for Child Safe Organisations across the whole organisation and will include actions and input from Community Development.

Proposed Outcomes

The outcomes proposed in the attached Implementation Plan will require a mix of existing as well as additional operating resources.

Facilities

Community comment and consultation has identified that existing facilities and planned upgrades to existing facilities are not always meeting community needs. Although

² <https://forecast.id.com.au/cockburn>

considerable consultation took place in the planning of these facilities, existing facilities and planned upgrades to existing facilities should include how we could improve community access and use of the spaces.

Measuring Achievement / Performance Measures

Current best practice for strategic planning in CD recommends 'outcomes-based measurement'. This approach ensures that 'collective impact' is evaluated and reported on through both quantitative *and* qualitative data rather than a reductive focus of measuring and reporting on quantitative data alone (number of people attending events etc.) and completion of individual tasks (KPIs). Therefore, it is recommended that the team move to this method in the future, as it is presented in the Local Government Community Development Evaluation Framework.

Where the Evaluation Framework in the interim and when it is not appropriate additional performance measures are included in the attached Implementation Plan.

Reporting Format

Reporting on the Strategy will be in accordance with standard City of Cockburn practices with a major review of achievements in 2025.

References

- [Population summary City of Cockburn Population forecast](#)
- [City of Cockburn Community profile](#)
- [abcd Institute - What is the Essence of ABCD?](#)
- [Local Government Community Development Evaluation Framework](#)
- [Child Abuse Royal Commission Recommendations](#)

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This information is available in
alternative formats upon request.



Paper from responsible sources.

cockburn.wa.gov.au



Community Development Strategy 2021–2025

Implementation Plan

cockburn.wa.gov.au



Introduction

This Implementation Plan sits alongside the Community Development Strategy as a 'how to' guide for the overarching aim of continuing to build community connection through a strengths-based approach.

The Implementation Plan also sits alongside Business as Usual (BAU) activities of the Community Development Team. The Corporate Business Plan states that BAU for Community Development involves capacity building for community groups including residents' associations. However, it also includes a number of other daily activities that work together to build not only the capacity of community groups, but cohesion, connectedness and inclusiveness within and across neighbourhoods, suburbs and the LGA more broadly. An in-exhaustive list of such activities includes ongoing communication and promotion, active relationship building (meetings, informal conversations, small-scale assistance), education and training, advocacy, event planning and implementation, project development and involvement in professional development opportunities.

To complement this work there are several additions to the Implementation Plan that are intended to broaden the impact and increase the scope and value of the work that the Community Development team undertakes, including:

- Focus on newer suburbs
- Neighbourhood place-activation
- Involvement in environmental projects (conservation, beautification and sustainability as a key component of building community identity and pride)
- Stronger focus on diversity inclusion (age, cultural, socio-economic and abilities)
- Encouraging Innovation
- Increased collaboration between teams within the City
- Increased advocacy for, and education about, community development within the City
- High level acknowledgement of the core tenets of community development work – namely relationship building

To effectively undertake and expand some of these activities an increase in staff resourcing will be necessary; where required, additional staffing is noted in the implementation plan with an * in the budget.

To gauge effectiveness of these actions, programs and projects, the Implementation Plan recommends drawing on alternative measurement tools. Current 'best practice' in this area is the Local Government Community Development Evaluation Framework and Toolkit. This Framework and Toolkit has been developed with extensive consultation and collaboration between the Centre for Social Impact, LG Professionals Community Development Network and Community Development Officers across the state. It identifies that effective community development cannot be purely quantitatively measured; qualitative measurements and triangulation are crucial to providing the 'bigger picture' of how well the work is progressing. The Framework and Toolkit provides practical ways in which to do this.

Furthermore, relationship building, as a key theme and point of focus for this strategy, is difficult to quantify or qualify. It is suggested that community feedback is the best form of measurement and that utilising the Appreciative Inquiry model to take a strengths-based approach to relationship building will provide the most relevant and useful results.

Vision

Cockburn is a community where people feel a sense of belonging, connection and inclusiveness, and are able to create positive change in their own lives and the lives of others.

Purpose

The Community Development team will take a strengths-based approach and work together with community to generate action and positive change.

Focus Area 1 – CONNECTING NEIGHBOURHOODS

OUTCOME 1 - Newer suburbs are supported to develop neighbourhood connections

#	Strategies	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
1.1.1	Connect and work with developers to identify and enhance community assets (social capital).	Community Development (L)	Utilise existing resources	2021-2025	<ul style="list-style-type: none"> Engage with new suburb developers and document contact 	
1.1.2	Connect with community groups to provide support and explore place activation.	Community Development (L)	Utilise existing and new resources *	2021-2025	<ul style="list-style-type: none"> Document meetings held 	

OUTCOME 2: Neighbours and neighbourhoods feel a real sense of pride, belonging and identity

#	Strategies	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
1.2.1	Establish and expand 'place activation' projects that will enhance local community belonging, connection and identity. E.g. Small scale external meeting areas, increased street activity, murals, swap and share points.	Community Development (L)	Utilise existing resources	2021/22	<ul style="list-style-type: none"> Annual meeting with interested residents to map, plan and deliver neighbourhood projects where 'place activation' would benefit. 	
1.2.2	Continue and expand the Neighbourhood Networking program and Community based programs.	Community Development (L)	Utilise existing and new resources *	2021 – 2025 BAU	<ul style="list-style-type: none"> Document and promote community led activities. 	
1.2.3	Ensure local activities and projects are created in collaboration with	Community Development (L)	Utilise existing resources	2021/22	<ul style="list-style-type: none"> Document and promote community collaboration. 	

	neighbourhood residents.					
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OUTCOME 3 - People feel included and acknowledged

#	Strategies	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
1.4.1	Projects and communication are extended to ensure diverse and vulnerable peoples are included.	Community Development Corporate Communications Disability & Inclusion Officer Cultural Diversity Officer Aboriginal Community Dev	Utilise existing resources	2022/23	<ul style="list-style-type: none"> Address issues where there are barriers to inclusion of diverse groups. Invitations are extended to religious and cultural groups to be involved in organising events/activities. 	
1.4.2	Initiate workshops for the community to come	Community	Utilise existing	2022 /23	<ul style="list-style-type: none"> Workshops are created. 	

	together to collect, write and share local stories.	Development (L) Libraries Volunteering	resources			
1.4.3	Collaborate with Library staff and local historical groups to promote and share stories (both contemporary and historical) through various communication channels.	Community Development (L) Libraries	Utilise existing resources	2022/23	<ul style="list-style-type: none"> Minimum of annual meetings with library / historical groups. 	

Focus Area 2 – WORKING TOGETHER

OUTCOME 1- Adequate resources and / or assistance and accessible processes will be available for community and neighbourhood groups to network and create local events and activities

#	Strategies	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
2.1.1	Ensure sufficient access to resources (including financial and physical) are available for local groups to conduct their own events.	Community Development (L)	Utilise existing resources	2021 – 2025 BAU	<ul style="list-style-type: none"> Grants and Operating budgets are maintained and increased where approved. 	
2.1.2	Investigate ability to expand existing programs (e.g. insurance program) where required and appropriate.	Community Development (L)	Utilise existing resources	2022/23	<ul style="list-style-type: none"> Number of new community groups supported by existing programs. 	
2.1.3	Facilitate groups to network and support each other.	Community Development (L) VRC	Utilise existing and new resources *	2021 – 2025	<ul style="list-style-type: none"> Networking opportunities created 	
2.1.4	Identify where procedures, forms and City guidelines can be simplified and streamlined.	Community Development (L)	Utilise existing resources	2022/23	<ul style="list-style-type: none"> Document where procedures, forms and guidelines have been simplified. Survey resident and community groups to monitor 	

					efficiency.	
2.1.5	Investigate how community groups can get best use of diverse media platforms. Provide training where required.	Community Development (L)	Utilise existing resources	2023/24	<ul style="list-style-type: none"> Document any meetings held. Document training programs held. 	

OUTCOME 2 – Promotion of Community Development programs and activities and informing people about community development work.

#	Strategies	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
2.2.1	Implement a range of strategies to educate, provide information and promote the work of Community Development across the organisation, including attending team meetings and delivering presentations.	Community Development (L)	Utilise existing resources	2022/23	<ul style="list-style-type: none"> Attendance at multiple Division Team Meetings Successful delivery of information to staff 	
2.2.2	Seek opportunities to educate and inform Elected	Community	Utilise existing	2022	<ul style="list-style-type: none"> Successful delivery of information to 	

	Members about community development work.	Development (L)	resources		Elected Members	
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OUTCOME 3 - Internal teams will connect, share and collaborate in order to increase collective capacity.

#	Strategies	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
2.3.1	Focus is given to collaborating within the Service Unit on planning and project delivery.	Family and Community Development SU (L)	Utilise existing resources	2021/22	<ul style="list-style-type: none"> Minimum quarterly meetings across Family and Community Development Service unit to ensure opportunities to collaborate are identified. 	
2.3.2	Increase resource sharing and collaboration within the team through facilitated community development team workshops and building opportunities to work together on projects	Family and Community Development SU (L)	Utilise existing resources	2022/23	<ul style="list-style-type: none"> Facilitated workshop held Shared projects across teams implemented 	

	within the service unit					
2.3.3	CD team will have an 'open door' approach where staff and community can share ideas to develop innovation, collaboration and adaptability.	Community Development (L)	Utilise existing resources	2022/23	<ul style="list-style-type: none"> Number of 'new' ideas encouraged and supported per year. 	

OUTCOME 4 – Suitable community meeting and activity venues and spaces are created and utilised

#	Strategies	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
2.4.1	Investigate how existing facilities can be re-purposed for community use.	Community Development (L) Land and Leasing Recreation Services	Utilise existing resources New Resources Additional FTE*	2023/24	<ul style="list-style-type: none"> Audit of existing facilities completed, and recommendations submitted to relevant Departments. 	

2.4.2	Investigate how proposed new facilities can best meet the needs of community groups.	Community Development (L) Recreation Services Projects Coordinators	Utilise existing resources	2022 – 2024	<ul style="list-style-type: none"> • Conduct consultation with community organisations to ascertain requirements • Collaborate with Recreation Services 	
2.4.3	Investigate how venues can be made more affordable for community groups and community projects.	Community Development (L)	Utilise existing resources	2022 - 2025	<ul style="list-style-type: none"> • Collaborate with relevant staff and departments 	

Focus Area 3 – STRENGTHENING RESILIENCE

OUTCOME 1 - Newer suburbs will be supported to develop resident groups, community organisations and events to build connection.

#	Strategies	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
3.1.1	Assist the community in new suburbs to establish community organisations /resident groups and events etc.	Community Development (L)	Utilise existing and new resources *	2021- 2025	<ul style="list-style-type: none"> • Contact is made with the developer and other stakeholders to investigate opportunities in the new community • Meetings held and outcomes / plans documented 	

OUTCOME 2 - Communities will have opportunities to be involved in environmental protection, enhancement and create sustainable communities.

#	Strategies	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
3.2.1	Collaborate with other staff / teams and community groups to identify where community involvement can occur.	Community Development and Services (L) Environmental Management	Utilise existing resources	2022/23	<ul style="list-style-type: none"> Half-yearly contact is made with Environmental Services to collaborate in, at minimum, one shared activity per year 	
3.2.2	Community groups and neighbourhoods will be supported to build their capacity to enhance their local natural environment. E.g. 'Adopt a street' and verge beautification.	Community Development (L) Environmental Management	Utilise existing resources	2022/23	<ul style="list-style-type: none"> Promote these programs twice yearly Collect data where feasible Support is provided to participating community groups. 	

OUTCOME 3 - Community will receive the training required to increase their capacity to operate effectively and be involved in decision making

#	Strategies	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
3.3.1	Continue to provide and expand capacity building programs to community groups through grassroots initiatives including in times of crisis	Community Development and Services (L)	Utilise existing resources	2021- 2025	<ul style="list-style-type: none"> Training conducted as required and documented 	
3.3.2	Actively support and provide appropriate training for community groups and volunteers	Community Development and Services (L) VRC	Utilise existing resources	2021- 2025	<ul style="list-style-type: none"> Training conducted as required and documented 	
3.3.3	Provide support and advocacy for community groups wishing to undertake projects and programs that focus on building vibrant and sustainable communities.	Community Development and Services (L) Sustainability and Environment	Utilise existing resources	2023/24	<ul style="list-style-type: none"> Evaluate using Local Government Community Development Toolkit 	



Focus Area 4 – BUILDING RELATIONSHIPS

OUTCOME 1 - Relationship building is a key focus of the Community Development team; it is recognised that this takes time and is ongoing

#	Strategies	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
4.1.1	Ensure time is allocated within internal work plans to work closely with community members	Community Development and Services (L)	Utilise existing and new resources *	2021- 2025	<ul style="list-style-type: none"> Time allocated to work closely with community members is recorded 	
4.1.2	Ensure municipal support for additional 1 FTE	Executive	New Resources \$95,000 *	2022 - 2025	<ul style="list-style-type: none"> Community Development Officer appointed 	

OUTCOME 2 - Community groups, religious groups and diverse cultural groups are provided opportunities to network.

#	Strategies	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
4.2.1	Actively support and provide informal and regular opportunities for community, religious and other diverse groups to network, get to know each other and collaborate.	Community Development and Services (L)	Utilise existing and New resources *	2022/23	<ul style="list-style-type: none"> Informal networking events for religious and community, and cultural groups are offered 	

Notes to Plan:

The Local Government Community Development Evaluation Framework is referenced as a means of measuring success
 The Appreciative Inquiry model can be used to assist the development of constructive relationship building – see
https://www.betterevaluation.org/en/plan/approach/appreciative_inquiry





Community Development and Volunteering Strategy

Community Engagement Summary
January 2021

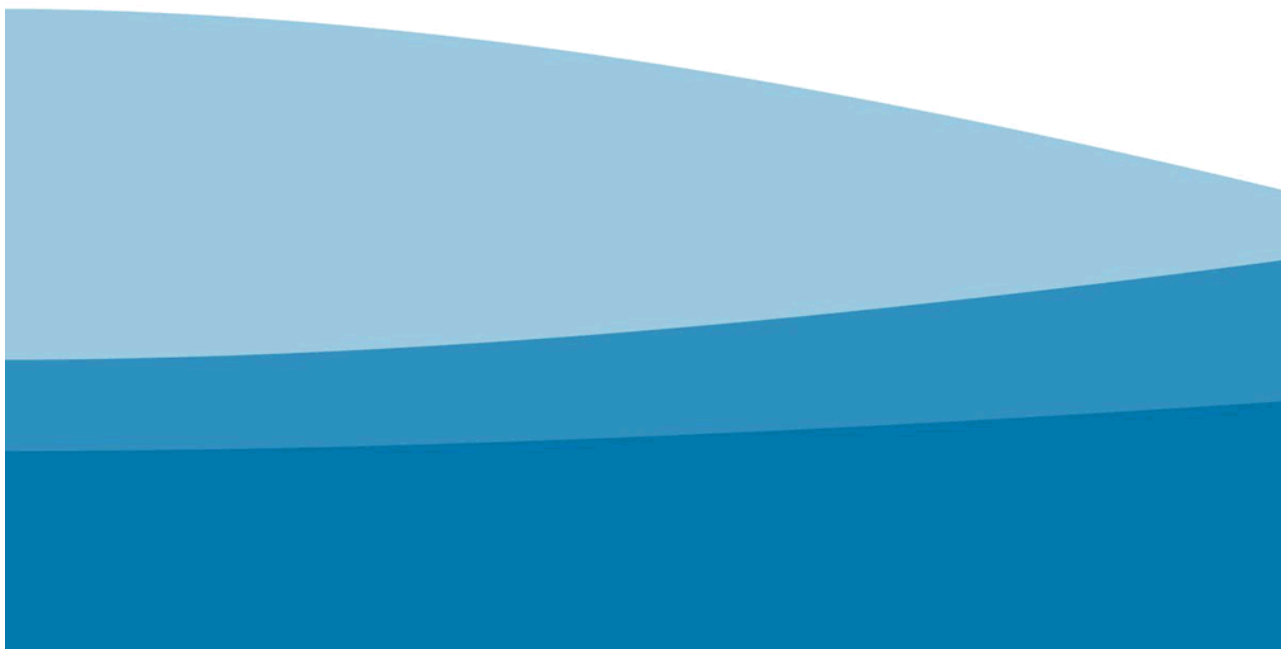


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1. Overview

1.1 Context

Local residents, community groups, volunteers and not-for-profit groups play an important part in making Cockburn a strong, vibrant, safe and connected community. The City of Cockburn provides community development and volunteering support in a range of ways, including:

- Helping connect not-for-profit organisations, volunteers and community members with relevant services;
- Supporting volunteering in and around Cockburn;
- Providing support, funding and subsidies for running events, community projects and fundraising;
- Strengthening networks between not-for-profit organisations; and
- Strengthening the capacity of not-for-profit organisations and local residents.

Our priorities are guided by the current Community Development Strategy 2016-2020. This Strategy has reached its end of life and it is time to develop a new Community Development Strategy for the future. Council has also requested that a separate Volunteer Strategy is created, aiming to:

- Educate the community about volunteering;
- Increase the number of volunteers;
- Recognise the work of volunteers; and
- Provide support where needed.

Feedback from City of Cockburn residents was sought to inform the development of the new Volunteer Strategy and the refresh of the Community Development Strategy. This document provides a summary of the process and feedback received during the engagement process.

1.2 Engagement Summary

The engagement process was undertaken over 53 days, between 13 November 2020 and 4 January 2021. This process included the following opportunities for community input:

- A survey on the Comment on Cockburn site;
- Hardcopy surveys available at Cockburn libraries, administration and Seniors and Volunteer Resource Centre;
- Proactive phone and email correspondence with interested volunteers and community representatives;

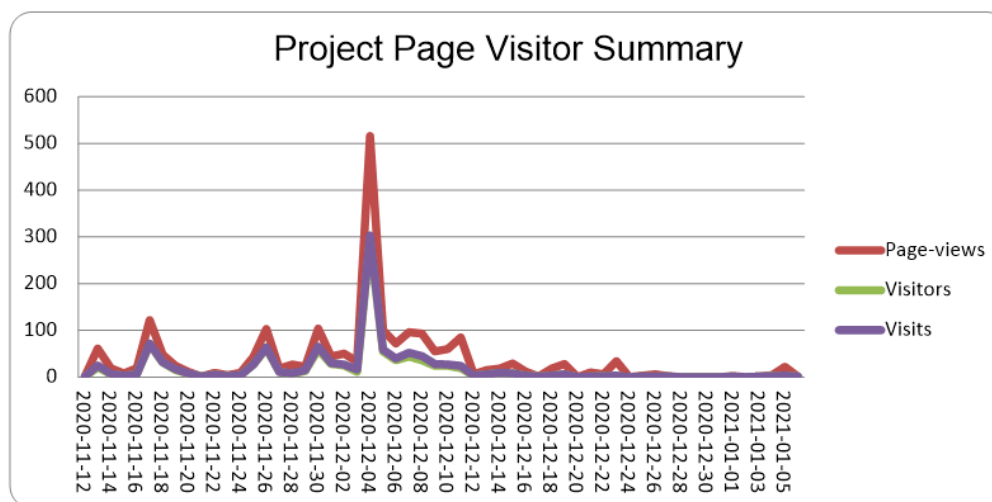
- A workshop with representatives from resident groups, held on 30 November;
- Two wider community workshops held on 24 November and 2 December 2020; and
- Feedback activities at a community volunteer sundowner event on 15 December 2020.

The comment period and feedback channels were advertised in the following ways:

- Emails to a random sample of 3,000 ratepayers;
- E-newsletter to 6,781 Comment on Cockburn subscribers;
- Community Development e-newsletter;
- On the homepage of the Comment on Cockburn website;
- On the homepage of the City of Cockburn website;
- Social media posts;
- Emails and phone calls to local resident's groups, community groups, volunteering databases, and not-for-profit organisations;
- Posters at Cockburn libraries, Seniors Centre, and Volunteer Resource Centre.

As a feedback incentive, respondents and workshop attendees went in the running to win a GoPro Hero 7.

During the public comment period, 885 people visited the Comment on Cockburn project page. A total of 238 survey responses were received. Two submissions were received by email. Almost 150 people attended the community workshops and sundowner event.



Above: Graph showing the number and date of visits to the Comment on Cockburn project page.

Note: An external consultant was engaged to design and facilitate the community workshops. Findings from these events are not included in this document.

1.3 Key Findings

Half of those who responded to the survey are currently either volunteers or involved with a community group, not-for-profit or resident's association. A further 23% of respondents are interested in doing so.

The main reasons people volunteer are to give back (27%), improve their community (23%), because the cause is important to them (22%), and to help people (19%).

Volunteer Awards are the preferred way for volunteers to be recognised and acknowledged. The next most preferred ways include a thank you breakfast, certificates/service pins, sundowners or an appreciation lunch. There is less interest in volunteer merchandise or a volunteer party.

Just under half of respondents (44%) were aware of the City's Volunteer Resource Centre. Amongst those who were aware of the Centre, one in four have previously used it.

Amongst those who currently volunteer, just over half (52%) knew about the Centre. One in three volunteers who were aware of the Centre have used it before.

Online and social media are the top two ways people would prefer to hear about volunteering. Shopping centres and community events are also seen as valuable information sources.

The main suggestions to enrich the volunteering experience are:

- More recognition and acknowledgement (e.g. showcasing volunteers in the City's social media and other channels, extending the Very Important Volunteer discount program, café vouchers, etc);
- Better/more regular promotion of volunteering opportunities;
- Volunteer get-togethers;
- Reducing red tape involved in volunteering.

The community's top priority for how the City of Cockburn can assist community groups and organisations to strengthen their capacity to support the community is funding, closely followed by promotion and resources. Training, networking and advice/support are also seen as important.

Respondents suggested a wide range of ideas for training, advice and support that the City could provide to assist community groups and organisations to strengthen their capacity to support the community. The most common suggestions were:

- Assistance on recruiting, supporting and managing volunteers;
- Guidance on governance, fundraising, funding and grant applications;
- Networking opportunities;
- Training in public speaking, marketing, event organisation and promotion, communication and social media.

The most common suggestions for resources that the City could provide to assist community groups and organisations included:

- Access to event/meeting space;
- Items to borrow for events (e.g. tables, gazebos, ladders, extension cords);
- Transport (e.g. trailer, bus);
- Advertising assistance;
- Grants.

The most common suggestions for how the City could help groups and organisations to connect and build relationships included:

- Facilitating get-togethers and networking events;
- Open days for groups/organisations to attend and learn from each other;
- Showcasing groups/organisations on social media and in relevant publications;
- E-newsletters.

A range of ideas were suggested for how the City can help support people to turn ideas into action to benefit the community, including funding, resources, venues, and advice.

1.4 Next Steps

The feedback received during the community consultation period will be reviewed and will be used to inform the development of the new Volunteer Strategy and to refresh the Community Development Strategy.

2. Results

2.1 Survey Questions

The survey was available on the City's Comment on Cockburn website throughout the comment period, and in hard copy format at Cockburn libraries, administration and Seniors and Volunteer Resource Centre. The survey consisted of the following questions.

Q1. Which of these apply to you? (choose all that apply)

- I'm a volunteer
- I'm involved with a resident's association
- I'm involved with a not-for-profit organisation
- I'm involved with another kind of community group
- I'm interested in volunteering or getting involved in one of these kinds of groups
- None of the above

Q2. If you are a volunteer - why do you volunteer? (choose all that apply)

- To help people
- To improve my community
- The cause is important to me
- To meet people and make friends
- To give back
- To learn new skills or improve my existing skills
- Another reason _____

Q3. How do you think the City of Cockburn should recognise and acknowledge the work volunteers do? (choose your top 3)

- Volunteer Awards
- Thank you breakfast
- Appreciation lunch
- Volunteer party
- Sundowners
- Certificates and volunteer service pins
- Volunteer merchandise (drink bottle, hats, cups etc.)
- Another way _____

Q4. Are you aware of the Cockburn Volunteer Resource Centre?

- Yes, and I have used it before
- Yes, but I have never used it
- No

Q5. Where would you like to see information about volunteering and volunteering opportunities? (choose your top 3)

- Cockburn Volunteer Resource Centre
- Online
- Social media – Facebook, Instagram, etc.
- Community events
- Libraries
- Shopping centres
- Community centres
- Other _____

Q6. What could be done (by the City of Cockburn or others) to enrich the volunteering experience?

Q7. How can we help community groups/organisations strengthen their capacity to support the community? (tick all that apply)

- Funding
- Networking
- Promotion
- Advice and support – what kind? _____
- Resources – what kind? _____
- Training – what kind? _____
- Another way _____

Q8. How can we help you and community groups/organisations in Cockburn to connect and build relationships (with neighbours, businesses, and other groups)?

Q9. How can the City of Cockburn support you to turn an idea into action, that benefits your community?

2.2 Survey Responses

A total of 237 people completed the survey, including:

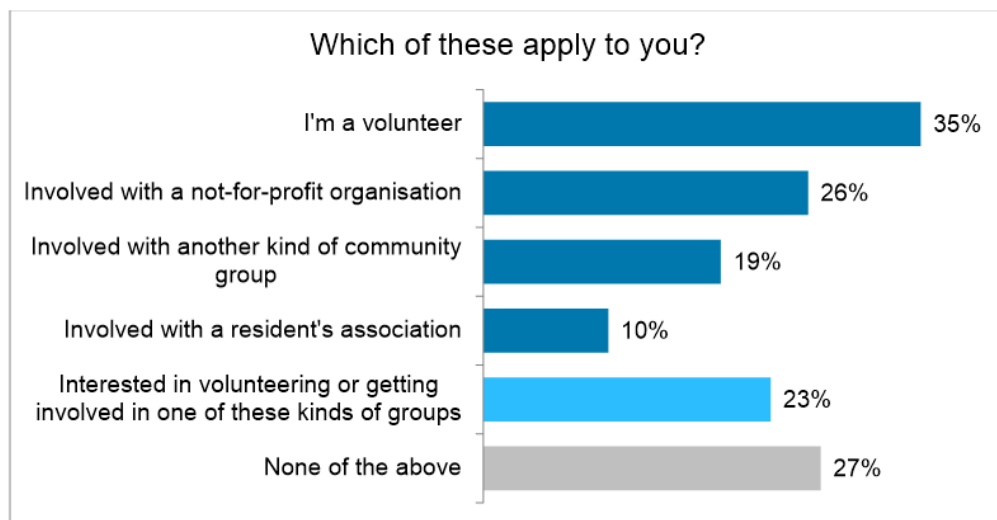
- 233 online surveys on the Comment on Cockburn site;
- 4 hardcopy surveys.

Responses are as follows.

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.

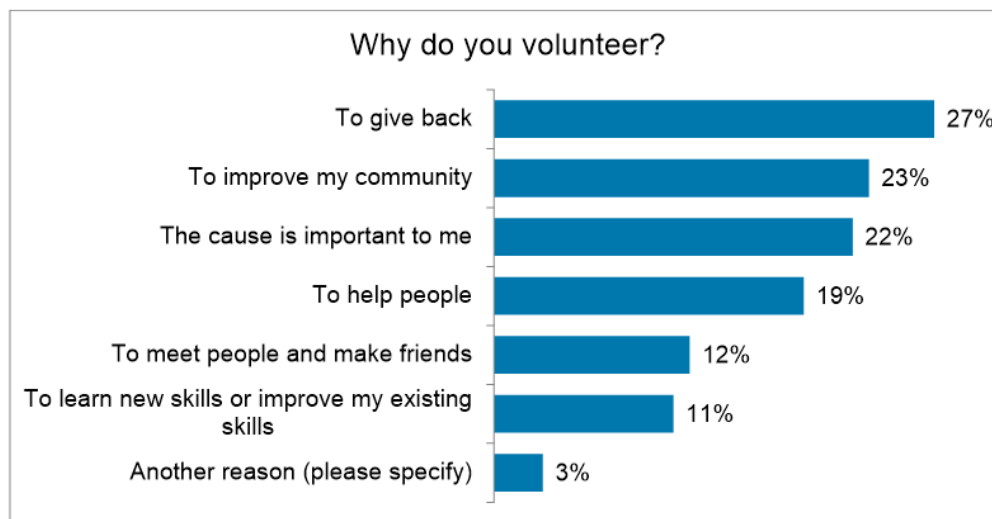
Q1. Which of these apply to you? (choose all that apply)

Half of those who responded to the survey are currently either volunteers or involved with a community group, not-for-profit or resident's association. A further 23% of respondents are interested in doing so.



Q2. If you are a volunteer - why do you volunteer? (choose all that apply)

The main reasons people volunteer are to give back (27%), improve their community (23%), because the cause is important to them (22%), and to help people (19%).



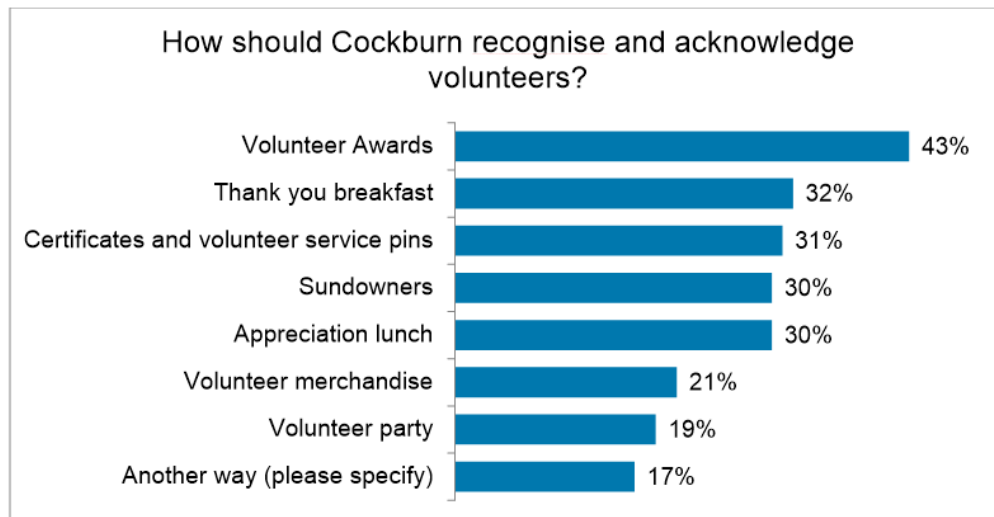
Other reasons given for volunteering include:

Comments
So my children's club membership fees are kept affordable/low as possible.
To go scuba diving.
To contribute and be part of a valuable resource through using my skills and in that way gaining more.
Don't ask what the country can give you, ask what myself can give to the country.
Because I love it
Pass on my knowledge and skills to other members so they can pass it on or pay it forward
Kids sporting groups won't run themselves

Q3. How do you think the City of Cockburn should recognise and acknowledge the work volunteers do? (choose your top 3)

Volunteer Awards are the preferred way for volunteers to be recognised and acknowledged. The next most preferred ways include a thank you breakfast, certificates/service pins, sundowners or an appreciation lunch.

There is less interest in volunteer merchandise or a volunteer party.



Other suggestions for recognising and acknowledging volunteers include:

Comments
I think CoC should focus on providing support to volunteers/groups and facilitating cooperation between groups. The kind of activities here are kind of tokenistic and don't really reach most volunteers.
Just provide funding that enables volunteering to occur and reduces volunteer costs. Eg providing grants to volunteer organisations that enable the purchase of tools/equipment to facilitate the work, petrol vouchers to offset driving costs, free venue space for meetings.
Really depends on what budget there is, obviously most volunteers aren't seeking recognition, however it is something that should perhaps be recognised, provided the cost/effort doesn't outweigh the volunteering??? Maybe a certificate or a volunteer pin and any "catered" event shouldn't be frivolous.
Make it easier for things to be done. Make the community more open instead of so many issues with red tape.
Cash vouchers.
Like other local Councils, ask local businesses, eg cafés to give back- free coffee on presentation of CCC Volunteer Member code/card.
A letter of thanks from the Mayor for the individual volunteers, along with an after hours

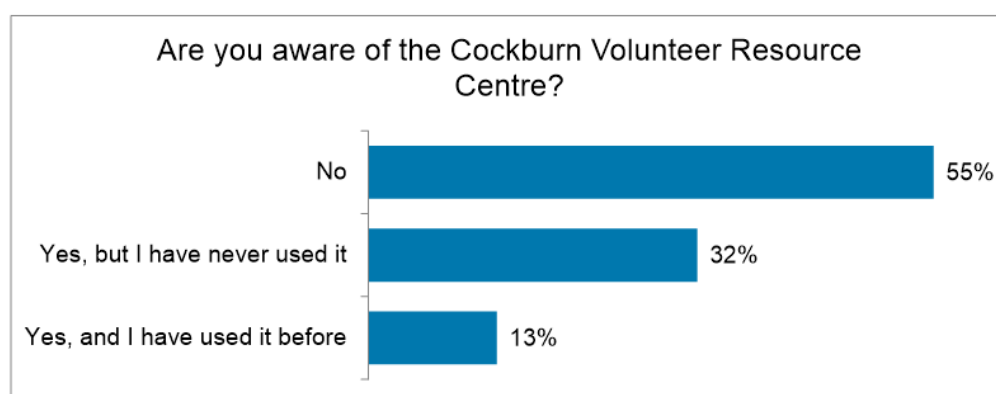
sundowner.
I think all presidents should receive a certificate from the City recognising their service to the community once their term has finished. Many presidents do the job not for the recognition but I feel providing something which acknowledges their contributions would be appreciated. It doesn't need to be presented at an official function, the post will do. Additionally, give a president a call to check on them and ask how they are going. They will certainly tell you at that opportunity if they have any issues or need assistance. I'm sure they will appreciate a 5 minute phone call checking on them and thanking them for their service.
Plant native trees in Cockburn in their honor as a thanks.
Provide workshops on how to encourage people to pass on their skills to encourage the next generation to step up. Workshops for associations on communication; basics for office holders such as treasurer, secretary etc.
Nothing. Don't spend my rates money. They signed up they don't get anything.
A heartfelt thank you.
Instead of acknowledging the individual, acknowledge the full committee or a particular endeavor that the committee has achieved.
\$50 voucher to spend in the community (eg, participating small business, or at Gateways)
I am very appreciative of my V. I. V. discount card, and would be even more appreciative if you could find more business' to 'come on board' and increase the amount of business' offering discounts. (Given the time of the year I sent an inquiry to Adventure World asking if they were part of this scheme given that they are based in Cockburn and because I was interested in purchasing gift cards for my family, however they informed me that we're not partnered in this scheme.)
Discounts off gift cards, rewards program, % off where they volunteer, courses and workshops
Doing social media posts about a "Volunteer of the Month" which shows the story of a chosen volunteer, what they do, why and the impact that volunteering has made on them. This might encourage others to get out there and do the same.
Probably a discounted rate for their council rate
Simply support them in their work, and work with the groups they work with for Social and Environmental Justice.
Support grass roots volunteer groups.
Family community event celebrating volunteers
I don't know but all councils should work together...I volunteer in the City of Kwinana at an organisation not represented within Cockburn but Kwinana don't recognise me at all because I live in Cockburn, not that I do anything for the recognition but I see everyone else getting acknowledged and that's like a slap in the face.
Presents or raffles? People don't have a lot of time out side of their regular jobs, families and volunteer work so events and such are difficult to attend.
Plant a tree in the volunteers honor
Discounted rates or Discounted Government Fees pertaining to their household for a variety of things
so many different ways to thank people, I also think writing articles about the various groups around is a good way to thank and also bring to light the many varied ways people can volunteer.
Acknowledging individuals / groups with photoshoot description of achievements & outcomes to be posted in an electronic or hand held newsletter

Provide free entry to City workshops.
Just highlighting the great work volunteers do in our community
just show support to the groups
Gift vouchers
Newsletter feature volunteer of the week/month
Include volunteers in decision making processes, seek their advice and regular feedback on things that affect them, allow volunteers to feel that their opinions matter not just through pro formas but personal discussions - face to face exchange. Make sure the volunteer involvement is well resourced
Discounts to local businesses.
community binding events in nature
Vouchers for local businesses
I'm not really interested in being rewarded for volunteering but happy to receive merchandise or volunteer pin to generate conversations about getting others to volunteer
Discount on rates
Local businesses would likely offer free experiences or products to reward volunteers who help their community. If it is pitched well.
Points given for hours/years spent volunteering. Points can be accumulated and exchanged for discounts off rates or other services that C.O.C offer. Or they could be exchanged for vouchers to spend at local businesses.
Show evidence of what volunteering has done for the community. Publicise volunteering more frequently.

Q4. Are you aware of the Cockburn Volunteer Resource Centre?

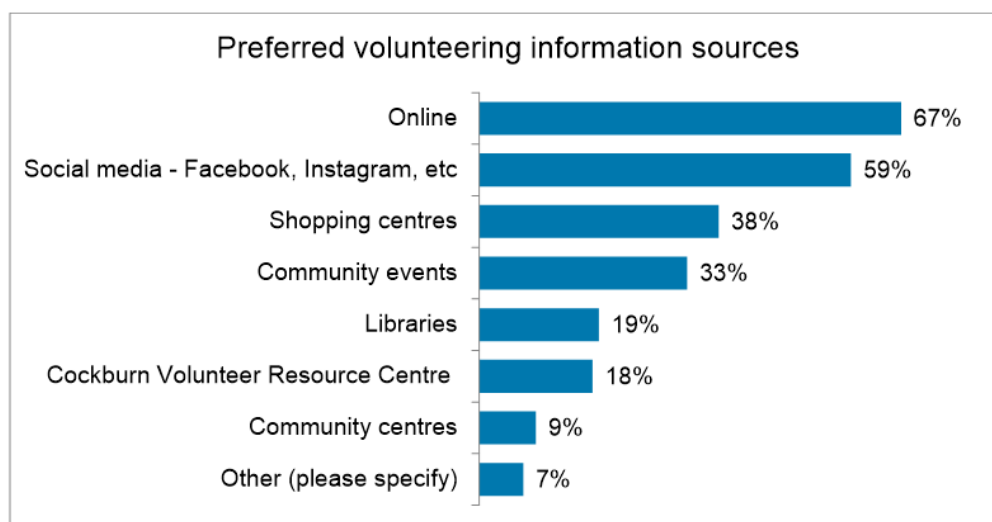
Just under half of respondents (44%) were aware of the Volunteer Resource Centre. Amongst those who were aware of the Centre, one in four had previously used it.

Amongst volunteers, just over half (52%) knew about the Centre. One in three volunteers who were aware of the Centre had used it before.



Q5. Where would you like to see information about volunteering and volunteering opportunities? (choose your top 3)

Online and social media are the top two ways people would prefer to hear about volunteering. Shopping centres and community events are also seen as valuable information sources.



Other suggestions include:

Comments
Cockburn Soundings / mail outs
Via online notifications
Cockburn newsletters
If they want to volunteer they can find out how. Do not spend my rates money on something I don't want or care about when you don't use it to keep the area nice as it is.
City website
Local newspapers
Cockburn Soundings magazine
Register to receive emails for volunteering opportunities
Email
E-newsletters to registered receivers.
Train stations, bus stops
Local newspaper
Cockburn Soundings mag
Disseminate information to all the local schools (primary, high, independent, catholic) so parents can assist children to volunteer and encourage the next generation of volunteer workers

Community News
Via an app that tells you volunteering opportunities that are available on a calendar so you know date and time and you can contact the organisation through that app directly to express your interest

Q6. What could be done (by the City of Cockburn or others) to enrich the volunteering experience?

The main suggestions to enrich the volunteering experience are:

- More recognition and acknowledgement (e.g. showcasing volunteers in the City's social media and other channels, extending the Very Important Volunteer discount program, discounts on rates, café vouchers, etc);
- Better/more regular promotion of volunteering opportunities;
- Volunteer get-togethers;
- Reducing red tape involved in volunteering.

Comments
I have been volunteering for over 10 years now and I have noticed many volunteer orgs don't really do any proper surveying of the volunteer experience, despite persistent high turnover. I think it is hard for groups to look critically at themselves ("we are just doing our best" etc). They also lack the skills/time to survey properly. Cockburn gives a lot to community groups and I think it would be really interesting to have some kind of survey to track volunteer experiences, especially if groups are supported by/ access support from the city. This could be anonymised and provided back to groups to help them target issues. The survey results could even be used to create a 'star system' ranking under volunteer position advertisements on the CVC /Vol WA website. e.g. Past volunteers have rated 'Volunteer Inc' 3*** for flexibility, 2** for education and training opportunities etc. I think there is a lot of volunteering groups with major cultural issues and dysfunction (because even big successful groups have humble beginnings). I think Cockburn could help volunteer groups with a lot of potential access professional services to identify and target these issues, so the groups can develop to their full potential. Almost a kind of mentoring service for selected groups to get them to that professional level where they have stronger governance and can attract better corporate sponsors.
Publicising all volunteer groups in Cockburn and providing more information on what they actually do
Regular recognition and engagement from councillors and other COC staff
Solid recognition or appreciation.
Supportive efforts to enable volunteers to navigate and overcome red tape or barriers to service.
Encouragement for all. Everyone is able to do something to help others but they may not be aware of what is required and if they could be helped to volunteer.
No experience at volunteering
Offer administration assistance perhaps and some professional guidance
Get rid of red tape. I don't volunteer as too hard.
Identify the value of volunteers to the City of Cockburn

Ask for more volunteers by advertising specific positions. pay some not for profit organisations indemnity insurance for organisations with certain numbers of volunteers etc.
More info easily available
Have open days
Monthly online opportunity updates- like the Melville City Council
Support with new initiatives and ideas and get projects up and running quickly.
Just acknowledgement
I feel the City already does a lot in this regard.
Broaden the scope of opportunities for volunteers to contribute. I have been on the Arts Advisory Committee (now defunct) and the Reconciliation Committee as a community member. I'm now somewhat disabled with some access problems, but am active in environmental actions, particularly marine environment. I can work online and attend some gatherings, but don't know of any appropriate activity groups.
Set up processes for volunteers to access resources, funds
Have opportunities for the different groups to meet each other.
Better matching of volunteers skills with group's needs. Up the rewards.
Grants to assist volunteer organisations self-promote and provide better services
Provide resources that inform volunteers in the area/subject/activity that they are volunteering in. Provide workshops/learning resources.
I'm unsure as I have not volunteered in any way for more than 4 years now. Perhaps making the community more aware of volunteers, what they do, the recognition etc
Acknowledge the volunteers for a job well done via media, FB, Cockburn gazette and soundings
Make the VIV cards better known
Provide more information regarding volunteering opportunities
Breakfasts
Just to make sure that volunteers know they are appreciated sometimes it can be a thankless task
Provide refreshments during the course of volunteering event
Provide communication of volunteering projects available and what's involved in each.
Put their good work and names in the local newspaper
Small discount on your rates like a \$50 credit
By providing funding and resources for the benefit of the organisation as well as adequate community space. In these times, access to sufficient space is difficult where there is not a community centre provided.
Make it a little easier to register? Allow more time options, as volunteers also have jobs, families, households too etc and sometimes the time slots aren't suitable. Eg meals on wheels is limited on when we can help
Project and progress reports in Cockburn Gazette as a regular item
Encourage diversity of culture, age and language appreciation
More knowledge of what volunteers do in the city and how you can participate
More information
Recognition
Public thank you in local newspapers/social media - perhaps a feature on an individual

volunteer
The City of Cockburn is growing at a very considerable rate and I am proud to be a resident of Beeliar for over seven years now. It would do well if we could organise some road shows preferably at the closest shopping centre/community centre of each suburb on a weekend. This would enable residents to understand in what areas they may be able to volunteer.
More focused on the elderly and families
*Provide thankyou's and acknowledgement to volunteer individuals and groups via social media/local newspaper *Offer prizes/gifts to volunteers at end of year as thankyou *Provide a local discount to volunteers eg: 5% of local shopping or a volunteer discount book *Provide more volunteer social events where people can get to know each other and engage with others - many volunteer to meet people and feel a part of something
Include not for profit organizations not inside the Cockburn volunteer group
Acknowledge via monetary and celebratory incentives, volunteer courses and training workshops
Consider opportunities for full time working professionals on weekends or occasional evenings.
Support the programs that people are volunteering at to cover the costs of volunteering (eg: fuel costs, parking costs, hi-vis vests etc)
Highlight the importance of volunteering for the volunteers gaining an experience they would not gain elsewhere. Make volunteers feel appreciated by organising thank you events or sundowners.
I think engage an interesting company or person that can also give an experience or knowledge in return to the volunteers.
Make a video of some of the good volunteer work going on in the shire. Try to make it interesting/funny/heartwarming. Show the video (s) at free movie events, or community events etc.
Forums/get togethers for sharing volunteer issues/achievements/needs similar to the CDCG meetings? Induction information for volunteers
Supply volunteer hats like campers might have with an inbuilt flyscreen and full shade. These could be given for special events or achievements.
1. Acknowledge and support their work, 2. provide workshops and forums to share information and bring together groups to gain skills - meet the people!, 3. assist in grant applications
More Parks with Barbecues, Gazebo's and water fountains, ponds to attract families using the local facilities rather than relying on the beach and other parks that have ocean views.
Involve mothers with small kids
Continue to highlight the great work volunteers do and making them aware of their time and effort as being important in some cases integral.
Increasing the range of volunteering opportunities available by partnering with surrounding local governments and offering cross-resident participation opportunities
Promotion of opportunities through social media.
Provide recognition
More appraisal
Play a larger role in supporting local groups and not for profits. Both through funding and through using their platform to promote volunteering to the local community.
Make the process less bitchy and more about the reason for volunteering in the first place

Coffee voucher
Assist with appropriate uniform, local recognition such as a story per issue about a volunteer and their work and the cause they are supporting.
Strong communication channels and acknowledgement
Encourage more people so the load is shared and lessened.
Present more opportunities through advertisements of volunteering opportunities and the impact that they can have on the community and personal health.
People do things cause they enjoy it. Make something fun and people will do it.
Get the kids involved - make it an educational and rewarding experience for the whole family
Maybe a gathering every 2 or 3 months of volunteers over a light snack and drinks to get to know them and acknowledge their effort and involvement
Have a blog where volunteers can post comments on what volunteering work they do so that others that are interested in volunteering have more of an idea of what it's like.
Supply volunteers merchandise, hats T-shirts etc
Encourage and celebrate them
Support the organisation that you are volunteering with in small ways.
Personally I think volunteering is rewarding enough in itself, but I think support for groups struggling to attract volunteers may be a place for help from City of Cockburn.
Reward those for volunteering whether this through verbal or written recognition or genuine worthwhile gift.
Have meaningful volunteer roles.
Free education on committee roles
Volunteer reward and appreciation
Reward them more often, they often spend a lot of hours helping out our great community
More inclusion for all
More active online groups, an interactive map where you can click on volunteer activities on the map and immediately register your interest. Have a ranking system for volunteers where you earn points each month to earn rewards (i.e. free tip passes, Café vouchers, etc)
Support and Guidance to groups.
Make volunteers and community groups more aware of the resources available. Match up volunteers and their skills with the needs of the different community groups.
Better communication / Marketing of facilities available. Understanding of process and expectations
The shire does a lot now to inform people of volunteer work I believe
I think focusing on people from multi-cultural backgrounds to participate at school/sports level.
So many people volunteer and work hard but it is always the leaders that are recognised. Quite often these are not the people doing most of the hard labour. Perhaps a more inclusive approach to recognising volunteers would be valuable.
I think you are doing pretty well now.
The personal touch is always a good thing
Provide funding, support and a venue for meetings and social events.
I thought people volunteer for the enriching experience of helping anyway. Maybe some treats on the job nice drink donuts, wraps etc, maybe.

