



City of Cockburn
Ordinary Council Meeting
Agenda Paper

For Thursday, 11 November 2021



City of Cockburn
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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 11 November 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 black 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
Ordinary Council Meeting
Thursday, 11 November 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 L Kirkwood - Leave of Absence

- 6. Written Requests for Leave of Absence**

Nil

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

Leanne Chaproniere, Jandakot

The following questions were taken on notice at the 14 October 2021 Ordinary Council Meeting:

- Q1. How many credit cards does the City have on issue?
Q2. When were they last audited?

The Chief Financial Officer provided the following responses on 15 October 2021:

- A1. The City has 73 credit cards on issue to management and staff.
- A2. Credit cards are subject to an audit each year by the external auditor, KPMG, as part of their financial audit of the City's Annual Financial Statements.
Credit cards are also subject to a monthly review by the Finance Department, plus other internal check processes.

Bernadette Lanza-Volpe, North Coogee

The following questions were taken on notice at the 14 October 2021 Ordinary Council Meeting:

- Q1. Did the decision to change the parking controls occur before or after the City became aware of the Joint Standing Committee of the Delegated Legislation and informed the City of their decision that it was the sole legislation of the Council to change the parking?
- Q2. Also, whether the trees and when they were added.

The Chief of Built and Natural Environment provided the following responses on 27 October 2021:

- A1. The parking signs, which were installed on 6 August 2021, and the decision to install the signs, occurred in May 2021.
It should be noted that verge parking in that location is not allowed for under the City's Parking and Parking Facilities Local Law 2007 (Local Law).
Section 35 (2) of the Local Law states: *A person, not being the owner or the occupier of the land abutting onto a verge, shall not without consent of that owner or occupier, drive, park or stop a vehicle upon that verge.*
The relevant Council decisions in respect to changes to the Local Law occurred at the July 2021 and October 2021 Ordinary Council meetings.
- A2. The additional street trees were planted on 7 October 2021.

8. Public Question Time

9. Confirmation of Minutes

9.1 Minutes of the Ordinary Council Meeting - 14/10/2021

Recommendation

That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 14 October 2021 as a true and accurate record.

9.2 Minutes of the Special Council Meeting – 21/10/2021 – Commencing at 7.00pm.

Recommendation

That Council confirms the Minutes of the Special Council Meeting held on Thursday, 21 October 2021, commencing at 7.00pm, as a true and accurate record.

9.3 Minutes of the Special Council Meeting –21/10/2021 – Commencing at 7.43pm

Recommendation

That Council confirms the Minutes of the Special Council Meeting held on Thursday, 21 October 2021, commencing at 7.43pm, 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 Proposed Structure Plan Amendment - Lots 71, 74-76 and 303-305 Wattleup Road, Hammond Park Structure Plan (Recommendation for Approval)

Author(s)	D Di Renzo
Attachments	<ol style="list-style-type: none"> 1. Current Approved Structure Plan ↓ 2. Draft Proposed Structure Plan ↓ 3. Schedule of Submissions ↓
Location	71, 74-76 and 303-305 Wattleup Road, Hammond Park
Owner	Qube
Applicant	Hatch RobertsDay
Application Reference	110/222

RECOMMENDATION

That Council:

- (1) ADOPTS the Schedule of Submissions prepared in respect to the proposed structure plan amendment;
- (2) ENDORSES the Bushfire Management Plan prepared by Emerge Associates in respect of the proposed structure plan amendment dated April 2021, subject to the inclusion of updated BAL rating mapping for the amended area, and clarification of vegetation mapping;
- (3) pursuant to Schedule 2, Part 4, clause 20 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RECOMMENDS to the Western Australian Planning Commission the proposed Structure Plan amendment for 71, 74-76 and 303-305 Wattleup Road, Hammond Park, be approved, subject to the following modifications:
 1. Updating the Executive Summary to include reference to the Primary School site.
 2. Updating Figure 2 of the Local Water Management Strategy to include bore MB04.
 3. Update Figure 3 of Appendix C (bus network map) to reflect the current bus route map.
 4. Inclusion in Part 1 of the requirement for a notification, pursuant to Section 165 of the *Planning and Development Act 2005*, to be placed on the certificates of title of the proposed lots advising of the existence of a hazard or other factor. The notification is to state as follows: 'This lot is in close proximity to known mosquito breeding areas. The predominant mosquito species is known to carry viruses and other diseases.'; and
- (4) ADVISES the landowners within the Structure Plan area and those who made a submission of Council's recommendation accordingly.