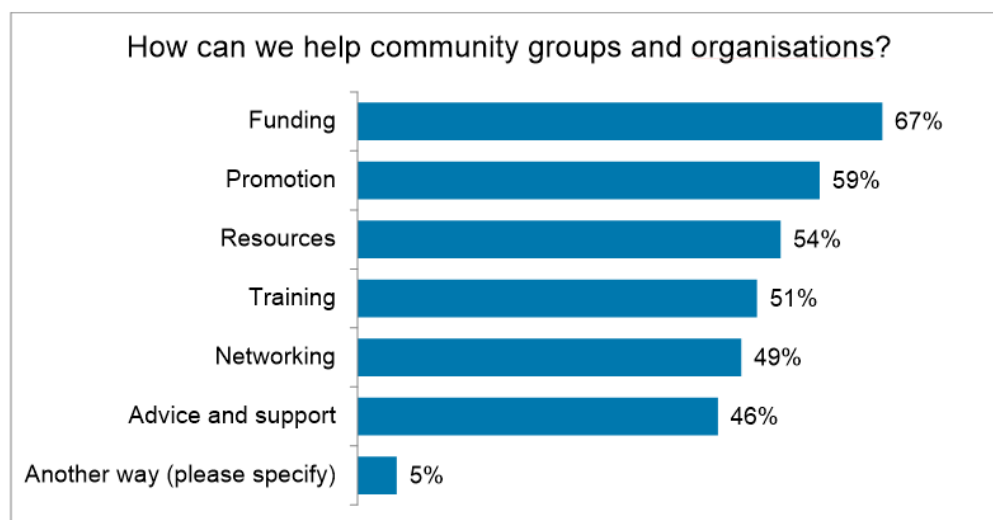
Offer vouchers and merchandise from whom they are volunteering for
Involving volunteers in decisions regarding community and planning issues
Helping to promote volunteering organisations
Increase campaigning
Feel good stories regularly on social media in the Soundings and Gazette.
Get rid of racist councillors who make CALD and Aboriginal people feel unsafe, but other than that you are doing a good job, I wish there would be more of the community groups meeting each other and connecting and building our strengths together as a community. Like all the reference groups have a reference group sundowner etc.
More activities, more volunteers, more advertising
By offering some sort of incentive like gift vouchers for a massage or market stalls even possibly a fun day at ARC so the volunteers can bring their family along to learn and understand the importance of the VRC. They work for free so why not spoil our volunteers?!
Recognition of volunteers' work with 'volunteer of the month' in community newspapers/social media
Reduced rates or some incentive reward
No need just continue events
Offer incentives to people who volunteer
Training. Good coordination and support. Good orientation and feeling like you have a "coordinator" to support/manage you (like an employee would)
I am satisfied with what they have done to acknowledge volunteers since I have been involved
Not sure if it's done already, ensure that resources for volunteer projects are provided and maintained and supported by the organisation. Inclusion in annual reports as a valuable contribution in \$\$ terms and ensure achievements are rewarded through acknowledgment
City of Cockburn can share the benefits if being a volunteer and how that can improve the volunteers life/friendship groups and self-worth
Showing appreciation for volunteers' time and service.
More advertising
Communicating how to volunteer and the commitment involved
Protection from illegal going on and bullying management practices
Smaller local projects - ease people in with focus small projects in the local neighbourhood.
Pre advertising via Cockburn council.
Any recognition, to encourage others to do so.
Better promotion of community groups
Give them merchandise that they can use and that therefore reminds them of the appreciation there is for their contribution.
Acknowledgment and honouring
Highlight relevant skills that could be obtained through volunteering. Be clear about minimum requirements such as hours per week.
More recognition on social media
Link similar community groups together. Help us get new people involved.
Volunteer meet ups, sharing information , getting better ideas Email updates, journeys, what others are doing

Regular speakers from outside the community who have volunteers in other interesting ways.
Promotion of events for better community engagement
Allow more opportunities to volunteer
Acknowledge the children that turn up and sign any service hours form they may have
Recognition, Support, Training, promote awareness of organizations and their needs in the community.
More real world relevant training and skill advancement
Have clear lists of what groups there are and how to get involved. Preferably online.
Training and Communications skills are paramount to deal with people in today's world.
We have found the city is very easy to work with in regards to an event in the area for disabled.
Enquire with the elderly if things are going well in our locality
Stories of goodwill or pictures from places where people volunteer
Increased liaison and financial support to effect change in the community.
Ways of showing how the volunteering made a difference. E.g. seeing areas revegetated. Catching up with people again that you supported.
Special incentives for people who volunteer, such as exclusive discounts or free advertising (if they are business owners) in online promotions, EDM or publications that a distributed by City of Cockburn.
Recognise their efforts
Appreciation
Provide discounts eg home rate discounts
The VIP rewards program was great.
Flexible opportunities or one off opportunities for people with limited time.
Sharing good news stories of volunteers and volunteering events. Recognising volunteers for their continued efforts in the community
More acknowledgment by way of promotion, advertising. The Volunteer Awards night is great, but only volunteers who are nominated and nominees attend.
To provide thanks to volunteers and provide them with more opportunities
More variety of what's available
Promoting benefits of volunteering to the community in shopping centres and local schools/universities
The City already does a great job. More personalised information packs sent straight to the volunteer when registered so we can start understanding requirements, etc
More help across the board
Offer volunteer management training for organisations
I think it would be great if there were regular opportunities for volunteers from similar organisations to socialise/network so they could share knowledge and connect with like-minded individuals and organisations.
I have been the volunteer centre at Cockburn, although the lady there was very friendly and tried to find me opportunities, there was nothing suitable in the city of Cockburn and she was mainly looking at other cities' spots for me. It could be great if Cockburn has more volunteering opportunities of our own.

Cut the red tape for running events which exacerbates volunteers
Attend volunteer functions and thank them
Prize giveaways to encourage more people to volunteer initially. However, volunteering in itself is normally intrinsically motivated, so the catch is to find ways to get people to volunteer in the first place, then when they enjoy the feeling of doing something kind, they will hopefully continue. Would also be good to utilise social media to get people to tell their volunteering story.
Give them the opportunity to update their skill with small courses
Funding for the Centre so more professionals can be employed to teach different subjects
Give further training. Give some incentives. Some one on one counselling on traumatic experience.

Q7. How can we help community groups/organisations strengthen their capacity to support the community? (tick all that apply)

Funding is the community's top priority for how the City of Cockburn can assist community groups and organisations, closely followed by promotion.



Other suggestions include:

Comments
All of the above!
Get rid of red tape
Nothing. We don't get anything for the money your talking about so do nothing
Uniforms and PPE where appropriate.
Depends entirely on the objectives of the community groups. For businesses you could reduce the cost of doing business in the community.

Assist groups to recruit new and young volunteers.
Templates and advice for governance issues.
Education and compliance to accepted standards that will protect volunteers and prevent the current practices
I'm happy for the council to provide assistance but not through direct funds.
List the main thing that volunteer groups are supporting such as; sport, neighbourhood rubbish collection, elderly engagement etc etc and then mention what is being done and what goals there are for that specific target. Then note what new volunteers could bring to group. These can be discussed via networking events and in promotions etc.
Organisation specific training. A group or organisation could identify areas/skills they would develop and submit a request to C.O.C who could then provide the necessary training
Cross promotion between groups like eg: Repair Cafe - Seniors Centre

Q7a. What kind of training are you interested in?

Suggestions for training were varied and included topics such as recruiting, supporting and managing volunteers, fundraising, networking, promotion, grant applications, organising events, marketing, governance, communication skills, public speaking, first aid, and social media skills.

Comments
Cockburn should keep offering workshops (volunteer management, recruitment, grants etc).
Not sure as depends on the volunteering you take on or enough support for organisations you join
Internal and external training. Jandakot airport is within the city of Cockburn. It would be great if the city could help facilitate networks between volunteer groups
Governance (running effective meetings and understanding responsibilities) Social Media skills for promoting causes Understanding Privacy requirements
Tourism
Committee position duties and responsibilities, report writing, public speaking
It would be great if the City could fund registered First Aid and Mental Health First Aid training for the volunteers and other courses as the needs arise
On-Line training programs that relates to all community groups no matter what service they are providing. Topic such as Recruiting volunteers, managing volunteers, how to fundraise, knowing your volunteer role etc. I think having them on-line and current appeal to under 40's. I think this demographic would prefer to train at home rather than attend a workshop. The only one that can still be done in person is first aid training which affects all community groups.
Networking, presentation.
Planting WA natives
HTML/SQL
How to build community; how to encourage members of an organisation/group to spread the workload and responsibilities.
Need a general volunteering course first and foremost and then any training after that would

need to be specific to the groups needs
Promotion
To support schools/children
Surf Life Saving
Developing skills in dealing and supporting people
Training regarding grant application, organizing events, etc.
online courses
Online volunteer training courses
Any Australian recognised training. Can help volunteer opportunities but also to better upskill for everyday employment
Not me so much but specific training for areas would be good use of funding. And not in house training, more searching for the best and latest training in the areas.
Communication skills for teenager volunteers
How to run volunteer groups
Giving to community, finding your special volunteer opportunities, engaging with public, community awareness, communication, marketing, assertiveness, self-care, making posters, invitations, Mailchimp, WordPress, Facebook, project planning
I'd like to help the rangers with wildlife management, but I'd need training to be effective
Specific straining such as mental health first aid.
Ocean sustainability, Energy efficiency, Environmental Sustainability
Advocacy and Policy, Grant applications, Community Organisation, 'Volunteer burnout / fatigue / self-care'.
E.g. ARC can train volunteers to assist with caring for injured animals
Working with teenagers to help them with exam, essay and job applications
Wide use activities such as 1st aid
Mtb trail building training, fund application training.
Marketing, admin
I've volunteered with a number of planting groups in the past. I'm always very eager to learn about the native flora and fauna, and pick up a few gardening skills along the way.
First Aid
Training that will be useful for future volunteering such as gaining a bus or truck license. First Aid course.
Surf life saving
Community Native Gardens
not for me personally, but people management skills are good for people in leading roles to support their teams of volunteers
Committee roles - free online course
Recruitment techniques.
Things to consider when volunteering. Or how to start your own programme.
Events in a Covid world.
Mental Health First Aid
Client engagement for volunteer champions
Motivational interviewing
Evidence-based healthy lifestyle
As someone that is not a volunteer more education as to what's involved.
Show me why it easy to help and how can fit into busy life.
Maybe some certificate on volunteer work which people can add to resume.
All types of training

First aid, supervisor skills
Chairing meetings, conflict management
Community service, working with kids
Task at hand; Volunteer Management
Health information for seniors would be relevant to my involvement
Anything that would be relevant
Training applicable to the required volunteer work.
Maybe ideas to welcome smaller ethnic groups in the community
Face to face
Broad or specialised training that can also help with life skills.
Things that translate to job readiness.
Environmental management skills, duty of care and OHS obligations for volunteer groups, financial and legal obligations of community groups
Some aged care requirements may need specific volunteers
Accessing some areas, in volunteer centres may need knowledge of expectations
Best ways to work with children and people with disabilities to ensure safe, rewarding experience for all participants
Medical, flora and fauna,
Training to keep good health by natural methods
Training and guidance on representation. I've witnessed far too many in community group committees being part of a 'click' and suffering from group-think, bias and narrow mindedness toward their individual view.
Native flora and fauna. Sustainability.
First aid
Conservation and environmental rehabilitation. How to support vulnerable women.
More coping mechanisms and support
Community services
Community Development Courses
Volunteer training to help people step up into roles on committees
I think the trainings should be specific to the areas people can volunteer in, rather than a generic training that supposed to fit all positions.
Treasurer and governance training. Also social media, Eventbrite and Mailchimp. Maybe website as well?
Business case generation, how to start a small not-for-profit business training, board training
Update skills training
On the job training
Key committee roles, coaching, disability awareness

Q7b. What kind of advice and support are you interested in?

Advice and support that respondents are interested in includes areas such as networking opportunities, grant writing, accessing funding, marketing and event promotion, financial management, attracting and managing volunteers.

Comments
Advice on complimentary groups which could provide services together instead of lots of small groups doing small things
Access to grants/funding pools Streamlining of LGA approvals or assistance in meeting the required criteria and planning (eg for events)
Networking opportunities and project development
Community need to embrace all interested
As above, eg Food Handling, Health and Safety, etc Support with paying for Working With Children check etc
Basic legal advice, financial guidance
This support already exists but I don't think enough volunteers take up it and that is volunteers speaking/emailing someone when they have an issue just so they can be given some guidance as to how best resolve it.
Communication regarding opportunities in my field of activity
Location of areas that need native revegetation, access to resources, making the process smooth and not a guessing game.
Physically building sustainable connected communities as opposed to subdivisions that cram as many poorly designed dwellings as possible in the space and do not encourage the residents to engage.
How to improve funding
I'm unsure if it's available within the resource centre, but someone to reach out and discuss things with relating to anything from fundraising, to what training may be required if any for volunteer work when it comes to supporting schools, the elderly etc.
What support is needed in the roles I am looking at, when and how much. How often. What areas of volunteering are needed in the community
How to promote our activities and attract more participants
Local animal welfare
Funding for events
Good connection to specific areas. Finding professionals to mentor volunteers.
FAQ and "how to volunteer" for teenager volunteers
Attend volunteer meeting
Debriefing, counselling opportunities if required
Opportunity to work from home and support the City of Cockburn with child care, etc.
Somewhere that lists of places in need of more volunteers can be easily accessed
Finding the right fit of volunteer organization
What's available, where & when
Financial management of NFPs. Connecting with local businesses. Related to Question 5. - Greater support in promoting volunteer opportunities locally. Not sure that Seek volunteer works. Have had many enquiries from people in distant suburbs

and have had conversations relating to how feasible it is for them to travel (often to spend a short amount of time volunteering). Also spent time responding to prospective volunteers who were not actually interested in volunteering (needed to fulfil Centrelink or other requirement). Maybe need multiple platforms to advertise current volunteering opportunities and/or once a year event where potential volunteers can meet people who are looking for volunteers.
How to write grants, what supports the city can provide, where to go to get help
Ongoing when and where needed relevant to the field or event
Priority areas or programs where Cockburn require volunteer support. Our work team have sometimes utilised company provided volunteer leave as a team bonding event (eg tree planting or coastal clean ups). If Cockburn were to have "volunteer event packages" these may help to build the business case with employers for similar events.
I mainly enjoy the social aspect of volunteering. I always find that I can speak very candidly in community groups about the change I want to see in the world. And I typically find that other members feel the same way, which is very comforting to know.
Perhaps advice on advertising for volunteers, how to maximise benefit, assist with permit applications etc
Community Native Gardens
How to be better involved and what needs to be done to help
Mentor, leader support
I think just having a central person who has experiences across a wide range of volunteering opportunities to help out with support and encouragement and new ideas when needed.
Marketing and promotion
Tree planting and greening
Ideas, best management practices, two way involvement between parties.
Providing Financial education for younger generation to be more aware of budgeting / Super etc. Support for underprivileged children, access to toys and fund activities
How to promote volunteering. Benefits of it.
Healthy lifestyle
Help with setting up associations particularly with the legalities.
I'd imagine volunteers would need advice on how to deal with the people they are helping i.e. different medical and mental, financial issues people may have and how to approach them. Training on how to best structure time and organise support groups.
Advice from the right sources
Practical advice
How to attract and retain volunteers
From the city of Cockburn to penalise councillors who do, say racist things that attack minority groups in this community. It's burning my out dealing with separatism and I feel like quitting and giving up. Even after all the hard work we have done.
Feedback. Someone to go to other than the person in charge at the location you're working at
Contact from the health officers at Cockburn
Running a business and environmental education
Professional advice or advice from other organisations, government departments & shires who have run similar programs.
Administration help with organising events
Life skills support.
Tell us what the City's plans and activities are that impact us and how we can work together for better outcomes eg. environmental programs.

E.g. AdvoCare only do weekdays volunteering, so if you work in any capacity, you are limited in participating, sharing info will help new volunteers of some agencies restrictions
Ares in the community which need support. Red Cross, hospitals, etc
Information on the needs required in the community.
Medical, flora and fauna, accounting
Anti-crime strategies by liaising with State Police and so called Council Security units that no one ever sees. And incredibly are included in our Rates charges.
Assistance with the city regards access to ocean jetties.
Have meetings to find out any concerns in the neighbourhood
Facilitated liaison of meetings to help breed more diverse community group meetings, until critical mass is attained.
More coping and strategies to support
Caring for the community
How to get volunteering part of the curriculum for primary school, high school and university/Tafe students
Better understanding of local laws, etc
Mental health homelessness
Volunteer management, how to attract/recruit volunteers
Community group for all ages and environmental protection/ substantial
How to work with the council
Talk from experts in the field

Q7c. What kind of resources are you interested in?

The types of resources that respondents are interested in include access to event/meeting space, items to borrow for events (e.g. tables, gazebos, ladders, extension cords), transport (e.g. trailer, bus), advertising, grants, workshops, photocopying, and stationery.

Comments
Technology and infrastructure grants could help us volunteer groups
A pool bus/transport that can be book by not-for-profit organisation (limit applies, e.g. twice a year) to facilitate transportation.
Meeting Room/Event space Event equipment trailer Digital technology to support easy recording of meeting minutes and meeting AGM/Governance requirements. Community/NFP Website hosting
Free advertising for those needing volunteers, similar to the Melville Volunteer e-newsletter etc.
Anything for a volunteer in that area
Materials to implement projects
It would be dependent on the projects we would be involved in
Online, convenient meeting places.
Native plants and trees, watering for first 2 years, defined locations in Atwell Harvest Lakes,

contract clearers, mulching
Getting the right people into the right groups
Online, case studies
Photocopying
Advertising / marketing assistance
Online information resources
Physical support equipment etc and psychological support
Other community group's activities and grants opportunities
The photocopying resource provided is excellent. This should continue. Similarly access to grants is important.
Garbage collection - making it easier for volunteers to remove rubbish from green spaces
Fishing and recreation
I am currently not interested in any resources but feel as though local volunteers may be interested in resources and information regarding local/federal funding as well as social/web/IT information and learning.
Workshops, free stationery, photocopies, hub where you can get advice and direction, project planning advice
Mailchimp (how to use) and directory of resources (and training) for use to communicate with community and businesses
Scrap metal that can be recycled into crafted objects for sale.
Timber that can be used for tables or such.
Workshops to assist in strategic planning and operations, 'problem solving people' who can help run through things and 'break down red tape'.
How to help out with the Harry Waring reserve
Media assistance
The sports group I volunteer for would love some space to hold their committee meetings/agms!
marketing, admin, running a group
Facilities, equipment
Use of transport resources, access to community spaces and halls. Information relevant to specific causes that volunteers work for locally.
Green spaces, community gardens, mountain bike tracks and walking tracks
Surf lifesaving aids
Community Native Gardens
Office supplies, access to email lists, facilities and storage.
Maybe a library of items that can be borrowed by volunteer organizations to run events. IE tables, gazebos etc.
IT support, Graphic design support, printing allowance
any that will help in the long term.
Grants for training and equipment. Meeting and storage rooms.
Facility availability and equipment at the ready. Social media promotion.
Web sites attached to council
Volunteer recruitment case studies from interstate and international.
Good question. Not sure.
Structures and framework to start my own group or volunteer service.
Ways to help and give back into the community
I can imagine material supplies may help

Promotional items
Healthy Lifestyle
Funding projects and to provide a venue for meetings and gatherings.
Well qualified resources
Local council support and funding
Pamphlets etc
Free/discounted public travel
Stationery/office type items to assist in the admin of our group. Eg, copier paper/toners ... the resource centre is a great idea, but not convenient for us to attend.
The Aboriginal cultural centre and surrounding wetlands precinct, connect with each other, funding to do community activities
Funding for community groups
Men's shed. Community events.
Access to information. Resources relevant to job role
Suitable brochures
Where volunteers are needed
Resources that are helpful/ relevant to the volunteer work that's being done.
CoC already have the resources
Tree planting
Computer based
Information about potential granting bodies, tools and materials (garden tools, gloves, rubbish bags)
Depends on volunteer area - replacement of, or funding for, worn/broken equipment used by volunteers to get the job done safely.
Creation of a community event hire trailer that could be kitted out with long extension cords, ladders, hazard signs etc so each small group doesn't have to fund these items for their one off event in order to meet compliance
Hands on classes
An online presence, I did not know these groups exist.
Online
Grant application assistance etc
Would love more toilets at playgrounds.
Brochures, posters that can be used by organisations calling for volunteers promoting why it is good to volunteer.
Support groups
Traffic Management
Vehicles, facilities to hold meetings in, office products
Anything that helps me to get involved in an easy way. Supporting people to join in a super easy way is the key. You have to make it as simple and easy as possible to get involved.
Books, videos, meetings
Managing people/clubs/volunteers

Q8. How can we help you and community groups/organisations in Cockburn to connect and build relationships (with neighbours, businesses, and other groups)?

A range of ideas were suggested for how the City can help groups and organisations to connect and build relationships, such as facilitating get-togethers and networking events, open days for groups/organisations to attend and learn from each other, showcasing groups/organisations on social media and in relevant publications, and e-newsletters.

Comments
Encourage networking and fund projects which get groups working together
By listing all community organisations on the council website, what they do or support so businesses and other groups can see how they may assist or join "forces" with
It would be great if the city could help facilitate networks between volunteer groups
Twice yearly get togethers for like-minded groups.
Arrange social gatherings for all groups
Promoting volunteering within communications that are circulated by the City
Networking events- free promo spots at community events so stall holders can meet each other.
Training support to support inclusion of all interested
Strengthen suburb groups, eg Neighbourhood Watch, advertise Eyes On the Street more, Maps of suburb playgrounds, skate parks, wildlife reserves, adopt- a-park to help keep clean (like adopt-a-section of Bibbulmun Track) and other community facilities, eg community gardens.
Continue with sundowner events. Open days to look at existing projects which other groups could learn from.
Via the City's social media / Facebook page
A listing of community groups and brief description of what they do published in Cockburn Soundings, a link on city of Cockburn web site and maybe some networking meet every 3 months or so.
Facilitating as you do so well already
I'm unsure if community groups want up front assistance in this area. I think this is something that they have to do themselves. Certainly have some information about it in a handbook and provide a good case study or website but ultimately it's up to the community group to contact the City and ask for assistance/direction.
Online networking, readily available information, on website, etc., of groups and activities.
Identifying parks and other spaces to be refreshed, noting it is many years since the suburbs were constructed.
Showcase us in publications.
First maintain the infrastructure and parks of area that you bypass every year. If the budget allows for it in 5 years then look at it. We are overcharged by you for little return.
More interaction at community events - have volunteers wear shirts indicating that they're volunteers which could spark up conversations.
Meet n greets

Initiate online chat groups
In this day and age social media is generally the way to go. Perhaps have a "social media manager" who is online to manage/admin a group (or several) such as "Cockburn chat" but be better equipped to filter out the trolls and nasty people
Regular community updates. Communication both ways. What are their expectations of us and vis versa. We need to understand their needs and wants
Providing advertising via Facebook
Host community events and online forums/discussions with local politicians and industry experts
Website information online community service book letter drops
Organize stalls for us in the events/social activities around Cockburn area
Online forum pages within the community
Open communication including regular updates of projects and achievements.
Have neighbourhood bbqs
Promoting via social media
Monthly open meetings
In our area, there is an urgent need for community space as at present, none has been provided. This would enable more events within the community which would help connection and build relationships.
More public information on current projects eg Cockburn Gazette
Local events
Anything to reduce duplication of effort
Organise more local-level engagement that encourages participation of teenagers
Networking
email
More communications
linking similar minded people either physically or electronically
Community events
Visit aged care centres (possibly after COVID19 restrictions are lifted)
functions
More suburbs (local street) based activities and events they don't always have to be in one spot or larger events small street or suburban events where people can access walking
<p>*Promote and support local community groups/organisations via social media</p> <p>*Organise and provide community groups/organisations catch ups: possibly providing network systems for volunteers as well as learning opportunities for example: how to effectively use social media.</p> <p>*Connect and develop own relationships with groups/organisations for example: Council to seek out groups and touch base offering support and assistance where possible.</p> <p>*Offer a discount in use of IT and printing facilities. Many older locals do not use or have access to computers therefore mail is only option. This is an expensive service for a NFP group.</p> <p>*Allow and assist locals organisations to do a "pop up" in shopping centre to inform locals of what is available.</p>
Cockburn council has already recognized POOPS (Pets of older Persons) in their grants funding in the past. Maybe increase the level of awareness that POOPS is an awesome organization helping older persons or disabled sick persons to maintain their love of pets

while walking their dogs on regular basis. Maybe include something in the Cockburn sounding
Be open to suggestions and genuinely listen.
Better incentives to plan events in neighborhood, create specialist groups asking community to join, opening up community centres (free but refundable deposit) during day and evening for free courses, clothes swaps, art workshops, sharing skills, tools demonstration and teaching basic handyman skills, cooking, sewing, parenting workshopsMake more use of community centres and libraries
Get-togethers to introduce a volunteer opportunity for specific areas of interest
Holding community events where like-minded community groups can meet each other and network as there are lots of over-laps in support services.
Through community events. Help fund community initiatives such as community gardens.
Local markets? Food local produce maybe?
Maybe setting up a local event only for each specific neighbourhood.
Have councilors attend meetings of groups when possible.
Opportunities for businesses and community groups to come together in semi structured ways where it is clear (explicit) to businesses and communities that mutual promotion/partnerships can strengthen/build, and be advantageous for all.
Make up a small local directory of the businesses and their managers to share info or work.
Local networking, picnics or lunches or meetings, forums, online discussion groups
Have local carnival events with rides for children that bring families together.
Neighbours parties for selected suburb area
Paint a positive light on what organisations do and how much back ground work is involved
Not sure right place but as a community with a lot of artisans which benefit Cockburn and surrounding neighbours we need a place so everyone can display all year round.
Contribute to already established social media groups for residents, i.e. 'Hammond Grove residents' or the 'Hammond park residents' Facebook pages with relevant updates on local changes and updates
Break it up the groups by neighbourhoods and once these are strengthen increase the connection between other groups
Assisting in volunteer events.
Through various media outlets
Run community events that celebrate volunteering
I am not good at staying across social media and rely on "push" style communication such as email for information. I have noticed City of Fremantle events coming up in my google news feed.
Something like a community notice board or promoting local groups on the CoC Facebook?
marketing
Platform to connect the groups?
I think social media channels and traditional media channels (like letterbox drops) are the best ways to reach members of the community. The Wetlands Conservation Society, for instance, would benefit greatly if we could get more people along to planting and clean up session.
Publicity
Promoting awareness of the various groups and their aims, outcomes and achievements, so that the Community, businesses and neighbours know who they are and what they do.
social media

Volunteer events
Let us know about the assistance that is available to us.
email
Start a community volunteering forum where neighbours, business and groups can ask for, and share resources.
That's the hardest question! Maybe a Facebook group for volunteer groups?
Volunteer Fete. Fliers for upcoming events (not everyone checks online or social media)
Reaching out to people who do not have access to computers
Regular newsletters and information
Input with community based online media, Facebook, Instagram etc.
Advertising services, provide facilities such as meeting and storage rooms
Funding, regular promotion via Herald and social media etc
Listing of organisations on a dedicated website and what they are about
grants for groups to do so, combined fundraising days for not-for-profits.
Networking between these groups on we can better serve the community
I don't really think that this is a council role.
Doing already a great job.
Regular meetings/events to bring people together. eg once a month meeting discussing relevant topics mixed with social aspect to keep it fun and engaging
Have meeting more often, hand out survey to local residents
More visible information on the role and value volunteering adds to the community.
Better online groups, businesses offer rewards to volunteers
Provide information regularly on groups activities thru communication and exposure.
Through the local newspaper?
spread out info throughout the groups
Councilor meetings, Facebook
more social media presence, more meeting up between different groups in a social setting might help
Support new ideas
Networking events with purpose and appeal
Encourage social and community events.
Networking
Make some room in the marina development for more cafes and outdoor areas in which street performers could perform at night markets where communities gardens and local artists could sell there wears. Kid friendly themes that encourage families.
We have a great patch of land behind the marina let's not waste it on units as this is a magnificent part of the world locals and visitors alike can enjoy.
More local activities, markets, pop ups, spring fairs etc
By creating events to show and highlight what groups are achieving and how
Suburb based sports events
Through meeting and training
Meetups
Create ad-hoc events
More presence in the community attending groups meetings, events.

Advertising community groups on the council websites, social media, notice boards etc.
Once a quarter or by monthly networking opportunity with other reference and community groups, in a big space with plenty of room somewhere outside or provide link us with using computer and zoom/Microsoft team to link into the meetings
neighbor's movie night coordinate with local school and library
Holding an event especially for all volunteers to engage and learn more about the sorts of services each community group can offer.
Flyers and Newsletters Community News
Promotions
Wider advertising of what is available
letter drops for specific problems of a small nature
Offer incentives
Hold workshops
Newsletters. Functions for local Business
Not sure, but initiating something via door knocking and asking people in areas is a good start, or a letter drop asking if people could gather in a local park for a chat would start the ball rolling
By having a forum where these groups can context, either in person or through a pin board
Non-traditional networking events
Planned community days which could be meetings, barbecues online forums.
Host networking opportunities
By being more involved or more hands on with community groups.
Fairs
Trust and respect
Perhaps a register of all groups and help available
Advertising
Educational events for volunteer groups
Have events that have an information booth that informs the public about what community groups/organisations exist.
We do that well already
Utilise social media platforms to link stakeholders together.
Existing meet and greet within the community is great
Create a directory of all the groups and organisations with contact details and organise networking events for groups with similar goals and interests.
Not all Seniors access networking / computers There needs to be other ways to invite them Additional notes eg in the Gazette specific for groups that need info spread around the council areas
Games night, bingo, lawn bowls etc
In particular relating to Yangebup Eats - wider media promotion of events.
Email groups
Flyer drop/social media advertising of volunteer events. Printed calendar of events - include in the annual rates flip book fridge magnet that lists verge throw out dates, recycling days etc

with reference back to council website for updates. Include neighbouring council volunteer events or reference to their website - a council boundary line has no impact on neighbours wanting to get together to help on a local project
Facebook, Gazettes, Promotions, Activities (for example Hammond Park have a wonderful community spirit) I have lived in the City of Cockburn for over 20years but I am on the outskirts of Hamilton Hill opposite Beaconsfield and my only park is in the City of Fremantle, there is nothing near me that represents City of Cockburn yet I pay my rates each year. It's as if the City of Cockburn have forgotten the older parts of the area. It really needs to improve the facilities and shops near Phoenix as they look old and shabby. There is no playgrounds for me to take the Grandkids around me which is disappointing. All the new areas in Cockburn seem to be getting all the funding it's about time the older areas get an upgrade as they have contributed over many many years.
Sundowners and other social events
Online hub to connect with others, joint meetings
Save the Jandakot Golf Course. Support the Jandakot rate papers association.
By making them and the above in brackets feel safe.
I think the city has a good record in regards to helping the community
Meet us once in a month
More community (local) events
Coffee mornings
As above. It will happen naturally when the group gains credibility from critical mass and independent internal review as opposed to single addenda of individuals.
Meet and greet events. Variety of times/dates to support those who work full time
More engagement baiting posts in the different Facebook groups (such as Buzz in Beeliar). Also on the stories we could promote different businesses from time to time.
Communication
have small community street parties
Volunteer database, sharing of profitable fundraising events.
Events, cross promotions.
Continue to create organised events to connect people
It's a hard one, promotional speaker events
Sundowners
Bring people together with events and morning teas
Have groups involved with local schools. So many generations and networks of old to young within a school community. Doesn't have to be volunteering at the school bit a good venue for meetings and getting people together
Providing support to turn an idea into action
More networking events so we can gain experiences from what makes other communities great and productive
More support from the community for more funding
Help organisations communicate with the community so people have a better understanding of the club's goals and what they are trying to achieve
Host networking events for specific types of groups (for example: P&C's, resident groups)
More exposure at those wonderful community events that you put on.

Be aware of community events so they don't overlap and lessen the potential outcomes
Small neighbourhood support groups. Such as neighbours BBQs or park meets and greet.
Volunteer events
Anything that helps me to get involved in an easy way. Supporting people to join in a super easy way is the key. You have to make it as simple and easy as possible to get involved.
Show local businesses how much the volunteers do for the community and how they can support them in some small way
Posters in shopping centres
Community News. Newsletter. Networking

9. How can the City of Cockburn support you to turn an idea into action, that benefits your community?

A range of ideas were suggested for how the City can help support people to turn ideas into action to benefit the community, including funding, resources, venues, and advice.

Comments
Proactively approach the volunteer groups and ask them how the city can help
Dedicated community development officer allocated to a group. So there is just one point of contact for all enquiries.
Have a dedicated point of contact
Make it clear what to do and get rid of red tape.
Assist with project development - sites, materials, contact with other groups, logistics
Seed funding. Advertising promotion. Legal help/advice for the not for profit or commercial aspects.
Support from community development officials not just \$
Start with a suburb meeting at local community centre? Advertise this with a banner at local shops, email, and social media
Funding and support to move projects and ideas through council faster.
Perhaps hold a competition for the best ideas where the winner wins a voucher to spend at Gateway Shopping Centre. This might increase participation.
A 'go to position' within Shire that can point in the right directions.
By being there for us as you are already. Simone is fantastic!
Funding and guidance.
Provide resources, communication, venues and funding.
I have an example already which I planned and executed with great help from Brad at parks and Ms Kirkwood the deputy mayor, however I would like to roll on to improve other areas.
Opportunities to speak/present
We are planning a community (WIC) for older women to live safely, securely and sustainably. Older women have less financial resources and this makes building good, universally accessible and sustainable homes difficult.
You can fix the issues and use my money for my area not everywhere apart from Atwell.

Then look at other areas to spend money
Legal help, funding, volunteers
Grants and facility access
Provide opportunities to voice the ideas. And increase community awareness about volunteering opportunities
Again, unsure if it's a thing, but funding is almost always the issue for any new idea. Perhaps hold a competition of sorts, people can put their ideas forward and the council or the community vote on their favourites. Winner/s get the funding and support to make it happen
Listen, communicate resources expertise from others groups
Grants/support for small business
If the City of Cockburn likes idea professional support from people with in the council grants to help get started.
Provide guidance on how to raise funds and plan events and step-by-step instructions of organizing the activities/events
Conducting a community poll
Grants & advice
Again, by providing access to grants and financial support.
Respond when people submit emails of ideas. If it won't work or not the right department etc, still respond to that individual to thank them for the suggestion and suggest an alternative contact to submit their suggestion to
In Cockburn Soundings ask for realistic community ideas
More grant opportunities and assistance to write grants where the idea is useful.
paid manpower to direct assist volunteer projects.
Engage more with teenager groups
Access to resources and workshops, similar to what small business do
Funding
Listen
providing a volunteer coordinator who can be a sounding board for proposals
Friendly and approachable staff
Give us the necessary contacts whom we could talk to and submit our suggestions and work through them alongside the City of Cockburn Community Services
Funding and support
Less red tape and less cost such as road closure and traffic management cost allow streets to have their own events with a checklist on compliance rather than red tape and huge costs
Offer small business/NFP advice free of charge
Offer a possible yearly grant for any NFP group, advertised and promoted locally to encourage those to apply.
POOPS is already supporting the old and sick in the Cockburn area with their dog walks. It's an idea that needs recognition from the community. POOPS is indeed a great concept.
Give merit to any and all suggestions
Reimburse costs, help with project management via a scheduler software or manual, one on one zoom call to brainstorm what resources are needed, available,
Online support/workshops/resources
Best example of ease to both council and the community group is what City of Melville have done with their Robin Hood grant funding where the residents of that council vote on where they want the funding to be directed. This vested interest makes them support the project as well as know where their rates have gone to support projects which build up their own

community.
Funding is usually the issue. Maybe by offering a community funding scheme.
Probably setting up a platform for the good ideas to be implemented. Maybe with the guidance of professionals in the field.
Assist with advertising
By assisting to promote the idea (to council admin, elected members and community members) and recruiting supporters (council, EMs and community members) of an idea to work together to get the idea "off the ground" and implementing the idea.
The City could pretest or trial prototypes in their departments and supply feedback and suggest alterations etc...
We can't do this alone - we need support from the council to create a cohesive, safe, connected and sustainable community. We need you to face-to-face communicate and if we reach out - communicate compassionately back with real curiosity as to the intent of our contact...
Promote the events through Facebook, leaflets in the mail including posts at shopping centers.
Allocate a representative of each smaller area within City of Cockburn who would assist connecting with neighbours around him/her
listen, provide guidance and help in how it might be achieved, promotion
A place which can be turned into tourist attraction and benefit all artisans with somewhere to sell their products. Have been told the old power house has plans but that's never going to happen in the foreseeable future and I think we will all be pushing up daisies before it does. This would be a community effort.
Surveys like this are great, but outreach for suggestions through social media are key.
I think it does this well already
I would like the opportunity for mountain bike riders to gather and assist in a proper clean-up of the rubbish dumped in manning park as a way to show that we care deeply about the park. Much of the park that has been disregarded is in a sorry state and is ignored by the vocal minority who do not want it seen as a multi-use area. Some support from council providing removal of the car bodies, fridges and assorted rubbish with a body of local users of the park would be great.
Assist with the process required to get through local government
Support community Mtb skills training, promote local riding trails, signage, maps.
Providing a clear understanding of what resources/funding/support is available and what the Cities priorities or gaps are.
funding
Grants
By offering grants that community groups can bid for. That way community groups may be able to achieve some of their larger aspirations.
By providing a complete solution for premises, advertising and support for the sport involved.
Workshops
I volunteer for Sailability, perhaps there is an opportunity to promote a Sailability operating out of Port Coogee.
funding and less red tape
Training and funding
Education programs
I would like to see a community garden set up in the area of Bartram Road in Success in the area between Wentworth Parade and the Freeway bike path.

Usually money, publicity and support. The next biggest problem is getting regular support from the community.
Clear point of contact to talk to someone from the Council and that person stays your contact - mentor program for new groups
The couple of projects I been involved with, Cockburn council has been great
listen to the community and take note of what is being said
Have a liaison officer that one could make an appointment to see.
Grants
I think letting the community know through shopping centres, social media whatever reaches the different age groups know that they even can give ideas for their community. I think many people would not even think of this yet there would be plenty of good ideas out there
Perhaps online support? Graphic design?
Look at the idea, make suggestions to improve idea or advice to whether it is practical.
community grants
Support, promotion, funding.
I don't really think that this is a council role.
funding and promotion
If I was rewarded for it. I'm a busy full-time working mum, with a special need child, and life tough
Declare a day when all volunteers stop volunteering for the day then monitor the outcome. It should highlight the importance and reliance we have on volunteering.
advice, support, cutting down the red tape and paper work to conduct local events
Something like the Hive initiative in Geraldton
Funding if and when necessary, exposure of ideas into other groups and stakeholders.
This would depend on the project.
1. Urban forest project - I'd need time which I don't currently have (babies!) to get my head around it.
2. Solar PV Awareness - all I'd need is a free venue to present at and promotion through the council to get bum-on-seats. The presentations are ready to go. The aim is to encourage further uptake of residential solar PV by providing unbiased information and advice. I could present examples from my Masters Thesis and experience in making our house an all-electric household that exports 85% of the electricity it generates and is 70% self-sufficient without needing a home battery.
Understanding the commitment required, any funding.
Process to start or register an idea. What you can and can't do etc
The local Cockburn sounding is a great read maybe twice a month
resources, training
Be available for advice and support.
Funding
Provide funding
Support and where to reach out to
They could support my approach above by making sure developers don't just fill port Coogee Marina area with units.
funding, and more skilled people working with you
Well we recently thought of creating an app for our street. This app is purely for urgent help and or security.

However this requires you to approach neighbours and to secure mobile numbers. This can be an issue with some people so by having support by letter or email from council Just a thought!
More community suburb focus activities.
Listening and public forum and through a voting system that award the best idea and project
Fundraising
Funding,
Fire racist councillor who is ruining the community spirit
Funding is one of the most important aspects of community groups. I think the city should try to provide more support to the groups by providing equipment or stationary to support their ideas and possibly even running a competition for the best community group.
Explore options, expand idea with experienced staff - Innovation manager
Offering an online 'suggestion box'
letter drops
By acknowledging my ideas and put into action
Guidance and mentoring
Opportunity to be heard
By keeping in touch
have funding, human resources and commitment available to recognise when an idea is presented that assistance can be provided.
Keep me up-to-date
By giving clear direction on how to achieve the outcome
space to run community events (women's circles)
Have an ideas/ feedback page that people can present volunteer ideas and suggestions.
Help advertise and promote events
By having a look at the toxic culture at the Cockburn Bowling and Recreation centre for a start. They have got the wrong people in the wrong places. Starting with management.
Children events
Experienced and professional staff
Funding
More council contact with volunteer groups
Financial support and also mentor support.
Financial training and support with legal matters
possibly through networking, putting groups and organisations together.
Advise and maybe funding
Provide a contact person to work with us and follow up on our ideas and projects to keep things moving forward - a case worker who can work with us on a long term basis.
It's been hard getting info out to the elderly, not everyone goes to seniors meets perhaps libraries can assist with info outlet rooms, and share groups over cup of tea meets
Advertising, funding, sausage sizzles
Standard forms
Happy with the information available on council website and support received when I have phoned them. Maybe free workshops through the library on completing applications or insider knowledge on event management.
Funding, promotions, more playgrounds and open areas such as parks with barbeques and seating. Artwork which promotes the heritage of the area. Clontarf Hill needs to be improved it looks like an old dirt track which is uninviting and the carpark area is extremely unattractive and doggy looking.

Provide supplies, logistics support, contacts for people who can approve ideas
Save the Jandakot Golf Course. Support the Jandakot rate papers association.
Set up an actual Suburban Security unit with bases in each Suburb staffed by ex State Police and ex Army and ex Railway Police as we were called then. That's when people felt safe on the trains unlike now. Watch the crime rate drop then.
allow more funding to enable footpaths in the rural sector
Work together
Evenly support suburbs. The obvious disparity is incredibly damaging to the perceived value to the City of Cockburn. CCTV in Port Coogee is over-represented favouritism, new verges in Leeming are reticulated grass etc... look at the investment in Hamilton Hill by comparison. It's one City, two standards at the moment.
Workshops. Advertising funding
Giving clear guidelines on approval processes and which boxes to tick.
Offer professional support and advice and simplify the process of actioning an idea
advertising
Funding and advice for start up ideas.
Ensure that the process to approve and execute an idea is easy to find and follow.
Be pro active- giving an extensive community based contact list to share.
More funding by way of grants.
To provide more training
Work alongside Murdoch University to promote their students volunteering within their local community. For example having Exercise Science students taking elderly people or people that will benefit from exercise out on walks twice a week for 30 mins. In turn the university students get credit points that goes towards their Uni marks
More funding
funding
Offer more events to benefit the community the club members could volunteer to help
Have a project task group that has experience and expertise in community development. That way if someone has an idea they can submit an application to receive a certain amount of hours of support from the group. Then it's not left up to the one or two volunteers to execute, they would be assisted by paid C.O.C employees.
Maybe hold meetings like the one you are scheduled now, to have the community members to brainstorm ideas and voice their needs in the community. Facebook discussion can be useful, make it easy for ppl, everyone is on Facebook now, ppl always have a lot to say. Use that platform and talk to ppl and ask questions there.
CUT RED TAPE for street activations and Parklets. City of Fremantle to make street parties easier Community News (perthnow.com.au) Also City of Vincent have the Open Streets Events Kit https://www.vincent.wa.gov.au/community/arts-culture/open-street-events.aspx
Provide advice on how to get council approvals to turn ideas into reality. Provide an event where people who have done it tell us how they do it.
Funding, support, resources, advertising
Maybe a couple of group days at the shops, different shopping centres, to show the greater community i.e. Phoenix and Gateway Shopping Centre. Similar to the open day held at library building for seniors but with volunteer groups.
Funding, brainstorming on the ideas
Provide volunteer organisation with advice, advertising, grant opportunities etc. I know this is currently offered by the sports & rec team but there was no follow through on actions from the meeting and no tangible advertising/support was received prior to the start of the season.

2.3 Email Submissions

Comments were also invited via email and two responses were received.

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.

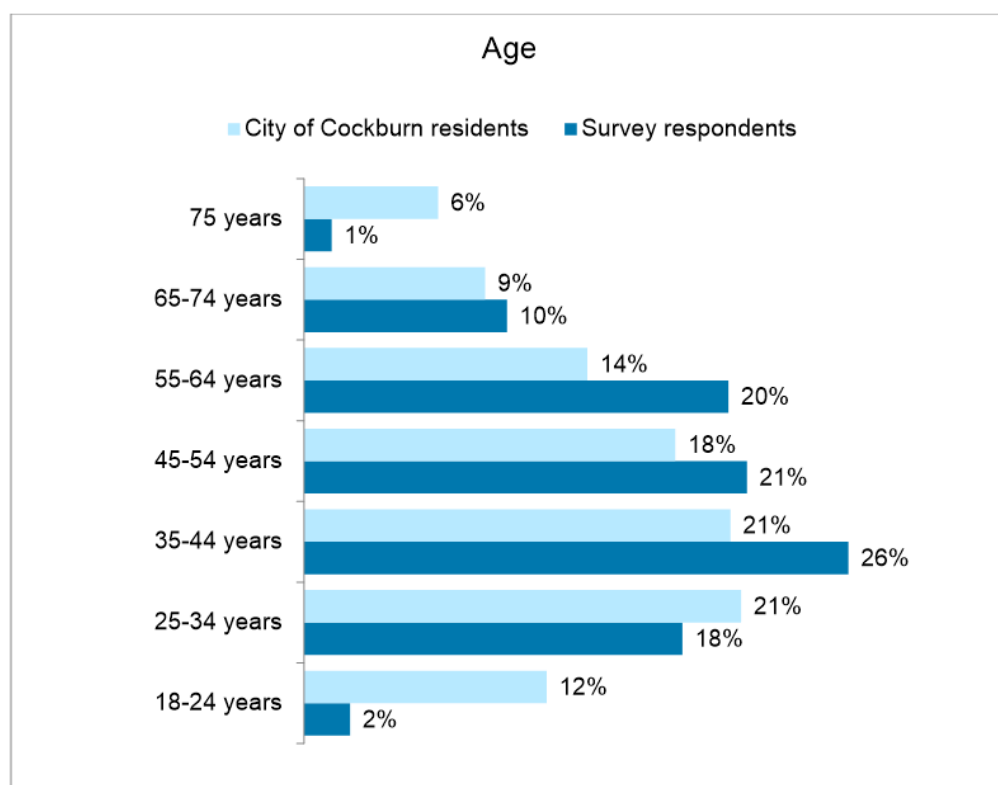
Comments
<p>I would like to submit an idea for your symposium.</p> <p>I wince every time that I see Spearwood red soil being concreted over, and it would be distressing to see the last piece of market garden at No. 13 Phoenix Road disappear.</p> <p>Looking at the success of Community Gardens in Fremantle and North Fremantle, I wonder if Cockburn could do the same for our community - as local housing density grows - and the people become more concerned about the environment surely it would be a winner.</p> <p>The proximity to the Phoenix Primary School is an added bonus.</p> <p>My ideas</p> <ul style="list-style-type: none"> -More trees, tree planting in already established parks, and reserves (increased tree coverage reduces heat sink in suburban areas, provides refuge for native animals and insects, and research also suggests it may improve human health). -Council run market garden that offers subsidised fresh produce to pensioners and low income families (promotes food security for vulnerable members of the community and reduces carbon footprint). -Increased early literacy programs at library's, Coobelup rhyme time is often booked out more sessions would be great. Also targeted literacy through song and dance for toddlers kindy and pre school aged children. -Ranger provided education programs about the local environment for school aged children and adults. Local lakes and bush land have a mass of biodiversity that needs to be protected and education is the cheapest and fastest way to do this (programs like this that I have tried to book have always been booked out). -Increased bush fire awareness programs. -Carbon neutral now!!! - local sports programs for kids, most organised sports require parents to travel between venues and club. This often excludes children from low income families due to travel cost and parents that work weekends. Sports programs kids can walk to, smaller programs locally. We need kids to be active not athletes. Local small programs also make kids feel a part of the community helping them to grow into responsible community members.

2.4 Survey Respondent Demographics

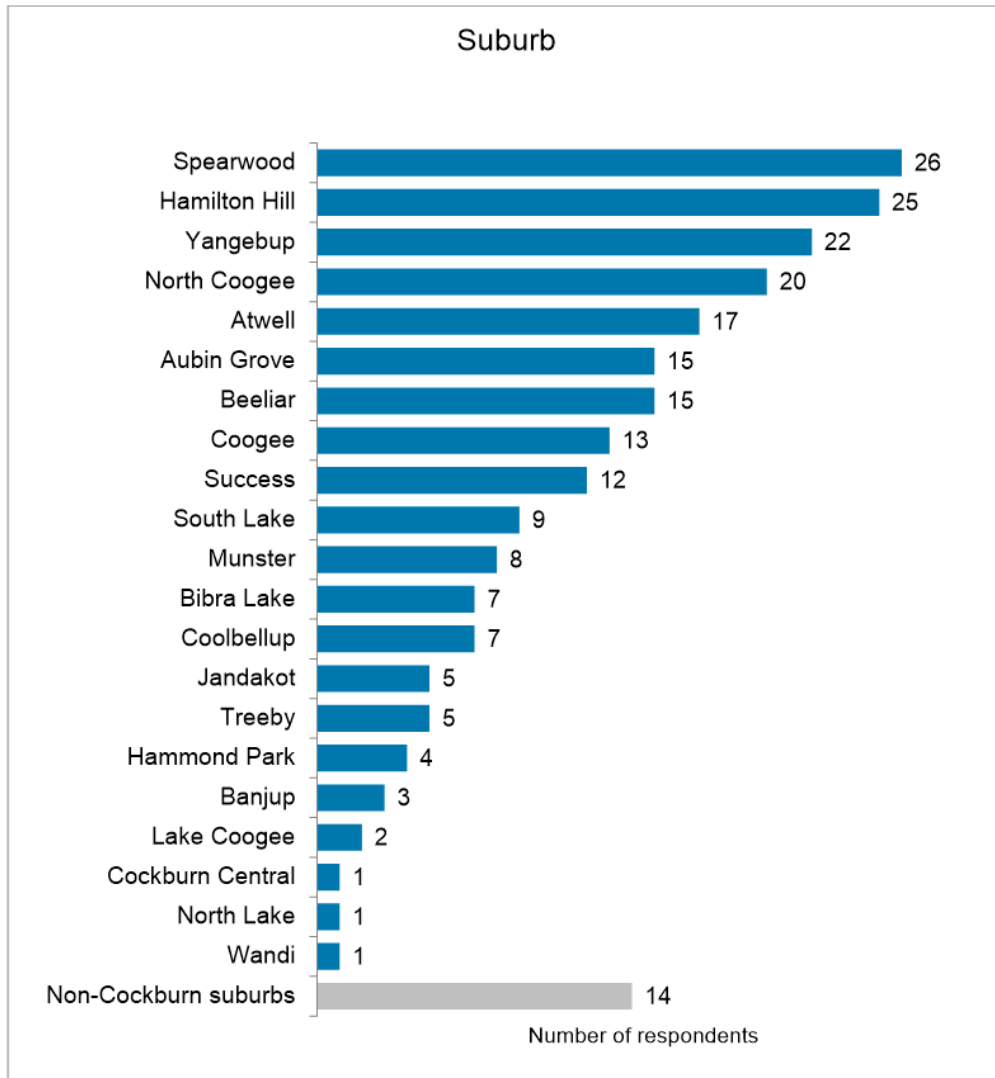
Survey demographics are captured through the Comment on Cockburn platform.

The demographics of those who responded to the survey are likely reflective of the ages when people typically take part in volunteering activities or become involved in community groups. The 35-64 age group was over-represented in the survey vs the general City of Cockburn population, while the 18-24 and 75+ age groups were under-represented*.

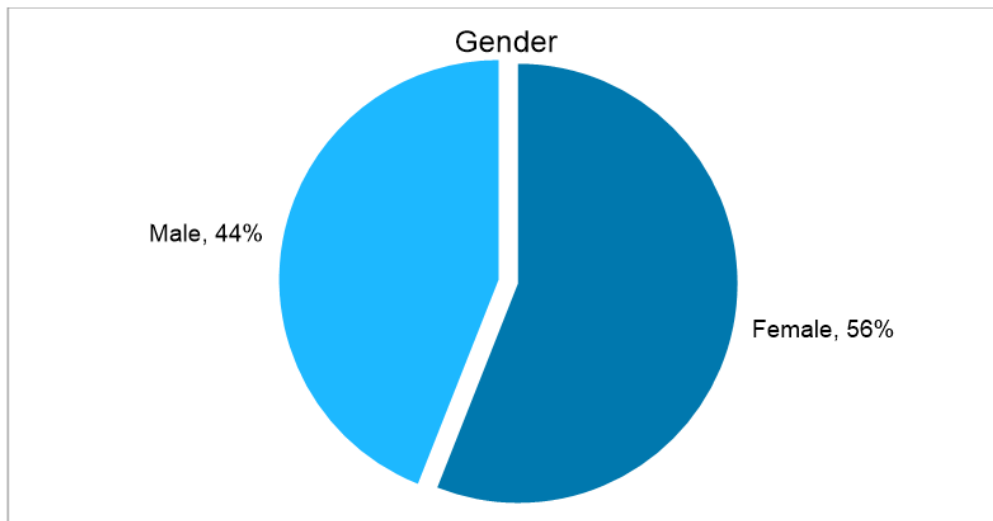
**Source: ABS 2016 City of Cockburn population*



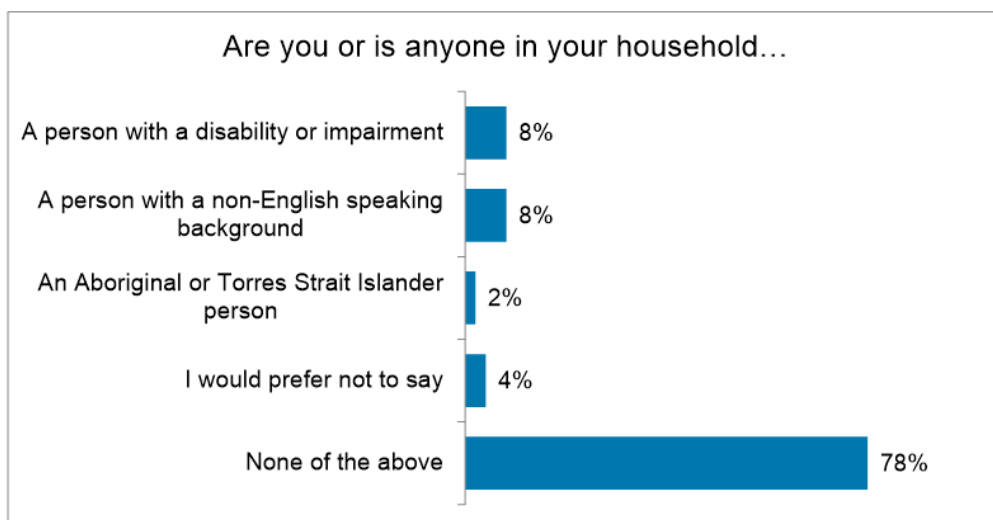
Respondents were from a range of Cockburn suburbs. Spearwood and Hamilton Hill, two of Cockburn's most populated suburbs, accounted for the largest proportion of respondents.



More females (56%) responded to the survey than males (44%).



Amongst those who responded to the survey, 8% said their household included a person with a disability or impairment, 8% said their household included a person with a non-English speaking background, and 2% said their household included a person who was Aboriginal or Torres Strait Islander.



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16.2 Adoption of Volunteer Strategy

Author(s) K Jamieson

Attachments 1. Volunteer Strategy 2021-2025 [↓](#)
2. Community Engagement Summary Report [↓](#)

RECOMMENDATION

That Council:

- (1) ADOPTS the Volunteer Strategy 2021-2025, as attached to the Agenda; and
- (2) INCLUDES the financial requirements from the Strategy for consideration in future annual budgets and corporate planning.

Background

Following a Council decision in 2019, the development of a new Volunteer Strategy will provide a 'stand-alone' framework for volunteering across the City.

The City's Volunteer Resource Centre (VRC) will continue to play a key coordination role by optimising the work of Volunteer Involving departments of the City, as well as external "Volunteer Involving Organisations" and volunteers.

Submission

N/A

Report

The Volunteer Strategy 2021–2025 sets out the strategic direction for the City of Cockburn for the next four years. Volunteering was previously incorporated in the Community Development Strategy 2016–2020.

Community consultation as well as staff and Elected Member consultations, took place to ascertain the goals and aspirations of the community, and to explore how the City might support and contribute to achieving these.

Observations, research and analysis of City operations, emerging issues and best practice have also contributed to developing this strategy.

This Strategy is guided by a clear vision and purpose, created in consultation with community and staff. The VRC will play a key role in coordinating this Strategy.

Vision

Cockburn's communities are enriched by a thriving network of diverse and active volunteers and volunteer organisations

Purpose

We strengthen volunteering in Cockburn by connecting, educating, supporting and valuing volunteers and volunteer organisations.

Focus Areas

This Strategy identifies three focus areas, each with their own outcomes and strategies, which will contribute to this vision and enable us to enact our purpose:

Focus Area 1

Striving to ensure that volunteers are connected, actively engaged and valued.

Focus Area 2

Fostering a strong network of Volunteer Involving Organisations creating excellent opportunities for volunteers.

Focus Area 3

Ensuring that the City has a consistent, effective approach in its support for volunteers involved in City programs and services.

Volunteer Resource Centre (VRC) staff have a vital role in educating in the key aspects of volunteering and volunteer engagement.

Potential volunteers are connected with Volunteer Involving Organisations (VIOs) to assist with filling volunteer roles. Support is offered to VIO's to enable capacity building and best practice volunteer management. The VRC coordinates and manages volunteers within City departments and screens all volunteers involved in City programs.

The VRC is an essential hub that offers a space for administration related tasks, printing and one-on-one consultations. Volunteer events and appreciation programs are run by staff to promote volunteerism and show appreciation for the dedication and effort volunteers contribute to the City.

The City of Cockburn engages about 260 volunteers directly, and the Volunteer Resource Centre supports their work and strives to coordinate consistent approaches across the City.

Many community members also engage in micro volunteering programs and there are many hundreds of volunteers working in the Cockburn area registered or actively engaged with the Volunteer Resource Centre, along with thousands of potential volunteers that could be recruited or connected. The VRC directly supports 233 VIOs who, in turn engage and support hundreds of volunteers.

Changes to the *Work Health and Safety Act 2020* may also bring additional staff and resource requirements in order for the organisation to comply with the model work health and safety laws that will include volunteers.

Changes in requirements for Local Governments and Volunteer Involving Organisations identified through the Royal Commission into Institutional Responses into Child Sexual Abuse will also require additional resourcing to ensure compliance with Child Safe Organisation standards.

Strategic Plans/Policy Implications

Community, 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.
- Facilitate and support health, and well-being outcomes for our community.

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.
- Actively advocate and seek regional collaboration focussed on growing the wellbeing and self-sufficiency of the community to better meet their social, environmental and economic needs.

Budget/Financial Implications

To effectively undertake new additional activities and expand on others, an increase in FTE at a cost of \$90,000 will be necessary for additional staffing to implement all actions. This will be subject to a future Business Case and Councils' Annual Budget deliberation process.

Other actions in the plan and current service levels can be delivered within existing operational resources.

The VRC currently receives part funding through a partnership with the Department of Communities (DoC) until end of June 2022. Without the DoC contribution, VRC services would need to be reviewed, as additional funds would be required to deliver at current operating levels and also to deliver the outcomes outlined in this strategy.

Legal Implications

Nil

Community Consultation

Community consultation was held between 13 November 2020 and 4 January 2021.

The community participated via:

- Survey on Comment on Cockburn
- Hardcopy surveys available at Cockburn libraries, City of Cockburn Administration and Seniors and Volunteer Resource Centre
- Phone and email correspondence with interested volunteers and community members
- Workshop with representatives from resident groups, held on 30 November 2020
- Two community workshops held on 24 November and 2 December 2020
- A community Sundowner on 15 December 2020.

Promotion of the consultation included:

- Emails to a random sample of 3,000 ratepayers
- E-newsletter to 6,781 Comment on Cockburn subscribers
- Various City e-newsletters
- On the homepage of the Comment on Cockburn website
- On the homepage of the City of Cockburn website
- Social media posts
- Emails and phone calls to local resident's groups, community groups, volunteering databases, and not-for-profit organisations
- Posters at Cockburn libraries, Seniors Centre, and Volunteer Resource Centre.

A total of 238 survey responses were received and over 150 people attended the four community workshops.

Members of the Disability Access and Inclusion Reference group were directly consulted and approximately 25 staff and four Elected Members participated in additional workshops and telephone consultations.

Risk Management Implications

If the Plan is adopted as recommended, the financial implications for each of the actions contained in the Plan will need to be considered by Council in the relevant financial year and included in the Long Term Financial Plan.

If the Plan is not adopted by Council, the community and other stakeholders will be informed in accordance with the Community Engagement Policy and there will be an increased risk of reputation damage.

If the Plan is not adopted by Council there is also a risk that the City will not allocate sufficient resources to accommodate the needs of the growing population into the future.

Advice to Proponent(s)/Submitters

The Proponents and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 8 July 2021 Ordinary Council Meeting.

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

Nil

	Resource Centre to identify additional Volunteer trends and needs	Centre				
1.4	Work with the City's Reference Groups to encourage volunteer participation from people who may have barriers such as Aboriginal and/or Torres Strait Islander communities, Culturally and Linguistically Diverse groups, people with disabilities, students and youth, LGBNTQI+	Volunteer Resource Centre	Additional FTE and budget required (See 5.1)	2022 2022 2024	<ul style="list-style-type: none"> Active relationship with Reference Groups established. Increasing connection with diverse groups documented. (Long term) Surveys show increasing numbers of volunteers from diverse groups 	



Volunteer Strategy 2021–2025



cockburn.wa.gov.au

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Acknowledgement of Country

The Mayor, Councillors and staff of the City of Cockburn acknowledge the Whadjuk Nyungar people of Beeliar boodja as the traditional custodians of this land. We pay our respect to the Elders, past, present and emerging.

Executive Summary

The Volunteer Strategy 2021 – 2025 sets out the strategic direction for volunteering for the City of Cockburn for the next four years. Volunteering was incorporated in the Community Development Strategy 2016 – 2020, which served the City and the community well, with some remarkable achievements reached over this period.

Following a Council decision in 2019, this new strategy will provide a 'stand-alone' framework for volunteering across the City.

The City's Volunteer Resource Centre (VRC) will continue to play a key coordination role by optimising the work of Volunteer involving departments of the City, as well as external "Volunteer Involving Organisations" (VIOs) and volunteers.

The Volunteer Resource Centre staff educates people in key aspects of volunteering and volunteer engagement. Potential volunteers are connected with VIOs to assist with filling volunteer roles. Support is offered to VIO's to enable capacity building and best practice volunteer management. Along with this, staff oversee the coordination and management of volunteers within City departments and screen all volunteers involved in City programs. The VRC hub offers a space for administration related tasks, printing and one-on-one consultations. Volunteer events and appreciation programs are run by staff to promote volunteerism and show appreciation for the dedication and effort volunteers contribute to the City.

Community consultation (both face-to-face workshops and online survey), as well as staff and Elected Member consultations took place to ascertain the goals and aspirations of the community, and to explore how the City might support and contribute to achieving these. Observations, research and analysis of City operations, emerging issues and best practice have also contributed to developing this strategy.

This strategy is guided by a clear vision and purpose, created in consultation with the community and staff.

Vision

Cockburn's communities are enriched by a thriving network of diverse and active volunteers and volunteer organisations

Purpose

We strengthen volunteering in Cockburn by connecting, educating, supporting and valuing volunteers and Volunteer organisations

Focus areas

This strategy identifies three areas of focus, each with their own outcomes and strategies, which will contribute to this vision and enable us to enact our purpose:

Focus Area 1

Striving to ensure that volunteers are connected, actively engaged and valued.

Focus Area 2

Fostering a strong network of Volunteer Involving Organisations creating excellent opportunities for volunteers.

Focus Area 3

Ensuring that the City has a consistent, effective approach in its support for volunteers involved in City programs and services.

Introduction

Since 2011 the City of Cockburn's support for Volunteering has been undertaken as part of its Community Development Strategy. In 2019, Council decided to create a separate Volunteer Strategy, to ensure that Volunteering across the City is given appropriate attention and resources.

Volunteering in WA has been valued at \$39 billion¹. Our communities and societies thrive with the volunteering commitment and would be significantly impacted without volunteers.

WA Volunteering Strategy; 2018 states: "Research shows that Volunteering delivers important intrinsic and measurable benefits to society and the community, individuals and organisations.

Volunteering:

- grows community strength, resilience and inclusiveness through active social and civic participation
- generates innovative responses to community issues and challenges
- harnesses the collective strengths and assets of the community and its members
- enhances and extends organisational capacity through the acquisition of new skills, experiences and perspectives
- provides pathways to participation, inclusion, skills development and employment
- enables and drives economic growth
- can generate a personal sense of purpose, meaning, achievement and wellbeing".

¹ *The Economic, Social, and Cultural Value of Volunteering to Western Australia* (Volunteering WA and Institute of Project Management)

The City is committed to recognising the significant value of Volunteering and to maximising the benefits of Volunteering. This strategic framework summarises how that will be done.

Terminology

The City of Cockburn has accepted and adopted Volunteering Australia's simple definition: 'Volunteering is time willingly given for the common good and without financial gain'.

This document contains a number of important terms. 'Informal' Volunteering means helping without any organisational brokerage. 'Micro' Volunteering means ad hoc volunteering for a short period of time (eg, in activities such as one-off tree-planting, clean up days, etc). 'Formal' Volunteering means helping that is coordinated through an organisation.

Much of the City's support of volunteers will be indirect, via 'Volunteer Involving Organisations' (VIOs); any organisations, including un-funded organisations that engage volunteers. The City of Cockburn is, itself, a significant VIO, directly engaging about 260 volunteers and hundreds of one-off micro volunteers. The term used to describe the City's staff that directly support volunteers is Volunteer Involving Staff (VI staff)

Background

The City of Cockburn has shown long term commitment to the importance of Community Development, and the related work of Volunteer support and activation, with strategies dating back to 2003.

The Community Development Strategy 2003-2008 produced 15 suburb-based Actions Plans, including optimising the work of local volunteers.

Since then, the City's Volunteer-related strategies have been incorporated into its Community Development Strategies. The Strategy of 2010-2014 worked towards the development and promotion of community and business partnerships and broader Community Engagement, which strengthened ties with VIOs.

More recently, the Community Development Strategy 2016-2020 set a continuation of the 'communities of place' approach for the Community Development team with an additional focus on building the capacity of community groups and not-for-profit organisations (including VIOs) which has led to an increased focus on empowerment and leadership of volunteers and others.

The Volunteer Resource Centre sits within the Community Development Team and until now, the City's support for Volunteering has been incorporated as part of its commitment

to Community Development, and therefore included into the Community Development strategies shown above. At the request of Council volunteering will for the first time have a stand-alone Strategy. However, it's essential to maintain the current close partnership with Community Development which will continue through an aligned approach and a commitment to Asset Based Community Development (ABCD).

The City proactively supports volunteering through the following departments:

- Volunteer Resource Centre - The VRC is a Hub co-located at the City's Administration Building that strengthens volunteering in Cockburn by connecting, educating, supporting and valuing volunteers and volunteer organisations.
- Community Development - Community Development aims to build capacity by working closely with its residents, volunteers and community groups, through provision of training, small grants, information and other support.
- Recreation Services - The City's Recreation Services team supports, guides and assists over 120 sporting clubs enabling thousands of volunteers to be involved in sports and recreation activities.
- Grants and Research - The City's Community Grants Program financially supports local not-for-profit, incorporated community groups and organisations to provide projects, programs or activities that benefit residents of Cockburn.
- Sustainability and Environment – Help support 'Friends of' groups and volunteer opportunities in natural environment.
- Fire and Emergency Management – City of Cockburn partners with the Department of Fire and Emergency to coordinate and manage local emergency service volunteers and services. The City assists with supporting South Coogee Volunteer Bushfire Brigade, Jandakot Volunteer Bush Fire Brigade, Cockburn State Emergency Service or Cockburn Sea Search & Rescue. The City's involvement in emergency service volunteering to date spans 54 years, first establishing the Jandakot Volunteer Bush Fire Brigade in 1967.

The City of Cockburn is a significant VIO and involves volunteers in many of their programs. Volunteers are involved with Youth Services, Seniors Centre, Cockburn Libraries, Cockburn Care, Environmental Services and the Events & Cultural Services. Additionally volunteers are participating in City reference groups including Fire and Emergency management.

Volunteering Approach

In keeping with the City's Community Development Strategy, the Volunteering Strategy pursues an Asset Based Community Development (ABCD) approach. It focuses on key community 'assets', and strives to optimise their connection, benefit and support for others in their community. Although the Volunteer Strategy has been separated from the Community Development Strategy, the two will continue to work closely with each other.

The City's Volunteer Strategy provides a framework by which the City will connect, engage and value Volunteers (Focus Area 1), foster a strong network of VIOs (Focus Area 2) and City of Cockburn staff that involve and support volunteers and VIOs in their programs, (Focus Area 3).

The entire strategy is predicated on the National Standards for Volunteer Involvement.

In keeping with those standards the City asserts that Volunteering should:

- benefit the community and the Volunteer
- always be a matter of choice, and not seen as a substitute for paid work
- be valued as a legitimate way in which citizens can participate in the activities of their community
- be a vehicle for individuals or groups to address human, environmental and social needs
- never replace, or threaten the job security of, paid workers
- respect the rights, dignity and culture of all people
- promote human rights and equality. ²

Review of Achievements

The Volunteer Resource Centre has been a key part of the City's Community Development Strategies since 2011. Throughout the 2016 – 2020 Community Development Strategy the achievements of the Volunteer Resource Centre have been impressive. Key volunteering achievements from across the City are summarised below.

Key Achievements

- For 2020 the VRC has had increased participation from VIOs, with 38 new registrations. A total of 233 organisations are currently supported by the VRC.

² Modified from 'Definitions and Principles of Volunteering' – Volunteering Australia.

- Consultations with community members seeking support to find volunteer opportunities has increased from 2769 in 2018/19 to 2904 in 2019/20
- VRC staff have developed and implemented a communications plan, utilising a variety of platforms to promote volunteering and volunteer appreciation throughout the City
- Six Volunteer Appreciation Events are held by the City including: Inspirational Volunteer Awards, Clubs and Volunteer Sundowner, Volunteer Thank You Breakfast, Emergency Service Volunteer Gala Dinner and Senior Centre Volunteer Lunch
- VRC Staff supported and assisted VIOs with volunteer recruitment and management strategies during the COVID-19 pandemic. Potential volunteers were guided to organisations who continued to operate during lockdown periods
- City of Cockburn are leaders in best practice volunteer management with a current workforce of 260 regular volunteers and hundreds of one-off micro volunteers contributing to City of Cockburn run programs.
-

Vision and Purpose

This strategy is guided by a clear vision and purpose, created in consultation with community and staff.

Vision

Cockburn's communities are enriched by a thriving network of diverse, active, volunteers and Volunteer organisations

Purpose

We strengthen volunteering in Cockburn by connecting, educating, supporting and valuing volunteers and Volunteer organisations

Links to the Strategic Community Plan 2020 – 2030

The Strategic Community Plan 2020 – 2030 is the overarching strategic document that guides the City in achieving community outcomes. This Volunteering Strategy supports these outcomes specifically through the elements of Key Objectives:

Community, Lifestyle and Security

- Objective 3.1 Accessible and inclusive community, recreation and cultural services and facilities that enrich our community
- Objective 3.2 A safe and healthy community that is socially connected

Listening and Leading

- Objective 5.2 High quality and effective community engagement and customer service experiences

Other Informing Strategies

The City of Cockburn has a range of other Strategies that have informed this plan including:

- Age Friendly Strategy 2016 – 2021
- Children and Families Strategy 2016 – 2021
- Community Engagement Framework 2014
- Cultural Diversity Strategy 2018 – 2021
- Disability Access and Inclusion Plan 2017- 2022
- Reconciliation Action Plan 2018 – 2021
- Community, Sport and Recreation Facilities Plan 2018 - 2033
- Long Term Financial Plan 2020/21 – 2029/30
- Workforce Plan 2016/17 – 2021/22
- Community Development Strategy 2016 – 2020

Focus Areas and Outcomes

Focus Area 1

Striving to ensure that volunteers are connected, actively engaged and valued.

Outcome 1: Volunteers will be informed and connected to *appropriate* volunteering role(s).

Outcome 2: Volunteers in the City of Cockburn will know that their work is genuinely valued by their community and the City.

Focus Area 2

Fostering a strong network of Volunteer Involving Organisations creating excellent opportunities for volunteers.

Outcome 3: Volunteer Involving Organisations will be supported in recruiting,

managing and retaining volunteers.

Focus Area 3

Ensuring that the City has a consistent, effective approach in its support for volunteers involved in City programs and services.

Outcome 4: All City of Cockburn staff engaging volunteers will have a consistent and 'best practice' approach that optimises the benefits of Volunteering

Outcome 5: The Volunteer Resource Centre hub will be a thriving, well-used resource for volunteers and Volunteer Involving Organisations

Outcome 6: The City will have effective relationships with key stakeholders

Summary of Community Consultation

Summary of Methodology

Community consultation was held between 13 November 2020 and 4 January 2021. The community could participate via:

- A survey on Comment on Cockburn
- Hardcopy surveys available at Cockburn libraries, City of Cockburn Administration and Seniors and Volunteer Resource Centre
- Phone and email correspondence with interested volunteers and community members
- A workshop with representatives from resident groups, held on 30 November
- Two community workshops held on 24 November and 2 December 2020
- A community Sundowner on 15 December 2020.

Promotion of the consultation included:

- Emails to a random sample of 3,000 ratepayers
- E-newsletter to 6,781 Comment on Cockburn subscribers
- Various City e-newsletters
- On the homepage of the Comment on Cockburn website
- On the homepage of the City of Cockburn website
- Social media posts
- Emails and phone calls to local resident's groups, community groups, volunteering databases, and not-for-profit organisations
- Posters at Cockburn libraries, Seniors Centre, and Volunteer Resource Centre.

Summary of Results

A total of 238 survey responses were received and over 150 people attended the four community workshops. Members of the Disability Access and Inclusion Reference group were directly consulted and approximately 25 staff and 4 Elected Members participated in additional workshops and telephone consultations.

The detailed summary of the online consultation is attached as Appendix 3.

This community input has influenced all elements of this strategy as well as the Implementation Plan.

Key Consultation Themes and Analysis

Community Priorities

Input from all consultations showed that community members place high value on:

- VRC staff being accessible and actively participating in the community
- Personalised service
- Quick responses to requests and inquiries
- A creative, supportive and approachable manner
- The array of good quality workshops, training and knowledge-sharing
- A single point of contact for volunteer-related information at the City, via the VRC enabling easy access to advice on a wide range of issues, including recruitment and grants
- Maximum ease of access (including opening hours and 'drop-in' capacity at the VRC).

This strategy will aim to maximise these priorities.

In addition, the consultation revealed some more specific findings :

Recognition: a range of preferences

People expressed a range of preferences for how volunteers should be recognised. There is not a 'standout' means. While 'Volunteer Awards' was the most popular – less than 1 in 5 respondents (19%) included that in their top 3.

In other words, different approaches are preferred by different people.

In the community workshops respondents suggested that recognition and visibility could be enhanced by acknowledgement at events, signage, stories in local media, notification

included with rates or rubbish information and items such as t-shirts, badges/ pins and stickers.

Reasons for Volunteering

When asked about their primary reasons for volunteering 80% gave altruistic reasons (e.g., 'to give back', 'to improve my community', 'to help others', 'the cause is important to me') with only around 20% nominating other reasons (e.g., to meet people and make friends, or to improve skills). Promotion of Volunteering will be most successful if it opens doors for people to offer their generosity.

Public recognition of the generosity and contribution of existing volunteers not only energises the volunteers themselves, but also helps in recruiting new volunteers.

VRC visibility and access

Only 45% of the online survey respondents had heard of the City's Volunteer Resource Centre, and only 13% of respondents had (knowingly) used it (noting that 57% of respondents were volunteers, or connected with VIOs).

The VRC is actively promoting volunteering services on a variety of platforms, however with only one FTE, staff are currently working at capacity and wouldn't be able to manage an increase in demand.

At the workshops, respondents emphasised a preference for being able to 'drop in' to the VRC, rather than only being able to visit by appointment. With current staffing this service cannot be offered due to other VRC commitments. This is something that could be considered with additional staff.

Preferred information sources

In terms of reward for effort, online (including social media) appears to be the most effective way of providing broad, generic information about Volunteering. However, face to face is still vital to support those with barriers and people who need more support. Those who seek face to face support are often more successful in connect with a VIO and continuing their volunteer journey.

Enriching the Volunteering Experience

Respondents value the services and recognition currently provided, but would appreciate more of what is already being done. VRC staff are highly effective, and much appreciated. If the VRC services were to be increased additional resources would need to be required.

Community workshops also revealed that training, mentorships (high performing groups assisting lower performing groups), provision of equipment, reaching out to diverse groups and offering alternative volunteering experiences (such as 'micro-volunteering') would further enhance the volunteering experience. Piloting and possibly implementing these ideas would require additional staff resources.

Diversity

It was apparent, from the workshops, that a number minority groups (e.g. youth) were under-represented in the consultations, and those who attended expressed this as an area that should be addressed. The VRC will explore opportunities to engage with young people as outlined in the Implementation Plan.

A small number of people also highlighted the possibility of engaging more actively with the corporate sector, encouraging them as active promoters in Volunteering. Schools were another area where Volunteering could be promoted, to encourage younger people and develop inter-generational learning and sharing.

The detailed summary of the consultation demographics is attached as Appendix 3.

Resourcing the Plan

The Volunteer Resource Centre

The VRC plays a key role in coordinating this strategy. Its task is significant. The City of Cockburn engages about 260 volunteers directly, and the Volunteer Resource Centre supports their work and strives to coordinate consistent approaches across the City. In addition, many community members engage in micro volunteering programs and there are many hundreds of volunteers working in the Cockburn area who registered or actively engaged with the Volunteer Resource Centre, along with thousands of potential volunteers that *could* be recruited or connected. Finally, the VRC directly supports 233 VIOs who, in turn, engage and support hundreds of volunteers. It is an essential hub.

Changes to the Work Health and Safety Act may also bring additional Staff and resource requirements in order for the organisation to comply with the model work health and safety laws that will now include Volunteers.

There will also be impacts and resourcing requirements in the implementation of the Royal Commission recommendation and the implementation of the National Principles for Child Safe Organisations across the whole organisation and this will include actions and input from the Volunteer Resource Centre.

Current funding model

The Volunteer Resource Centre is currently co-funded through a partnership with the Department of Communities (DoC). The funding was due to cease in 2017, however the DoC is undergoing a review of services and funding has been extended until June 2022. In conjunction with the VRC network, City staff are actively participating in community consultation and are attending workshops offered by DoC to demonstrate the need for future funding. Additional advocacy may be required moving forward.

Without the DoC contribution, VRC services would need to be reviewed as additional funds would be required to deliver the outcomes outlined in this strategy.

Staffing requirements

Despite the extensive scope of work, the VRC has just one full-time equivalent staff member; a Coordinator (0.8) and an Officer (0.2). As outlined, their achievements have been, and continue to be, impressive. The unpaid community work that is enabled and supported by the work of the VRC makes a massive contribution to Cockburn's residents. Feedback received from community discussions demonstrates the value of this support in our communities. Discussions at the meetings also showed the high demand on the VRC's time, leading to stretched and sometimes conflicting priorities.

If this inaugural Volunteer Strategy aims to achieve more than 'business-as-usual', then additional staff resourcing will be required.

Additional staff resourcing could enable the Volunteer Resource Centre to:

- Expand its highly valued 'business-as-usual' activities, with the consequent multiplier effect of increased and enhanced local Volunteering. There is scope to increase individual consultations from 2769 to over 3500 per year. There are 233 VOI's are currently registered with the VRC with additional support, it could grow to more than 370 registrations.
- Strengthen relationships with minority community's (including Aboriginal and/or Torres Strait Islander communities; Culturally and Linguistically Diverse groups, people with disabilities, students and youth, LGBNTQI+)
- Increase involvement in state and national volunteer-focused bodies
- Work with VOI's to maximise Corporate volunteering opportunities
- Open the Volunteer Resource Centre additional hours and allow the community to access face-to-face support and advice without appointments
- Implement changes to the Work Health and Safety Act to comply with the model work health and safety laws for Volunteers.

- Customised one on one support is provided to VIO's to address volunteer issues including volunteer burnout and fatigue and trends such as micro and informal Volunteering.

Measuring Achievement / Performance Measures

Current best practice for strategic planning in Volunteering recommends 'outcomes-based measurement'. This approach ensures that 'collective impact' is evaluated and reported on through both quantitative *and* qualitative data rather than a reductive focus of measuring and reporting on quantitative data alone (number of people attending events etc.) and completion of individual tasks (KPIs). Therefore, it is recommended that the team adopt this method for the future, as it is presented in the Local Government Community Development Evaluation Framework, as referenced.

In the interim and where the Evaluation Framework is not appropriate additional performance measures are noted in the attached Implementation Plan.

Reporting format

Reporting on the strategy will be in accordance with standard City of Cockburn practices, as well as six monthly reporting to the Department of Communities.

References

- [The Economic, Social and Cultural Value of Volunteering to Western Australia](#) (Volunteering WA and Institute of Project Management)
- [WA Volunteering Strategy Volunteering WA.](#)
- [National Standards for Volunteer involvement Volunteering Australia](#)
- [Child Abuse Royal Commission Recommendations](#)
- [Local Government Community Development Evaluation Framework](#)

Appendices

Appendix 1 – Implementation Plan

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Appendix 1



Volunteer Strategy 2021–2025

Implementation Plan

cockburn.wa.gov.au



Overview

Introduction

Volunteering has previously been included in the City's Community Development Strategies.

The 2021-2025 Volunteer Strategy is the City's first standalone Strategy, and continuous to demonstrate its commitment to volunteering.

This Implementation Plan sits alongside the Volunteer Strategy as a 'how to' guide for the overarching aim to optimise the benefits of local volunteering as well as supporting and raising awareness of volunteering.

The plan is guided by the following National Standards for Volunteer Involvement:

- Leadership and management
- Commitment to volunteer involvement
- Volunteer roles
- Recruitment and selection
- Support and development
- Workplace safety and wellbeing
- Volunteer recognition
- Quality management and continuous improvement

The Volunteer Strategy will align closely with the Community Development Strategy and staff will continue to work in collaboration. Both Strategies are founded on the Asset Based Community Development (ABCD) approach. Volunteers and Volunteer Involving Organisations

(VIOs) are recognised as key community assets, and this Implementation Plan details how the City will support them and continue to develop volunteering locally.

The work that staff accomplish at the VRC is highly regarded by the community and it is evident that existing services need to be increased to align with support required. The VRC is working at capacity within the existing funding, and staff are creative with optimising effectiveness.

If no additional resources are allocated, it needs to be accepted that the service is currently working at capacity. It is able to adapt to changes in volunteering but will have to prioritise essential tasks. Due to this situation some of the below strategies relying on additional resources, including additional staffing hours, may not be achieved, which may lead to some disappointment in the community.

The following Implementation Plan is separated into three focus areas and six outcomes.

Vision

City of Cockburn communities are enriched by a thriving network of diverse and active volunteers and volunteer organisations

Purpose

We strengthen volunteering in City of Cockburn by connecting, educating, supporting and valuing volunteers and volunteer organisations

FOCUS AREA 1 - Striving to ensure that volunteers are connected, actively engaged and valued.

OUTCOME 1: Volunteers will be informed and connected to *appropriate* volunteering role(s).

#	Strategy	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
1.1	Conduct one-on-one consultations (face to face, phone and online) with volunteers/potential volunteers regarding their particular passions, skills, preferences and provide , information and refer to VIOs where appropriate.	Volunteer Resource Centre	Existing resources Co-funded Department of Communities	Ongoing	<ul style="list-style-type: none"> • Number of consultations 	
1.2	Volunteers will be provided with the opportunity to learn about volunteering through volunteer information sessions, stalls and event based activities.	Volunteer Resource Centre Community Development	Existing resources Additional FTE and resources required to have a greater community presence. (See 5.1)	Ongoing	<ul style="list-style-type: none"> • Number of events held/attended • Review and evaluation of annual events attended 	
1.3	Conduct an annual survey of Volunteers who have engaged with the Volunteer	Volunteer Resource	Existing resources	Annually	<ul style="list-style-type: none"> • Annual survey is conducted and analysed. 	