Background

The proposed Structure Plan amendment has been advertised for public comment and is being presented for a recommendation for final approval to the Western Australian Planning Commission (WAPC).

The lots are zoned 'Development' pursuant to Town Planning Scheme No. 3 (TPS 3) and 'Urban' pursuant to the Metropolitan Region Scheme (MRS). The area is subject to the Southern Suburbs District Structure Plan (SSDSP) which was adopted by Council in December 2015, and which provides guidance for Structure Plans.

Lots 71, 74-75 and 303-305 Wattleup Road, Hammond Park are subject to a Structure Plan which was approved by WAPC approval on 14 September 2020 (refer Attachment 1 – Current Approved Structure Plan).

Submission

NA

Report

The applicant (Hatch RobertsDay) is seeking an amendment to the adopted Structure Plan for Lots 71, 74-75 and 303-305 Wattleup Road, Hammond Park.

The proposal includes the following amendments to the current approved Structure Plan, as shown in Attachment 2 – Proposed Structure Plan:

1. Inclusion of Lot 76 Wattleup Road, Hammond Park within the Structure Plan, including extension of road network, residential zoning and school site;
2. Street alignments straightened, allowing for improved pedestrian wayfinding and vehicle circulation consistent with Liveable Neighbourhoods;
3. Changes to the configuration and shape of the primary school site;
4. Inclusion of an area previously excluded from the Structure Plan as it was awaiting the Minister for Planning's determination in relation to the buffer.

Inclusion of Lot 76 Wattleup Road and Primary School Site

The proposed Structure Plan amendment seeks to include Lot 76 which is not currently subject to an adopted structure plan.

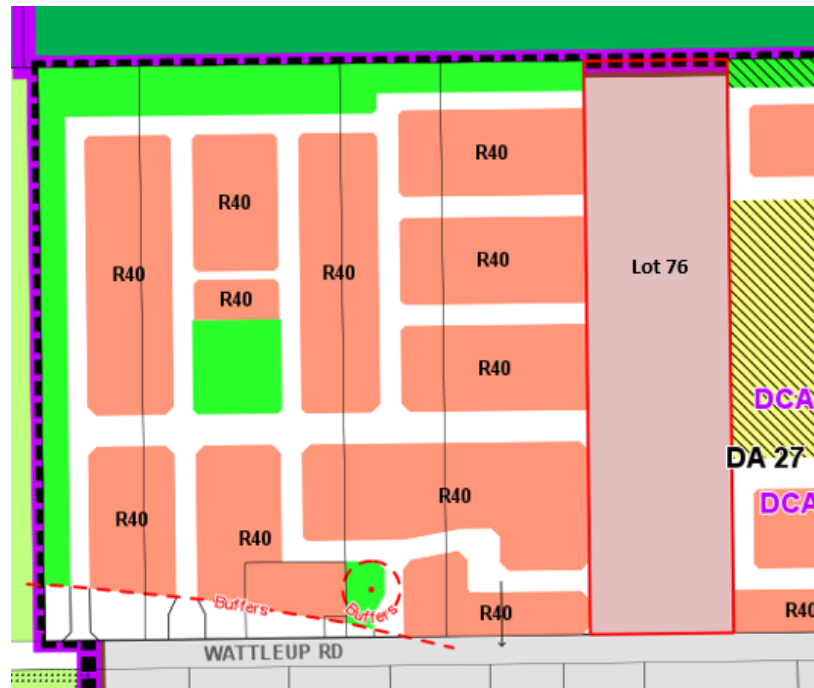


Figure 1: Existing adopted Structure Plans



Figure 2: Proposed amended Structure Plan including Lot 76

Lot 76 is located between two adopted Structure Plans, as shown above in Figure 1. The current 'Hammond Park - Wattleup Rd - Hammond Grove West' Structure Plan (the subject of this amendment) is located to the west, and the 'Quenda Estate Hammond Park - Wattleup Rd - Lots 107, 150, 9150' Structure Plan is located to the east of Lot 76.

As shown in Figure 2, the proposed road network remains unchanged within the existing Structure Plan area. The proposed amendment includes a logical extension of the roads onto Lot 76, extension of the northern linear POS, and extension of the primary school site (Public Purpose–Primary School), consistent with the SSDSP. It includes an additional road connection (access street) to Wattleup Road, supported by a Transport Impact Analysis.

The Department of Education have provided a letter of written support for the shape and configuration of the primary school site.

Buffer Area – Minister's Decision

In 2015 the draft Planning and Development Legislation Amendment (Western Trade Coast Protection Area) Bill was released for consultation. The draft legislation sought to formalise the boundary of the Western Trade Coast Protection Area; however it was never finalised.