OUTCOME 2: Volunteers in the City of Cockburn will know that their work is genuinely valued by their community and the City.						
#	Strategy	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
2.1	Provide, review and adapt volunteer recognition programs.	Volunteer Resource Centre Volunteer Involving Staff Recreation Services	Existing resources Co-funded Department of Communities	Ongoing	<ul style="list-style-type: none"> Programs are provided reviewed and if necessary adapted yearly Number of programs provided 	
2.2	Host, review and adapt volunteer recognition events.	Volunteer Resource Centre Community Development Recreation	Existing resources Additional FTE and budget required for growth. (See		<ul style="list-style-type: none"> Number of events held Attendees feedback recorded and evaluated Events are reviewed and adapted if required 	

		Services	5.1)			
		Civic Services	Co-funded Department of Communities			
2.3	Share volunteer stories with the Cockburn community.	Volunteer Resource Centre Volunteer Involving Staff Community Development Recreation Services Corporate Communications	Existing resources	Ongoing	<ul style="list-style-type: none"> Stories shared (via various platforms/media) 	

FOCUS AREA 2 - Fostering a strong network of Volunteer Involving Organisations creating excellent opportunities for volunteers.

OUTCOME 3: Volunteer Involving Organisations will be supported in recruiting, managing and retaining volunteers.

#	Strategy	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
3.1	Tailored advice/mentoring is provided (face to face, phone and online) to Volunteer Involving Organisations on volunteering related matters such as Volunteer recruitment, management, appreciation, training and funding opportunities.	Volunteer Resource Centre Volunteer Involving Staff Recreation Services Community Development	BAU - current FTE Co-funded Department of Communities Increased availability to VIOs: Additional FTE (See 5.1)	Ongoing	<ul style="list-style-type: none"> Number of consultations reported 	

		Grants and Research				
3.2	Advertise vacant volunteer roles and connect Volunteer Involving Organisations with volunteers that have appropriate skills and shared interests	Volunteer Resource Centre	BAU - current FTE Co-funded Department of Communities Increased volume/quality: Additional FTE (See 5.1)	Ongoing	<ul style="list-style-type: none"> Number of referrals 	
3.3	Provide networking opportunities for Volunteer Involving Organisations	Community Development Volunteer Resource	Existing resources	Ongoing	<ul style="list-style-type: none"> Number of networking opportunities 	

		Centre Recreation Services				
3.4	Assist groups to work with Corporates and business to maximise Corporate volunteering opportunities	Volunteer Resource Centre	Additional FTE (See 5.1)	2022-ongoing	<ul style="list-style-type: none"> Number of Corporate volunteering referrals 	
3.5	Research opportunity to create a Volunteer involving organisation working group	Volunteer Resource Centre	Existing resources	2021	<ul style="list-style-type: none"> Working group need identified 	
3.6	Customised one on one support is provided to Volunteer involving organisations to address volunteer issues including burnout and fatigue, and trends such as micro and informal volunteering.	Volunteer Resource Centre Recreation Services Community	Additional FTE (See 5.1)	2022-ongoing	<ul style="list-style-type: none"> Number of one on one consultations reported Tools implemented 	

		Development				
3.7	Conduct an annual survey of Volunteer involving organisations to identify additional Volunteer needs and support.	Volunteer Resource Centre Recreation Services	Existing resources	Annually	<ul style="list-style-type: none"> Annual survey is conducted and analysed. 	

FOCUS AREA 3 - Ensuring that the City has a consistent, effective approach in its support for volunteers involved in City programs and services.

OUTCOME 4: All City of Cockburn staff engaging volunteers will have a consistent and 'best practice' approach that optimises the benefits of volunteering.

#	Strategy	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
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4.1	All City of Cockburn volunteer-involving staff are encouraged and supported to involve volunteers in City programs and services	Volunteer Resource Centre Volunteer Involving Staff	Existing resources	Ongoing	<ul style="list-style-type: none"> All City of Cockburn volunteer-involving staff are using current templates and guidelines 	
4.2	All ongoing volunteers engaged by City of Cockburn will be Police checked, Working with children checked as required and registered and informed	Volunteer Resource Centre Volunteer Involving Staff Human Resources/Occupational Health and Safety	Existing resources	Ongoing	<ul style="list-style-type: none"> Registration records of City of Cockburn volunteers 	
4.3	Research and identify training opportunities for volunteers	Volunteer Resource Centre	Additional resources and FTE (See 5.1)	2022	<ul style="list-style-type: none"> Training opportunities identified 	

		Volunteer Involving Staff L&D				
4.4	Develop an internal volunteer coordinator working group, to develop consistency across volunteer management at the City	Volunteer Resource Centre Volunteer Involving Staff	Existing resources	2021	• Group is established and meeting	
4.5	Conduct an annual survey of City of Cockburn volunteers to identify additional volunteering needs and support	Volunteer Resource Centre Volunteer Involving Staff	Existing resources	Annually	• Annual survey is conducted and analysed	

4.6	Follow advice from Human Resources/ Occupational Health and Safety to implement work health and safety law requirements relating to Volunteers	Human Resources/Occupational Health and Safety Volunteer Resource Centre	Additional resources and FTE (See 5.1)	Ongoing	<ul style="list-style-type: none">Advice from HR implemented	
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OUTCOME 5: The Volunteer Resource Centre hub will be a thriving, well-used resource for volunteers and Volunteer Involving Organisations						
#	Strategy	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
5.1	Ensure municipal support for additional 1 FTE to meet resourcing requirements	Executive	\$90,000	2020	<ul style="list-style-type: none"> Additional 1 FTE. 	
5.2	Advocate to State Government to ensure that funding for the VRC continues and, if possible, is increased.	CEO	Existing resources	October 2021	<ul style="list-style-type: none"> Contact with State Government is made State Government contribution is secured. 	
5.3	Ensure that the Volunteer Resource Centre is maintained as a physical location to optimise universal access to resources and services	Head of Community Development Family & Community	Existing resources	2024	<ul style="list-style-type: none"> A physical location for the Volunteer Resource Centre hub is available 	

		Development Volunteer Resource Centre				
5.4	Research place based co-location of Volunteer Resource Centre in conjunction with Community Development	Head of Community Development Family & Community Development Volunteer Resource Centre Community Development	Additional resources (See 5.1)	2023	• Feasibility report	
5.5	The Volunteer Resource Centre provides a drop in service for volunteers and Volunteer Involving Organisations	Volunteer Resource Centre	Additional resources and FTE (See 5.1)	2022	• The Volunteer Resource Centre has staff in attendance during opening hours.	

OUTCOME 6: The City will have effective relationships with key stakeholders						
#	Strategy	Leader & key contributors	Budget	Timeframe	Measures of success	Status update
6.1	Volunteer Resource Centre staff to attend LG Volunteer network meetings.	Volunteer Resource Centre	Additional FTE (See 5.1)	2022	<ul style="list-style-type: none"> Number of meetings attended 	
6.2	Volunteer Resource Centre staff will continue to connect and engage with Volunteering WA; actively attended relevant training, workshops, meetings and events.	Volunteer Resource Centre	Existing resources	Ongoing	<ul style="list-style-type: none"> Number of meetings, workshops, training and event opportunities attended 	
6.3	Attend relevant Volunteer Resource Centre Network meetings.	Volunteer Resource Centre	Existing resources	Ongoing	<ul style="list-style-type: none"> Number of events attended 	
6.4	Attend Department of Communities meetings as required	Family and Community Development	Existing resources	Ongoing	<ul style="list-style-type: none"> Number of meetings attended 	

		Volunteer Resource Centre				
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Community Development and Volunteering Strategy

Community Engagement Summary
January 2021

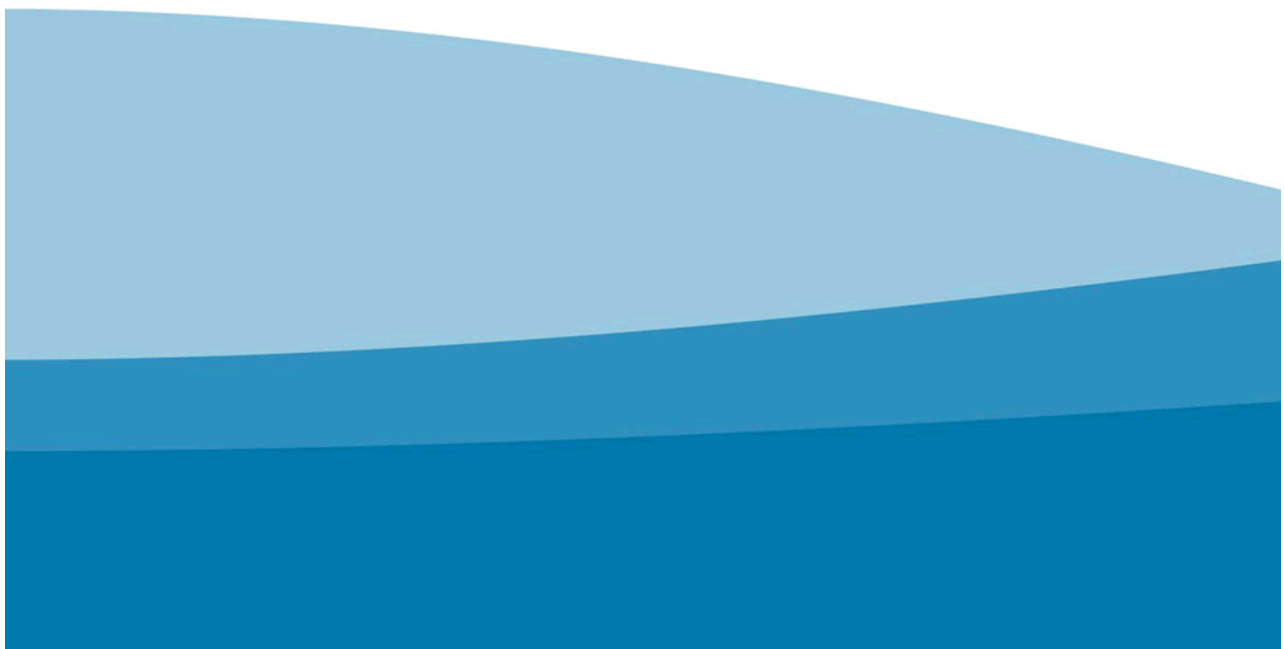


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1. Overview

1.1 Context

Local residents, community groups, volunteers and not-for-profit groups play an important part in making Cockburn a strong, vibrant, safe and connected community. The City of Cockburn provides community development and volunteering support in a range of ways, including:

- Helping connect not-for-profit organisations, volunteers and community members with relevant services;
- Supporting volunteering in and around Cockburn;
- Providing support, funding and subsidies for running events, community projects and fundraising;
- Strengthening networks between not-for-profit organisations; and
- Strengthening the capacity of not-for-profit organisations and local residents.

Our priorities are guided by the current Community Development Strategy 2016-2020. This Strategy has reached its end of life and it is time to develop a new Community Development Strategy for the future. Council has also requested that a separate Volunteer Strategy is created, aiming to:

- Educate the community about volunteering;
- Increase the number of volunteers;
- Recognise the work of volunteers; and
- Provide support where needed.

Feedback from City of Cockburn residents was sought to inform the development of the new Volunteer Strategy and the refresh of the Community Development Strategy. This document provides a summary of the process and feedback received during the engagement process.

1.2 Engagement Summary

The engagement process was undertaken over 53 days, between 13 November 2020 and 4 January 2021. This process included the following opportunities for community input:

- A survey on the Comment on Cockburn site;
- Hardcopy surveys available at Cockburn libraries, administration and Seniors and Volunteer Resource Centre;
- Proactive phone and email correspondence with interested volunteers and community representatives;

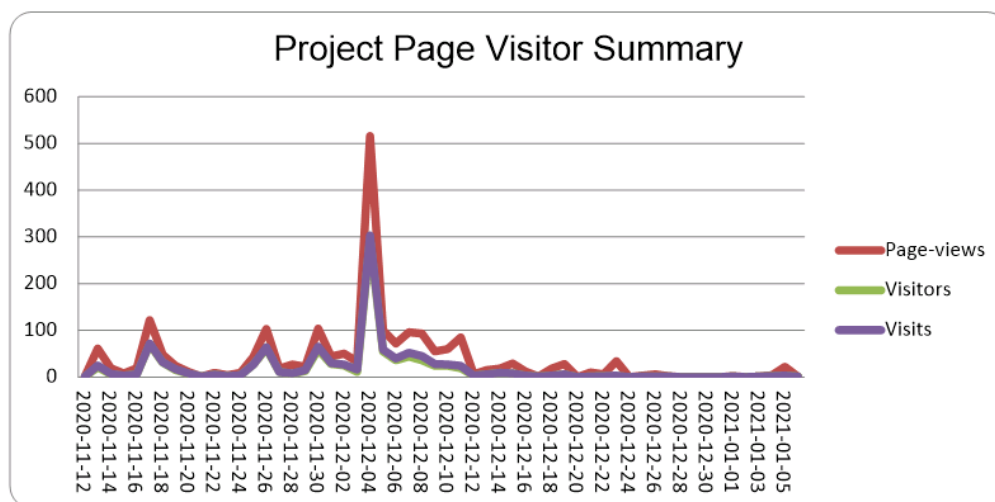
- A workshop with representatives from resident groups, held on 30 November;
- Two wider community workshops held on 24 November and 2 December 2020; and
- Feedback activities at a community volunteer sundowner event on 15 December 2020.

The comment period and feedback channels were advertised in the following ways:

- Emails to a random sample of 3,000 ratepayers;
- E-newsletter to 6,781 Comment on Cockburn subscribers;
- Community Development e-newsletter;
- On the homepage of the Comment on Cockburn website;
- On the homepage of the City of Cockburn website;
- Social media posts;
- Emails and phone calls to local resident's groups, community groups, volunteering databases, and not-for-profit organisations;
- Posters at Cockburn libraries, Seniors Centre, and Volunteer Resource Centre.

As a feedback incentive, respondents and workshop attendees went in the running to win a GoPro Hero 7.

During the public comment period, 885 people visited the Comment on Cockburn project page. A total of 238 survey responses were received. Two submissions were received by email. Almost 150 people attended the community workshops and sundowner event.



Above: Graph showing the number and date of visits to the Comment on Cockburn project page.

Note: An external consultant was engaged to design and facilitate the community workshops. Findings from these events are not included in this document.

1.3 Key Findings

Half of those who responded to the survey are currently either volunteers or involved with a community group, not-for-profit or resident's association. A further 23% of respondents are interested in doing so.

The main reasons people volunteer are to give back (27%), improve their community (23%), because the cause is important to them (22%), and to help people (19%).

Volunteer Awards are the preferred way for volunteers to be recognised and acknowledged. The next most preferred ways include a thank you breakfast, certificates/service pins, sundowners or an appreciation lunch. There is less interest in volunteer merchandise or a volunteer party.

Just under half of respondents (44%) were aware of the City's Volunteer Resource Centre. Amongst those who were aware of the Centre, one in four have previously used it.

Amongst those who currently volunteer, just over half (52%) knew about the Centre. One in three volunteers who were aware of the Centre have used it before.

Online and social media are the top two ways people would prefer to hear about volunteering. Shopping centres and community events are also seen as valuable information sources.

The main suggestions to enrich the volunteering experience are:

- More recognition and acknowledgement (e.g. showcasing volunteers in the City's social media and other channels, extending the Very Important Volunteer discount program, café vouchers, etc);
- Better/more regular promotion of volunteering opportunities;
- Volunteer get-togethers;
- Reducing red tape involved in volunteering.

The community's top priority for how the City of Cockburn can assist community groups and organisations to strengthen their capacity to support the community is funding, closely followed by promotion and resources. Training, networking and advice/support are also seen as important.

Respondents suggested a wide range of ideas for training, advice and support that the City could provide to assist community groups and organisations to strengthen their capacity to support the community. The most common suggestions were:

- Assistance on recruiting, supporting and managing volunteers;
- Guidance on governance, fundraising, funding and grant applications;
- Networking opportunities;
- Training in public speaking, marketing, event organisation and promotion, communication and social media.

The most common suggestions for resources that the City could provide to assist community groups and organisations included:

- Access to event/meeting space;
- Items to borrow for events (e.g. tables, gazebos, ladders, extension cords);
- Transport (e.g. trailer, bus);
- Advertising assistance;
- Grants.

The most common suggestions for how the City could help groups and organisations to connect and build relationships included:

- Facilitating get-togethers and networking events;
- Open days for groups/organisations to attend and learn from each other;
- Showcasing groups/organisations on social media and in relevant publications;
- E-newsletters.

A range of ideas were suggested for how the City can help support people to turn ideas into action to benefit the community, including funding, resources, venues, and advice.

1.4 Next Steps

The feedback received during the community consultation period will be reviewed and will be used to inform the development of the new Volunteer Strategy and to refresh the Community Development Strategy.

2. Results

2.1 Survey Questions

The survey was available on the City's Comment on Cockburn website throughout the comment period, and in hard copy format at Cockburn libraries, administration and Seniors and Volunteer Resource Centre. The survey consisted of the following questions.

Q1. Which of these apply to you? (choose all that apply)

- I'm a volunteer
- I'm involved with a resident's association
- I'm involved with a not-for-profit organisation
- I'm involved with another kind of community group
- I'm interested in volunteering or getting involved in one of these kinds of groups
- None of the above

Q2. If you are a volunteer - why do you volunteer? (choose all that apply)

- To help people
- To improve my community
- The cause is important to me
- To meet people and make friends
- To give back
- To learn new skills or improve my existing skills
- Another reason _____

Q3. How do you think the City of Cockburn should recognise and acknowledge the work volunteers do? (choose your top 3)

- Volunteer Awards
- Thank you breakfast
- Appreciation lunch
- Volunteer party
- Sundowners
- Certificates and volunteer service pins
- Volunteer merchandise (drink bottle, hats, cups etc.)
- Another way _____

Q4. Are you aware of the Cockburn Volunteer Resource Centre?

- Yes, and I have used it before
- Yes, but I have never used it
- No

Q5. Where would you like to see information about volunteering and volunteering opportunities? (choose your top 3)

- Cockburn Volunteer Resource Centre
- Online
- Social media – Facebook, Instagram, etc.
- Community events
- Libraries
- Shopping centres
- Community centres
- Other _____

Q6. What could be done (by the City of Cockburn or others) to enrich the volunteering experience?

Q7. How can we help community groups/organisations strengthen their capacity to support the community? (tick all that apply)

- Funding
- Networking
- Promotion
- Advice and support – what kind? _____
- Resources – what kind? _____
- Training – what kind? _____
- Another way _____

Q8. How can we help you and community groups/organisations in Cockburn to connect and build relationships (with neighbours, businesses, and other groups)?

Q9. How can the City of Cockburn support you to turn an idea into action, that benefits your community?

2.2 Survey Responses

A total of 237 people completed the survey, including:

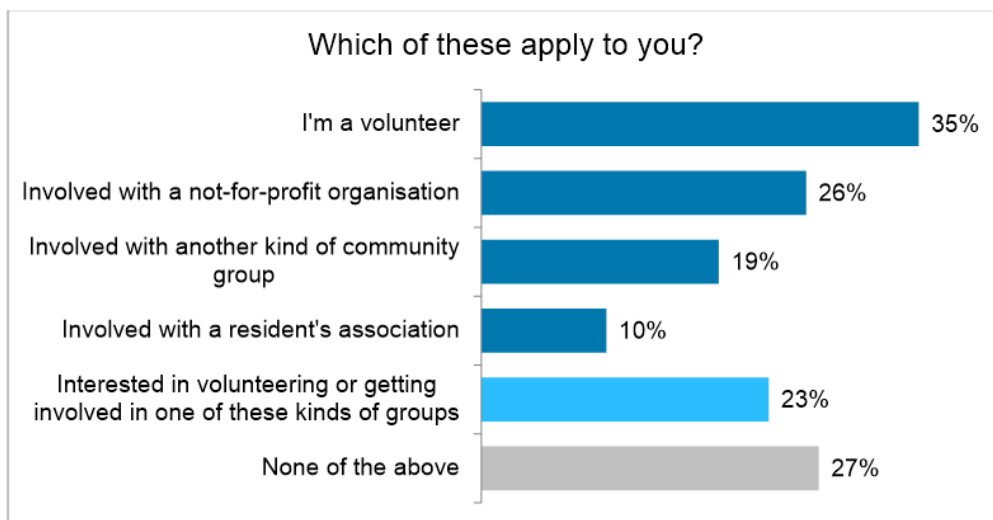
- 233 online surveys on the Comment on Cockburn site;
- 4 hardcopy surveys.

Responses are as follows.

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.

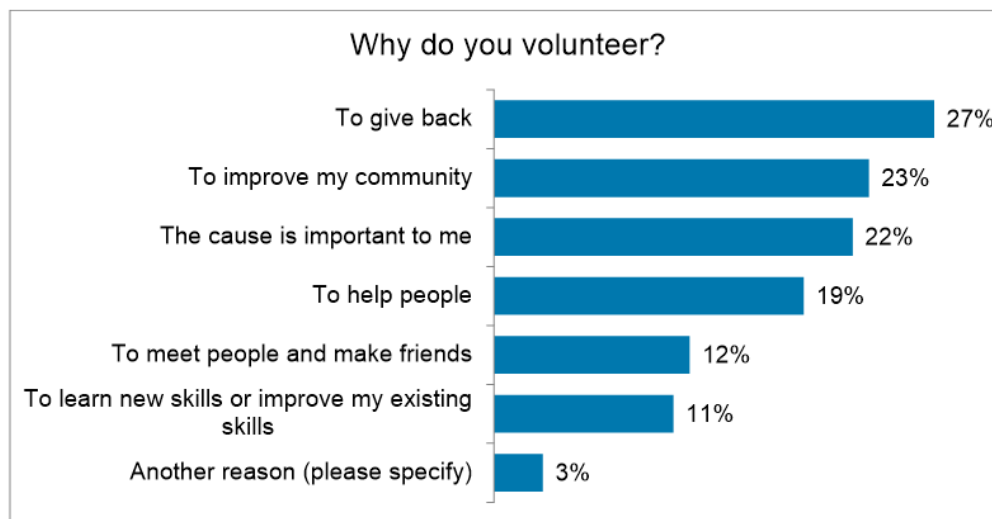
Q1. Which of these apply to you? (choose all that apply)

Half of those who responded to the survey are currently either volunteers or involved with a community group, not-for-profit or resident's association. A further 23% of respondents are interested in doing so.



Q2. If you are a volunteer - why do you volunteer? (choose all that apply)

The main reasons people volunteer are to give back (27%), improve their community (23%), because the cause is important to them (22%), and to help people (19%).



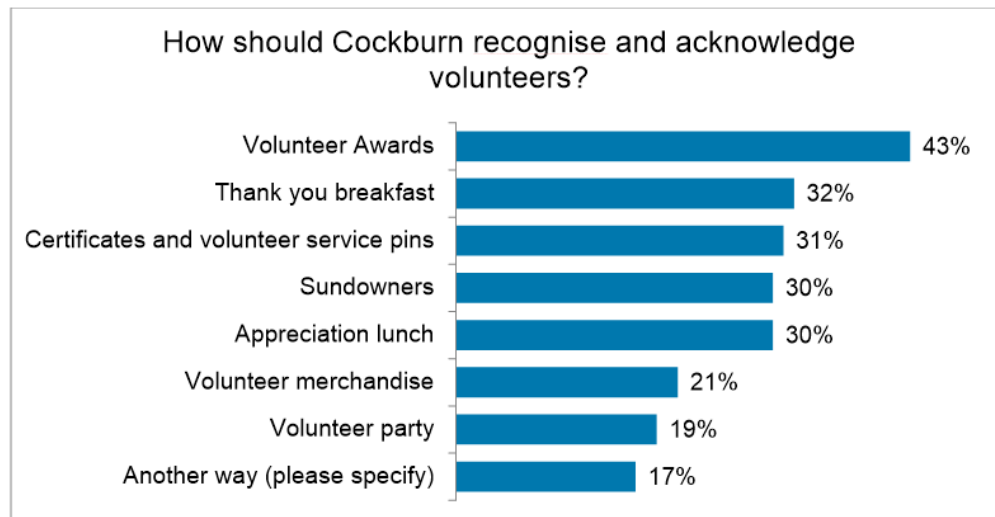
Other reasons given for volunteering include:

Comments
So my children's club membership fees are kept affordable/low as possible.
To go scuba diving.
To contribute and be part of a valuable resource through using my skills and in that way gaining more.
Don't ask what the country can give you, ask what myself can give to the country.
Because I love it
Pass on my knowledge and skills to other members so they can pass it on or pay it forward
Kids sporting groups won't run themselves

Q3. How do you think the City of Cockburn should recognise and acknowledge the work volunteers do? (choose your top 3)

Volunteer Awards are the preferred way for volunteers to be recognised and acknowledged. The next most preferred ways include a thank you breakfast, certificates/service pins, sundowners or an appreciation lunch.

There is less interest in volunteer merchandise or a volunteer party.



Other suggestions for recognising and acknowledging volunteers include:

Comments
I think CoC should focus on providing support to volunteers/groups and facilitating cooperation between groups. The kind of activities here are kind of tokenistic and don't really reach most volunteers.
Just provide funding that enables volunteering to occur and reduces volunteer costs. Eg providing grants to volunteer organisations that enable the purchase of tools/equipment to facilitate the work, petrol vouchers to offset driving costs, free venue space for meetings.
Really depends on what budget there is, obviously most volunteers aren't seeking recognition, however it is something that should perhaps be recognised, provided the cost/effort doesn't outweigh the volunteering??? Maybe a certificate or a volunteer pin and any "catered" event shouldn't be frivolous.
Make it easier for things to be done. Make the community more open instead of so many issues with red tape.
Cash vouchers.
Like other local Councils, ask local businesses, eg cafés to give back- free coffee on presentation of CCC Volunteer Member code/card.
A letter of thanks from the Mayor for the individual volunteers, along with an after hours

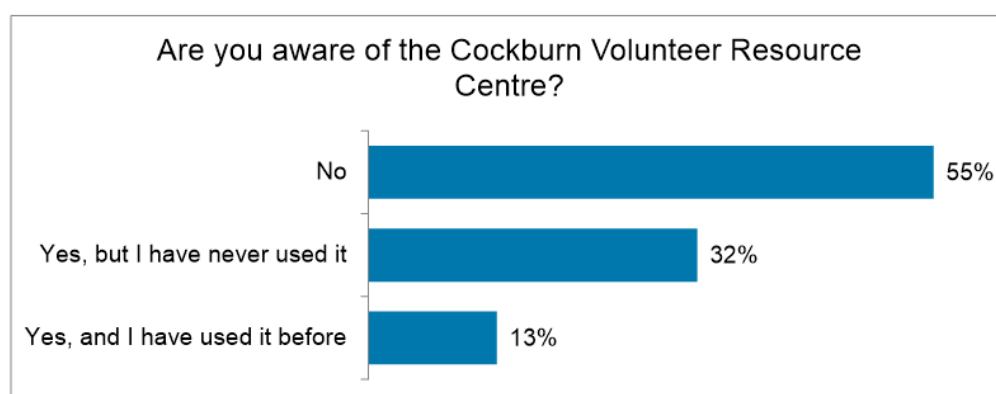
sundowner.
I think all presidents should receive a certificate from the City recognising their service to the community once their term has finished. Many presidents do the job not for the recognition but I feel providing something which acknowledges their contributions would be appreciated. It doesn't need to be presented at an official function, the post will do. Additionally, give a president a call to check on them and ask how they are going. They will certainly tell you at that opportunity if they have any issues or need assistance. I'm sure they will appreciate a 5 minute phone call checking on them and thanking them for their service.
Plant native trees in Cockburn in their honor as a thanks.
Provide workshops on how to encourage people to pass on their skills to encourage the next generation to step up. Workshops for associations on communication; basics for office holders such as treasurer, secretary etc.
Nothing. Don't spend my rates money. They signed up they don't get anything.
A heartfelt thank you.
Instead of acknowledging the individual, acknowledge the full committee or a particular endeavor that the committee has achieved.
\$50 voucher to spend in the community (eg, participating small business, or at Gateways)
I am very appreciative of my V. I. V. discount card, and would be even more appreciative if you could find more business' to 'come on board' and increase the amount of business' offering discounts. (Given the time of the year I sent an inquiry to Adventure World asking if they were part of this scheme given that they are based in Cockburn and because I was interested in purchasing gift cards for my family, however they informed me that we're not partnered in this scheme.)
Discounts off gift cards, rewards program, % off where they volunteer, courses and workshops
Doing social media posts about a "Volunteer of the Month" which shows the story of a chosen volunteer, what they do, why and the impact that volunteering has made on them. This might encourage others to get out there and do the same.
Probably a discounted rate for their council rate
Simply support them in their work, and work with the groups they work with for Social and Environmental Justice.
Support grass roots volunteer groups.
Family community event celebrating volunteers
I don't know but all councils should work together...I volunteer in the City of Kwinana at an organisation not represented within Cockburn but Kwinana don't recognise me at all because I live in Cockburn, not that I do anything for the recognition but I see everyone else getting acknowledged and that's like a slap in the face.
Presents or raffles? People don't have a lot of time out side of their regular jobs, families and volunteer work so events and such are difficult to attend.
Plant a tree in the volunteers honor
Discounted rates or Discounted Government Fees pertaining to their household for a variety of things
so many different ways to thank people, I also think writing articles about the various groups around is a good way to thank and also bring to light the many varied ways people can volunteer.
Acknowledging individuals / groups with photoshoot description of achievements & outcomes to be posted in an electronic or hand held newsletter

Provide free entry to City workshops.
Just highlighting the great work volunteers do in our community
just show support to the groups
Gift vouchers
Newsletter feature volunteer of the week/month
Include volunteers in decision making processes, seek their advice and regular feedback on things that affect them, allow volunteers to feel that their opinions matter not just through pro formas but personal discussions - face to face exchange. Make sure the volunteer involvement is well resourced
Discounts to local businesses.
community binding events in nature
Vouchers for local businesses
I'm not really interested in being rewarded for volunteering but happy to receive merchandise or volunteer pin to generate conversations about getting others to volunteer
Discount on rates
Local businesses would likely offer free experiences or products to reward volunteers who help their community. If it is pitched well.
Points given for hours/years spent volunteering. Points can be accumulated and exchanged for discounts off rates or other services that C.O.C offer. Or they could be exchanged for vouchers to spend at local businesses.
Show evidence of what volunteering has done for the community. Publicise volunteering more frequently.

Q4. Are you aware of the Cockburn Volunteer Resource Centre?

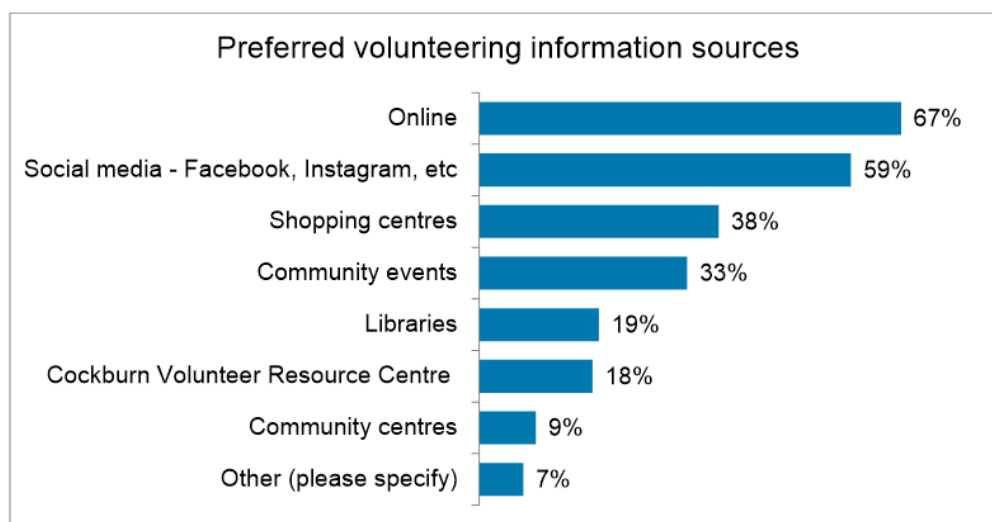
Just under half of respondents (44%) were aware of the Volunteer Resource Centre. Amongst those who were aware of the Centre, one in four had previously used it.

Amongst volunteers, just over half (52%) knew about the Centre. One in three volunteers who were aware of the Centre had used it before.



Q5. Where would you like to see information about volunteering and volunteering opportunities? (choose your top 3)

Online and social media are the top two ways people would prefer to hear about volunteering. Shopping centres and community events are also seen as valuable information sources.



Other suggestions include:

Comments
Cockburn Soundings / mail outs
Via online notifications
Cockburn newsletters
If they want to volunteer they can find out how. Do not spend my rates money on something I don't want or care about when you don't use it to keep the area nice as it is.
City website
Local newspapers
Cockburn Soundings magazine
Register to receive emails for volunteering opportunities
Email
E-newsletters to registered receivers.
Train stations, bus stops
Local newspaper
Cockburn Soundings mag
Disseminate information to all the local schools (primary, high, independent, catholic) so parents can assist children to volunteer and encourage the next generation of volunteer workers

Community News
Via an app that tells you volunteering opportunities that are available on a calendar so you know date and time and you can contact the organisation through that app directly to express your interest

Q6. What could be done (by the City of Cockburn or others) to enrich the volunteering experience?

The main suggestions to enrich the volunteering experience are:

- More recognition and acknowledgement (e.g. showcasing volunteers in the City's social media and other channels, extending the Very Important Volunteer discount program, discounts on rates, café vouchers, etc);
- Better/more regular promotion of volunteering opportunities;
- Volunteer get-togethers;
- Reducing red tape involved in volunteering.

Comments
I have been volunteering for over 10 years now and I have noticed many volunteer orgs don't really do any proper surveying of the volunteer experience, despite persistent high turnover. I think it is hard for groups to look critically at themselves ("we are just doing our best" etc). They also lack the skills/time to survey properly. Cockburn gives a lot to community groups and I think it would be really interesting to have some kind of survey to track volunteer experiences, especially if groups are supported by/ access support from the city. This could be anonymised and provided back to groups to help them target issues. The survey results could even be used to create a 'star system' ranking under volunteer position advertisements on the CVC /Vol WA website. e.g. Past volunteers have rated 'Volunteer Inc' 3*** for flexibility, 2** for education and training opportunities etc. I think there is a lot of volunteering groups with major cultural issues and dysfunction (because even big successful groups have humble beginnings). I think Cockburn could help volunteer groups with a lot of potential access professional services to identify and target these issues, so the groups can develop to their full potential. Almost a kind of mentoring service for selected groups to get them to that professional level where they have stronger governance and can attract better corporate sponsors.
Publicising all volunteer groups in Cockburn and providing more information on what they actually do
Regular recognition and engagement from councillors and other COC staff
Solid recognition or appreciation.
Supportive efforts to enable volunteers to navigate and overcome red tape or barriers to service.
Encouragement for all. Everyone is able to do something to help others but they may not be aware of what is required and if they could be helped to volunteer.
No experience at volunteering
Offer administration assistance perhaps and some professional guidance
Get rid of red tape. I don't volunteer as too hard.
Identify the value of volunteers to the City of Cockburn

Ask for more volunteers by advertising specific positions. pay some not for profit organisations indemnity insurance for organisations with certain numbers of volunteers etc.
More info easily available
Have open days
Monthly online opportunity updates- like the Melville City Council
Support with new initiatives and ideas and get projects up and running quickly.
Just acknowledgement
I feel the City already does a lot in this regard.
Broaden the scope of opportunities for volunteers to contribute. I have been on the Arts Advisory Committee (now defunct) and the Reconciliation Committee as a community member. I'm now somewhat disabled with some access problems, but am active in environmental actions, particularly marine environment. I can work online and attend some gatherings, but don't know of any appropriate activity groups.
Set up processes for volunteers to access resources, funds
Have opportunities for the different groups to meet each other.
Better matching of volunteers skills with group's needs. Up the rewards.
Grants to assist volunteer organisations self-promote and provide better services
Provide resources that inform volunteers in the area/subject/activity that they are volunteering in. Provide workshops/learning resources.
I'm unsure as I have not volunteered in any way for more than 4 years now. Perhaps making the community more aware of volunteers, what they do, the recognition etc
Acknowledge the volunteers for a job well done via media, FB, Cockburn gazette and soundings
Make the VIV cards better known
Provide more information regarding volunteering opportunities
Breakfasts
Just to make sure that volunteers know they are appreciated sometimes it can be a thankless task
Provide refreshments during the course of volunteering event
Provide communication of volunteering projects available and what's involved in each.
Put their good work and names in the local newspaper
Small discount on your rates like a \$50 credit
By providing funding and resources for the benefit of the organisation as well as adequate community space. In these times, access to sufficient space is difficult where there is not a community centre provided.
Make it a little easier to register? Allow more time options, as volunteers also have jobs, families, households too etc and sometimes the time slots aren't suitable. Eg meals on wheels is limited on when we can help
Project and progress reports in Cockburn Gazette as a regular item
Encourage diversity of culture, age and language appreciation
More knowledge of what volunteers do in the city and how you can participate
More information
Recognition
Public thank you in local newspapers/social media - perhaps a feature on an individual

volunteer
The City of Cockburn is growing at a very considerable rate and I am proud to be a resident of Beeliar for over seven years now. It would do well if we could organise some road shows preferably at the closest shopping centre/community centre of each suburb on a weekend. This would enable residents to understand in what areas they may be able to volunteer.
More focused on the elderly and families
*Provide thankyou's and acknowledgement to volunteer individuals and groups via social media/local newspaper *Offer prizes/gifts to volunteers at end of year as thankyou *Provide a local discount to volunteers eg: 5% of local shopping or a volunteer discount book *Provide more volunteer social events where people can get to know each other and engage with others - many volunteer to meet people and feel a part of something
Include not for profit organizations not inside the Cockburn volunteer group
Acknowledge via monetary and celebratory incentives, volunteer courses and training workshops
Consider opportunities for full time working professionals on weekends or occasional evenings.
Support the programs that people are volunteering at to cover the costs of volunteering (eg: fuel costs, parking costs, hi-vis vests etc)
Highlight the importance of volunteering for the volunteers gaining an experience they would not gain elsewhere. Make volunteers feel appreciated by organising thank you events or sundowners.
I think engage an interesting company or person that can also give an experience or knowledge in return to the volunteers.
Make a video of some of the good volunteer work going on in the shire. Try to make it interesting/funny/heartwarming. Show the video (s) at free movie events, or community events etc.
Forums/get togethers for sharing volunteer issues/achievements/needs similar to the CDCG meetings? Induction information for volunteers
Supply volunteer hats like campers might have with an inbuilt flyscreen and full shade. These could be given for special events or achievements.
1. Acknowledge and support their work, 2. provide workshops and forums to share information and bring together groups to gain skills - meet the people!, 3. assist in grant applications
More Parks with Barbecues, Gazebo's and water fountains, ponds to attract families using the local facilities rather than relying on the beach and other parks that have ocean views.
Involve mothers with small kids
Continue to highlight the great work volunteers do and making them aware of their time and effort as being important in some cases integral.
Increasing the range of volunteering opportunities available by partnering with surrounding local governments and offering cross-resident participation opportunities
Promotion of opportunities through social media.
Provide recognition
More appraisal
Play a larger role in supporting local groups and not for profits. Both through funding and through using their platform to promote volunteering to the local community.
Make the process less bitchy and more about the reason for volunteering in the first place

Coffee voucher
Assist with appropriate uniform, local recognition such as a story per issue about a volunteer and their work and the cause they are supporting.
Strong communication channels and acknowledgement
Encourage more people so the load is shared and lessened.
Present more opportunities through advertisements of volunteering opportunities and the impact that they can have on the community and personal health.
People do things cause they enjoy it. Make something fun and people will do it.
Get the kids involved - make it an educational and rewarding experience for the whole family
Maybe a gathering every 2 or 3 months of volunteers over a light snack and drinks to get to know them and acknowledge there effort and involvement
Have a blog where volunteers can post comments on what volunteering work they do so that others that are interested in volunteering have more of an idea of what it's like.
Supply volunteers merchandise, hats T-shirts etc
Encourage and celebrate them
Support the organisation that you are volunteering with in small ways.
Personally I think volunteering is rewarding enough in itself, but I think support for groups struggling to attract volunteers may be a place for help from City of Cockburn.
Reward those for volunteering whether this through verbal or written recognition or genuine worthwhile gift.
Have meaningful volunteer roles.
Free education on committee roles
Volunteer reward and appreciation
Reward them more often, they often spend a lot of hours helping out our great community
More inclusion for all
More active online groups, an interactive map where you can click on volunteer activities on the map and immediately register your interest. Have a ranking system for volunteers where you earn points each month to earn rewards (i.e. free tip passes, Café vouchers, etc)
Support and Guidance to groups.
Make volunteers and community groups more aware of the resources available.
Match up volunteers and their skills with the needs of the different community groups.
Better communication / Marketing of facilities available. Understanding or process and expectations
The shire does a lot now to inform people of volunteer work I believe
I think focusing on people from multi-cultural backgrounds to participate at school/sports level.
So many people volunteer and work hard but it is always the leaders that are recognised. Quite often these are not the people doing most of the hard labour. Perhaps a more inclusive approach to recognising volunteers would be valuable.
I think you are doing pretty well now.
The personal touch is always a good thing
Provide funding, support and a venue for meetings and social events.
I thought people volunteer for the enriching experience of helping anyway.
Maybe some treats on the job nice drink donuts, wraps etc, maybe.

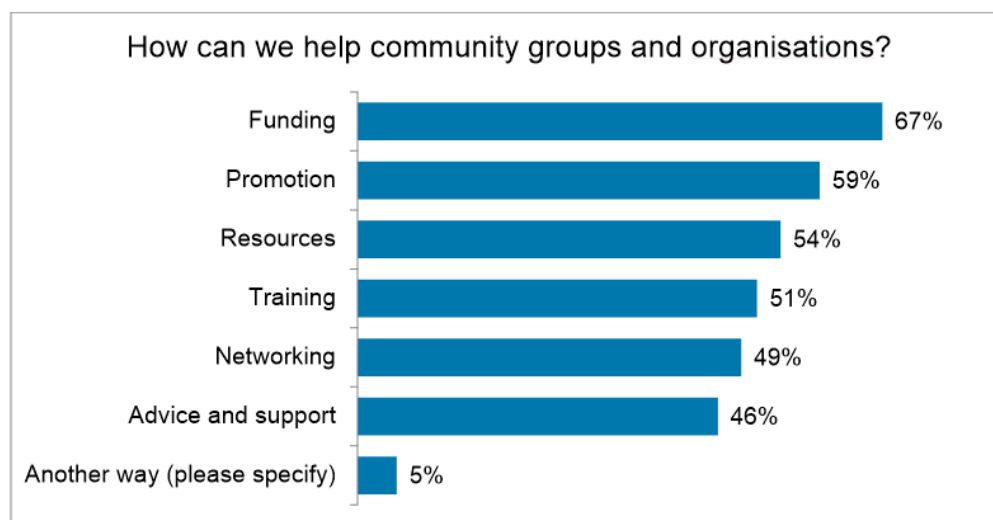
Offer vouchers and merchandise from whom they are volunteering for
Involving volunteers in decisions regarding community and planning issues
Helping to promote volunteering organisations
Increase campaigning
Feel good stories regularly on social media in the Soundings and Gazette.
Get rid of racist councillors who make CALD and Aboriginal people feel unsafe, but other than that you are doing a good job, I wish there would be more of the community groups meeting each other and connecting and building our strengths together as a community. Like all the reference groups have a reference group sundowner etc.
More activities, more volunteers, more advertising
By offering some sort of incentive like gift vouchers for a massage or market stalls even possibly a fun day at ARC so the volunteers can bring their family along to learn and understand the importance of the VRC. They work for free so why not spoil our volunteers?!
Recognition of volunteers' work with 'volunteer of the month' in community newspapers/social media
Reduced rates or some incentive reward
No need just continue events
Offer incentives to people who volunteer
Training. Good coordination and support. Good orientation and feeling like you have a "coordinator" to support/manage you (like an employee would)
I am satisfied with what they have done to acknowledge volunteers since I have been involved
Not sure if it's done already, ensure that resources for volunteer projects are provided and maintained and supported by the organisation. Inclusion in annual reports as a valuable contribution in \$\$ terms and ensure achievements are rewarded through acknowledgment
City of Cockburn can share the benefits if being a volunteer and how that can improve the volunteers life/friendship groups and self-worth
Showing appreciation for volunteers' time and service.
More advertising
Communicating how to volunteer and the commitment involved
Protection from illegal going on and bullying management practices
Smaller local projects - ease people in with focus small projects in the local neighbourhood.
Pre advertising via Cockburn council.
Any recognition, to encourage others to do so.
Better promotion of community groups
Give them merchandise that they can use and that therefore reminds them of the appreciation there is for their contribution.
Acknowledgment and honouring
Highlight relevant skills that could be obtained through volunteering. Be clear about minimum requirements such as hours per week.
More recognition on social media
Link similar community groups together. Help us get new people involved.
Volunteer meet ups, sharing information , getting better ideas Email updates, journeys, what others are doing

Regular speakers from outside the community who have volunteers in other interesting ways.
Promotion of events for better community engagement
Allow more opportunities to volunteer
Acknowledge the children that turn up and sign any service hours form they may have
Recognition, Support, Training, promote awareness of organizations and their needs in the community.
More real world relevant training and skill advancement
Have clear lists of what groups there are and how to get involved. Preferably online.
Training and Communications skills are paramount to deal with people in today's world.
We have found the city is very easy to work with in regards to an event in the area for disabled.
Enquire with the elderly if things are going well in our locality
Stories of goodwill or pictures from places where people volunteer
Increased liaison and financial support to effect change in the community.
Ways of showing how the volunteering made a difference. E.g. seeing areas revegetated. Catching up with people again that you supported.
Special incentives for people who volunteer, such as exclusive discounts or free advertising (if they are business owners) in online promotions, EDM or publications that a distributed by City of Cockburn.
Recognise their efforts
Appreciation
Provide discounts eg home rate discounts
The VIP rewards program was great.
Flexible opportunities or one off opportunities for people with limited time.
Sharing good news stories of volunteers and volunteering events. Recognising volunteers for their continued efforts in the community
More acknowledgment by way of promotion, advertising. The Volunteer Awards night is great, but only volunteers who are nominated and nominees attend.
To provide thanks to volunteers and provide them with more opportunities
More variety of what's available
Promoting benefits of volunteering to the community in shopping centres and local schools/universities
The City already does a great job. More personalised information packs sent straight to the volunteer when registered so we can start understanding requirements, etc
More help across the board
Offer volunteer management training for organisations
I think it would be great if there were regular opportunities for volunteers from similar organisations to socialise/network so they could share knowledge and connect with like-minded individuals and organisations.
I have been the volunteer centre at Cockburn, although the lady there was very friendly and tried to find me opportunities, there was nothing suitable in the city of Cockburn and she was mainly looking at other cities' spots for me. It could be great if Cockburn has more volunteering opportunities of our own.

Cut the red tape for running events which exacerbates volunteers
Attend volunteer functions and thank them
Prize giveaways to encourage more people to volunteer initially. However, volunteering in itself is normally intrinsically motivated, so the catch is to find ways to get people to volunteer in the first place, then when they enjoy the feeling of doing something kind, they will hopefully continue. Would also be good to utilise social media to get people to tell their volunteering story.
Give them the opportunity to update their skill with small courses
Funding for the Centre so more professionals can be employed to teach different subjects
Give further training. Give some incentives. Some one on one counselling on traumatic experience.

Q7. How can we help community groups/organisations strengthen their capacity to support the community? (tick all that apply)

Funding is the community's top priority for how the City of Cockburn can assist community groups and organisations, closely followed by promotion.



Other suggestions include:

Comments
All of the above!
Get rid of red tape
Nothing. We don't get anything for the money your talking about so do nothing
Uniforms and PPE where appropriate.
Depends entirely on the objectives of the community groups. For businesses you could reduce the cost of doing business in the community.

Assist groups to recruit new and young volunteers.
Templates and advice for governance issues.
Education and compliance to accepted standards that will protect volunteers and prevent the current practices
I'm happy for the council to provide assistance but not through direct funds.
List the main thing that volunteer groups are supporting such as; sport, neighbourhood rubbish collection, elderly engagement etc etc and then mention what is being done and what goals there are for that specific target. Then note what new volunteers could bring to group. These can be discussed via networking events and in promotions etc.
Organisation specific training. A group or organisation could identify areas/skills they would develop and submit a request to C.O.C who could then provide the necessary training
Cross promotion between groups like eg: Repair Cafe - Seniors Centre

Q7a. What kind of training are you interested in?

Suggestions for training were varied and included topics such as recruiting, supporting and managing volunteers, fundraising, networking, promotion, grant applications, organising events, marketing, governance, communication skills, public speaking, first aid, and social media skills.

Comments
Cockburn should keep offering workshops (volunteer management, recruitment, grants etc).
Not sure as depends on the volunteering you take on or enough support for organisations you join
Internal and external training. Jandakot airport is within the city of Cockburn. It would be great if the city could help facilitate networks between volunteer groups
Governance (running effective meetings and understanding responsibilities) Social Media skills for promoting causes Understanding Privacy requirements
Tourism
Committee position duties and responsibilities, report writing, public speaking
It would be great if the City could fund registered First Aid and Mental Health First Aid training for the volunteers and other courses as the needs arise
On-Line training programs that relates to all community groups no matter what service they are providing. Topic such as Recruiting volunteers, managing volunteers, how to fundraise, knowing your volunteer role etc. I think having them on-line and current appeal to under 40's. I think this demographic would prefer to train at home rather than attend a workshop. The only one that can still be done in person is first aid training which affects all community groups.
Networking, presentation.
Planting WA natives
HTML/SQL
How to build community; how to encourage members of an organisation/group to spread the workload and responsibilities.
Need a general volunteering course first and foremost and then any training after that would

need to be specific to the groups needs
Promotion
To support schools/children
Surf Life Saving
Developing skills in dealing and supporting people
Training regarding grant application, organizing events, etc.
online courses
Online volunteer training courses
Any Australian recognised training. Can help volunteer opportunities but also to better upskill for everyday employment
Not me so much but specific training for areas would be good use of funding. And not in house training, more searching for the best and latest training in the areas.
Communication skills for teenager volunteers
How to run volunteer groups
Giving to community, finding your special volunteer opportunities, engaging with public, community awareness, communication, marketing, assertiveness, self-care, making posters, invitations, Mailchimp, WordPress, Facebook, project planning
I'd like to help the rangers with wildlife management, but I'd need training to be effective
Specific straining such as mental health first aid.
Ocean sustainability, Energy efficiency, Environmental Sustainability
Advocacy and Policy, Grant applications, Community Organisation, 'Volunteer burnout / fatigue / self-care'.
E.g. ARC can train volunteers to assist with caring for injured animals
Working with teenagers to help them with exam, essay and job applications
Wide use activities such as 1st aid
Mtb trail building training, fund application training.
Marketing, admin
I've volunteered with a number of planting groups in the past. I'm always very eager to learn about the native flora and fauna, and pick up a few gardening skills along the way.
First Aid
Training that will be useful for future volunteering such as gaining a bus or truck license. First Aid course.
Surf life saving
Community Native Gardens
not for me personally, but people management skills are good for people in leading roles to support their teams of volunteers
Committee roles - free online course
Recruitment techniques.
Things to consider when volunteering. Or how to start your own programme.
Events in a Covid world.
Mental Health First Aid
Client engagement for volunteer champions
Motivational interviewing
Evidence-based healthy lifestyle
As someone that is not a volunteer more education as to what's involved.
Show me why it easy to help and how can fit into busy life.
Maybe some certificate on volunteer work which people can add to resume.
All types of training

First aid, supervisor skills
Chairing meetings, conflict management
Community service, working with kids
Task at hand; Volunteer Management
Health information for seniors would be relevant to my involvement
Anything that would be relevant
Training applicable to the required volunteer work.
Maybe ideas to welcome smaller ethnic groups in the community
Face to face
Broad or specialised training that can also help with life skills.
Things that translate to job readiness.
Environmental management skills, duty of care and OHS obligations for volunteer groups, financial and legal obligations of community groups
Some aged care requirements may need specific volunteers
Accessing some areas, in volunteer centres may need knowledge of expectations
Best ways to work with children and people with disabilities to ensure safe, rewarding experience for all participants
Medical, flora and fauna,
Training to keep good health by natural methods
Training and guidance on representation. I've witnessed far too many in community group committees being part of a 'click' and suffering from group-think, bias and narrow mindedness toward their individual view.
Native flora and fauna. Sustainability.
First aid
Conservation and environmental rehabilitation. How to support vulnerable women.
More coping mechanisms and support
Community services
Community Development Courses
Volunteer training to help people step up into roles on committees
I think the trainings should be specific to the areas people can volunteer in, rather than a generic training that supposed to fit all positions.
Treasurer and governance training. Also social media, Eventbrite and Mailchimp. Maybe website as well?
Business case generation, how to start a small not-for-profit business training, board training
Update skills training
On the job training
Key committee roles, coaching, disability awareness

Q7b. What kind of advice and support are you interested in?

Advice and support that respondents are interested in includes areas such as networking opportunities, grant writing, accessing funding, marketing and event promotion, financial management, attracting and managing volunteers.

Comments
Advice on complimentary groups which could provide services together instead of lots of small groups doing small things
Access to grants/funding pools Streamlining of LGA approvals or assistance in meeting the required criteria and planning (eg for events)
Networking opportunities and project development
Community need to embrace all interested
As above, eg Food Handling, Health and Safety, etc Support with paying for Working With Children check etc
Basic legal advice, financial guidance
This support already exists but I don't think enough volunteers take up it and that is volunteers speaking/emailing someone when they have an issue just so they can be given some guidance as to how best resolve it.
Communication regarding opportunities in my field of activity
Location of areas that need native revegetation, access to resources, making the process smooth and not a guessing game.
Physically building sustainable connected communities as opposed to subdivisions that cram as many poorly designed dwellings as possible in the space and do not encourage the residents to engage.
How to improve funding
I'm unsure if it's available within the resource centre, but someone to reach out and discuss things with relating to anything from fundraising, to what training may be required if any for volunteer work when it comes to supporting schools, the elderly etc.
What support is needed in the roles I am looking at, when and how much. How often. What areas of volunteering are needed in the community
How to promote our activities and attract more participants
Local animal welfare
Funding for events
Good connection to specific areas. Finding professionals to mentor volunteers.
FAQ and "how to volunteer" for teenager volunteers
Attend volunteer meeting
Debriefing, counselling opportunities if required
Opportunity to work from home and support the City of Cockburn with child care, etc.
Somewhere that lists of places in need of more volunteers can be easily accessed
Finding the right fit of volunteer organization
What's available, where & when
Financial management of NFPs. Connecting with local businesses. Related to Question 5. - Greater support in promoting volunteer opportunities locally. Not sure that Seek volunteer works. Have had many enquiries from people in distant suburbs

and have had conversations relating to how feasible it is for them to travel (often to spend a short amount of time volunteering). Also spent time responding to prospective volunteers who were not actually interested in volunteering (needed to fulfil Centrelink or other requirement). Maybe need multiple platforms to advertise current volunteering opportunities and/or once a year event where potential volunteers can meet people who are looking for volunteers.
How to write grants, what supports the city can provide, where to go to get help
Ongoing when and where needed relevant to the field or event
Priority areas or programs where Cockburn require volunteer support. Our work team have sometimes utilised company provided volunteer leave as a team bonding event (eg tree planting or coastal clean ups). If Cockburn were to have "volunteer event packages" these may help to build the business case with employers for similar events.
I mainly enjoy the social aspect of volunteering. I always find that I can speak very candidly in community groups about the change I want to see in the world. And I typically find that other members feel the same way, which is very comforting to know.
Perhaps advice on advertising for volunteers, how to maximise benefit, assist with permit applications etc
Community Native Gardens
How to be better involved and what needs to be done to help
Mentor, leader support
I think just having a central person who has experiences across a wide range of volunteering opportunities to help out with support and encouragement and new ideas when needed.
Marketing and promotion
Tree planting and greening
Ideas, best management practices, two way involvement between parties.
Providing Financial education for younger generation to be more aware of budgeting / Super etc. Support for underprivileged children, access to toys and fund activities
How to promote volunteering. Benefits of it.
Healthy lifestyle
Help with setting up associations particularly with the legalities.
I'd imagine volunteers would need advice on how to deal with the people they are helping i.e. different medical and mental, financial issues people may have and how to approach them. Training on how to best structure time and organise support groups.
Advice from the right sources
Practical advice
How to attract and retain volunteers
From the city of Cockburn to penalise councillors who do, say racist things that attack minority groups in this community. It's burning my out dealing with separovich and I feel like quitting and giving up. Even after all the hard work we have done.
Feedback. Someone to go to other thank the person in charge at the location you're working at
Contact from the health officers at Cockburn
Running a business and environmental education
Professional advice or advice from other organisations, government departments & shires who have run similar programs.
Administration help with organising events
Life skills support.
Tell us what the City's plans and activities are that impact us and how we can work together for better outcomes eg. environmental programs.

E.g. AdvoCare only do weekdays volunteering, so if you work in any capacity, you are limited in participating, sharing info will help new volunteers of some agencies restrictions
Ares in the community which need support. Red Cross, hospitals, etc
Information on the needs required in the community.
Medical, flora and fauna, accounting
Anti-crime strategies by liaising with State Police and so called Council Security units that no one ever sees. And incredibly are included in our Rates charges.
Assistance with the city regards access to ocean jetties.
Have meetings to find out any concerns in the neighbourhood
Facilitated liaison of meetings to help breed more diverse community group meetings, until critical mass is attained.
More coping and strategies to support
Caring for the community
How to get volunteering part of the curriculum for primary school, high school and university/Tafe students
Better understanding of local laws, etc
Mental health homelessness
Volunteer management, how to attract/recruit volunteers
Community group for all ages and environmental protection/ substantial
How to work with the council
Talk from experts in the field

Q7c. What kind of resources are you interested in?

The types of resources that respondents are interested in include access to event/meeting space, items to borrow for events (e.g. tables, gazebos, ladders, extension cords), transport (e.g. trailer, bus), advertising, grants, workshops, photocopying, and stationery.

Comments
Technology and infrastructure grants could help us volunteer groups
A pool bus/transport that can be book by not-for-profit organisation (limit applies, e.g. twice a year) to facilitate transportation.
Meeting Room/Event space Event equipment trailer Digital technology to support easy recording of meeting minutes and meeting AGM/Governance requirements. Community/NFP Website hosting
Free advertising for those needing volunteers, similar to the Melville Volunteer e-newsletter etc.
Anything for a volunteer in that area
Materials to implement projects
It would be dependent on the projects we would be involved in
Online, convenient meeting places.
Native plants and trees, watering for first 2 years, defined locations in Atwell Harvest Lakes,

contract clearers, mulching
Getting the right people into the right groups
Online, case studies
Photocopying
Advertising / marketing assistance
Online information resources
Physical support equipment etc and psychological support
Other community group's activities and grants opportunities
The photocopying resource provided is excellent. This should continue. Similarly access to grants is important.
Garbage collection - making it easier for volunteers to remove rubbish from green spaces
Fishing and recreation
I am currently not interested in any resources but feel as though local volunteers may be interested in resources and information regarding local/federal funding as well as social/web/IT information and learning.
Workshops, free stationery, photocopies, hub where you can get advice and direction, project planning advice
Mailchimp (how to use) and directory of resources (and training) for use to communicate with community and businesses
Scrap metal that can be recycled into crafted objects for sale.
Timber that can be used for tables or such.
Workshops to assist in strategic planning and operations, 'problem solving people' who can help run through things and 'break down red tape'.
How to help out with the Harry Waring reserve
Media assistance
The sports group I volunteer for would love some space to hold their committee meetings/agms!
marketing, admin, running a group
Facilities, equipment
Use of transport resources, access to community spaces and halls. Information relevant to specific causes that volunteers work for locally.
Green spaces, community gardens, mountain bike tracks and walking tracks
Surf lifesaving aids
Community Native Gardens
Office supplies, access to email lists, facilities and storage.
Maybe a library of items that can be borrowed by volunteer organizations to run events. IE tables, gazebos etc.
IT support, Graphic design support, printing allowance
any that will help in the long term.
Grants for training and equipment. Meeting and storage rooms.
Facility availability and equipment at the ready. Social media promotion.
Web sites attached to council
Volunteer recruitment case studies from interstate and international.
Good question. Not sure.
Structures and framework to start my own group or volunteer service.
Ways to help and give back into the community
I can imagine material supplies may help

Promotional items
Healthy Lifestyle
Funding projects and to provide a venue for meetings and gatherings.
Well qualified resources
Local council support and funding
Pamphlets etc
Free/discounted public travel
Stationery/office type items to assist in the admin of our group. Eg, copier paper/toners ... the resource centre is a great idea, but not convenient for us to attend.
The Aboriginal cultural centre and surrounding wetlands precinct, connect with each other, funding to do community activities
Funding for community groups
Men's shed. Community events.
Access to information. Resources relevant to job role
Suitable brochures
Where volunteers are needed
Resources that are helpful/ relevant to the volunteer work that's being done.
CoC already have the resources
Tree planting
Computer based
Information about potential granting bodies, tools and materials (garden tools, gloves, rubbish bags)
Depends on volunteer area - replacement of, or funding for, worn/broken equipment used by volunteers to get the job done safely.
Creation of a community event hire trailer that could be kitted out with long extension cords, ladders, hazard signs etc so each small group doesn't have to fund these items for their one off event in order to meet compliance
Hands on classes
An online presence, I did not know these groups exist.
Online
Grant application assistance etc
Would love more toilets at playgrounds.
Brochures, posters that can be used by organisations calling for volunteers promoting why it is good to volunteer.
Support groups
Traffic Management
Vehicles, facilities to hold meetings in, office products
Anything that helps me to get involved in an easy way. Supporting people to join in a super easy way is the key. You have to make it as simple and easy as possible to get involved.
Books, videos, meetings
Managing people/clubs/volunteers

Q8. How can we help you and community groups/organisations in Cockburn to connect and build relationships (with neighbours, businesses, and other groups)?

A range of ideas were suggested for how the City can help groups and organisations to connect and build relationships, such as facilitating get-togethers and networking events, open days for groups/organisations to attend and learn from each other, showcasing groups/organisations on social media and in relevant publications, and e-newsletters.

Comments
Encourage networking and fund projects which get groups working together
By listing all community organisations on the council website, what they do or support so businesses and other groups can see how they may assist or join "forces" with
It would be great if the city could help facilitate networks between volunteer groups
Twice yearly get togethers for like-minded groups.
Arrange social gatherings for all groups
Promoting volunteering within communications that are circulated by the City
Networking events- free promo spots at community events so stall holders can meet each other.
Training support to support inclusion of all interested
Strengthen suburb groups, eg Neighbourhood Watch, advertise Eyes On the Street more, Maps of suburb playgrounds, skate parks, wildlife reserves, adopt- a-park to help keep clean (like adopt-a-section of Bibbulmun Track) and other community facilities, eg community gardens.
Continue with sundowner events. Open days to look at existing projects which other groups could learn from.
Via the City's social media / Facebook page
A listing of community groups and brief description of what they do published in Cockburn Soundings, a link on city of Cockburn web site and maybe some networking meet every 3 months or so.
Facilitating as you do so well already
I'm unsure if community groups want up front assistance in this area. I think this is something that they have to do themselves. Certainly have some information about it in a handbook and provide a good case study or website but ultimately it's up to the community group to contact the City and ask for assistance/direction.
Online networking, readily available information, on website, etc., of groups and activities.
Identifying parks and other spaces to be refreshed, noting it is many years since the suburbs were constructed.
Showcase us in publications.
First maintain the infrastructure and parks of area that you bypass every year. If the budget allows for it in 5 years then look at it. We are overcharged by you for little return.
More interaction at community events - have volunteers wear shirts indicating that they're volunteers which could spark up conversations.
Meet n greets

Initiate online chat groups
In this day and age social media is generally the way to go. Perhaps have a "social media manager" who is online to manage/admin a group (or several) such as "Cockburn chat" but be better equipped to filter out the trolls and nasty people
Regular community updates. Communication both ways. What are their expectations of us and vis versa. We need to understand their needs and wants
Providing advertising via Facebook
Host community events and online forums/discussions with local politicians and industry experts
Website information online community service book letter drops
Organize stalls for us in the events/social activities around Cockburn area
Online forum pages within the community
Open communication including regular updates of projects and achievements.
Have neighbourhood bbqs
Promoting via social media
Monthly open meetings
In our area, there is an urgent need for community space as at present, none has been provided. This would enable more events within the community which would help connection and build relationships.
More public information on current projects eg Cockburn Gazette
Local events
Anything to reduce duplication of effort
Organise more local-level engagement that encourages participation of teenagers
Networking
email
More communications
linking similar minded people either physically or electronically
Community events
Visit aged care centres (possibly after COVID19 restrictions are lifted)
functions
More suburbs (local street) based activities and events they don't always have to be in one spot or larger events small street or suburban events where people can access walking
<p>*Promote and support local community groups/organisations via social media</p> <p>*Organise and provide community groups/organisations catch ups: possibly providing network systems for volunteers as well as learning opportunities for example: how to effectively use social media.</p> <p>*Connect and develop own relationships with groups/organisations for example: Council to seek out groups and touch base offering support and assistance where possible.</p> <p>*Offer a discount in use of IT and printing facilities. Many older locals do not use or have access to computers therefore mail is only option. This is an expensive service for a NFP group.</p> <p>*Allow and assist locals organisations to do a "pop up" in shopping centre to inform locals of what is available.</p>
Cockburn council has already recognized POOPS (Pets of older Persons) in their grants funding in the past. Maybe increase the level of awareness that POOPS is an awesome organization helping older persons or disabled sick persons to maintain their love of pets

while walking their dogs on regular basis. Maybe include something in the Cockburn sounding
Be open to suggestions and genuinely listen.
Better incentives to plan events in neighborhood, create specialist groups asking community to join, opening up community centres (free but refundable deposit) during day and evening for free courses, clothes swaps, art workshops, sharing skills, tools demonstration and teaching basic handyman skills, cooking, sewing, parenting workshopsMake more use of community centres and libraries
Get-togethers to introduce a volunteer opportunity for specific areas of interest
Holding community events where like-minded community groups can meet each other and network as there are lots of over-laps in support services.
Through community events. Help fund community initiatives such as community gardens.
Local markets? Food local produce maybe?
Maybe setting up a local event only for each specific neighbourhood.
Have councilors attend meetings of groups when possible.
Opportunities for businesses and community groups to come together in semi structured ways where it is clear (explicit) to businesses and communities that mutual promotion/partnerships can strengthen/build, and be advantageous for all.
Make up a small local directory of the businesses and their managers to share info or work.
Local networking, picnics or lunches or meetings, forums, online discussion groups
Have local carnival events with rides for children that bring families together.
Neighbours parties for selected suburb area
Paint a positive light on what organisations do and how much back ground work is involved
Not sure right place but as a community with a lot of artisans which benefit Cockburn and surrounding neighbours we need a place so everyone can display all year round.
Contribute to already established social media groups for residents, i.e. 'Hammond Grove residents' or the 'Hammond park residents' Facebook pages with relevant updates on local changes and updates
Break it up the groups by neighbourhoods and once these are strengthen increase the connection between other groups
Assisting in volunteer events.
Through various media outlets
Run community events that celebrate volunteering
I am not good at staying across social media and rely on "push" style communication such as email for information. I have noticed City of Fremantle events coming up in my google news feed.
Something like a community notice board or promoting local groups on the CoC Facebook?
marketing
Platform to connect the groups?
I think social media channels and traditional media channels (like letterbox drops) are the best ways to reach members of the community. The Wetlands Conservation Society, for instance, would benefit greatly if we could get more people along to planting and clean up session.
Publicity
Promoting awareness of the various groups and their aims, outcomes and achievements, so that the Community, businesses and neighbours know who they are and what they do.
social media

Volunteer events
Let us know about the assistance that is available to us.
email
Start a community volunteering forum where neighbours, business and groups can ask for, and share resources.
That's the hardest question! Maybe a Facebook group for volunteer groups?
Volunteer Fete. Fliers for upcoming events (not everyone checks online or social media)
Reaching out to people who do not have access to computers
Regular newsletters and information
Input with community based online media, Facebook, Instagram etc.
Advertising services, provide facilities such as meeting and storage rooms
Funding, regular promotion via Herald and social media etc
Listing of organisations on a dedicated website and what they are about
grants for groups to do so, combined fundraising days for not-for-profits.
Networking between these groups on we can better serve the community
I don't really think that this is a council role.
Doing already a great job.
Regular meetings/events to bring people together. eg once a month meeting discussing relevant topics mixed with social aspect to keep it fun and engaging
Have meeting more often, hand out survey to local residents
More visible information on the role and value volunteering adds to the community.
Better online groups, businesses offer rewards to volunteers
Provide information regularly on groups activities thru communication and exposure.
Through the local newspaper?
spread out info throughout the groups
Councilor meetings, Facebook
more social media presence, more meeting up between different groups in a social setting might help
Support new ideas
Networking events with purpose and appeal
Encourage social and community events.
Networking
Make some room in the marina development for more cafes and outdoor areas in which street performers could perform at night markets where communities gardens and local artists could sell there wears. Kid friendly themes that encourage families.
We have a great patch of land behind the marina let's not waste it on units as this is a magnificent part of the world locals and visitors alike can enjoy.
More local activities, markets, pop ups, spring fairs etc
By creating events to show and highlight what groups are achieving and how
Suburb based sports events
Through meeting and training
Meetups
Create ad-hoc events
More presence in the community attending groups meetings, events.

Advertising community groups on the council websites, social media, notice boards etc.
Once a quarter or by monthly networking opportunity with other reference and community groups, in a big space with plenty of room somewhere outside or provide link us with using computer and zoom/Microsoft team to link into the meetings
neighbor's movie night coordinate with local school and library
Holding an event especially for all volunteers to engage and learn more about the sorts of services each community group can offer.
Flyers and Newsletters Community News
Promotions
Wider advertising of what is available
letter drops for specific problems of a small nature
Offer incentives
Hold workshops
Newsletters. Functions for local Business
Not sure, but initiating something via door knocking and asking people in areas is a good start, or a letter drop asking if people could gather in a local park for a chat would start the ball rolling
By having a forum where these groups can context, either in person or through a pin board
Non-traditional networking events
Planned community days which could be meetings, barbecues online forums.
Host networking opportunities
By being more involved or more hands on with community groups.
Fairs
Trust and respect
Perhaps a register of all groups and help available
Advertising
Educational events for volunteer groups
Have events that have an information booth that informs the public about what community groups/organisations exist.
We do that well already
Utilise social media platforms to link stakeholders together.
Existing meet and greet within the community is great
Create a directory of all the groups and organisations with contact details and organise networking events for groups with similar goals and interests.
Not all Seniors access networking / computers There needs to be other ways to invite them Additional notes eg in the Gazette specific for groups that need info spread around the council areas
Games night, bingo, lawn bowls etc
In particular relating to Yangebup Eats - wider media promotion of events.
Email groups
Flyer drop/social media advertising of volunteer events. Printed calendar of events - include in the annual rates flip book fridge magnet that lists verge throw out dates, recycling days etc

with reference back to council website for updates. Include neighbouring council volunteer events or reference to their website - a council boundary line has no impact on neighbours wanting to get together to help on a local project
Facebook, Gazettes, Promotions, Activities (for example Hammond Park have a wonderful community spirit) I have lived in the City of Cockburn for over 20years but I am on the outskirts of Hamilton Hill opposite Beaconsfield and my only park is in the City of Fremantle, there is nothing near me that represents City of Cockburn yet I pay my rates each year. It's as if the City of Cockburn have forgotten the older parts of the area. It really needs to improve the facilities and shops near Phoenix as they look old and shabby. There is no playgrounds for me to take the Grandkids around me which is disappointing. All the new areas in Cockburn seem to be getting all the funding it's about time the older areas get an upgrade as they have contributed over many many years.
Sundowners and other social events
Online hub to connect with others, joint meetings
Save the Jandakot Golf Course. Support the Jandakot rate papers association.
By making them and the above in brackets feel safe.
I think the city has a good record in regards to helping the community
Meet us once in a month
More community (local) events
Coffee mornings
As above. It will happen naturally when the group gains credibility from critical mass and independent internal review as opposed to single addenda of individuals.
Meet and greet events. Variety of times/dates to support those who work full time
More engagement baiting posts in the different Facebook groups (such as Buzz in Beeliar). Also on the stories we could promote different businesses from time to time.
Communication
have small community street parties
Volunteer database, sharing of profitable fundraising events.
Events, cross promotions.
Continue to create organised events to connect people
It's a hard one, promotional speaker events
Sundowners
Bring people together with events and morning teas
Have groups involved with local schools. So many generations and networks of old to young within a school community. Doesn't have to be volunteering at the school bit a good venue for meetings and getting people together
Providing support to turn an idea into action
More networking events so we can gain experiences from what makes other communities great and productive
More support from the community for more funding
Help organisations communicate with the community so people have a better understanding of the club's goals and what they are trying to achieve
Host networking events for specific types of groups (for example: P&C's, resident groups)
More exposure at those wonderful community events that you put on.

Be aware of community events so they don't overlap and lessen the potential outcomes
Small neighbourhood support groups. Such as neighbours BBQs or park meets and greet.
Volunteer events
Anything that helps me to get involved in an easy way. Supporting people to join in a super easy way is the key. You have to make it as simple and easy as possible to get involved.
Show local businesses how much the volunteers do for the community and how they can support them in some small way
Posters in shopping centres
Community News. Newsletter. Networking

9. How can the City of Cockburn support you to turn an idea into action, that benefits your community?

A range of ideas were suggested for how the City can help support people to turn ideas into action to benefit the community, including funding, resources, venues, and advice.

Comments
Proactively approach the volunteer groups and ask them how the city can help
Dedicated community development officer allocated to a group. So there is just one point of contact for all enquiries.
Have a dedicated point of contact
Make it clear what to do and get rid of red tape.
Assist with project development - sites, materials, contact with other groups, logistics
Seed funding. Advertising promotion. Legal help/advice for the not for profit or commercial aspects.
Support from community development officials not just \$
Start with a suburb meeting at local community centre? Advertise this with a banner at local shops, email, and social media
Funding and support to move projects and ideas through council faster.
Perhaps hold a competition for the best ideas where the winner wins a voucher to spend at Gateway Shopping Centre. This might increase participation.
A 'go to position' within Shire that can point in the right directions.
By being there for us as you are already. Simone is fantastic!
Funding and guidance.
Provide resources, communication, venues and funding.
I have an example already which I planned and executed with great help from Brad at parks and Ms Kirkwood the deputy mayor, however I would like to roll on to improve other areas.
Opportunities to speak/present
We are planning a community (WIC) for older women to live safely, securely and sustainably. Older women have less financial resources and this makes building good, universally accessible and sustainable homes difficult.
You can fix the issues and use my money for my area not everywhere apart from Atwell.

Then look at other areas to spend money
Legal help, funding, volunteers
Grants and facility access
Provide opportunities to voice the ideas. And increase community awareness about volunteering opportunities
Again, unsure if it's a thing, but funding is almost always the issue for any new idea. Perhaps hold a competition of sorts, people can put their ideas forward and the council or the community vote on their favourites. Winner/s get the funding and support to make it happen
Listen, communicate resources expertise from others groups
Grants/support for small business
If the City of Cockburn likes idea professional support from people with in the council grants to help get started.
Provide guidance on how to raise funds and plan events and step-by-step instructions of organizing the activities/events
Conducting a community poll
Grants & advice
Again, by providing access to grants and financial support.
Respond when people submit emails of ideas. If it won't work or not the right department etc, still respond to that individual to thank them for the suggestion and suggest an alternative contact to submit their suggestion to
In Cockburn Soundings ask for realistic community ideas
More grant opportunities and assistance to write grants where the idea is useful.
paid manpower to direct assist volunteer projects.
Engage more with teenager groups
Access to resources and workshops, similar to what small business do
Funding
Listen
providing a volunteer coordinator who can be a sounding board for proposals
Friendly and approachable staff
Give us the necessary contacts whom we could talk to and submit our suggestions and work through them alongside the City of Cockburn Community Services
Funding and support
Less red tape and less cost such as road closure and traffic management cost allow streets to have their own events with a checklist on compliance rather than red tape and huge costs
Offer small business/NFP advice free of charge
Offer a possible yearly grant for any NFP group, advertised and promoted locally to encourage those to apply.
POOPS is already supporting the old and sick in the Cockburn area with their dog walks. It's an idea that needs recognition from the community. POOPS is indeed a great concept.
Give merit to any and all suggestions
Reimburse costs, help with project management via a scheduler software or manual, one on one zoom call to brainstorm what resources are needed, available,
Online support/workshops/resources
Best example of ease to both council and the community group is what City of Melville have done with their Robin Hood grant funding where the residents of that council vote on where they want the funding to be directed. This vested interest makes them support the project as well as know where their rates have gone to support projects which build up their own

community.
Funding is usually the issue. Maybe by offering a community funding scheme.
Probably setting up a platform for the good ideas to be implemented. Maybe with the guidance of professionals in the field.
Assist with advertising
By assisting to promote the idea (to council admin, elected members and community members) and recruiting supporters (council, EMs and community members) of an idea to work together to get the idea "off the ground" and implementing the idea.
The City could pretest or trial prototypes in their departments and supply feedback and suggest alterations etc...
We can't do this alone - we need support from the council to create a cohesive, safe, connected and sustainable community. We need you to face-to-face communicate and if we reach out - communicate compassionately back with real curiosity as to the intent of our contact...
Promote the events through Facebook, leaflets in the mail including posts at shopping centers.
Allocate a representative of each smaller area within City of Cockburn who would assist connecting with neighbours around him/her
listen, provide guidance and help in how it might be achieved, promotion
A place which can be turned into tourist attraction and benefit all artisans with somewhere to sell their products. Have been told the old power house has plans but that's never going to happen in the foreseeable future and I think we will all be pushing up daisies before it does. This would be a community effort.
Surveys like this are great, but outreach for suggestions through social media are key.
I think it does this well already
I would like the opportunity for mountain bike riders to gather and assist in a proper clean-up of the rubbish dumped in manning park as a way to show that we care deeply about the park. Much of the park that has been disregarded is in a sorry state and is ignored by the vocal minority who do not want it seen as a multi-use area. Some support from council providing removal of the car bodies, fridges and assorted rubbish with a body of local users of the park would be great.
Assist with the process required to get through local government
Support community Mtb skills training, promote local riding trails, signage, maps.
Providing a clear understanding of what resources/funding/support is available and what the Cities priorities or gaps are.
funding
Grants
By offering grants that community groups can bid for. That way community groups may be able to achieve some of their larger aspirations.
By providing a complete solution for premises, advertising and support for the sport involved.
Workshops
I volunteer for Sailability, perhaps there is an opportunity to promote a Sailability operating out of Port Coogee.
funding and less red tape
Training and funding
Education programs
I would like to see a community garden set up in the area of Bartram Road in Success in the area between Wentworth Parade and the Freeway bike path.

Usually money, publicity and support. The next biggest problem is getting regular support from the community.
Clear point of contact to talk to someone from the Council and that person stays your contact - mentor program for new groups
The couple of projects I been involved with, Cockburn council has been great
listen to the community and take note of what is being said
Have a liaison officer that one could make an appointment to see.
Grants
I think letting the community know through shopping centres, social media whatever reaches the different age groups know that they even can give ideas for their community. I think many people would not even think of this yet there would be plenty of good ideas out there
Perhaps online support? Graphic design?
Look at the idea, make suggestions to improve idea or advice to whether it is practical.
community grants
Support, promotion, funding.
I don't really think that this is a council role.
funding and promotion
If I was rewarded for it. I'm a busy full-time working mum, with a special need child, and life tough
Declare a day when all volunteers stop volunteering for the day then monitor the outcome. It should highlight the importance and reliance we have on volunteering.
advice, support, cutting down the red tape and paper work to conduct local events
Something like the Hive initiative in Geraldton
Funding if and when necessary, exposure of ideas into other groups and stakeholders.
This would depend on the project.
1. Urban forest project - I'd need time which I don't currently have (babies!) to get my head around it.
2. Solar PV Awareness - all I'd need is a free venue to present at and promotion through the council to get bum-on-seats. The presentations are ready to go. The aim is to encourage further uptake of residential solar PV by providing unbiased information and advice. I could present examples from my Masters Thesis and experience in making our house an all-electric household that exports 85% of the electricity it generates and is 70% self-sufficient without needing a home battery.
Understanding the commitment required, any funding.
Process to start or register an idea. What you can and can't do etc
The local Cockburn sounding is a great read maybe twice a month
resources, training
Be available for advice and support.
Funding
Provide funding
Support and where to reach out to
They could support my approach above by making sure developers don't just fill port Coogee Marina area with units.
funding, and more skilled people working with you
Well we recently thought of creating an app for our street. This app is purely for urgent help and or security.

However this requires you to approach neighbours and to secure mobile numbers. This can be an issue with some people so by having support by letter or email from council Just a thought!
More community suburb focus activities.
Listening and public forum and through a voting system that award the best idea and project
Fundraising
Funding,
Fire racist councillor who is ruining the community spirit
Funding is one of the most important aspects of community groups. I think the city should try to provide more support to the groups by providing equipment or stationary to support their ideas and possibly even running a competition for the best community group.
Explore options, expand idea with experienced staff - Innovation manager
Offering an online 'suggestion box'
letter drops
By acknowledging my ideas and put into action
Guidance and mentoring
Opportunity to be heard
By keeping in touch
have funding, human resources and commitment available to recognise when an idea is presented that assistance can be provided.
Keep me up-to-date
By giving clear direction on how to achieve the outcome
space to run community events (women's circles)
Have an ideas/ feedback page that people can present volunteer ideas and suggestions.
Help advertise and promote events
By having a look at the toxic culture at the Cockburn Bowling and Recreation centre for a start. They have got the wrong people in the wrong places. Starting with management.
Children events
Experienced and professional staff
Funding
More council contact with volunteer groups
Financial support and also mentor support.
Financial training and support with legal matters
possibly through networking, putting groups and organisations together.
Advise and maybe funding
Provide a contact person to work with us and follow up on our ideas and projects to keep things moving forward - a case worker who can work with us on a long term basis.
It's been hard getting info out to the elderly, not everyone goes to seniors meets perhaps libraries can assist with info outlet rooms, and share groups over cup of tea meets
Advertising, funding, sausage sizzles
Standard forms
Happy with the information available on council website and support received when I have phoned them. Maybe free workshops through the library on completing applications or insider knowledge on event management.
Funding, promotions, more playgrounds and open areas such as parks with barbeques and seating. Artwork which promotes the heritage of the area. Clontarf Hill needs to be improved it looks like an old dirt track which is uninviting and the carpark area is extremely unattractive and doggy looking.

Provide supplies, logistics support, contacts for people who can approve ideas
Save the Jandakot Golf Course. Support the Jandakot rate papers association.
Set up an actual Suburban Security unit with bases in each Suburb staffed by ex State Police and ex Army and ex Railway Police as we were called then. That's when people felt safe on the trains unlike now. Watch the crime rate drop then.
allow more funding to enable footpaths in the rural sector
Work together
Evenly support suburbs. The obvious disparity is incredibly damaging to the perceived value to the City of Cockburn. CCTV in Port Coogee is over-represented favouritism, new verges in Leeming are reticulated grass etc... look at the investment in Hamilton Hill by comparison. It's one City, two standards at the moment.
Workshops. Advertising funding
Giving clear guidelines on approval processes and which boxes to tick.
Offer professional support and advice and simplify the process of actioning an idea
advertising
Funding and advice for start up ideas.
Ensure that the process to approve and execute an idea is easy to find and follow.
Be pro active- giving an extensive community based contact list to share.
More funding by way of grants.
To provide more training
Work alongside Murdoch University to promote their students volunteering within their local community. For example having Exercise Science students taking elderly people or people that will benefit from exercise out on walks twice a week for 30 mins. In turn the university students get credit points that goes towards their Uni marks
More funding
funding
Offer more events to benefit the community the club members could volunteer to help
Have a project task group that has experience and expertise in community development. That way if someone has an idea they can submit an application to receive a certain amount of hours of support from the group. Then it's not left up to the one or two volunteers to execute, they would be assisted by paid C.O.C employees.
Maybe hold meetings like the one you are scheduled now, to have the community members to brainstorm ideas and voice their needs in the community. Facebook discussion can be useful, make it easy for ppl, everyone is on Facebook now, ppl always have a lot to say. Use that platform and talk to ppl and ask questions there.
CUT RED TAPE for street activations and Parklets. City of Fremantle to make street parties easier Community News (perthnow.com.au) Also City of Vincent have the Open Streets Events Kit https://www.vincent.wa.gov.au/community/arts-culture/open-street-events.aspx
Provide advice on how to get council approvals to turn ideas into reality. Provide an event where people who have done it tell us how they do it.
Funding, support, resources, advertising
Maybe a couple of group days at the shops, different shopping centres, to show the greater community i.e. Phoenix and Gateway Shopping Centre. Similar to the open day held at library building for seniors but with volunteer groups.
Funding, brainstorming on the ideas
Provide volunteer organisation with advice, advertising, grant opportunities etc. I know this is currently offered by the sports & rec team but there was no follow through on actions from the meeting and no tangible advertising/support was received prior to the start of the season.

2.3 Email Submissions

Comments were also invited via email and two responses were received.

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.

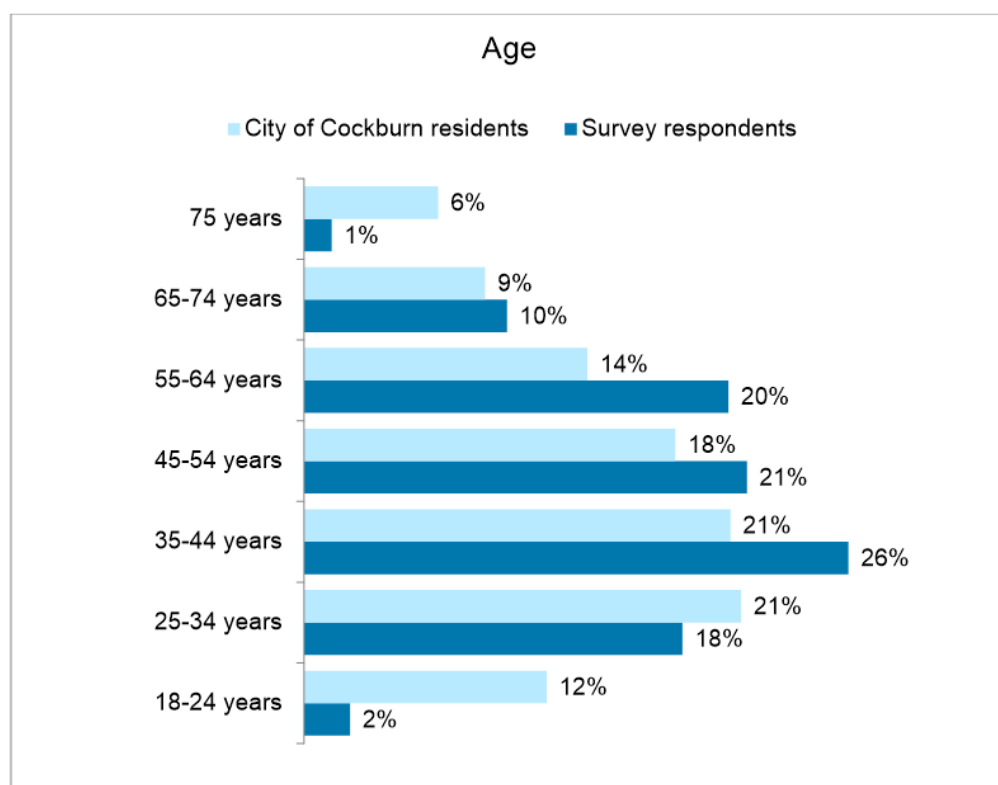
Comments
<p>I would like to submit an idea for your symposium.</p> <p>I wince every time that I see Spearwood red soil being concreted over, and it would be distressing to see the last piece of market garden at No. 13 Phoenix Road disappear.</p> <p>Looking at the success of Community Gardens in Fremantle and North Fremantle, I wonder if Cockburn could do the same for our community - as local housing density grows - and the people become more concerned about the environment surely it would be a winner.</p> <p>The proximity to the Phoenix Primary School is an added bonus.</p> <p>My ideas</p> <ul style="list-style-type: none"> -More trees, tree planting in already established parks, and reserves (increased tree coverage reduces heat sink in suburban areas, provides refuge for native animals and insects, and research also suggests it may improve human health). -Council run market garden that offers subsidised fresh produce to pensioners and low income families (promotes food security for vulnerable members of the community and reduces carbon footprint). -Increased early literacy programs at library's, Coobelup rhyme time is often booked out more sessions would be great. Also targeted literacy through song and dance for toddlers kindy and pre school aged children. -Ranger provided education programs about the local environment for school aged children and adults. Local lakes and bush land have a mass of biodiversity that needs to be protected and education is the cheapest and fastest way to do this (programs like this that I have tried to book have always been booked out). -Increased bush fire awareness programs. -Carbon neutral now!!! - local sports programs for kids, most organised sports require parents to travel between venues and club. This often excludes children from low income families due to travel cost and parents that work weekends. Sports programs kids can walk to, smaller programs locally. We need kids to be active not athletes. Local small programs also make kids feel a part of the community helping them to grow into responsible community members.