The south-western portion of the subject site is intersected by an area that was hatched in the draft Western Coast Trade Protection Area Bill mapping, with the following annotation: *'The inclusion or exclusion in the Protection Area of a portion of land in this area is subject to a decision of the Minister for Planning'*.

The current adopted Structure Plan excludes this area, annotating it as 'buffer area' with a note stating – *'Area excluded from Structure Plan. (Land not to be developed until Minister's determination of buffer)'*.

On 19 November 2020 the Minister for Planning approved two subdivisions on the southern side of Wattleup Road within this buffer area, pursuant to Section 246(2)(b) of the *Planning and Development Act 2005* (DR 444 of 2013). The supporting rationale notes that "there is no further justification for providing what may be viewed as an almost continuous moratorium on subdivision and development approvals" arising from the buffer based on "reasonable application of the latest scientific data".

The Minister's decision was informed by environmental studies that were undertaken in this area, including a report by the Environmental Protection Authority (EPA) to provide advice under section 16(e) of the *Environmental Protection Act 1986* in June 2017. The EPA Report recommended further investigations into the source of the dust, particularly in the north and north-east of Mandogalup.

There was further monitoring by the Department of Water and Environmental Regulation (DWER) which resulted in the release of a study 'Mapping dust plumes at Mandogalup using LiDAR' ('LiDAR Report'), published in January 2019. In summary,

the LiDAR Report suggests the majority of the air quality issues could be considered as primarily amenity related.

On the basis of these studies and the Minister's decision, it is considered appropriate for the south west portion of the subject area to be included within the Structure Plan and identified for residential development.

The proposed 'Residential R30-R40' zoning in this area represents a logical extension of the existing zoning/coding to the north and will provide for the orderly and proper planning of this area.

Consultation

The proposed Structure Plan amendment was advertised for a period of 42 days as required by the *Planning and Development (Local Planning Schemes) Regulations 2015*, closing on 15 October 2021.

A total of 10 submissions were received during the advertising period, and all submissions are included and addressed in Schedule of Submissions (Attachment 3). A number of minor issues were identified by Transperth, Department of Transport, and DWER, and minor modifications are recommended to address these.

Two key issues were raised through advertising, and these are outlined and discussed below.

Bushfire Management Plan

There is information missing in the amended Bushfire Management Plan (BMP), and Department of Fire and Emergency Services (DFES) have advised that the BAL mapping and the bushfire management measures need to be confirmed to ensure they are accurate and can be implemented.

It is noted that there is an adopted BMP for the existing Structure Plan, and the material change of the proposed amendment is the inclusion of Lot 76. There is a document error in the draft amended BMP for the Lot 76 vegetation classification mapping, and DFES have identified potential anomalies in the classification based on the description that require clarification.

However, it is noted that Lot 76 will be mostly cleared for residential development and the primary school, and it is not considered that the BAL mapping would be likely to change the design of the Structure Plan. These matters can be clarified through the Structure Plan endorsement process with the WAPC, and at subdivision. It is therefore recommended that the City endorse the BMP subsequent to the inclusion of BAL mapping for the amended area.

Disease-carrying mosquitos

The Department of Health have made a submission stating that the subject area is in a location that regularly experiences issues with nuisance and disease-carrying

mosquitoes which can disperse several kilometres from breeding sites associated with Thomsons Lake (1.8km away), Banganup Lake (600m away) and nearby wetlands.

Ross River virus (RRV) was detected in mosquitoes collected at Thomsons Lake during July 2020 and June 2021, and human cases of RRV and Barmah Forest virus (BFV) diseases occur annually in this area. This means that future residents and other onsite visitors are likely to be exposed to RRV and BFV vector mosquitoes.

Local Planning Policy 1.10 'Subdivision around Thomson's Lake' (LPP 1.10) identifies a 2km buffer from Thomson's Lake. While LPP 1.10 does not depict the Structure Plan area as being within the defined 'Policy Area', the northern portion is clearly shown as being within 2km.

In light of comments from Department of Health, it is considered reasonable to take a precautionary approach and require the inclusion of notifications on the titles, as they have recommended. This will ensure that prospective purchasers are alerted to this emerging risk, providing them with the opportunity to minimise their risk through self-protection, and minimising potential breeding sites on domestic properties.

Conclusion

The proposed Structure Plan amendment includes a logical extension of existing Structure Plans and provides for orderly and proper planning, aligned to the SSDSP. Accordingly, it is recommended that Council recommend that the WAPC approve the amended Structure Plan, subject to modifications as outlined in this report.