2.4 Survey Respondent Demographics

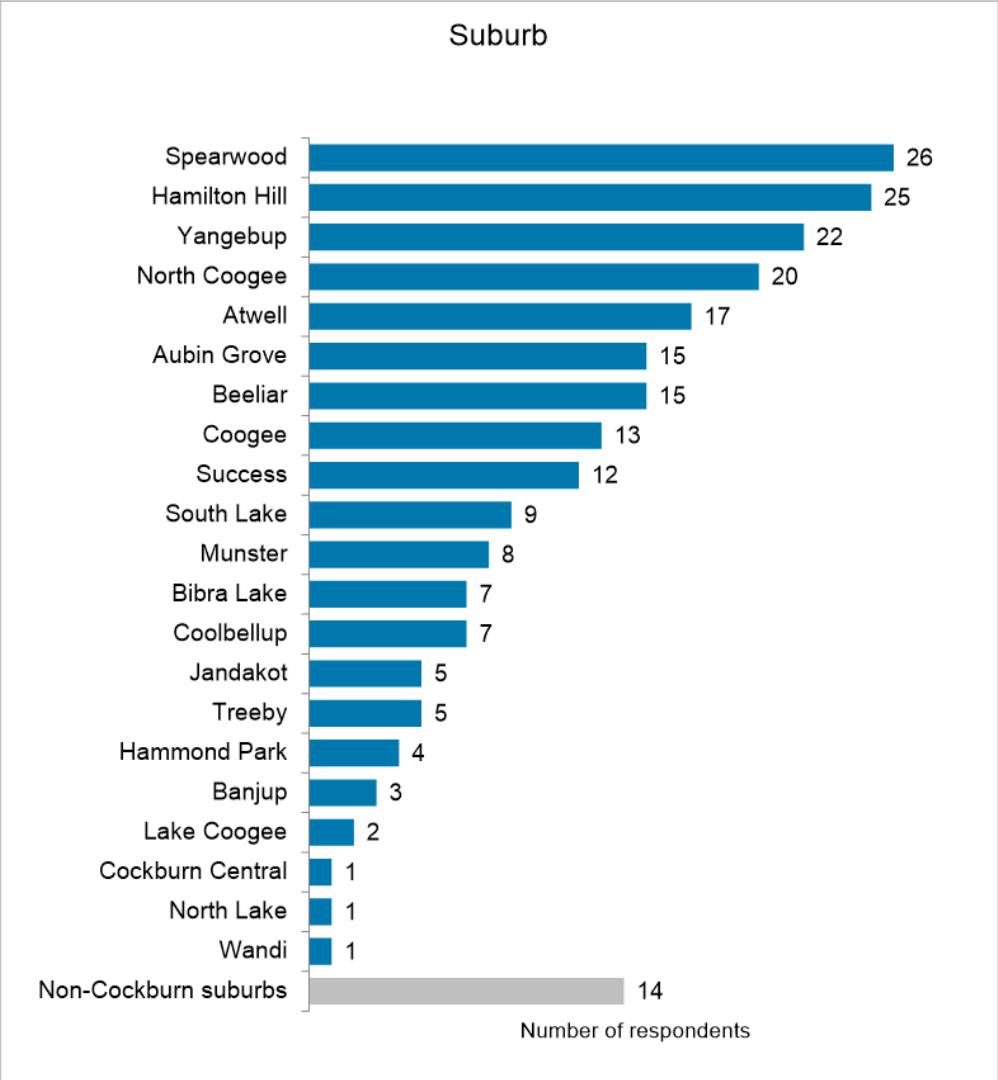
Survey demographics are captured through the Comment on Cockburn platform.

The demographics of those who responded to the survey are likely reflective of the ages when people typically take part in volunteering activities or become involved in community groups. The 35-64 age group was over-represented in the survey vs the general City of Cockburn population, while the 18-24 and 75+ age groups were under-represented*.

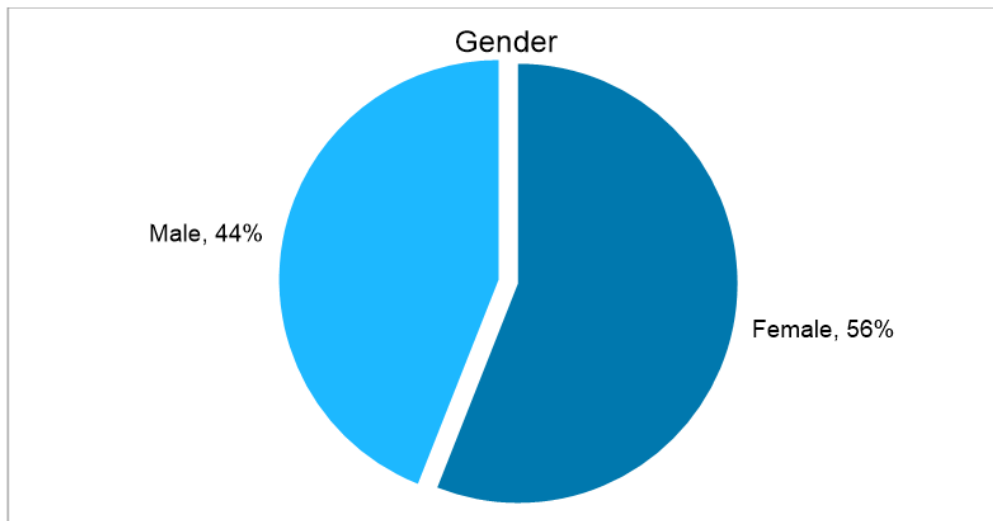
**Source: ABS 2016 City of Cockburn population*



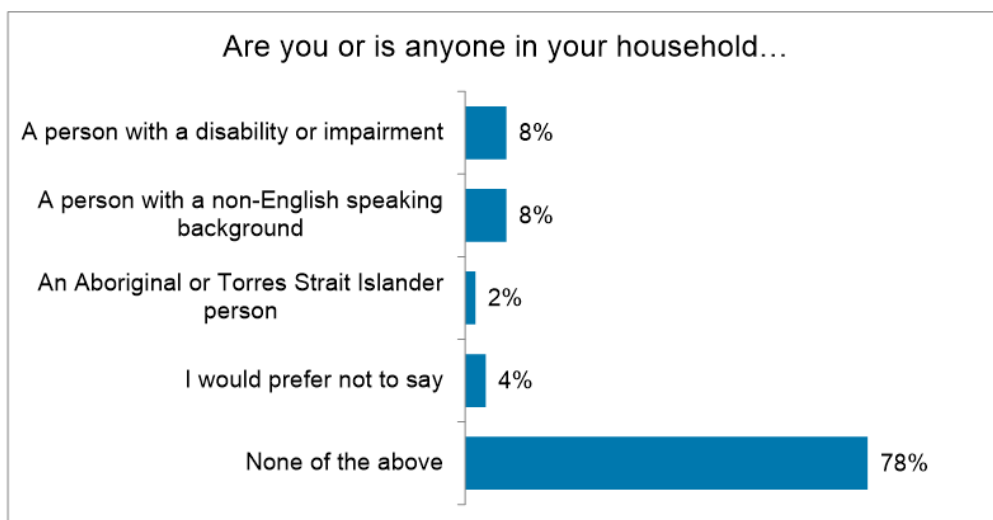
Respondents were from a range of Cockburn suburbs. Spearwood and Hamilton Hill, two of Cockburn’s most populated suburbs, accounted for the largest proportion of respondents.



More females (56%) responded to the survey than males (44%).



Amongst those who responded to the survey, 8% said their household included a person with a disability or impairment, 8% said their household included a person with a non-English speaking background, and 2% said their household included a person who was Aboriginal or Torres Strait Islander.



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17. Governance and Strategy

17.1 City of Cockburn - Repeal of Local Law Relating to Pest Plants 2000

Author(s) D Green

Attachments 1. Repeal of Pest Plant Local Law [↓](#)

RECOMMENDATION

That Council GIVES local public notification that it proposes to make a local law to repeal the Local Law Relating to Pest Plants 2000, as shown in the attachment to the Agenda.

Background

The City of Cockburn Local Law Relating to Pest Plants 2000 was promulgated under the provisions of the *Agriculture and Related Resources Protection Act 1976*, which itself has been repealed and replaced with the *Biosecurity and Agriculture Management Act 2007* (BAM Act).

The new legislation provides expanded control and enforcement powers for local government to manage threats presented by pest plants within its district. Therefore, the need for a separate local law to address pest plant related matters is superfluous and effectively redundant.

Accordingly, it is suggested that the existing local law should be repealed.

Submission

N/A

Report

The **purpose** of the proposed local law is to repeal an obsolete local law and the **effect** is to revoke the provisions contained in it, which have now been superseded by State legislation.

Section 3.12 of the *Local Government Act 1995* provides the procedure that must be followed in creating a new local law (to repeal the existing local law), with the initial steps being:

1. To give local public notice that the City proposes to make a new local law (to repeal an existing one);
2. To call for public submissions on the proposed (repeal) local law within 42 days;
3. To provide a copy of the proposed (repeal) local law to the relevant Ministers responsible for Agriculture and Local Government.

The local law currently in effect is for the control of the pest vegetation commonly known as Caltrop, which is not a declared noxious weed.

Accordingly, the relevant local government is responsible for treatment of any known locations of Caltrop as they arise, which was the original purpose of establishing a local law in 2000. However, since then, updated statute enables wider generic powers for the control of Caltrop.

Accordingly, given there is no requirement for the current local law to remain operative, it is the recommendation of the relevant staff to repeal the local law, which will remove any doubt relating to the treatment of pest plants within the district.

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

Minor advertising costs associated with the public notice requirements are available within the City's Governance Budget

Legal Implications

Section 3.12 of the *Local Government Act 1995* and the *Biosecurity and Agriculture Management Act 2007* refer.

Community Consultation

Community consultation will occur through the statutory 42 day public submission period required in making the proposed local law.

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

LOCAL GOVERNMENT ACT 1995*City of Cockburn***REPEAL LOCAL LAW 2021**

Under the powers conferred by the *Local Government Act 1995* and all other powers enabling it, the Council of the City of Cockburn resolved on _____ to make the following local law.

1. Citation

This local law is cited as the *City of Cockburn Repeal Local Law 2021*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Repeal

The *City of Cockburn Local Law Relating to Pest Plants 2000*, published in the *Government Gazette* on 2 February 2001 is repealed.

Dated:_____.

The Common Seal of the City of Cockburn was affixed in the presence of ----

_____, Mayor

_____, Chief Executive Officer

17.2 Repeal of City of Cockburn Health (Eating Houses) Local Law 2000

Author(s) D Green

Attachments Health (Eating Houses) Local Law 2000

RECOMMENDATION

That Council GIVES local public notification that it proposes to make a local law to repeal the Health (Eating Houses) Local Law 2000, as shown in the attachment to the Agenda.

Background

The City of Cockburn Health (Eating Houses) Local Law 2000 was promulgated under the provisions of the *Health Act 1911*. The *Food Act 2008* has since been introduced to regulate all controls associated with the food industry. Licensing and annual fees now apply to all food premises rather than the system governed by the Local Law, which only affected “eating houses” selling meals.

With the introduction of the *Food Act 2008*, the Eating Houses Local Law 2000 is effectively redundant and should be repealed, as the reason for its existence is now superseded.

Submission

N/A

Report

The **purpose** of the proposed local law is to repeal an obsolete local law and the **effect** is to revoke the provisions contained within it, which have now been superseded by State legislation.

The *Food Act 2008* supersedes the provisions of the local law regarding the registration of food businesses and the role of local governments as enforcement agencies.

In accordance with the provisions of Section 3.12(3) (a) of the *Local Government Act 1995*, public notice of the proposed repeal local law is required, inviting public submissions on the proposal. Following a period of 42 days, the matter is to be referred back for Council consideration.

Copies of the proposed repeal local law are required to be provided to the relevant Ministers, being the Minister for Health and the Minister for Local Government.

Strategic Plans/Policy ImplicationsLocal Economy

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

- Ensure the City is 'Easy to do Business with' through reduction in red tape and improved business focused processes.

Listening & 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

Minor advertising costs associated with the public notice requirements are available within the City's Governance Budget.

Legal Implications

Section 3.12 of the *Local Government Act 1995* and the *Food Act 2008* refer.

Community Consultation

Community consultation will occur through the statutory 42 day public submission period required in making the proposed local law.

Risk Management Implications

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

Advice to Proponents/Submitters

N/A

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

The City of Cockburn Health (Eating House) Local Law 2000 duplicates the relevant provisions of the (State) *Food Act 2008*.

HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911**LOCAL GOVERNMENT ACT 1995***City of Cockburn***HEALTH (EATING HOUSES) REPEAL LOCAL LAW 2021**

Under the powers conferred by the *Health (Miscellaneous Provisions) Act 1911*, the *Local Government Act 1995*, and all other powers enabling it, the Council of the City of Cockburn resolved on _____ to make the following local law.

1. Citation

This local law may be cited as the *City of Cockburn Health (Eating Houses) Repeal Local Law 2021*.

2. Commencement

This local law comes into operation on the 14th day after it is published in the *Government Gazette*

3. Repeal

The *City of Cockburn Health (Eating Houses) Local Law 2001* published in the *Government Gazette* on 2 February 2001 is repealed.

Dated this _____

The Common Seal of the City of Cockburn was affixed in the presence of ----

Mayor
Chief Executive Officer

17.3 City of Cockburn Parking and Parking Facilities Local Law 2007**Author** D Green**Attachments** 1. Correspondence - Joint Standing Committee (**Confidential**)
2. Clause 8 Parking Local Law [↓](#)**RECOMMENDATION**

That Council:

- (1) PROVIDES the following undertaking to the Joint Standing Committee on Delegated Legislation:
1. Within six months, it will amend the City of Cockburn Parking and Parking Facilities Local Law 2007 by reinserting the words “by resolution” after the word “may” in clause 8,
 2. It will not regulate the matters governed by clause 8 contrary to the undertaking in (1) 1. above except by resolution of the Council,
 3. Where the local law is made publicly available by the City, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking in (1) 1. above; and
- (2) WRITES to the WA Local Government Association (WALGA) seeking its support in amending the WALGA template for Parking Local Laws by removing the words “by resolution” from the determination wording, to enable individual local governments to consider the benefits of performing the design and installation functions associated with parking regulation through delegation to the CEO.

Background

In February 2021, Council adopted an amendment to its Parking and Parking Facilities Local Law 2007, which removed a requirement for routine parking control regulation to be undertaken only with the authority of a Council resolution.

This enabled the design and installation of signage associated with implementing parking controls within the City to be undertaken by the City’s professional engineering design staff and installed by the City’s workforce under delegated authority issued to the CEO and sub delegated to operational staff.

The delegated authority was approved by Council in March 2021 and the effect of the amendment to the Local Law was published in the Government Gazette, to enable the process of regulatory traffic control to be undertaken with a greater level of autonomy.

Concurrently, it is an administrative function of the approval process to have the Local Law amendment forwarded to the Legislative Council of the WA Parliament for it to peruse and accept.

Submission

N/A

Report

On 15 June 2021, the City received correspondence from the Joint Standing Committee on Delegated Legislation (Legislative Council) informing that it had considered the City's proposed amendment and does not support the City's position.

While it has stopped short of disallowing the proposed amendment at this stage, it is seeking an undertaking from Council that it will reinsert the requirement for a Council resolution to be necessary for all parking regulation within the City's jurisdiction.

The Committee's primary reasoning is stated as the WA Local Government Association (WALGA) template, used as a model document, contains such a clause as a "determination device" to ensure that there is a record of the decision made and is contained in the minutes of the Council meeting.

Such a stance is highly impactful on the basic output of the City's workforce, which will effectively require a Council decision to approve every proposal to alter the status quo of vehicle parking controls across the district.

This flows down to the installation of signage and the marking of bays in roads and reserves, where a local parking issue has been identified and requires the City's attention.

The current process for dealing with these issues is delegated (through the CEO) to the City's engineering staff in order for emerging vehicle parking concerns to be efficiently dealt with.

A record of all such transactions undertaken by City officers is retained in the corporate record keeping system.

Therefore, any requirement to have this process conditional on a formal decision of Council is likely to disrupt the capacity of the City to effectively address these issues and will ultimately delay response times to what is a basic operational practice.

The matter has been referred to WALGA for its information and it is recommended that Council formally seeks an advocacy position be taken by WALGA in supporting the Council's decision to deal with these matters in a more logical manner.

In addition, the matter has been referred to the City's legal advisors for an opinion on how the Council's intentions can be implemented in a more rational way.

In the meantime, Council has little choice in the matter and is being forced to accept a position that has no real basis and provides no benefits for the community.

Strategic Plans/Policy Implications

Local Economy

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

- Ensure the City is 'Easy to do Business with' through reduction in red tape and improved business focused processes.

City Growth & Moving Around

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

- Continue to complete the coverage of accessible cycle ways, footpaths, parking and end of trip facilities, and trails networks across the City.

Listening & 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

Clause 8 of the City's Parking and Parking Facilities Local Law 2007 refers. The matter has been referred to the City's legal advisors for an opinion.

Community Consultation

The Local Law was publically advertised for a period of six weeks and received no community comment.

Risk Management Implications

There is a "High" level of "Brand / Reputation" and "Operations Disruption" risk associated with this item.

Advice to Proponents/Submitters

N/A

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

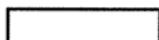
Nil

Item 13.2 Attachment 2

OCM 11/02/2021

Extract from Parking and Parking Facilities Local Law 2008

Clause 8 – The Local Government may, by resolution, prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle, any class of vehicles or any class of drivers in any part of the parking region but must do so consistently with the provisions of this Local Law



18. Corporate Affairs

18.1 Economic Development Framework

Author(s) S Kahle

Attachments

1. Economic Development Framework [↓](#)
2. Economic Development Framework Action Plan [↓](#)
3. Economic Development Framework Action Plan - Table with Enablers [↓](#)
4. Multi Criteria Analysis Tool - Example with Weightings 2021 [↓](#)

RECOMMENDATION

That Council:

- (1) ADOPTS the Economic Development Framework as attached to the agenda; and
- (2) INCLUDES the financial implications from the Framework for consideration in future annual budgets and corporate planning.

Background

The Cockburn community places the highest level of importance on planning for economic development and the long-term liveability of our region. Our collective vision for the future is stated as '*Cockburn the place to be.*' (City of Cockburn Strategic Community Plan 2020-2030).

Within our Strategic Community Plan 2020-2030, the key outcome area of Local Economy has the aim of creating 'a sustainable and diverse local economy that attracts increased investment and provides local employment'.

The City strives to enable a sustainable future economically, socially and environmentally.

Activities the City has undertaken to achieve this include:

- Activity centre growth and business planning
- Land use planning and coordination of employment lands
- Business development and engagement
- Advocacy for key infrastructure required to support growth
- Online provision of economic data and analysis for local and prospective business.

COVID-19 has highlighted that there is an important role for local governments to play in supporting local economic development. As the experts in their local areas and industries, Local Governments are uniquely positioned to advocate for their businesses, identify opportunities for their industries, and support connection and collaboration that fosters innovation and growth.

Recognising this, the City undertook a process to explore its role in local economic development. This was achieved through three key activities:

1. **COVID-19 Scenario Planning**

This set of internal workshops helped the City to understand the likely impacts of COVID-19 on the local economy, and the potential future scenarios (recognising high levels of uncertainty) that the City may need to support businesses through.

2. **Project Prioritisation**

The City piloted the use of an Economic Development Framework approach to identify, prioritise and profile key activities and projects that would enable the City to support local business appropriately throughout COVID-19, and to engage fully in its role in local economic development.

3. **Economic Development Framework and 12 Month Action Plan**

Utilising the outcomes of the Project Prioritisation work, the City has finalised the draft Economic Development Framework and 12 month Action Plan.

Submission

N/A

Report

The Economic Development Framework recognises that the City's normal activities, together with other projects, contribute significantly to economic outcomes. There is no 'one size fits all' approach and we have developed a framework approach to guide our Economic Development activities that is appropriate for our environment and our community priorities.

The impact of using the framework to guide Economic Development Activities will be:

- More collaborative partnerships focusing on innovative practices and technologies
- Creation of large and small-scale investment opportunities
- Growth in the numbers of local jobs and suitably skilled residents
- Increase in the number of export-oriented jobs
- Generation of a stronger place identity, including tourism destinations, sustainable industries and innovation hubs.

What is meant by a Framework Approach?

The Framework provides an approach that is iterative and flexible, empowering the City to be able to respond to a range of futures, opportunities and challenges, as opposed to being held to a long-term strategy which risks becoming outdated or irrelevant.

The enablers and program areas are fixed to ensure that projects are aligned with our priorities, but the Framework provides the flexibility to adapt to changing global trends, policy changes, and market needs. It provides clear guidance without being too prescriptive.

The Framework is the delivery mechanism for Cockburn's Strategic Economic Direction as identified in the Strategic Community Plan (2020-30): *"Local Economic Development: A sustainable and diverse local economy that attracts increased investment and provides local employment."*

The Framework includes the tools and mechanisms to assess projects that will facilitate and encourage Economic Development in a way that is unique to Cockburn.

The purpose of the Framework is to facilitate and encourage economic development within the City of Cockburn by:

- **Creating a diverse and sustainable economy** which can reduce the City's dependence on external factors, thereby enhancing its capability and capacity to grow and reduce its vulnerability to economic disruption and shocks
- **Growing local and global industry networks** by promoting and attracting investment opportunities and becoming a net exporter of jobs for the region
- **Supporting local industry with training and education** pipelines that can help local businesses and larger scale projects attract and retain a suitably skilled workforce
- **Creating local employment opportunities** by supporting local businesses and place-based economic programs which can help support a growing and maturing population
- **Articulating a clear strategic vision and place identity** which can facilitate a strong place connection by collectively working with the three tiers of government, businesses and residents
- **Encouraging tourism and local activity centre development** for the benefit of local businesses, community members and visitors.

The Framework (program areas and the enablers of economic development)

Based on the literature review and workshops with staff and Elected Members, **four key outcome areas** were identified:

1. Place-based Economic Development
2. Blue Economy
3. Visitor Economy
4. Capacity Building and Innovation Support

Eight enablers of economic development were also identified. These enablers have assisted in the development of the Framework and the proposed action plan by identifying where the work of a range of the City's internal business units may interact with economic development initiatives and outcomes.

1. Infrastructure
2. Environment
3. Transport
4. Governance
5. Advocacy
6. Urban Quality
7. Workforce
8. Community

The Economic Development Framework Action Plan (refer Attachment 2) outlines potential initial projects and initiatives (incorporating catalysts, game changers, systems and decisions, and relationships) which align with the Framework's purpose and the Strategic Community Plan's outcome areas. Each year officers will prepare an Action Plan for the following year.

The Action Plan has been informed by the consultation and research conducted to date and provides a snapshot of the type of activities that fall within the four Program areas, and then how they impact on each of the eight enablers.

Within each program area, focus areas have been developed, and potential projects (current or future) have been identified.

1. Place-based Economic Development

Over the next five years, the City will foster local economic development through a place-based approach.

The game changing projects relating to this program area that we will be working towards include:

- **Place Strategy**
Incorporating a place- based thinking approach in how we articulate and facilitate place performance
- **Investment Prospectus**
Promotion of place as an investment opportunity by linking potential businesses, entrepreneurs and investors in person and via an online investment portal to facilitate ideas generation and realise place investment and capital raising strategies
- **Retail and Employment Centres**
Identify and prioritise community hubs that need help and assistance.

2. Blue Economy

Over the next five years, the City will be guided by the following pathway as it seeks to foster the growth of the regional Blue Economy, a strategic industry for the South West region.

The game changing projects relating to this program area that we will be working towards include (but are not limited to):

- Events to explore and articulate the City's role in the development of the Blue Economy
- Quantifying the opportunity / cost benefit analysis and stakeholder analysis;
- Communications, Stakeholder Engagement and Advocacy Strategy;
- Systems level and common understanding of what the Blue Economy is.

3. Visitor Economy

Over the next five years, the City will be guided by the following pathway as it seeks to foster the growth of the local Visitor Economy.

The game changing projects relating to this program area that the City will be working towards include:

- Delivery of the Bibra Lake Aboriginal Visitors and Cultural Centre
- Tourism Strategy Development
- Destination Brand Development

Over the next five years, the City will be guided by the following pathway as it seeks to foster the growth of the local Visitor Economy. The game changing projects relating to this program area that we will be working towards include:

- Delivery of the Bibra Lake Aboriginal Visitors and Cultural Centre
- Tourism Strategy Development
- Destination Brand Development

4. Capacity Building and Innovation Support

Over the next five years, the City will be guided by the following pathway as it seeks to understand, support and build local business capacity and support innovation.

The game changing projects relating to this program area that we will be working towards include:

- Workforce Capability
Ensure business and large project workforce requirements are met through targeted programs, involving industry and training providers, such as a Specialist Shipbuilding Workforce Development Program

- **Business Capacity and Transformation**
Facilitate and encourage knowledge creation among the business community through business support training and strengthen networks between businesses, entrepreneurs, government and investors.

A range of current and future projects can be grouped under these focus areas to truly understand how they contribute to local economic development.

The Multi Criteria Assessment tool also allows us to assess and prioritise projects based on their readiness and impact (refer Attachment 4).

Implementation

To guide decision making and the assessment of potential programs and projects, the following implementation principles seek to ensure maximum benefit for the City of Cockburn's economy and community.

- | | |
|----------------------|---|
| Aligned | Programs and projects will align with the aspirations of the City of Cockburn's Strategic Community Plan, as expressed through the Plan's vision and key outcome areas. |
| Collaborative | Programs and projects will be developed and implemented with collaborative support and partnership from and between business, community, investors and governing bodies. |
| Deliverable | Programs and projects will be practical, reasonable and achievable, with priority given to those with higher readiness and impact scores as determined with the Multi Criteria Assessment tool. |
| Momentum | Programs and projects will work together to build momentum and support the realisation of the Framework's purpose. |

Evaluating the Framework and Action Plan

A key advantage of the Framework approach to economic development strategy is that it is an iterative process which encourages continual review, reflection and prioritisation of programs and projects. This ensures that the City can be flexible and proactive when responding to evolving internal and external influences and opportunities.

The City will track the outcomes and impacts of the Framework and Action Plan for internal reporting and external communication and advocacy purposes.

Framework Evaluation

The Framework is the longer-term strategic document that asks the City to identify and organise its economic development priorities over a five year period.

Throughout these five years, the activities, projects, decisions, systems, networks and initiatives led by Local Government, community and business will interact with each other to produce impacts in the medium to long term, and the framework may be continually refined and updated.

Action Plan Evaluation

The 12 month Action Plan is based on more concrete actions and projects, which can be tracked on a quarterly basis to identify what is on track, what is currently underway and what has been completed.

The outcomes of these projects can be captured as part of this evaluation process, forming the annual review of the Action Plan.

Regional Strategic Alignment

The Framework aligns with WALGA's four best practice principles for Economic Development:

1. **Regional Collaboration**
Continued collaboration with other local governments, for example via the South West Group
2. **Functional Integration**
Incorporate a focus on understanding our core responsibilities as part of a local level economic development framework. The intent here is to ensure economic development is ingrained in the way the City conducts itself. Economic development activities are undertaken in a cost-efficient manner and leverage external funds.
3. **Strategic Alignment**
The City has a clearly defined role within an overarching strategic framework which is aligned with Federal, State and broader regional policy priorities.
4. **Competitive Advantage**
The City recognises current and emerging **competitive advantage**. The Framework aim is to ensure it leverages Cockburn's current and emerging competitive advantages, and the strengths of our local industries

Strategic Plans/Policy Implications

Local Economy

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

- Advocate and attract investment, economic growth and local employment.
- Plan for and facilitate opportunities for local business (including home business and sole traders), local activity centres and industry to thrive.

Listening & 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

The delivery of this Framework is reliant on the appointment of a full time Economic Development Manager. The associated service area will oversee the implementation of the Economic Development Framework and Action Plan.

The financial implication of this position is \$185,000 per annum including on costs for the manager role, plus \$50,000 annual budget in the first year, both of which have been included in the 2021-2022 Budget which was adopted by Council at the Special Council meeting of 24 June 2021.

The further exploration of the Tourism Plan, as a future component of the Economic Development Framework, has also been budgeted for in the 2021-2022 Budget.

As the framework is flexible and there is a 12 month action plan, future financial requirements will be brought to Council for consideration as required.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

If Council does not adopt the Economic Development Framework, the City will not have a process for the assessment and prioritisation of Economic Development activities at the City. This could result in:

- Not having a focus
- Missed opportunities
- Further decline of activity centres
- High local unemployment
- Homogenisation of industrial centres
- Increased risks for Cockburn's businesses (and potential businesses) – decline in investment
- Inefficient utilisation of infrastructure
- Inefficient administration/increase bureaucracy
- Declining relationship with business community

- Dissatisfaction from Elected Members and community, and business
- Less compelling business cases/cases for action
- Uninformed, unbalanced and unsustainable decision making
- Negative social, health, wellbeing outcomes
- Failure to reach strategic objectives
- Lack of recognised brand and vision

Advice to Proponents/Submitters

N/A

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

Nil



DRAFT

City of Cockburn Economic Development Framework

cockburn.wa.gov.au/business



INTRODUCTION



COVID-19 has highlighted that there is an important role for Local Governments to play in supporting local economic development. As the experts in their local areas and industries, Local Government are uniquely positioned to advocate for their businesses, identify opportunities for their industries, and support connection and collaboration that fosters innovation and growth.

Recognising this, the City of Cockburn initiated a process to explore it's role in local economic development through three key programs:

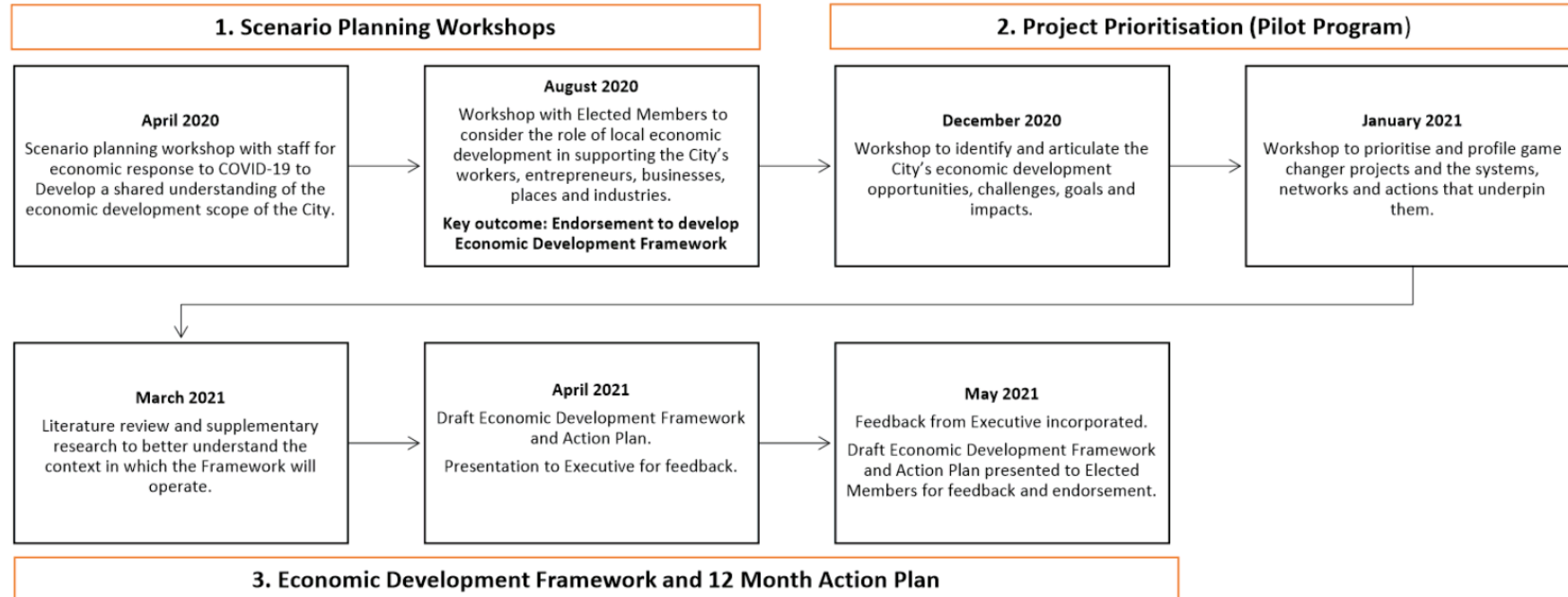
1. COVID-19 Scenario Planning – This set of workshops helped the City to understand the likely impacts of COVID-19 on the local economy, and the potential future scenarios (recognising high levels of uncertainty) that the City may need to support businesses through.
2. Project Prioritisation – The City piloted the use of an Economic Development Framework approach to identify, prioritise and profile key activities and projects to enable the City to support local business appropriately throughout COVID-19, and to engage fully in its role in local economic development. A Framework approach allowed the City build a planning process that is iterative and flexible, empowering its teams to be able to respond to a range of futures, opportunities and challenges, as opposed to being held to a long term strategy which risks becoming outdated or irrelevant.
3. Economic Development Framework and 12 Month Action Plan – Utilising the outcomes of the Project Prioritisation work, the City have now progressed to formalising the Economic Development Framework, which includes the development of a 12 Month Action Plan that can be used to inform internal budgeting and planning processes.

A timeline describing the above programs and their activities is provided on the next page / slide.



DEVELOPING THE FRAMEWORK

The below timeline describes the process that the City of Cockburn has been undertaking since April 2020 to develop the Economic Development Framework and Action Plan.



PURPOSE OF FRAMEWORK



To facilitate and encourage economic development within the City of Cockburn by:

- **Creating a diverse and sustainable economy** which can reduce the City's dependence on external factors, thereby enhancing its capability and capacity to grow and reduce its vulnerability to economic disruption and shocks.
- **Growing local and global industry networks** by promoting and attracting investment opportunities and becoming a net exporter of jobs for the region.
- **Supporting local industry with training and education** pipelines that can help local businesses and larger scale projects attract and retain a suitably skilled workforce.
- **Creating local employment opportunities** by supporting local businesses and place-based economic programs which can help support a growing and maturing population.
- **Articulating a clear strategic vision and place identity** which can facilitate a strong place connection by collectively working with the three tiers of government, businesses and residents.
- **Encouraging tourism and local activity centre development** for the benefit of local businesses, community members and visitors.

FRAMEWORK IMPACT OUTCOMES OVER TIME

- More collaborative partnerships focusing on innovative practices and technologies;
- Creation of large- and small-scale investment opportunities;
- Growth in the number of local jobs and suitably skilled residents;
- Increase in the number export-oriented jobs; and
- Generation of a stronger place identity, including tourism destinations, sustainable industries and innovation hubs.

COST OF DOING NOTHING

- Missed economic, social and environmental development opportunities.
- Increased local unemployment and misalignment between local education/training and local jobs.
- Homogenisation of industry and limited value-added products.
- Inefficient and ineffective infrastructure planning and utilization.
- Inefficient and fragmented bureaucracy that is unable to meet strategic objectives.
- Dissatisfaction of Elected Members, community and local business.
- Decline in activity centre vibrancy, sense of place and wellbeing.
- Lack of a cohesive brand and vision.



IMPLEMENTATION PRINCIPLES



To guide decision making and the assessment of potential programs and projects, the following principles seek to ensure maximum benefit for the City of Cockburn's economy and community.

Aligned – Programs and projects will align with the aspirations of the City of Cockburn's Strategic Community Plan, as expressed through the Plan's vision and key outcome areas.

Collaborative – Programs and projects will be developed and implemented with collaborative support and partnership from and between business, community, investors and governing bodies.

Deliverable – Programs and projects will be practical, reasonable and achievable, with priority given to those with higher readiness and impact scores (see page 8).

Momentum – Programs and projects will work together to build momentum and support the realisation of the Framework's purpose.

PROGRAMS OF ACTIVITY - DESCRIPTION



Place-based Local Economic Development

Celebrating and leveraging the points of difference between employment and retail centres in the City of Cockburn and across the Perth Metropolitan region to attract investment.



The Blue Economy

Sustainable use of ocean resources for economic growth, improved livelihoods and jobs, and ocean ecosystem health. Common focus areas include renewable energy, tourism, climate change, maritime transport, fisheries, and waste management.



The Visitor Economy

The development of a strong destination brand for the City of Cockburn, supported by the identification, enhancement, and promotion of unique sense of place, experiences, products, features and natural assets that are attractive to visitors.



Capacity Building and Innovation Support

Facilitating and curating local skills and knowledge development to support innovation and bring collective benefits and capabilities to local businesses. Promoting the City's employment and training opportunities.

PROGRAMS OF ACTIVITY - RATIONALE



Place-based Local Economic Development

Understanding the current and future strategic intent of different employment and retail centres within the City, and across the Perth Metropolitan region enables the City, business and investors to have a targeted approach to business development which considers local competitiveness and comparative advantage while also maintaining and establishing a place identity.



The Blue Economy

Positioning the City's business and investment opportunities around natural assets and renewable and clean energy supports economic growth in more sustainable and environmentally friendly developments while also providing meaningful work and education to residents, all while limiting impacts on the visitor economy.



The Visitor Economy

An indefinable and unique identity creates an understanding of what the City has to offer to visitors and residents and can help grow a stronger sense of place to retain existing populations and attract new residents, visitors and employers.



Capacity Building and Innovation Support

Supporting local innovation and building local human capital through skills development encourages and enables business creation, growth, efficiency and adaptation. Knowledge built by improved business capacity and individual capability can be shared across local business networks. This contributes to further knowledge creation and the ability of the local economy to adapt to internal and external economic shocks.



PROGRAMS OF ACTIVITY – STRATEGIC COMMUNITY PLAN 2020-2030

NOTE: SCP objectives are being reviewed but the intent of the new objectives remains the same – to be updated once adopted by Council.



Strategic Community Plan 2020-2030 Key Outcome Areas and corresponding objectives (#.#)		Place-based Local Economic Development	The Blue Economy	Visitor Economy	Capacity Building and Innovation Support
Local Economy: A sustainable and diverse local economy that increased investment and provides local employment. Environmental Responsibility: A leader in environmental management that enhances and sustainably manages our local natural areas and resources. Community, Lifestyle & Security: A vibrant, healthy, safe, inclusive and connected community. City Growth and Moving Around: A growing City that is easy to move around and provides great places to live. Listening and Leading: A community focused, sustainable, and progressive organisation.	Aligned Strategic Plan Objectives	1.1 1.4 1.5	1.3 1.4 1.6 1.7	1.4 1.6	1.1 1.3 1.4 1.5 1.7
		2.2 2.3	2.1 2.2 2.4 2.6	2.1 2.3 2.6	2.2 2.3
		3.1 to 3.6	3.3 3.5	3.1 to 3.6	3.3 3.5
		4.1 to 4.7	4.3 4.6	4.1 to 4.7	4.3 4.6
		5.1 to 5.7	5.1 to 5.7	5.1 to 5.7	5.1 to 5.7



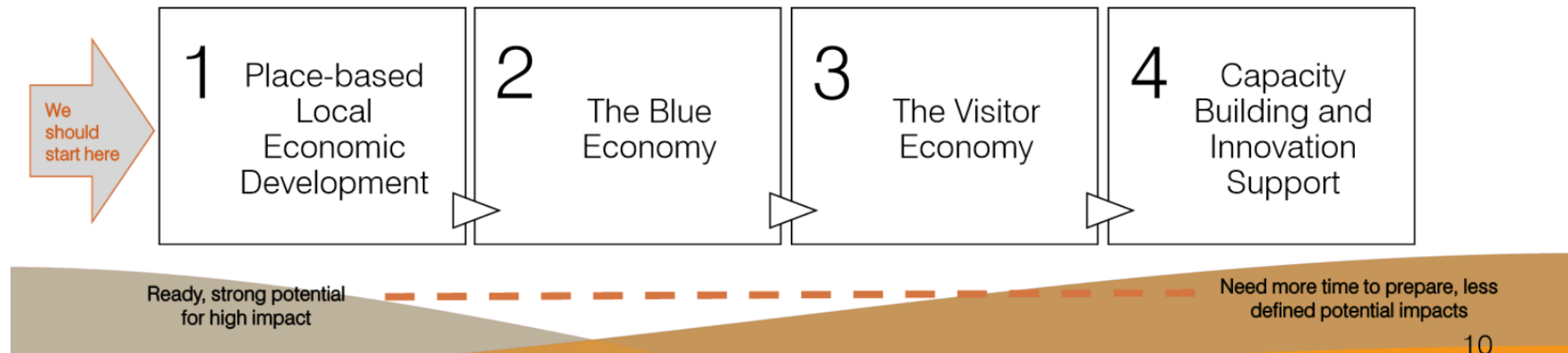
PROGRAM AREA - PRIORITIZATION

To prioritise the implementation of the Economic Development Framework stakeholders assessed each Program Area for their **READINESS** and **IMPACT**:

READINESS: To what extent do we have the right stakeholders, precursor activities, funding, people, teams and skills in place to deliver this program and its projects?

IMPACT: What is the potential impact of this program to contribute to economic sustainability and resilience, job creation, identity and brand and local competitiveness?

Based on these criteria, the Program Areas have been prioritised for implementation as below, through a process facilitated with the City of Cockburn team:



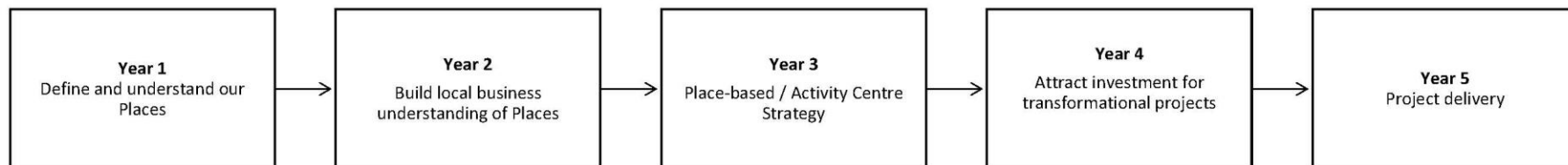


1. PLACE-BASED LOCAL ECONOMIC DEVELOPMENT FIVE YEAR PLAN



Our goal	
Define, promote and attract investment to our unique places.	
Priority projects	
Place Strategy	Incorporating a Place based thinking approach in how we approach our economic development objectives through the development of a longer-term strategy for how we are managing and developing our Places.
Investment prospectus	Promotion of place as an investment opportunity by linking potential businesses, entrepreneurs and investors in person and via an online investment portal to facilitate ideas generation and realise place investment and capital raising strategies.
Retail and Employment Centres	Identify and prioritise retail and employment centres that need help and assistance.

Five year pathway to achieving our goal





1. PLACE-BASED LOCAL ECONOMIC DEVELOPMENT – KEY COMPONENTS



Stakeholders	<ul style="list-style-type: none"> External: South West Group of Councils; Small Business Development Commission, Australian Marine Complex; Jandakot Airport; MCCC and other industry groups; and larger retail/centres landholders (e.g. Perron and Development. WA). Internal: Community Services Unit (delivering community development and volunteer programs).
Outcomes	<ul style="list-style-type: none"> Place is identified – what does this mean for Cockburn – are we part of a broader Place in the South West Metro region or do we also focus on smaller Places within Cockburn? Context tailored strategies to suit the conditions of Place; Unused potential of Place/s are opened up; and Strategic approach to meet Industry and area needs.
Impacts	<ul style="list-style-type: none"> Increased community pride in their neighbourhoods; Unique offerings are valued; Increased understanding of unique local places, and the business and industry that will be complimentary and supportive for that place and for like Industries or Uses e.g. Wetlands Ecotourism LED Place that is protective of the natural environment; and Strategic land use planning and development based on natural, and infrastructure and Industry/ business needs (e.g. tourism).
Enablers	<ul style="list-style-type: none"> Transport, environment, urban quality, advocacy, workforce and infrastructure
Benchmarks	<ul style="list-style-type: none"> City of Stirling Christmas 2020 “Home for Christmas” events promotions (curated and coordinated shop displays and lighting installations through various town centres and market events).