Strategic Plans/Policy Implications

Environmental Responsibility

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

- Protection and enhancement of our natural areas, bushland, parks and open spaces.

Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

City Growth & Moving Around

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

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

Budget/Financial Implications

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

Legal Implications

N/A

Community Consultation

The proposed Structure Plan amendment was advertised for a period of 42 days as required by the *Planning and Development (Local Planning Schemes) Regulations 2015*, closing on 15 October 2021.

Advertising included letters to adjacent landowners, government agencies, a notice on 'Comment on Cockburn' and a hardcopy available for inspection at the City of Cockburn Administration Offices.

Details of the outcomes of community consultation are outlined in the Schedule of Submissions (Attachment 3) and this report.

Risk Management Implications

The Officer Recommendation takes into consideration all relevant planning factors associated with this proposal. It is considered that the Officer Recommendation is appropriate.

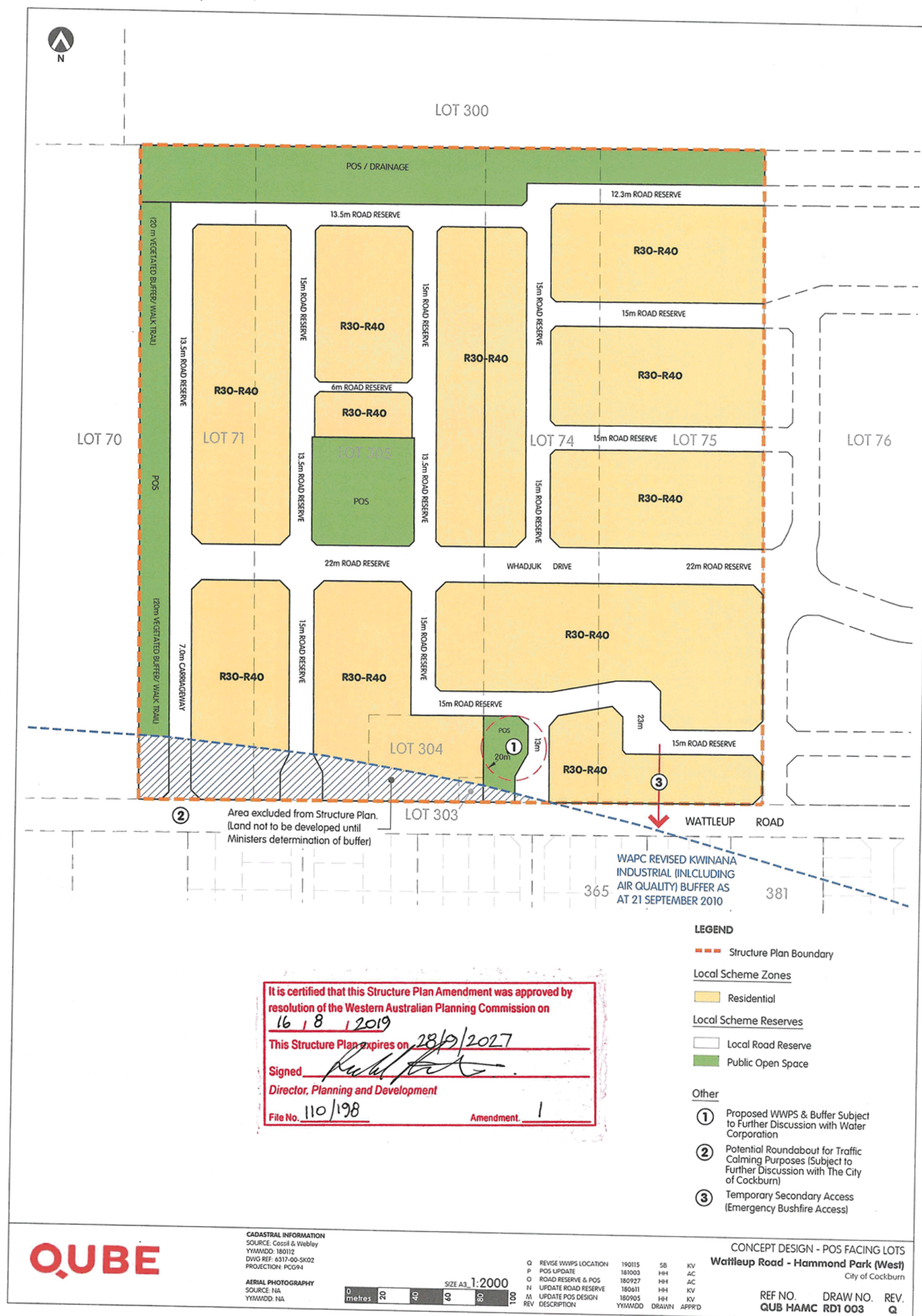
Advice to Proponent(s)/Submitters

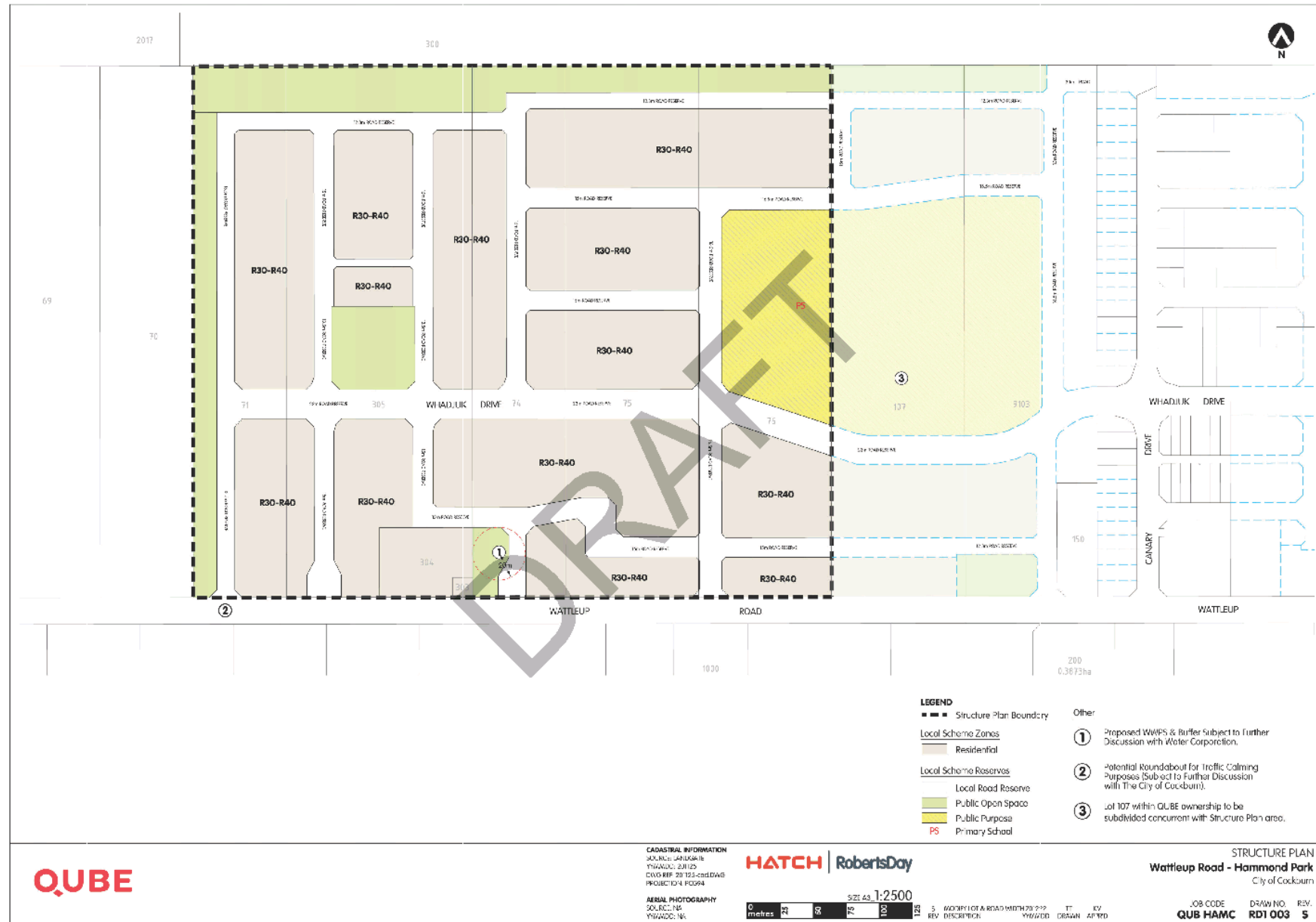
The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 11 November 2021 Ordinary Council Meeting.