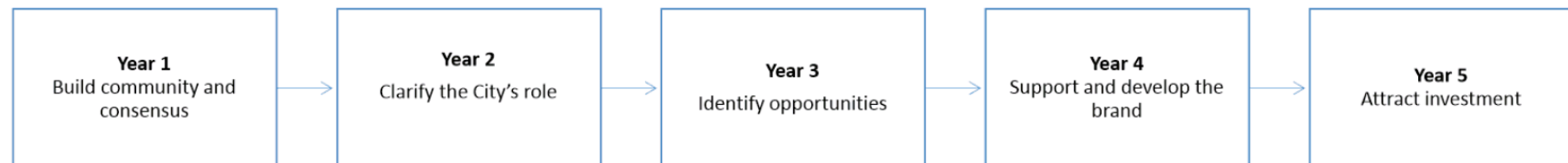


2. THE BLUE ECONOMY FIVE YEAR PLAN



Our goal	
Establish a common identity and strategic visioning.	
Priority projects	
Scoping Strategy	<ul style="list-style-type: none"> Collectively develop a share understanding of the aims and objectives of the Blue Economy program area by delivering the following projects: <ul style="list-style-type: none"> Events - To explore and articulate the City's role in the development of the Blue Economy Communications, Stakeholder Engagement and Advocacy Strategy Systems level and common understanding of what the Blue Economy is Quantifying the opportunity / cost benefit analysis and stakeholder analysis
Awareness raising and Investment strategy	<ul style="list-style-type: none"> Generate awareness and support among business, industry and investment communities of the potential opportunities and partnerships available through engagement and information sessions.

Five year pathway to achieving our goal





2. THE BLUE ECONOMY - KEY COMPONENTS



Stakeholders	<ul style="list-style-type: none"> External: State agencies, Southwest Group Councils, Federal Government, Tertiary Education Providers, Tourism stakeholders, innovators, Rottnest Island, Western Trade Coast stakeholders and current and future blue economy businesses. Internal: City of Cockburn Elected Members, Planning Team, Environmental Team, Business & Economic Development Team, Coastal Planning Service Unit.
Outcomes	<ul style="list-style-type: none"> Realisation of the value of the City's unique positioning along the Western Australian coast and the resulting investment in and attraction to the City. Start-ups and innovation opportunities are identified, mobilised and brought together.
Impacts	<ul style="list-style-type: none"> Defined brand for Cockburn, environmental and social benefits that align with values and strategic objectives of local government (not all about economics). Local jobs. Strategic direction for Latitude 32 employment lands, master planning, global investment opportunities (Indian Ocean focus). Promotion of ecological stewardship - preserving natural capital for environmental, social and financial returns, such as through blue carbon capture.
Enablers	<ul style="list-style-type: none"> Infrastructure, environment, transport, governance, advocacy, urban quality, workforce, community.
Benchmarks	<ul style="list-style-type: none"> To be advised.

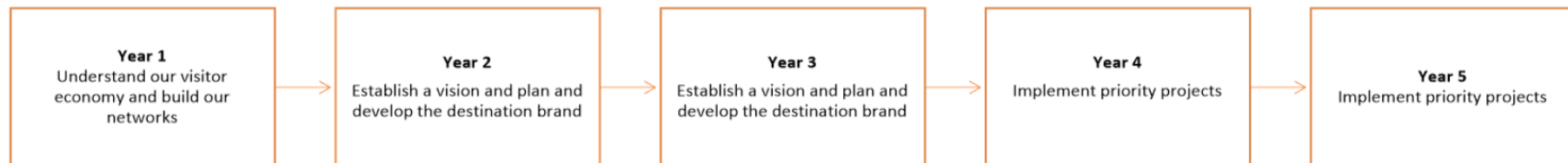


3. THE VISITOR ECONOMY FIVE YEAR PLAN



Our goal	
Establish a clear presence and identity as a destination for visitors.	
Priority projects	
Tourism Strategy	Develop a targeted Tourism Strategy that identifies priority action areas to develop Cockburn as a destination for visitors (including, leisure, business and education).
Destination Brand Development	Generate awareness of place and deliver of new places through engagement strategies such as a Social Media Visitor and Business Engagement Strategy.
Visitor Centre	Delivery of Bibra Lake Aboriginal Visitors and Cultural Centre.

Five year pathway to achieving our goal





3. THE VISITOR ECONOMY - KEY COMPONENTS



Stakeholders	<ul style="list-style-type: none"> External: Regional tourism organisations and operators, businesses providing visitors' experiences, sport clubs/ cultural art, Aboriginal community groups, food/beverage, SW Group Councils, accommodation providers, Fremantle Visitor Centre, Federal and State Government, Elected Members, residents, current and future businesses, environmental groups and operators of the Cultural Centre. Internal: City of Cockburn communications team, environmental services team and community development team.
Outcomes	<ul style="list-style-type: none"> Identification, enhancement, and promotion of unique sense of place, experiences, products, features and natural assets that are attractive to visitors; Ensuring the protection of what makes the City of Cockburn and its assets unique e.g. environmental protection balanced with ecotourism; City of Cockburn gains a clearer understanding of target areas for tourism/visitor experiences and the potential growth; A well planned, growing and sustainable tourism/ ecotourism and visitor industry; Increased number of visitors; Increased number of jobs; and Sustainable development (social, economic and environmental values honoured).
Impacts	<ul style="list-style-type: none"> Better alignment of capital works /infrastructure upgrades with visitor and business needs; increased brand awareness for the City of Cockburn; Development of a range of new visitor products and experiences; and Improved liveability and attractiveness as a place to live and visit.
Enablers	<ul style="list-style-type: none"> Workforce, Infrastructure, Transport, Environment, Urban Growth, Social/ Community and Institutional Support.
Benchmarks	<ul style="list-style-type: none"> Rockingham and Mandurah (natural based/water tourism) comparison data.

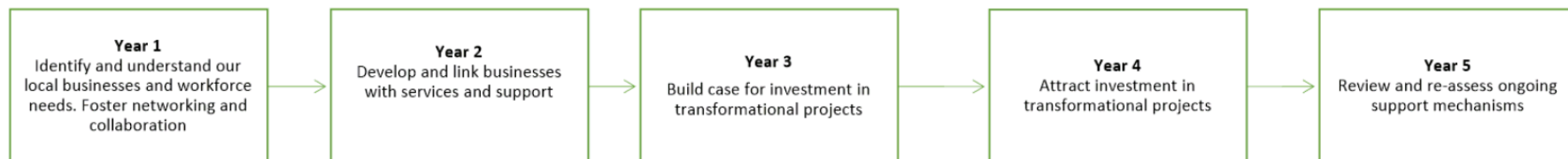


4. CAPACITY BUILDING AND INNOVATION SUPPORT FIVE YEAR PLAN



Our goal	
Enhance knowledge creation and collaborative networks to: <ul style="list-style-type: none"> ○ drive innovative practices, products and efficiencies; and ○ enable businesses to fulfill their workforce requirements. 	
Priority projects	
Business Capacity and Transformation	<ul style="list-style-type: none"> • Facilitate and encourage knowledge creation among the business community through business support training and strengthen networks between businesses, entrepreneurs, government and investors.
Workforce Capability	<ul style="list-style-type: none"> • Ensure business and large project workforce requirements are met through targeted programs, involving industry and training providers, such as a Specialist Shipbuilding Workforce Development Program.

Five year pathway to achieving our goal





4. CAPACITY BUILDING AND INNOVATION SUPPORT

KEY COMPONENTS



Stakeholders	<ul style="list-style-type: none"> External: Business Engagement Unit Internal: Small-medium businesses; MCCC; Business Foundations; Business Station; Small Business Development Commission and Henderson Alliance
Outcomes	<ul style="list-style-type: none"> Businesses develop skills and identify their competitive advantage; Business network benefits are realised; Ideas for greater success come from the business community; 'Hidden' strengths and knowledge in our business community become known and have a chance to be celebrated; and Engage business community with organisations such as Melville Cockburn Chamber of Commerce (MCCC), Henderson Alliance who have a role in political advocacy.
Impacts	<ul style="list-style-type: none"> Leadership becomes distributed in nature and does not seem 'led' by the City; Highly skilled business community; Strategic opportunities are capitalised on by developing specific skill sets across the City; Attractive clusters of like-minded/industry specific businesses are attracting investors; and Established clusters can advocate to Government (all levels) around common and catalytic opportunities. City of Cockburn (LGA) supports an environment that attracts innovation and start-ups.
Enablers	<ul style="list-style-type: none"> Governance, advocacy, workforce and community.
Benchmarks	<ul style="list-style-type: none"> Economic Development Australia Award Winners



APPENDICES

1. Environmental Project Scan
2. Project Reference List

cockburn.wa.gov.au



APPENDIX I - ENVIRONMENTAL PROJECT SCAN



The following environmental scan is aligned to the Framework's four Program Areas and provides examples of significant current and planned projects within the City and surrounding areas that have or will likely have implications for the City's economic development.



Place-based Local
Economic
Development

ENVIRONMENTAL SCAN



Activities	Resources (\$ & ppl)	Precursors	Milestones	Output/ Impacts	Stakeholders implementation
Cockburn Quarter: Proposed redevelopment of Cockburn Gateway by Perron Group	Estimated \$1b over 3 to 20+ years 7,400 jobs over the lifespan of the project.	Master Plan to be approved by the WAPC and the Perron Investment board	Construction to commence within two years of approval	Significant development of major employment, entertainment and residential centre.	
Manning Park Master Plan - 2018-2028 (10 year plan)	Total estimated cost: \$7.25M. 2020-21 cost of works: \$487,000.		Early 2018 Finish: Late 2028	To enhance the urban environment.	



The Blue
Economy

ENVIRONMENTAL SCAN



Activities	Resources (\$ & ppl)	Precursors	Milestones	Output/ Impacts	Stakeholders Implementation
Kwinana Lithium Hydroxide Processing Plant (Tianqi)	\$0.4b		Commenced 2017 Full production in the fourth quarter of 2022	Lithium processing capacity	
Covalent lithium Refinery - Kwinana	\$0.8b (private) Including the building of Mount Holland mine and concentrator in Southern Cross) and Kwinana Refinery		Under construction	Capacity to produce approximately 45,000 tonnes of battery quality lithium hydroxide per year. Using new tech and creating green energy	Covalent lithium
Kwinawa Outer Harbour (new container port and dedicated freight corridor) - Westport	\$97.2m pledged by State Govt Estimate (2014) 11,000 direct jobs, and for every 1 direct job, 3 new indirect jobs are also created.	Pending: Environmental studies; assesment of comercial implication of transition options; business case; stakeholder engangment	Pending: 2021-2024 Fully operational 2032	Fright and freight transport improvements	Westport
Port Coogee Marina Expansion Phase 3	\$5.28m	Phases 4: depends on market demand	Phase 3: Expected to start date: early 2021; expected completion: mid/late 2021	70 new boat berths; floating jetties; public boardwalk; upgrades to Marina Services Building; and increase the capacity of ablution and amenities facilities	City of Cockburn



The Blue
Economy

ENVIRONMENTAL SCAN



Activities	Resources (\$ & ppl)	Precursors	Milestones	Output/ Impacts	Stakeholders Implementation
Australian Marine Complex - Henderson Defence Project – 1 of 4: New Vessel Transfer Path To be delivered by: Georgiou	Up to 600 Construction Jobs across the four projects. Four projects: \$87.6 million		Underway Completion mid 2021	Create better connectivity across the complex, between the floating dock, shipbuilding and sustainment facilities, including ASC, BAE and Civmec.	AMC, Georgiou Department of Defence, Royal Australian Navy, and Defence West.
Australian Marine Complex – Henderson: Defence Project – 2 of 4: New shipbuilding facility northern precinct To be delivered by: Lanskey Constructions				Activate underutilised waterfront land to support commercial shipbuilding and free up strategic land to support Naval sustainment activities.	AMC, Lanskey Constructions Department of Defence, Royal Australian Navy, and Defence West
Australian Marine Complex – Henderson: Defence Project – 3 of 4: Major Wharf Extension – AMC Birth 1				Create a new berth and enable the facility to accommodate all Royal Australian Navy Navy vessels, including Anzac class frigates, Arafura class Offshore Patrol Vessels, and the future Hunter class frigates	AMC, Australian Navy Navy and Defence West
Australian Marine Complex – Henderson: Defence Project – 4 of 4: Three road Intersection Upgrades				Improve AMC site access and road safety safety and capacity	AMC, Australian Navy Navy and Defence West



The Visitor
Economy

ENVIRONMENTAL SCAN



Activities	Resources (\$ & ppl)	Precursors	Milestones	Output/ Impacts	Stakeholders implementation
City of Cockburn Tourism Strategy				Brand and Vision establishment; tourism tourism direction	City of Cockburn
Aboriginal Cultural and Visitors Centre	\$6.5M		Start: Mid 2018 Finish: Late 2022	Place of recognition and learning about Nyungar culture, language, music, art and dance	City of Cockburn
Bibra Lake Master Plan Plan	\$18.7m (total) 2020-21 total works cost: \$520,000.	Annual funding submissions	Commenced in 2009 and will finish in 2023/24 2023/24 2020-21 the City will continue to re-vegetate the area	Bibra Lake and Wetlands Precinct Directional and Interpretive Signage Plan; Artwork and sculptures	City of Cockburn



Local Business
Knowledge and
Capacity Building

ENVIRONMENTAL SCAN



Activities	Resources (\$ & ppl)	Precursors	Milestones	Output/ Impacts	Stakeholders Implementation
Metronet Thornlie-Cockburn Link (Newest Alliance)	\$176m (Govt) Support creation of 1,680 jobs		Under construction Completion: Mid 2023	Connects Mandurah and Armadale lines; 2 new stations; and improved connectivity to the the southern suburbs	Public Transport Authority
Jandakot City	\$1b commercial and industrial land development		Several businesses already established	Provides a range of diverse business opportunities within proximity to each other.	Ascot Capital and Jandakot City Holdings Pty LTD
Fremantle Traffic Bridge	\$230m (Govt)		Expected Start/Finish: Late 2021 - Late 2023	Replacement of old bridge	Main Roads

APPENDIX 2 - PROJECT REFERENCES



Aboriginal Cultural and Visitors Centre	https://www.cockburn.wa.gov.au/Building-Planning-and-Roads/City-Projects/Major-Projects/Aboriginal-Cultural-and-Visitors-Centre
ACIL report	http://www.ccfwa.com.au/wp-content/uploads/2019/11/2020-Infrastructure-Report-for-web.pdf
Australian Marine Complex	https://www.mediastatements.wa.gov.au/Pages/McGowan/2021/01/Contract-awarded-for-87-point-6-million-dollar-defence-infrastructure-projects.aspx https://www.wa.gov.au/sites/default/files/2020-11/2008-075-AMC%20SILUP-Web.pdf https://www.linkedin.com/company/department-of-jobs-tourism-science-and-innovation/posts/?feedView=all
Bibra Lake Master Plan	https://www.cockburn.wa.gov.au/Building-Planning-and-Roads/City-Projects/Major-Projects/Bibra-Lake-Master-Plan
Cockburn Coast Oval	https://www.cockburn.wa.gov.au/Building-Planning-and-Roads/City-Projects/Major-Projects/Cockburn-Coastal-Oval-Stage-1
Cockburn Quarter	https://www.cockburn.wa.gov.au/Building-Planning-and-Roads/Town-Planning-and-Development/Glen-Iris-(1)
Covalent Lithium Refinery	https://www.covalentlithium.com/refinery
Freo Traffic Bridge	https://investment.infrastructure.gov.au/projects/ProjectDetails.aspx?Project_id=100496-18WA-NP
Jandakot City	http://www.jandakotcity.com.au/
Kwinana Lithium Hydroxide Processing Plant (Tianqi)	https://www.argusmedia.com/en/news/2189935-australias-downstream-lithium-sector-takes-shape
Manning Master Plan	https://www.cockburn.wa.gov.au/Building-Planning-and-Roads/City-Projects/Major-Projects/Manning-Park-Master-Plan
Outer harbor - Westport	https://www.mysaytransport.wa.gov.au/westportbeacon https://www.abc.net.au/news/2020-08-10/wa-government-unveils-kwinana-port-freight-plan-investment/12540808
Port Coogee Marina Expansion - Phase 3	https://www.cockburn.wa.gov.au/Building-Planning-and-Roads/City-Projects/Major-Projects/Marina-Expansion



DRAFT

City of Cockburn Economic Development Framework Action Plan

cockburn.wa.gov.au/business



PROPOSED ECONOMIC DEVELOPMENT ACTION PLAN 2021-2022



The following proposed Action Plan outlines a range of potential initial projects and initiatives (incorporating catalysts, game changers, systems and decisions, and relationships) which align with the Framework's purpose and the Strategic Community Plan's outcome areas.

The Action Plan has been informed by the consultation and research conducted to date and provides a snapshot of the type of activities that fall within the four Program Areas:

1. Place-based Economic Development.
2. [The Blue Economy.](#)
3. [The Visitor Economy.](#)
4. [Local Business Knowledge and Capacity Building.](#)

Please see Appendix 1 for detailed actions relating to year 1 focus areas.

ACTION PLAN LOGIC



The Action Plan will utilise the following logic to organise potential projects and initiatives against 5 year and 12 month timeframes.

5 Year Plan (Framework)



Potential Core Projects

The projects that will result in significant impacts for the local economy.

Implemented via...



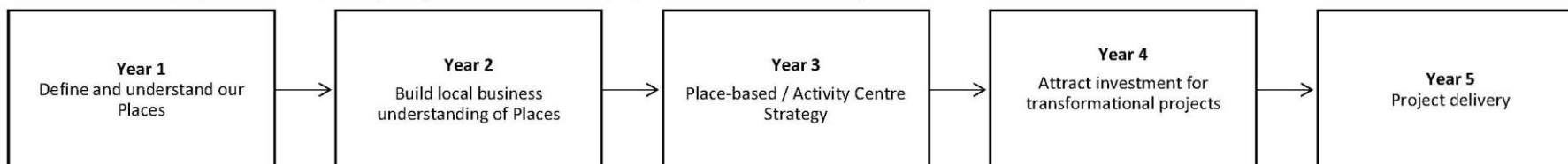
3

PLACE-BASED LOCAL ECONOMIC DEVELOPMENT



Over the next five years, the City will be guided by the following pathway as it seeks to foster the local economic development through a place-based approach. The game changing projects relating to this program area that we will be working towards include:

- Place Strategy: Incorporating a place- based thinking approach in how we articulate and facilitate place performance.
- Investment Prospectus: Promotion of place as an investment opportunity by linking potential businesses, entrepreneurs and investors in person and via an online investment portal to facilitate ideas generation and realise place investment and capital raising strategies.
- Retail and employment centres: Identify and prioritise retail and employment centres that need help and assistance.



Why?

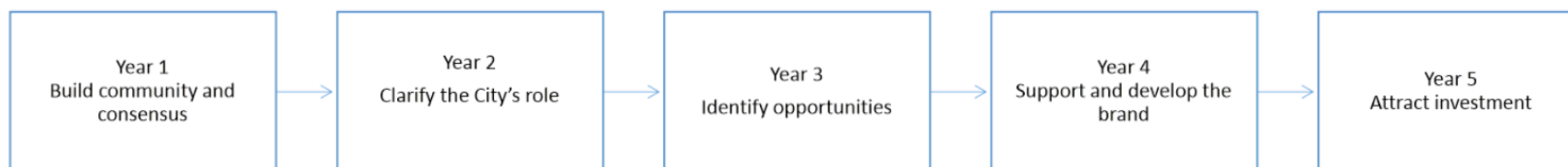


Please see attached excel spreadsheet for detailed actions relating to year 1 focus areas.

BLUE ECONOMY

Over the next five years, the City will be guided by the following pathway as it seeks to foster the growth of the regional Blue Economy, a strategic industry for the South West region. The game changing projects relating to this program area that we will be working towards include (but are not limited to):

- Events - To explore and articulate the City's role in the development of the Blue Economy;
- Quantifying the opportunity / cost benefit analysis and stakeholder analysis;
- Communications, Stakeholder Engagement and Advocacy Strategy; and
- Systems level and common understanding of what the Blue Economy is.



Why?

The Blue Economy is a relatively new concept and we need to make sure we (the City) and our local businesses and stakeholders have a common understanding of what it is, it's current value to the local economy, as well as its future potential. Through this process, we can build a Blue Economy community that will champion industry development moving forward.

We will engage with the Blue Economy community to better understand how they see the Local Government supporting the development of the Blue Economy, and aligning expectations around the scope of what Local Government can do. This will empower us to focus our efforts and resources appropriately moving forward.

The City can help local industry to identify opportunities by 'connecting the dots' that unlock new ideas, projects and initiatives.

Investment attraction requires a strong understanding of the opportunities as well as a strong vehicle and cohesive voice for communicating opportunities to potential investors. By rallying around a common brand or identity, the City's (or Region's) Blue Economy has a better chance of accessing new markets and resources.

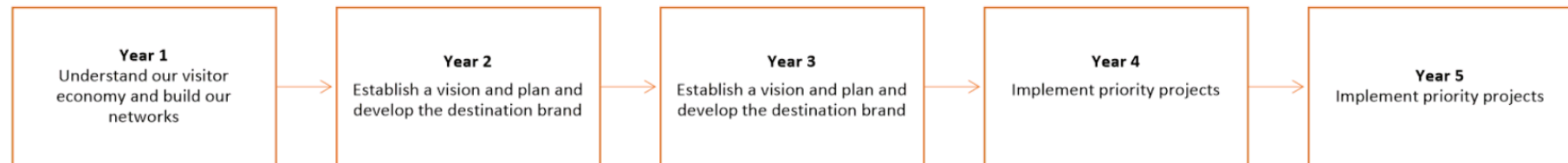
With a strong understanding of opportunities and a unified voice, we can proactively seek investment from the public and private sector in transformational projects that will unlock the potential of the Blue Economy.

Please see attached excel spreadsheet for detailed actions relating to year 1 focus areas.

VISITOR ECONOMY

Over the next five years, the City will be guided by the following pathway as it seeks to foster the growth of the local Visitor Economy. The game changing projects relating to this program area that we will be working towards include:

- Delivery of the Bibra Lake Aboriginal Visitors and Cultural Centre
- Tourism Strategy Development
- Destination Brand Development



Why?

It will be important to develop a strong foundation of understanding about the strengths, weaknesses, opportunities and threats that face our current visitor economy. A great way to understand this will be to develop and utilise our visitor economy network – the key stakeholders who will be able to champion tourism development moving forward.

Having developed a strong understanding of our assets, attractions, markets, visitor services and amenities, we can look forward and establish a vision and plan for the development of our visitor economy. This will be a tangible plan that is developed in close consultation with industry, and guided by industry needs. A Destination Brand is critical for visitor attraction. It communicates to key markets what visitors can expect to experience and enjoy in a destination, and why it is unique from other places. It also helps local tourism businesses by providing an anchor identity from which they can leverage their own marketing activities – an area where many business lack resources and capacity.

We will be focussed on the implementation of our tourism strategy and brand, helping to truly establish the City of Cockburn (or the Region) as a destination for visitors. With a strong understanding of opportunities and a unified voice, we can proactively seek investment from the public and private sector in transformational projects that will unlock the potential of the Visitor Economy (i.e. Bibra Lake Visitor Centre)

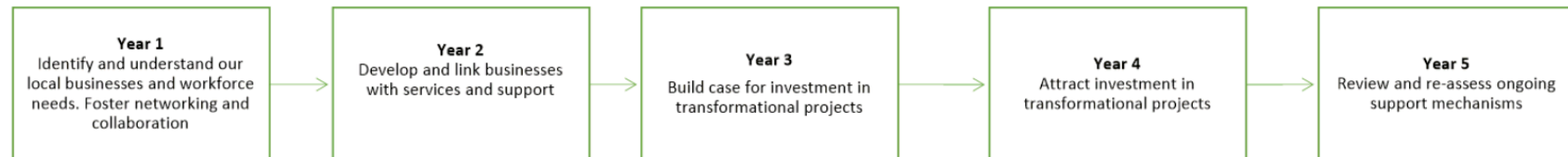
Please see attached excel spreadsheet for detailed actions relating to year 1 focus areas.

CAPACITY BUILDING AND INNOVATION SUPPORT



Over the next five years, the City will be guided by the following pathway as it seeks to understand, support and build local business capacity and support innovation. The game changing projects relating to this program area that we will be working towards include:

- **Workforce Capability:** Ensure business and large project workforce requirements are met through targeted programs, involving industry and training providers, such as a Specialist Shipbuilding Workforce Development Program.
- **Business Capacity and Transformation:** Facilitate and encourage knowledge creation among the business community through business support training and strengthen networks between businesses, entrepreneurs, government and investors.



Why?

In order to support businesses, we need to understand them and their needs. It is also critical that the City are strategic in their focus, ensuring those industries that will be important for long term prosperity are prioritised. This includes (but not limited to) naval and shipbuilding industries which have been identified as a future growth area for the City. Businesses that are well connected, supportive and innovative are more likely to grow. We will identify where networks are thriving, and where they need additional support, so that businesses are empowered to innovate and develop.

Once we have a clear understanding of our businesses, their workforce requirements, needs and networks, we can focus on connecting them with the right resources. This could be through linkages with existing support mechanisms, or designing bespoke models. We will also develop a better understanding of where the opportunities and transformation projects are located, and what is needed to unlock their potential.

Unlocking the potential of local businesses often requires investment in infrastructure or service based projects that can act as catalysts for change. As we identify opportunities for transformational projects in years 1-3, we can start building strong cases for investment in projects. For example, investment in ongoing support for SMEs through workforce attraction and development programs that ensure shipbuilding and naval industries are well supported with a stable and qualified workforce who are choosing to live and work in the City of Cockburn.

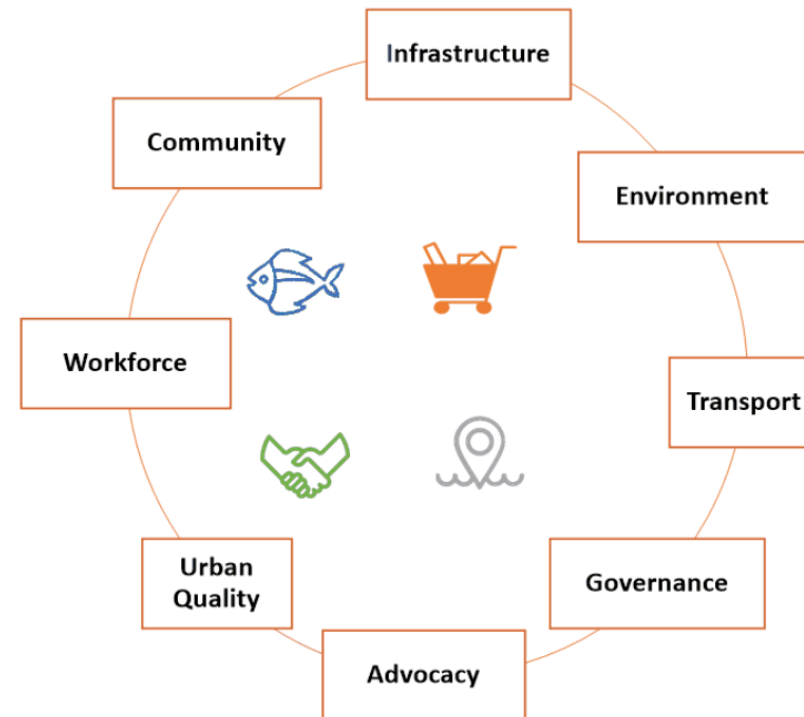
By now our local businesses are connected, collaborating, innovating and growing. It is an opportunity to review and revisit support mechanisms to ensure they continue providing the value industry and businesses need. Support to key industries should evolve to suit their needs as time goes on.

Please see attached excel spreadsheet for detailed actions relating to year 1 focus areas.

PROGRAM AREAS AND THE ENABLERS OF ECONOMIC DEVELOPMENT



- Based on the literature review, the City's identified key outcome areas and their experience supporting local economic development, seven enablers of economic development were identified as being potentially important to realising desired impacts.
- These enablers have assisted in the development of the Framework and the proposed action plan (see next slide) by identifying where the work of a range of the City's internal business units may interact with economic development initiatives and outcomes.
- In a workshop conducted with the City's Executive Leaders, "Advocacy" was identified as an enabler that was important to include and has become an eighth enabler included in this framework.



ACTION PLAN SUMMARY AND THE ENABLERS OF ECONOMIC DEVELOPMENT



Program Area	Focus Area (Year 1)	Project Name	Infrastructure	Environment	Transport	Governance	Advocacy	Urban Quality	Workforce	Community
1. Place-based Economic Development	Define and understand our Places	Place / Activity Centre Profiles								
		Website review								
		Identify capital projects with economic impacts								
		Cockburn Central Review								
		Cockburn Central Review								
2. Blue Economy	Build community and consensus	Blue Economy Information Sessions (Events)								
		Cluster Portfolio / Profile Development								
		Henderson security review								
		Artificial Reef Project								
		Advanced Technology Hub - AMC								
		Industrial Development Local Planning Policy								

Please see Appendix 1 for detailed actions relating to year 1 focus areas.



ACTION PLAN SUMMARY AND THE ENABLERS OF ECONOMIC DEVELOPMENT

Program Area	Focus Area (Year 1)	Project Name	Infrastructure	Environment	Transport	Governance	Advocacy	Urban Quality	Workforce	Community
3. Visitor Economy	Understand our visitor economy and build our networks	Market analysis								
		Tourism Audit (Desktop review)								
		Visitor Economy Workshop								
		Grants, donations, sponsorship and support for community groups and volunteers.								
		Coogee Beach Caravan Park								
		Southern Peninsula, Port Coogee								
		South Fremantle Power Station								
		Cockburn Central Wavepark								
		Cockburn ARC Expansion								
4. Capacity Building and Innovation Support	Identify and understand our local businesses and workforce needs. Foster networking and collaboration	Local business and cluster profiling								
		Industry Roundtables - Network and Support Profiling								
		Network and Support Mapping								
		Sustainable Living Event Series								

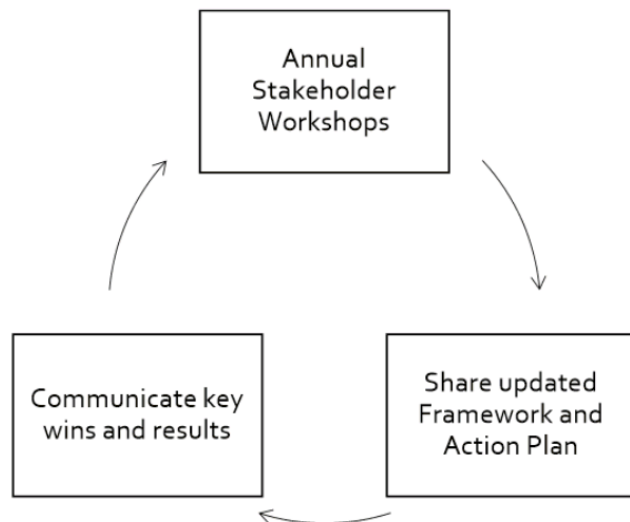
Please see Appendix 1 for detailed actions relating to year 1 focus areas.

ENGAGEMENT STRATEGY



The successful implementation of the Economic Development Framework and Action Plan relies on effective internal and external stakeholder engagement to build and retain buy-in and support for priority projects in the short, medium and long term.

Internal stakeholder engagement processes are addressed on page X of this document, and are included as part of the City of Cockburn's annual planning and review process around the Framework and Action Plan. External stakeholder engagement is addressed by the processes outlined below and on the following page.



External stakeholder engagement will priorities three key annual tasks:

1. **Annual review workshops:** Industry and Stakeholder Roundtables to review progress against previous year's Action Plan and understand industry priorities and needs to inform next 12 month Action Plan.
2. **Share updated Framework and 12 Month Action Plan** – Host a current copy of the Framework and Action Plan on the City's website as an ongoing resource for industry.
3. **Communicate key wins and results:** Utilising the City's communication channels, networks and events, provide updates to industry and stakeholders on key project updates, wins and good news stories, linking them back to the Framework and Action Plan.

By conducting regular / repeated engagement around the Framework and Action Plan, the City can establish these documents and their processes in the minds of local industry and stakeholders, building a collaborative process that strengthens over time.

ENGAGEMENT STRATEGY

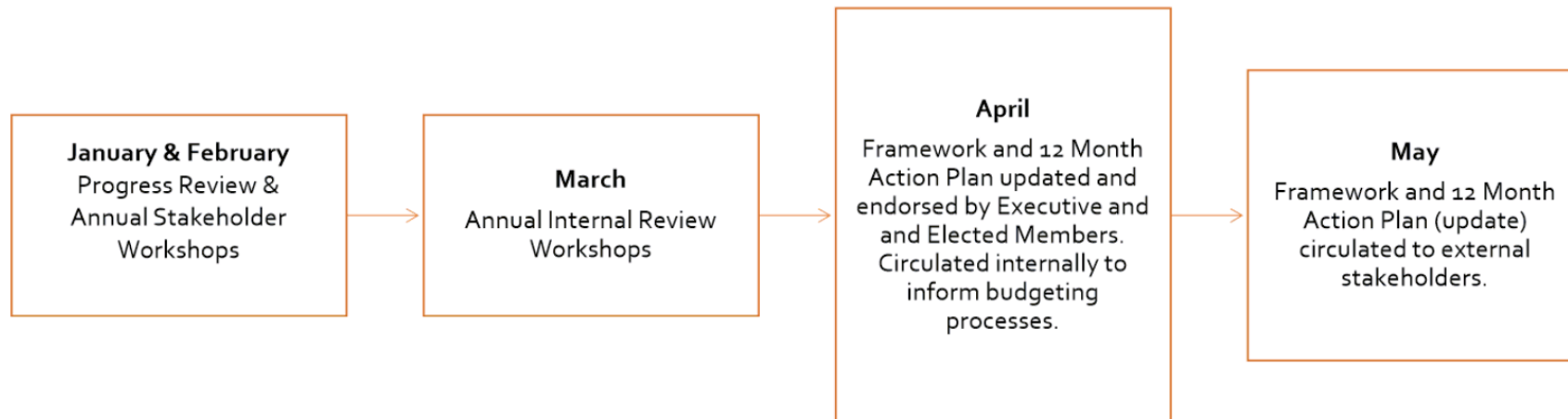


Activity	Stakeholders	Key messaging	Timeframe	Channels
Annual Stakeholder Workshops	Local business Community groups Key State Government Agencies South West Group Melville Cockburn Chamber of Commerce	Have your say on the City of Cockburn's local economic development priorities for the incoming financial year. What challenges are your businesses / industry facing that we can help with? What are the opportunities you want us to advocate for you around?	3 months leading up to the development of the next 12 month Action Plan.	Stakeholder networks and contacts City of Cockburn social media accounts. City of Cockburn e-newsletter/s.
Share updated Framework and Action Plan	Local business Community groups Key State Government Agencies South West Group Melville Cockburn Chamber of Commerce	The City of Cockburn will be focused on delivering the following initiatives over the next 12 months to support and develop our local economy. These initiatives are informed by consultation with our community and businesses, and are part of a longer term strategic goals and projects that will deliver significant impacts for the local economy.	Within 2 months of the Annual Review Workshops, and pending any internal review, budgeting and endorsement processes.	Documents to live on City of Cockburn webpage. City of Cockburn e-newsletter/s. Disseminate directly to stakeholders involved in workshops. Disseminate directly to key / strategic stakeholders as part of on going advocacy.
Communicate key wins and results	Local business Community groups Key State Government Agencies South West Group Melville Cockburn Chamber of Commerce	X, Y, Z initiatives have been delivered with support from / by the City of Cockburn with the following outcomes for our local economy. Check out this local business / group / individual who is achieving incredible results through X innovation / project.	Ad-hoc, but aim to provide at least quarterly updates to maintain momentum and engagement with the Framework and Action Plan.	City of Cockburn e-newsletter/s. City of Cockburn social media accounts. Disseminate directly with stakeholders involved in workshops.

ANNUAL FRAMEWORK AND ACTION PLAN REVIEW PROCESS



A key advantage of the Framework approach to economic development strategy is that it is an iterative process which encourages continual review, reflection and prioritisation of programs and projects. This ensures that the City's can be flexible and proactive when it comes to responding to evolving internal and external influences and opportunities. The following diagram reflects an annual process that the City's units can undertake as part of ongoing economic development planning. Further detail relating to this process is provided on the following page.





ANNUAL FRAMEWORK AND ACTION PLAN REVIEW PROCESS

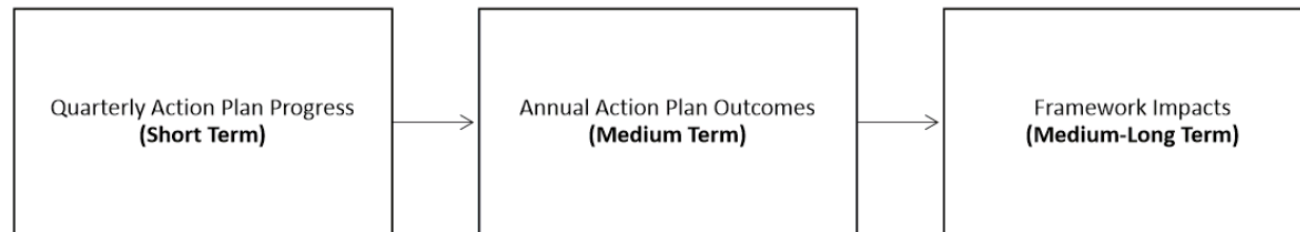
Activity	Stakeholders	Key Actions	Timeframe	Tools
Annual Framework and Action Plan Evaluation	City of Cockburn internal business units.	Collate data from that supports the evaluation of the Framework and current 12 Month Action Plan.	February	Framework Evaluation Tool
Annual Stakeholder Workshops	Local business Community groups Key State Government Agencies South West Group Melville Cockburn Chamber of Commerce	2 – 3 interactive workshops that: <ul style="list-style-type: none"> Provides an update on the progress towards current Action Plan items; and Invite input into opportunities and challenges to address in the next 12 months. 	February	Framework Evaluation Tool Economic Development Canvas
Annual Internal Review Workshops	Business Engagement Unit Communications Unit Strategic Planning Unit Strategy and Civic Support Unit Chief Executive Officer	2 workshops with key internal stakeholders to: <ul style="list-style-type: none"> Review progress and key learnings against current 12 Month Action Plan; Present Stakeholder Workshop outcomes; Identify, profile and prioritise key projects to form the focus of the next 12 Month Action Plan 	March	Economic Development Canvas Multi-Criteria Analysis Tool
Internal circulation and Executive and Elected Member endorsement	Executive Leadership Team Elected Members	Present updated Framework and 12 Month Action Plan to Executive and Elected Members for feedback. Circulate document internally for use in budgeting processes.	April	Economic Development Framework Slides Action Plan Summary Slides Detailed Action Plan (xls)
Framework and 12 Month Action Plan (update) circulated to external stakeholders.	Local business Community groups Key State Government Agencies South West Group Melville Cockburn Chamber of Commerce	Circulate updated (and endorsed) Framework and Action Plan to external stakeholders involved in Stakeholder Workshops (see Engagement Plan).	May	Economic Development Framework Slides Action Plan Summary Slides Detailed Action Plan (xls)



EVALUATING THE FRAMEWORK AND ACTION PLAN

As outlined in the Annual Review Process, The City of Cockburn will track the outcomes and impacts of the Framework and Action Plan for internal reporting and external communication and advocacy purposes.

- **Framework Evaluation** - The Framework is the longer term strategic document that asks the City to identify and organise its economic development priorities over a 5 year period. Throughout these five years, the activities, projects, decisions, systems, networks and initiatives led by Local Government, community and business will interact with each other to produce impacts in the medium to long term.
- **Action Plan Evaluation** - The 12 Month Action Plan is based on more concrete actions and projects, which can be tracked on a quarterly basis to identify what is on track, what is currently underway and what has been completed. The outcomes of these projects can be captured as part of this process, and inform the Annual Review of the Frameworks broader objectives.





EVALUATING THE FRAMEWORK

Program Area	Place Based Local Economic Development	Blue Economy	Visitor Economy	Capacity Building and Innovation Support
Impacts	<ul style="list-style-type: none"> Increased community pride in their neighbourhoods; Unique offerings of Cockburn's places are valued by community, business and investors; Increased understanding of unique local places, and the business and industry that will be complimentary and supportive for that place and for like Industries or Uses e.g. Wetlands Ecotourism LED Place that is protective of the natural environment; and Strategic land use planning and development based on natural, and infrastructure and Industry/ business needs (e.g. tourism). 	<ul style="list-style-type: none"> Defined brand for Cockburn, environmental and social benefits that align with values and strategic objectives of local government (not all about economics). Strategic direction for Latitude 32 employment lands, master planning, global investment opportunities (Indian Ocean focus). Promotion of ecological stewardship - preserving natural capital for environmental, social and financial returns, such as through blue carbon capture. 	<ul style="list-style-type: none"> Better alignment of capital works /infrastructure upgrades with visitor and business needs; Increased brand awareness for the City of Cockburn; Development of a range of new visitor products and experiences; Established Destination Identity and Unique Selling Proposition. Improved liveability and attractiveness as a place to live and visit. 	<ul style="list-style-type: none"> Leadership becomes distributed in nature and does not seem 'led' by the City; Highly skilled business community; Strategic opportunities are capitalised on by developing specific skill sets across the City; Attractive clusters of like-minded/industry specific businesses are attracting investors; and Established clusters can advocate to Government (all levels) around common and catalytic opportunities. City of Cockburn (LGA) an environment that attracts innovation and start-ups.
Indicators (how will we measure)	<ul style="list-style-type: none"> New business registrations Employment concentration factors Local business and community perceptions (via survey / Net Promoter Scores 	<ul style="list-style-type: none"> Business and jobs growth within Blue Economy industries / Employment concentration Level of investment attracted to Blue Economy projects City participation in Blue strategic networks and groups 	<ul style="list-style-type: none"> Business and jobs growth within Visitor Economy related Level of visitation to the City of Cockburn Level of visitor spend within the City of Cockburn 	<ul style="list-style-type: none"> Uptake of City's business services and programs Business registrations in City's business communication Local business perceptions of as a place to do business (via survey / engagement) Profile / recognition of City as for innovation



ACTION PLAN PROGRESS REPORTING

On a quarterly basis, the City of Cockburn will work with internal business units to assess progress against Action Items articulated in the current 12 Month Action Plan. This progress update will capture the following information.

Action item progress	<p>A high level indication of the status or progress of a an action item:</p> <ul style="list-style-type: none"> • Planned • Underway • Complete
Action item outcomes	<p>The outcomes associated with this action, for example:</p> <ul style="list-style-type: none"> • XXX plan / policy completed and endorsed • \$XXX Grant funding secured • Construction commenced • Engagement completed • Network established • Project initiated • # businesses supported

This information can be shared with internal and external stakeholders not only as an accountability and transparency tool, but as a great way to capture and measure progress and achievements, and maintain positivity and momentum around the Economic Development Framework and Action Plan.

This information can be captured in the detailed Action Plan document, which can be provided in a format that aligns with the City's communication and branding guidelines.