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

Nil

Plan 1: Structure Plan Map (Plan 1)





File No. 110/222

SCHEDULE OF SUBMISSIONS
PROPOSED STRUCTURE PLAN : Lot 71, 74-76, 303-305 Wattleup Rd, Hammond Park

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	Warren Spencer 117 Marine Terrace Fremantle	<p>NO OBJECTION: It appears that no access is provided for Wattleup Road, due to its current high traffic and undulation. However I ask what will come of the road when Rowley road is constructed. It appears to be a needless non frontage road with no access and lots backing on to it, which will become a problem in the future.</p> <p>I have no objections to the structure plan itself.</p>	The current planning provides for the most appropriate interface to Wattleup Road, cognisant of current and future conditions, treatment and function of the road.
2	Department of Water and Environmental Regulation PO Box 332 Mandurah	<p>NOT SUPPORTED: The Department has reviewed the structure plan, and the attached correspondence provided, and wishes to provide the following advice.</p> <p>Issue Better Urban Water Management Recommendation Consistent with <i>Better Urban Water Management (BUWM)</i> (WAPC, 2008) and policy measures outlined in <i>State Planning Policy 2.9: Water Resources</i>, the proposed structure plan should be supported by an approved Local Water Management Strategy (LWMS) prior to finalising the structure plan.</p> <p>The Department previously reviewed the <i>Lots 76 and 107 Wattleup Road, Hammond Park - Local Water Management Strategy</i> (Emerge, December 2020) and it was deemed unsatisfactory to the Department to support the structure plan. Please find attached the Department's correspondence regarding the review of the LWMS. The Department cannot support the structure plan until the Department is satisfied with the LWMS. Accordingly, the proposed structure plan should not be finalised prior to the</p>	<p>Noted. The proponent has responded to these comments as follows, and DWER have confirmed that they are prepared to support the LWMS if these changes are undertaken:</p> <ol style="list-style-type: none"> 1. MB04 has been added to Figure 2. This bore was decommissioned in 2016 and was not monitored during the monitoring round in 2020 and hence was not used to generate groundwater contours. As shown in Table 4, groundwater quality was

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>endorsement of a satisfactory LWMS by the Department and the City of Cockburn in accordance with BUWM (WAPC, 2008).</p> <p>In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.</p> <p><i>DWER Comments:</i></p> <ol style="list-style-type: none"> 1. <i>There is reference to a bore MB04. Where is this bore located? It doesn't appear to be included on Figure 2.</i> 2. <i>Figures 5-8 - Within each of these plans there is a "1% AEP pipe network and flow direction" marked within the Hammond West Catchment Area A. The Department recently reviewed the Hammond West UWMP (Emerge February 2021) and this pipe network and the illustrated directions of stormwater flow between Catchments A and B appear to be different than what is presented within this LWMS (December 2020). Please clarify these differences in stormwater management plans proposed between this LWMS and the recently reviewed Hammond West UWMP.</i> 	<p>conducted at MB04 in 2016 only.</p> <ol style="list-style-type: none"> 2. The pipe network and flow direction in the Hammond Link LWMS are correctly shown. The Hammond West UWMP will be updated to amend this error.
3	Water Corporation PO Box 100 Leederville	<p>COMMENT: The proposed changes to the structure plan are noted. Water and wastewater servicing arrangements reflected in the servicing report attached to the previously adopted structure plan are still relevant.</p> <p>The location, size, configuration, buffer and vehicular access arrangements to the proposed wastewater pump station site in the POS need to be addressed by the proponents though detailed pump station catchment design in liaison with the Water Corporation. Any layout changes resulting from the design of the pump station may need to be reflected as further modifications to the structure plan.</p>	<p>Noted. The Structure Plan (clause 4.9) identifies that the design of the Waste Water Pump Station and surrounds shall generally accord with the Southern Public Open Space Landscape Concept (WAT-01-03) at Appendix A to the Structure Plan.</p>


NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
4	Department of Transport GPO Box C102 Perth	<p>COMMENT: Long Term Cycling Network DoT advises there are local routes in the structure plan area which form part of the Long Term Cycling Network (LTCN). The LTCN can be viewed on a map on DoT's website. The local routes are shown on the western edge of Lot 71 and on the northern edge of Lots 71, 305, 74, 75, 76. The LTCN was endorsed by the City of Cockburn on 9 April 2020. DoT suggests that the applicant consults with the City of Cockburn so that requirements for bicycle infrastructure may be accommodated.</p> <p>Proposed Primary School The incorporation of Lot 76 and the proposed primary school in the structure plan requires a 'safe walk/cycle to school assessment' as part of the Transport Impact Assessment. Requirements are detailed in Section 10.10.9 of the Transport Impact Assessment guidelines (available on the Department of Planning, Lands And Heritage website). The current TIA does not seem to address safe connectivity and accessibility to school by pedestrian and shared paths. Consultation with the Department of Education may be required to determine primary school frontage and access points (particularly for ensuring safe connectivity between the school site and the local pathway network).</p>	<p>Comments regarding the LTCN are noted.</p> <p>The exact location of footpaths will be determined at the subdivision stage, and detailed connection to the school with need to be determined in conjunction with the Department of Education, dependent on the design of the school, and access arrangements.</p>
5	Department of Biodiversity, Conservation and Attractions Locked Bag 104 Bentley DC 6983	<p>COMMENT: Planning Context/Background Lots 71, 74-75 and Lot 305 abut Harry Waring Marsupial Reserve (CR 29241) which is also known as Bush Forever Site No. 392 <i>Harry Waring Marsupial Reserve, Wattleup</i> and forms part of Beeliar Regional Park. Lot 76, which has been added to the proposed Hammond Park West Structure Plan (LSP) as part of this amendment [2], also abuts Harry Waring Marsupial Reserve. The department (as the former Department of Parks and Wildlife) provided advice to the City in a letter dated 6 January 2017 in relation to the Structure</p>	<p>Noted. A condition will be imposed in the subdivision requiring a fence restricting feral animal access, as was imposed on the existing subdivision approval for a portion of the subject land (WAPC 158150).</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>Plan proposal. It is understood that the LSP Amendment 1 was endorsed by the Western Australian Planning Commission on 16 August 2019. The relevant aspects of the department's earlier advice and additional comments are provided in the following information.</p> <p>Native Vegetation and Flora It is noted that a <i>Spring Flora and Vegetation Assessment - Lots 76 and 107 Wattleup Road, Hammond Park</i> (Emerge 2020) was included in the submission to support the LSP amendment. Lot 76 was found to align closely with floristic community type (FCT) 28 – Spearwood <i>Banksia attenuata</i> or <i>Banksia attenuata</i> – <i>Eucalyptus</i> woodlands. The vegetation was assessed as being in Excellent to Very Good condition and no threatened or priority flora species were recorded or are considered likely to occur within the site.</p> <p>Fauna Lot 76 Wattleup Road consists of native vegetation in excellent condition which is yet to be cleared. The <i>Environmental Assessment and Management Strategy - Hammond West Structure Plan</i> (Emerge 2020) states that a Fauna Relocation Management Plan may be required to support future subdivision and development, based on model subdivision condition EN1 (WAPC 2016) and the expectations of the City of Cockburn (page 22). Should the City of Cockburn recommend such a plan, then the proponent will need to seek the appropriate approvals from the DBCA to relocate fauna, where practicable, prior to and during subdivision – inclusive of southern brown bandicoot. Relocation effort should be supported by monitoring of animals to gauge its success.</p> <p>Matters of National Environmental Significance The <i>Environmental Assessment and Management Strategy - Hammond West Structure Plan</i> (Emerge 2020) indicates that the remnant vegetation within Lot 76 is linked to Floristic Community Type (FCT) 28 which is a subtype of the Threatened Ecological Community (TEC) "Banksia</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>Woodlands of the Swan Coastal Plain". The report also summarises that the site (Lot 76) supports 4.85 ha of black cockatoo foraging habitat. The <i>Spring Flora and Vegetation Assessment</i> (Emerge 2020) and the <i>Basic Fauna and Targeted Black Cockatoo Assessment</i> (Emerge 2020) have been submitted to the Department of Agriculture, Water and Environment for assessment under the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (EPBC Act).</p> <p>Drainage The department notes that a Local Water Management Plan (LWMP) has been prepared for the Hammond Park West Structure Plan with an addendum added confirming inclusion of Lot 76 is consistent with established modelling. DBCA supports the preparation and implementation of an Urban Water Management Plan to the satisfaction of the Department of Water and Environment Regulation, as a condition of any future subdivision. All drainage management infrastructure should be contained within the proposed LSP boundary and not adversely impact Harry Waring Marsupial Reserve.</p> <p>Pedestrian and cyclist networks The <i>Southern Suburbs District Structure Plan – Stage 3</i> (City of Cockburn, 2005) shows a dual use path (DUP) running along the southern edge of the primary school site to the east of the structure plan area. DBCA supports the continuation of the DUP into the structure plan area however this does not appear to be shown in the structure plan proposal.