APPENDICES

1. Detailed 12 Month Action Plan

cockburn.wa.gov.au



28-May-21

Program Area	Focus Area (Year 1)	Project Name	Infrastructure	Environment	Transport	Governance	Advocacy	Urban Quality	Workforce	Community
1. Place-based Economic Development	Define and understand our Places	Place / Activity Centre Profiles								
		Website review								
		Identify capital projects with economic impacts								
		Cockburn Central Review								
		Cockburn Central Review								
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		Cluster Portfolio / Profile Development								
		Henderson security review								
		Artificial Reef Project								
		Advanced Technology Hub - AMC								
		Industrial Development Local Planning Policy								
3. Visitor Economy	Understand our visitor economy and build our networks	Market analysis								
		Tourism Audit (Desktop review)								
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		Southern Peninsula, Port Coogee								
		South Fremantle Power Station								
		Cockburn Central Wavepark								
		Cockburn ARC Expansion								
4. Capacity Building and Innovation Support	Identify and understand our local businesses and workforce needs. Foster networking and collaboration	Local business and cluster profiling								
		Industry Roundtables - Network and Support Profiling								
		Network and Support Mapping								
		Sustainable Living Event Series								

EXAMPLE: City of Cockburn Economic Development Framework MCA

Criteria		Weighting	2	Weight adjusted score	3	Weight adjusted score	4	Weight adjusted score	1	Weight adjusted score	5	Weight adjusted score
			Blue Economy		Visitor Economy		Local business knowledge and capacity building		Place-based local economic development (Cockburn Central)		Place-based local economic development (local areas)	
Readiness criteria	Stakeholders	5%	3	0.15	4	0.2	4	0.20	4	0.20	2	0.10
	Precursor activities	15%	3	0.45	3	0.45	3	0.45	4	0.60	3	0.45
	Funding	10%	1	0.10	2	0.2	2	0.20	4	0.40	1	0.10
	Industry readiness											
	People and teams	20%	1	0.20	1	0.2	1	0.20	4	0.80	3	0.60
Impact criteria	Sustainability & resilience	10%	5	0.50	4	0.4	4	0.40	3	0.30	4	0.40
	Job creation	10%	4	0.40	3	0.3	3	0.30	4	0.40	2	0.20
	Identity and brand	15%	5	0.75	5	0.75	4	0.60	5	0.75	4	0.60
	Competitiveness	15%	5	0.75	3	0.45	1	0.15	4	0.60	2	0.30
Score		100%	27	3.30	25	2.95	22	2.50	32	4.05	21	2.75

Weighting total must equal 100%

19. Office of the CEO

Nil

20. Motions of Which Previous Notice Has Been Given

20.1 Information Displayed on the City of Cockburn Website

Author(s) D Green

Attachments 1. Execution of Documents Policy [↓](#)

RECOMMENDATION

That Council:

- (1) RECEIVES the information; and
- (2) AGREES to include the following non-statutory information when updating the official City of Cockburn website in future:
 1. Elected Member attendance at:
 - i. All Formal Briefings held by the City, and
 - ii. Reference Group and External Organisation Meetings as an appointed delegate of the City, and
- (3) DEFERS consideration of specifically posting on the City's website details of any formal arrangements made between the City of Cockburn and third parties related to land matters, pending further investigation of any legal implications.

Background

By email received 9 June 2021, the following Notice of Motion was submitted by Mayor Howlett for inclusion in the Minutes of the 10 June 2021 Ordinary Council Meeting:

"That Council displays 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 Briefing Sessions, Reference Group Meetings and Meetings of External Boards and Committees
- Annual Returns Compliance
- Leasing Arrangements in the wider context
- Memorandums of Understanding with various organisations

to be provided on the City's website.

Submission

N/A

Report

Amendments to the *Local Government Act 1995* and the accompanying (Administration) Regulations have prescribed requirements for local government in this state to publish specified information on its official website.

In addition, there are statutory obligations on local government to also provide certain information in the Annual Report published for presentation to the Annual Electors' Meeting.

In summary, the following information is mandatory for local governments to publish on either its website (denoted by "W" in the list below), or annual report ("AR"):

- A map of the district, including ward boundaries (W)
- Local laws that are in force (W)
- Annual Budget (W)
- List of Fees and Charges (W)
- Strategic Community Plan and Corporate Business Plan (W) and (AR)
- Notice Papers, Agendas, other documents and Minutes of Council and Standing Committee Meetings (excluding Confidential documents) (W)
- Annual Report (W)
- Minutes of Electors' Meetings (W)
- Breaches by Elected Members of the Rules of Conduct Regulations (W) and (AR)
- Inquiry Reports, including adverse recommendations and findings (W)
- Council Policies (W)
- Codes of Conduct for Elected Members and Employees (W)
- Standards for the Employment of the CEO (W)
- Register of Elected Member Training (W)
- Declarations of Interest Register (W)
- Gifts Register (W)
- Electoral Gifts Register (W)
- Local Public Notices (W)
- Business Plans for Major Undertakings and / or Disposition of Property (W)
- Candidate Details and Profiles for Elections (W)
- Objects and Reasons for Rates and Minimum Payments (W)
- Sale of Land for Unpaid Rates (W)
- Tenders Register (W)
- Freedom of Information Statement and Internal Manual (W)
- Public Interest Disclosure Internal Procedures (W)
- Annual Financial Report and Auditors' Report (AR)
- Remuneration of CEO and Certain Employees (AR)
- Outcomes of the City's Disability Access and Inclusion Plan (AR)
- Report on compliance with the Commonwealth National Competition Policy (AR)
- Record Keeping Compliance (AR).

Specifically, there are a number of exclusions of information which are prohibited under the Act from being made available to the public, including on its website, as mentioned below:

- Documents marked as “Confidential”
- Rate records
- Information sought for possible commercial gain
- Electoral Rolls.

Furthermore, from 1 July 2021, the following information is to be made available on the City’s website or Annual Report:

- Primary and Annual Returns for Elected Members and Employees (W)
- Value of Fees, Allowances and Expenses paid to Elected Members (W)
- Remuneration paid to Standards Panel (AR)
- Reimbursement of Standards Panel Remuneration by Elected Members (AR)
- Number of Council and Standing Committee Meetings Attended by Elected Members (AR)
- Gender, Ethnicity (including Aboriginal) and age bracket of Elected Members (AR).

In addition, the following non–statutory information is routinely provided for public convenience:

- Notices of Motion Register (W)
- Delegated Authorities Register (W)
- City Job Vacancies (W)
- Annual Report (W)
- All Public Consultation for Upcoming Projects (W)
- Major Projects Update (W)
- Upcoming Events at City Facilities (W)
- Community Perceptions Survey Report (W)
- “My Suburb” Portal (W)
- Online Forms (W)
- Annual Divisional Updates (AR)

Accordingly, it is considered that most information which would be of interest to the community is either available for public access currently, or will be in the near future.

In addressing the specifics contained in Mayor Howlett’s Notice of Motion, it would seem to be appropriate for the City to include the attendance of Elected Members at formal City arranged briefings (including the monthly Council Meeting Agenda Briefing).

In considering the implications of publicising agreements made between the City and third parties, it will be necessary to further investigate whether such matters could be considered of being in the public interest. There are a number of exclusions which

will need to be applied in relation to protecting the confidentiality and privacy of certain transactions.

Accordingly, this element of the motion will need to be deferred, pending further review of the implications of the City publishing such details.

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

Sections 5.96A and 5.53 of the *Local Government Act 1995* and Regulations 19B and 29C of the *Local Government (Administration) Regulations 1996* refer.

Community Consultation

N/A

Risk Management Implications

There is a “Moderate” level of “Operations/Service Disruption” associated with this item.

Advice to Proponent(s)/Submitters

N/A

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

Nil

Title	Execution of Documents
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Policy Type

Council

Policy Purpose

To establish, in accordance with the requirements of Division 3 sections 9.49 and 9.49A of the Local Government Act 1995 (the Act):

- Protocols for affixing and administration of the City of Cockburn Common Seal; and
- Authority for the Chief Executive Officer (CEO) and other Officers and Agents to execute (sign) documents on behalf of the City of Cockburn.

Policy Statement

This Policy applies to all City officers preparing documents for execution and/or who have been authorised through the provisions of this Policy to execute documents on behalf of the City. Any legislation, formal requirements of a Commonwealth or State department, authority or agency (as described in a Policy) or Council decision will take precedent over this Policy in the event of any inconsistency.

The Policy covers three categories of documents as outlined below.

(1) Category 1 Documents – Common Seal

1. Category 1 documents require the City's common seal to be affixed.
2. The Common Seal of the local government is to be affixed to documents appertaining to all dealings initiated by a Council resolution, in the presence of:
 - (a) the Mayor, and
 - (b) the CEO; or
 - (c) An Executive Committee Member (*Ex-Co – Chief Financial Officer, Chief Operations Officer, Chief of Community Services, Chief of Built and Natural Environment, Executive Governance and Strategy, Executive Corporate Affairs, Executive People, Culture and Safety*) authorised by the CEO.

In this regard the Council resolution need not refer to the sealing of a document or documents and may express its wish for certain action which may ultimately require the affixing of the Common Seal to a document or documents to achieve the Council's resolution.

3. Where the CEO is not present, an Executive Committee Member (Ex-Co) employee authorised by the CEO, must be present with the Mayor to affix the Common Seal.

[1]

Title	Execution of Documents
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4. In the absence of:

- (a) the Mayor, and
- (b) the CEO; or
- (c) An Executive Committee Member (Ex-Co) authorised by the CEO.

As the case may be, the Common Seal may not be affixed to any document.

5. The Common Seal of the local government is to be affixed to new Funding or Contracts of Agreement between the Council and State or Commonwealth Governments, in the presence of:

- (a) the Mayor, and
- (b) the CEO; or
- (c) An Executive Committee Member (Ex-Co) authorised by the CEO.

6. Following is a list of documents that are Category 1 documents:

- (a) Local Planning Scheme
- (b) Adoption or Repeal of Local Laws
- (c) Debenture document for loans which Council has resolved to raise
- (d) Documents of a ceremonial nature
- (e) Documents which, in the opinion of the CEO, a Director and/or Legal Services, are sufficiently complex, high risk and/or significant in nature to warrant the affixing of the common seal; and
- (f) New Funding Agreements

7. Existing Funding Agreements

The affixing of the Common Seal or the signing of funding agreements for programs to which Council has previously adopted or additions to existing programs which in the view of the CEO are in accordance with the original intent of the adopted program, including those provided by Federal and State Government Agencies, shall be undertaken by two (2) of the following persons:

- (a) the Mayor; and
- (b) CEO; or
- (c) An Executive Committee Member (Ex-Co) authorised by the CEO in the presence of each other.

- (2) Category 2 Documents - do not require the common seal to be affixed under section 9.49(A) (4) of the Act, Council authorises those officers listed in the table below to sign documents on behalf of the City. These authorisations do not undermine any delegations which may be in place. Where a Category 2 document falls into more than one descriptor, the lowest organisational level prescribed is authorised to sign:

1. Land Matters

Following is a list of documents relating to land matters that are Category 2 documents, which do not require the City's Common Seal to be affixed.

[2]

Title	Execution of Documents
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These documents shall be signed by any two (2) of the following persons:

- (a) the Mayor,
- (b) Deputy Mayor;
- (c) CEO;
- (d) Executive Committee Member (Ex-Co);
- (e) Head of Planning; and
- (f) Property and Lands Officer.

These documents include, but are not limited to:

- (a) Local Planning Scheme Amendments;
- (b) Deeds, including Deeds of Arrangement, Development Contribution Deeds (only where a development contribution plan is awaiting gazettal), Deeds of Indemnity and Memorandums of Understanding in respect to sale, purchase or other commercial dealings relating to assets and equitable interests
- (c) Leases (including extensions, renewals, assignments and variations)
- (d) Licences to occupy land or premises
- (e) Restrictive Covenants - under section 129BA of the Transfer of Land Act 1893 and any discharge or variation of covenants
- (f) Lodgement, modification and withdrawal of memorials
- (g) Easements and the surrender or modification of easements
- (h) Rights of carriageway agreements and withdrawal or variation of rights of carriageway agreements
- (i) Reciprocal access agreements and withdrawal or variation of reciprocal access agreements
- (j) Notifications (and removals thereof) under section 70A of the Transfer of Land Act 1893; and
- (k) Transfer of land documents.

2. Statutory Planning Matters

Following is a list of documents relating to land matters that are Category 2 documents, which do not require the City's Common Seal to be affixed.

These documents shall be signed by any two (2) of the following persons:

- the Mayor;
- Deputy Mayor;
- CEO;
- Executive Committee Members (Ex-Co);
- Head of Planning;
- Head of Development & Compliance;
- Statutory Planning Coordinator; and
- Property and Lands Officer.

[3]

Title	Execution of Documents
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These documents include, but are not limited to:

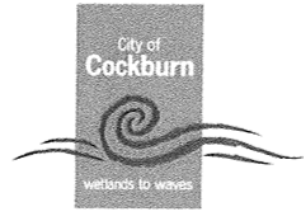
- (a) Restrictive Covenants – under section 129BA of the Transfer of Land Act 1893 and any discharge or variation of covenants (and removal of);
- (b) Easements and the surrender or modifications of easements;
- (c) Rights of carriageway agreements and withdrawal or variation of rights of carriageway agreements;
- (d) Reciprocal access agreements and withdrawal or variation of reciprocal access agreements; and
- (e) Notifications (and removals therefore) under section 70A of the Transfer of Land Act 1893.

Description	Authority to Execute
Council initiated resolution for specific contract variations exceeding \$750,000 (ex-GST)	<ul style="list-style-type: none"> • Mayor; • CEO; or • Executive Committee Member (Ex-Co); • Employee authorised by the CEO, <p>to sign and seal documents, in the presence of each other.</p>
Offer and Acceptance forms and associated documents required to enact a decision of Council to purchase or sell land.	<ul style="list-style-type: none"> • CEO; and • Head of Planning; • Head of Property and Assets; or • Property and Lands Officer.
Documents required to enact a decision of Council, which are not Category 1 documents.	<ul style="list-style-type: none"> • CEO; any • Executive Committee Member (Ex-Co)
Community Services Projects; Service Agreements, Licenses & Related Documents	<ul style="list-style-type: none"> • CEO; • Any Executive Committee Member (Ex-Co); • Head of Community Development; • Family & Community Development Manager; or • Child Care & Seniors Manager
Marina Related Documents; Pen licensees	<ul style="list-style-type: none"> • CEO; • Any Executive Committee Member (Ex-Co), delegated authority by the CEO; • Head of Property and Assets; or • Port Coogee Marina Manager
Documents required to enact a decision made under delegated authority or as a condition of approval given under delegated authority.	City officer delegated authority by the CEO

[4]

Document Set ID: 8030199
Version: 7, Version Date: 13/05/2021

Title	Execution of Documents
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Description	Authority to Execute
Documents required when the City owns land, or manages land under a management order, or lease	<ul style="list-style-type: none"> • CEO; • Any Executive Committee Member (Ex-Co); • Head of Planning; • Head of Property and Assets; or • Property & Lands Officer
Application for subdivision, survey strata, strata title or development approvals as they relate to the City's land	<ul style="list-style-type: none"> • CEO; • Any Executive Committee Member (Ex-Co); • Head of Planning; or • Property & Lands Officer
Indemnity given by the City to a third party. (Indemnities can only be issued following confirmation from Council Insurer that the project is covered by the City's insurance)	<ul style="list-style-type: none"> • CEO; • Any Executive Committee Member (Ex-Co). <p><u>Land matters only</u></p> <ul style="list-style-type: none"> • Head of Planning; • Head of Property and Assets; or • Property & Lands Officer
Memorandums of Understanding and other statements of intent and terms and conditions.	<ul style="list-style-type: none"> • CEO; • Any Executive Committee Member (Ex-Co); • Relevant Senior Managers (Heads of). <p><u>Land matters only</u></p> <ul style="list-style-type: none"> • Head of Planning; • Head of Property and Assets; or • Property & Lands Officer
Documents which seek to either defer or allow instalments of a development contribution plan liabilities (except where a development contribution plan is awaiting gazettal).	<ul style="list-style-type: none"> • CEO; • Any Executive Committee Member (Ex-Co); • Head of Planning.

(3) Category 3 Documents

1. Category 3 documents are documents that are created in the normal course of business to discharge the duties of an officer's position in a manner consistent with City policies and procedures.
2. Category 3 documents are correspondence which relate to day-to-day routine communications or transactions and do not require specific authorisation through this Policy, as they are the subject to Section 5.41(d) of the Act, prescribing the CEO's duty to manage the day to day operations of the City. Such duties are undertaken by "acting through" Officers.

[5]

Document Set ID: 8030199
Version: 7, Version Date: 13/05/2021

Title	Execution of Documents
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Strategic Link:	Corporate Governance Framework
Category	Governance
Lead Business Unit:	Legal, Governance and Risk Management
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	March 2021
Next Review Due: (Governance Purpose Only)	March 2023
ECM Doc Set ID: (Governance Purpose Only)	8030199

[6]

Document Set ID: 8030199
Version: 7; Version Date: 13/05/2021

21. Notices Of Motion Given At The Meeting For Consideration At Next Meeting
22. New Business of an Urgent Nature Introduced by Members or Officers

22.1	Request for Leave of Absence - Cr Widenbar		
As Recommended			
Moved	2 nd	Vote:	

23. Matters to be Noted for Investigation, Without Debate

23.1 Investigate a Suitable On-Lead Beach Area for Dogs

Author M Emery

Attachments 1. Dog Beach Coastal Comparisons with other Local Governments [↓](#)

RECOMMENDATION

That Council:

- (1) ENDORSES Options 1, 3 and 4 listed within this report to be released for community consultation;
- (2) REQUIRES that a final recommendation be presented to Council inclusive of the community consultation results by December 2021; and
- (3) NOTES that Option 2 has been discounted due to Department Biodiversity, Conservation and Attractions not being supportive.

Background

On 18 February 2021, Cr Stone submitted a Matter for Investigation as follows:
'The City investigates options for a suitable on-lead beach area for dogs that is separate to existing off lead dog beaches, and provides the report to Council by July 2021.'

Reason

Council needs to consider that different dogs require different areas. The changes to dog beaches under the Animal Management and Exercise Plan 2020-2025 (AMEP) does not cater for on-lead reactive and rescued dogs, as they cannot be around off lead dogs due to high risks of injury to the other dogs.

As part of this report, officer's noted there is limited coastal areas within the City, and as such have included areas that are existing off-leash dog exercise areas for further consideration.

Submission

N/A

Report

Recognising the competing needs of space for dogs and public amenity, the Council adopted the Animal Management and Exercise Plan 2020-2025 in September 2020.

The AMEP provides a roadmap to increasing pet infrastructure and developing mixed-use areas while balancing dog owners' needs to exercise their pets and the general public's access to amenities including beaches.

However, since implementing the AMEP, there has been ongoing community angst from some people and groups in the community about their desire to have a dog on leash beach area.

As part of this report, the City has undertaken a multi-pronged assessment including the following:

- the legal responsibility for all dog owners including those who own reactive and rescued dogs
- all coastal options in Cockburn that may be considered by the City to be a suitable beach location to implement an 'on-leash dog' area
- Comparison of the level of provision of dog-on lead areas and dog exercise areas with other coastal Perth Metropolitan Local Government Authorities.

Dog Owner's Legal Responsibilities

It is important to note that all dog owners must comply with the *Dog Act 1976* and the City's Local Laws. Section 31 of the Act puts an onus on the owner or person responsible for controlling their dog(s) in public places.

In addition to this the following definition of a dangerous dog (declared) is relevant for Council to consider regarding dog owner's responsibilities.

Section 33E,1 of the Dog Act 1976 refers:

- (1) A local government, or on behalf of the local government an authorised person or person specifically authorised by the local government for the purposes of this section either generally or in a particular case, may, by a notice in writing given in accordance with section 33F, declare an individual dog to be a dangerous dog (declared) if, in the opinion of the local government or that person —
 - (a) the dog has caused injury or damage by an attack on, or chasing, a person, animal or vehicle; or
 - (b) the dog has, repeatedly, shown a tendency —
 - (i) to attack, or chase, a person, animal or vehicle even though no injury has been caused by that behaviour; or
 - (ii) to threaten to attack;

In the event of a dog attack, or a repeated tendency of a dog to attack, chase or threaten to attack even if no injury has been caused, the City's authorised persons are required to investigate these incidents regardless of whether they are in an off-lead or on-lead area. The City's authorised person would need to determine whether in their opinion the evidence about the dog's behaviour would meet the definition of a dangerous dog under the *Dog Act*.

If a dog is declared dangerous then there are many requirements for the owner under the Dog Act 1976 and Dog Regulations 2013. Some of these responsibilities include for the dog to wear a muzzle, a prescribed type of dog collar, and to be tethered to a prescribed type of lead at all times when not in an enclosure.

To assist with responsible pet ownership the City offers education for dog owners on their responsibilities and subsidised training for dogs.

Available Coastline

The City's coastline extends approximately 15km, of which roughly 9km of the coastline is publicly accessible or walkable.

CY O'Connor and Jervoise Bay beaches represent approximately 3km (total length) of coastline and are already dog off-lead accessible areas.

Coogee Beach, Woodman Point and CY O'Connor are the most prominent beaches and are well utilised beach areas during the summer.

Based on available coastal areas, the City has investigated and prepared four options for Council's consideration:

Option 1: Designate 200 metres of Chelydra Point beach (currently dog prohibited) and up to 400 metres of CY O'Connor dog beach area (currently dog off-leash) as an on-leash dog beach (**Recommended for community consultation**);

Option 2: Designate a section of Coogee Beach between the Coogee Beach Surf Life Saving Club and Ammunition Jetty as a dog on-leash beach during certain times of the day;

Option 3: Designate the Jervoise Bay dog beach as an on-leash beach during certain times of the day (**Recommended for community consultation**); or

Option 4: Do not implement a dog on-leash beach at any of the City's Coastal locations (**Recommended for community consultation**)

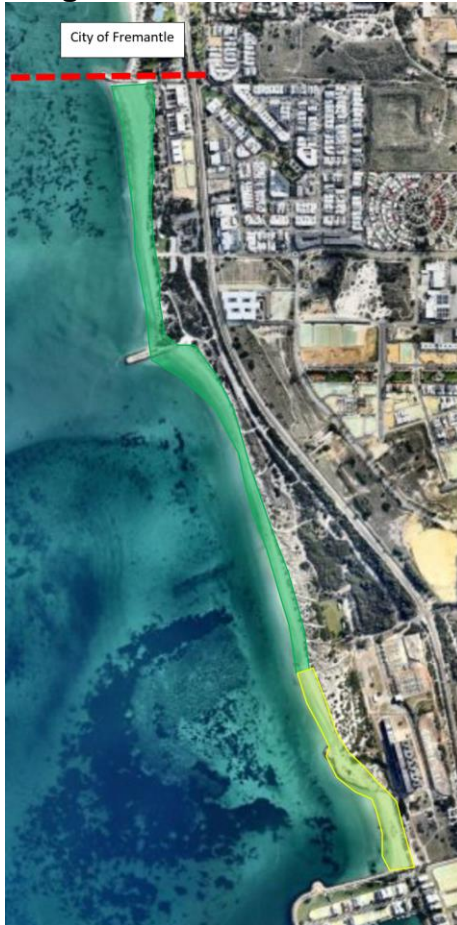
For the purposes of this report, the following legend has been applied;

- Green areas– dogs off-leash
- Yellow areas – dogs on-leash
- Red areas – dogs prohibited

Option 1

Option 1 proposes to change 200 metres of Chelydra Point beach from a dog prohibited area to dog on-leash area. The proposed change would also extend the dog on-leash area 400 metres north into the existing CY O'Conner dog beach. The new on-leash dog beach would be approximately 600 metres in length. In this option the remaining 1.2 km portion of the CY O'Connor dog beach would remain as a dog off-leash exercise area.

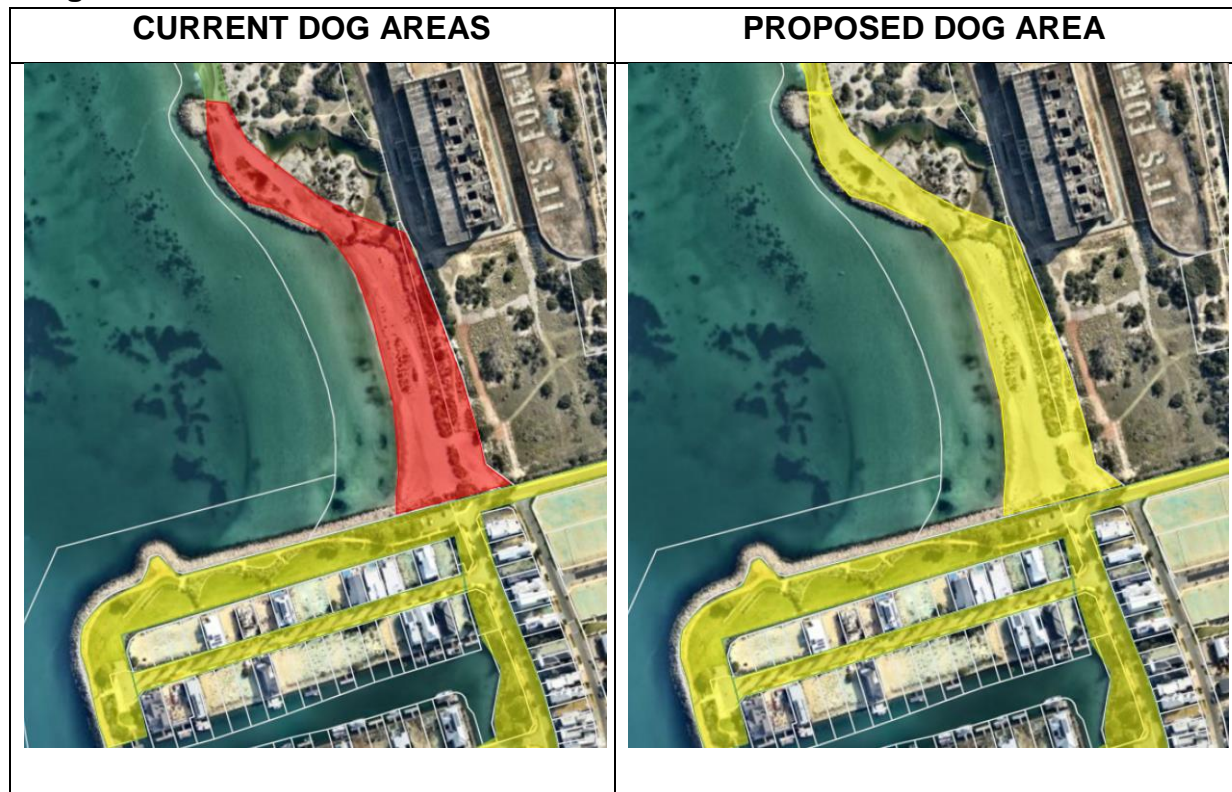
Image 1



Note: the yellow highlighted area is proposed as 'dog on-leash' and green highlighted area will remain 'dog off-leash'.

As shown in image 2 (below), the area around Chelydra Point beach is currently dog on-leash. Image 2 further shows the logical connection and rationale to Option 1.

Image 2



Option 1 has many benefits to dog owners, including but not limited to:

- allowing dog walkers to traverse from Port Coogee to the City of Fremantle along the beach with their dogs either on leash or off leash;
- enables owners to train their dogs in a mixture of on-leash and off-leash areas;
- provides improved access for people with a disability who are dog owners via the southern section of the proposed area.
- Provides a dog on leash beach exercise area in Cockburn

Option 1 also provides the ability to patrol and monitor the area by the City's Rangers due to the clear vantage points along Caledonia Loop and the City's existing CCTV system within the area.

Between May 2020 to May 2021, 13 infringements and six cautions were issued for people walking their dogs through the currently dog prohibited area of Chelydra Point beach.

Of the 19 offences identified, six were residents of Port Coogee. These historical trends show that subject to community consultation there may be benefits to changing the area to 'dogs on-leash' to the wider community of Port Coogee.

Option 1 is considered by Ranger services to be able to be monitored and enforced within the current staffing resources, and is the officers recommended preferred option.

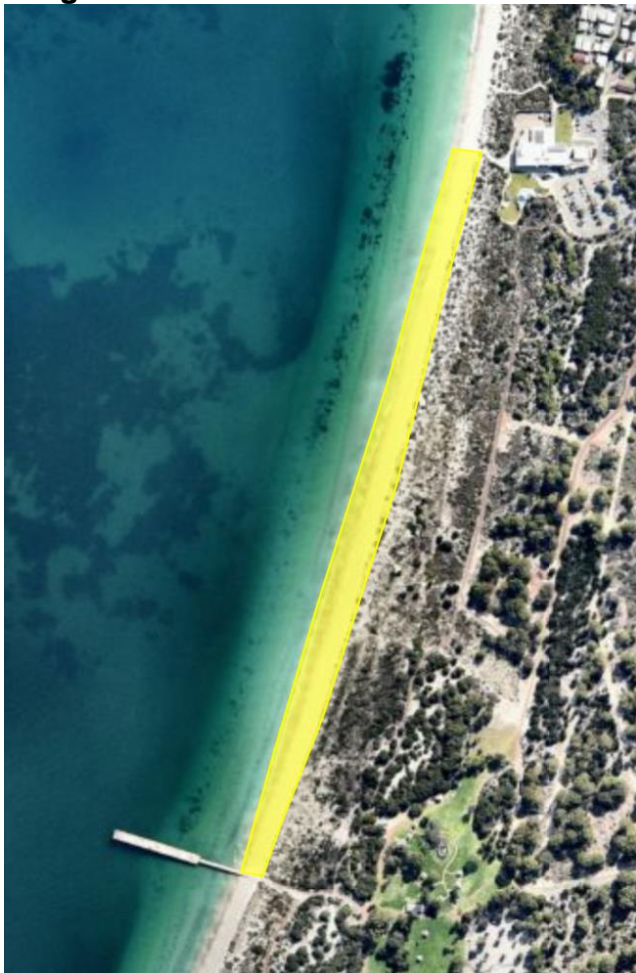
Based on the overall intent of the AMEP and Rangers staff resourcing, Option 1 is considered the most appropriate and is therefore recommended for community consultation.

Option 2

Option 2 has been reviewed at the request of the Residents of Cockburn for the Dogs Inc. (ROC).

Option 2 proposes a stretch of beach (approximately 800 metres in length) bound by Coogee Surf Club to the north and the Ammunition Jetty to the South become a timed shared use area, allowing dogs on-leash on this stretch of beach during certain times of the day and dogs prohibited during the other times of the day.

Image 3

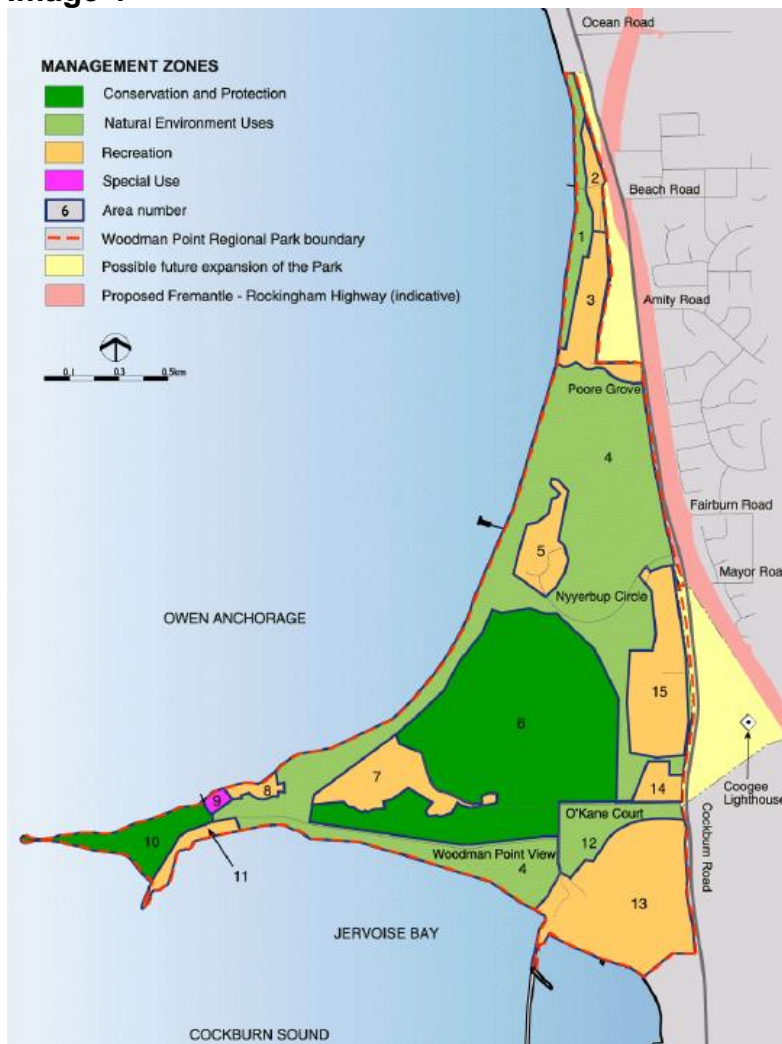


Note: the yellow highlighted area is the suggested 'dog on-leash' location during the time periods specified by the R.O.C. for the Dogs Inc. Group.

During initial consultation, the Department of Biodiversity, Conservation and Attractions (DBCA) confirmed the department does not support Option 2. DBCA denotes the option is in contrary to the Woodman Point Regional Management Plan.

As highlighted by Image 4 (below), the Woodman Point Regional Park (and Management Plan) encompasses an area from Jervoise Bay to the south and Port Coogee to the North.

Image 4



Objective 20 of the Management Plan, outlines the need to effectively manage domesticated pets and predatory animals endangering the conservation value of Woodman Point. Accordingly, Objective 20 of the Plan outlines strategy 3;

Exclude dogs, except for guide dogs, from the nature reserve, headland and beaches adjoining the Park, and the grassed areas of John Graham Recreation Reserve. Elsewhere in the Park allow dogs on-lead and under effective control.

Based on feedback provided by DBCA and the strategies within the Woodman Point Regional Management Plan, it is not recommended that this option be released for community consultation.

Notwithstanding the advice from DBCA, the R.O.C. for the Dogs Inc. have suggested a timed system to allow dogs on this section of beach during certain times of the day in peak periods and dogs prohibited outside of these times.

Although a time period appears may appear possible, initial consultation with the Coogee Beach Surf Life Saving Club and the R.O.C. for the Dogs Inc. shows an emerging risk of differing opinions on possible dog access times. This same issue may become a continuing problem, due to differing views of other existing and future users of the beach area.

Table 1 (below) highlights the suggested times proposed by the R.O.C. for the Dogs Inc. and the Coogee Beach Surf Life Saving Club.

Table 1

R.O.C. for the Dogs Inc. Proposed Times
<ul style="list-style-type: none"> • 1 October – 31 March: Dogs prohibited between 8am – 3pm Dogs allowed on-leash between 3:01pm - 7:59am (the next day). • 1 April – 30 September: Dogs permitted on-leash at all times.
Coogee Volunteer Surf Lifesaving Club Proposed Times
<ul style="list-style-type: none"> • 1 October – 30 April: closed at all times to dogs • 1 May – 30 September: Dogs on leash only.

Consultation within the Ranger Services team has highlighted several operational concerns should Option 2 come into effect.

These concerns are:

1. A possible increase in non-compliance within the Woodman Point (south of the proposed area) and Coogee Beach Jetty (north of the proposed area) dog prohibited areas by deliberate or unintentional lack of compliance;
2. The area is already highly utilised by people, so the risk of dog attacks could increase;
3. Timed periods are often confusing to manage in public space, resulting in Rangers having to police the transition times constantly.

Due to the popularity of Coogee Beach, it is highly likely there will be an increase in community complaints about dogs in general and excreta left behind on the beach.

The additional workload will require an additional full-time Ranger to proactively patrol this section of the beach and manage the foreseeable complaints.

The financial impact of this role equates to approximately \$90,000 per year. This figure does not include the purchase of an additional vehicle to support the above position.

In addition to increasing the staff for Ranger Services, Waste Services will also need to increase their patrols, and install a number of dog litter bins directly in the proposed area.

As the Department of Biodiversity, Conservation and Attractions (DBCA) confirmed that Option 2 is contrary to the Woodman Point Regional Management Plan, and taking into consideration the other issues the City recommends that this option is not considered for community consultation.

Option 3

Option 3 proposes that the Jervoise Bay beach that is currently dog accessible becomes a beach that allows a dedicated time for dogs to be on-lead and the remainder of the time for dogs to remain dog off-leash.

Image 5



Note: the yellow highlighted area is the suggested 'dog on-leash' location during specified times.

Option 3 is provided for consideration due to the limited beach space available within the City that is not already dog accessible. The Jervoise Bay dog beach is approximately 1.3 km in length, accessible via several sand paths, three bitumen car parks, and with toilet facilities available to the eastern section of the beach.

The Woodman Point Regional Management Plan identifies this beach as dog accessible so there is no issue with this option from that perspective. However, based on initial advice from DBCA, they do feel any change could impact the current beach users to the area and so community consultation would be recommended.

Due to the long history of this section of the beach being dog accessible, there is a reduced risk of community complaints from dog behaviour, however it is more difficult for Rangers to monitor this section of the beach than Option 1.

Should Option 3 be considered, the indicative hours of operation could be dogs on-leash from 6am to 8am all year, and then dogs permitted off-leash for the remaining times periods. However, these proposed timings and other options would need to be tested during community consultation.

Option 4

Option 4 proposes that the City does not implement a dog on-leash beach at any of the City's Coastal locations. This option provides no change to the current provision of dog exercise areas or dog on-leash areas along the City's coast.

In investigating this option the City compared the provision of dog on-leash beaches and dog off-leash beaches with other coastal Local Governments within the Perth Metropolitan Area.

The City consulted 10 local governments from the City of Wanneroo to the City of Rockingham, with only one local government, the City of Fremantle, having a designated dog on-leash beach, which is approximately 100 metres in length. The other example was that the City of Joondalup permitted dogs on a lead within the horse beach area immediately to the north of the dog beach in the mornings from Monday to Saturday on a time share basis.

Attachment 1 includes a full comparison of the provision of dog accessible beach areas in the 10 Local Governments consulted.

When consulted, most local governments identified the difficulty in enforcing a dog on-leash beach and that the many on-leash only parks negated the need for on-leash beaches to be considered.

Out of all 10 local governments that have a coastline, from the City of Wanneroo to the City of Rockingham, the City of Cockburn allows dogs on approximately 21% of its total coastline. This is the fourth highest, only to Town of Cottesloe (69%), Town of Cambridge (39%) and City of Rockingham (29%).

It is noted that both of these Towns have a considerably smaller coastline, and the City of Rockingham has a significantly larger coastline, compared to the City of Cockburn. The City of Rockingham's largest dog beach, Point Peron (6km), is also inaccessible in areas.

This option does meet requests made by some dog owners and the Residents of Cockburn Dogs Group that they would like to have a dog on-lead area on the City's coast.

Should Option 4 be considered, the City's current provision of dog on leash areas and dog exercise areas is comparable with other coastal Local Government Authorities in the Perth Metropolitan area.

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.

- Facilitate and advocate for increased community safety.

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

If Option 2 was to be approved, the estimated increased demand of the City's Ranger Services would require an additional full-time Ranger. The average salary for this role is approximately \$90,000 per annum.

In addition to a salary, there will be a need to purchase an additional vehicle to support this role. The average ranger vehicle cost \$65,000.

Any change to the current beaches will require replacement signage at the appropriate locations, with costs being allocated from the City's Facilities Maintenance Budget.

Legal Implications

Changing an area from dog prohibited/dog off-leash to dog permitted (on-leash) would require an absolute majority of Council. Section 31 of the *Dog Act 1976* refers.

Should the absolute majority of Council be carried, the change could not come into effect until 28 days after public notice, as defined by Section 1.7 of the *Local Government Act 1995* is completed.

Section 33E, 1 of the Dog Act 1976 refers regarding the definition of a dangerous dog (declared).

- (1) A local government, or on behalf of the local government an authorised person or person specifically authorised by the local government for the purposes of this section either generally or in a particular case, may, by a notice in writing given in accordance with section 33F, declare an individual dog to be a dangerous dog (declared) if, in the opinion of the local government or that person —
 - (a) the dog has caused injury or damage by an attack on, or chasing, a person, animal or vehicle; or
 - (b) the dog has, repeatedly, shown a tendency —
 - (i) to attack, or chase, a person, animal or vehicle even though no injury has been caused by that behaviour; or
 - (ii) to threaten to attack;

Community Consultation

As part of the Animal Management and Exercise Plan development, the City undertook an extensive amount of community consultation, including community focus groups to define an acceptable balance of dog access to coastal areas.

The above consultation resulted in the City receiving approximately 200 written responses in addition to the 'Comment on Cockburn' submissions, before the plan was adopted. However, additional and extensive community consultation would be necessary for Options 1 to 3 about any proposed intention to change the status quo so that Council can consider the community and stakeholder feedback about potential impacts.

Risk Management Implications

The City could have a low "compliance" and medium "Brand/ Reputation" risk associated with this item.

Advice to Proponents/Submitters

N/A

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

Management of some foreshore areas is a responsibility of local government.

Annexure 1 Coastal Comparisons

Location	Total LG coastline	Length	Percentage of dog accessible (Approximate)	Comments
City of Wanneroo	32km		7%	No designated dog on- leash beach. Either dogs off leash or dog prohibited.
• Quinn's Dog Beach		950m (off-leash)		
• Yanchep Dog Beach		800m (off- leash)		
• Two Rocks Dog Beach		500m (off- leash)		
City of Joondalup	17km		4%	Dogs may also be exercised within the <u>horse beach area</u> immediately to the north of the dog beach under the following restrictions: AM, Monday to Saturday – dogs must be on a lead at all times PM, Monday to Saturday – dogs can be exercised off lead Sunday – dogs can be exercised off lead all day.
• Hillarys Dog/Horse Beach		750m (off leash)		
City of Stirling	7.5km		15%	No designated dog on- leash beach. Either dogs off leash or dog prohibited.
• Peasholm Dog Beach		400m (off leash)		
• Trigg Beach		200m (off leash)		
• North Beach		550m (off leash)		
Town of Cambridge	4.7km		39%	No designated dog on- leash beach. Either dogs off leash or dog prohibited.
• North Floreat Dog Beach		1.6 km (off leash)		
• South City Dog Beach		250m (off leash)		

Annexure 1 Coastal Comparisons

City of Nedlands	3.6km		8%	Most of this beach (3km) is Department of Defence so LG does not enforce. 3km Department of Defence coast is considered prohibited. Only 300m (in front of SLSC) is enforceable as LG managed land.
• Swanbourne		300m (off leash)		
Town of Cottesloe	3.7km		69%	No designated dog on- leash beach. Either dogs off leash or dog prohibited
• Northern Dog Beach		2km (off leash)		
• Southern Dog Beach		680m (off leash)		
City of Fremantle	11km		6%	One small section of the northern end of Bather's Beach is dogs permitted on leash. All other beaches are dog prohibited or off leash. Substantial amount of coastline is inaccessible due to port and topography.
• South Beach (North)		400m (off leash)		
• Leighton Beach		200m (off leash)		
• Bathers Beach (North)		100m (on leash)		
City of Cockburn	15km		21%	Substantial amount of coastline is inaccessible due to Australian Maritime Complex, Marina and topography.
• CYO'Connor Beach		2km (off leash)		
• Chelydra Beach		300m (prohibited)		
• Coogee Beach (to Woodman Point)		5.5km (prohibited)		
• Ngarkal Beach		200m (prohibited)		
• Jervoise Bay		1.3km (off leash)		
City of Kwinana		N/A	0%	All beaches dog prohibited within the City of Kwinana's boundaries.
N/A				

Annexure 1 Coastal Comparisons

City of Rockingham	37km		29%	No designated dog on- leash beach. Either dogs off leash or dog prohibited.
<ul style="list-style-type: none"> Rockingham Beach (Weld Street) Point Peron Beach (Hymus Street) Shoalwater (Mercy Point) Esplanade (Bent Street) Port Kennedy (Shelton Street) Warnbro Beach (Capella Pass) Golden bay (Crystaluna) Singleton (Bight Reefs Rd) 		1.65km (off leash) 6km (off leash) 400m (off leash) 450m (off leash) 550m (off leash) 800m (off leash) 700m (off leash) 500m (off leash)		Point Peron Beach is largely inaccessible due to topography.

23.2 Traffic Calming Options Along Semple Court, South Lake

Cr Widenbar has requested a report on traffic calming options along Semple Court, South Lake.

Reason

Local residents directly abutting Semple Court have raised concerns about the volume of traffic, both heavy and light, as well as speeding and dangerous driving by vehicles and motor cycles for some time.

Options for traffic calming need to be investigated with a view to speed reduction and mitigation of driver behaviour, in consultation with local residents.

24. Confidential Business

24.1 Confidential Staff Matter

This report and its attachments are **CONFIDENTIAL** in accordance with Section 5.23(2) (a) 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.*

25. 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.

26. Closure of Meeting