</p> <p>Fire management All necessary fire management requirements should be provided for within the structure plan area, in accordance with the provisions of <i>State Planning Policy 3.7 Planning in Bushfire Prone Areas</i> and any other relevant policies. The department does not support the clearing of native vegetation in conservation areas outside the site boundary for fire management</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>purposes and reiterates its position that all provisions for fire management must be met within the structure plan area.</p> <p>DBCA notes that a Bushfire Management Plan was prepared by Bushfire Safety Consulting Pty Ltd and Emerge Associates in 2016 and an addendum has been included in the LSP amendment to include a <i>Bushfire Management Plan - Lots 76 and 107 Wattleup Road, Hammond Park</i> (Emerge 2021).</p> <p>Beeliar Regional Park Boundary A feral animal proof fence encloses Harry Waring Marsupial Reserve to exclude predators. The integrity of the fence is critical to the purpose of protecting fauna within the reserve. DBCA considers that a new feral animal proof fence should be installed (to DBCA's specification) along the boundary line, reconnecting to the original fence on either side of the development. The existing fence, which is offset from the boundary by 2.5 metres, should be removed by the proponent. Consultation with DBCA should occur prior to the boundary interface design with the reserve, particularly in relation to the fence alignment and the placement of retaining walls. Within the POS there should be no planting between the pedestrian path and the boundary fence to minimise the possibility of predatory animals such as cats, being able to enter the reserve. Should development be approved, there is to be no vegetation, earth spoil or any other debris disposed of within the boundary of the regional park. Batters will not be accommodated into Harry Waring Marsupial Reserve.</p> <p>Weed and Disease Control In order to protect the conservation values of the adjacent Harry Waring Marsupial Reserve the proponent should ensure that flora species known to be invasive or environmentally damaging are not used in any landscaping in order to prevent them spreading into the adjoining park. It is also important that any soil imported during development is free of <i>Phytophthora</i> dieback and weed seed.</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
6	Transperth Planning Level 1 Public Transport Centre Perth 6000	<p>NO OBJECTION: Please find below PTA's feedback on the planning proposal.</p> <ul style="list-style-type: none"> The PTA has no objections to the proposed subdivision of the subject site for residential development. Figure 3, Page 4 - Revised Transport Assessment (Appendix C) - The bus network map referenced in the <i>Revised Transport Assessment</i> prepared by Transcore is outdated. Please see the map below showing the current bus routes operating near the subject site. Currently, Transperth operates Route 536 which runs between Aubin Grove Station and Irvin Parade. The closest bus stop for the 536 is approximately 2.5kms from the subject site. There are long term plans to extend Route 535 further south to terminate at Wattleup Rd which would better serve the subject site. However, this currently remains unfunded so there is no definitive date for when this will be introduced. As such future residents should have no expectations that this area will not be serviced by public transport in the short to medium term future. 	Noted. It is recommended that Figure 3 of Appendix C (bus network map) be updated to reflect the current bus routes.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		 <p>The map shows a residential area with a green-shaded 'Subject Site' outlined in red. The site is located near Wattleup Road and is adjacent to Hammond Park. The map includes various lot numbers (e.g., 534, 535, 536, 537) and labels for 'WATTLEUP' and 'HAMMOND PARK'. A red dashed line indicates the 'City of Cockburn' boundary.</p>	
7	Dept of Health PO Box 8172 Perth BC 6849	<p>NO OBJECTION: The DOH provides the following comment:</p> <p>1. Water Supply and Wastewater Disposal The DOH has no objection to the proposed structure plan amendment subject to all proposed developments being connected to scheme water, and reticulated sewerage in accordance with the Health (Miscellaneous Provisions) Act 1911 and Government Sewerage Policy 2019.</p> <p>2. Public Health Impacts DOH wishes to bring to the attention of the City that a small portion of the proposed subdivision (lots 70, 71, 304, 305, 7 4) falls within the West Trade Coast Protection Area. Although the Area has not been formally endorsed, lands within the buffer may be subject to industrial emissions in the future.</p>	<p>1. Noted. No change recommended.</p> <p>2. On 19 November 2020 the Minister for Planning approved two subdivisions on the southern side of Wattleup Road within this buffer area. On this basis, it is considered appropriate for the south west portion of the subject area to be included within the Structure Plan and identified for residential development.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>In relation to asbestos, DoH recommended that as a matter of routine health and safety risk management, the developer should implement an Unexpected Finds Procedure to ensure that any asbestos fragments that are disturbed; or which emerge during development works, are identified and removed safely.</p> <p>DOH has a document on 'Evidence supporting the creation of environments that encourage healthy active living' which may assist you with planning elements related to this structure plan. A copy may be downloaded from: https://ww2.health.wa.gov.au/Articles/FI/Health-risk-assessment</p> <p>The City of Cockburn should also use this opportunity to minimise potential negative impacts of the increased density development such as noise, odour, light and other lifestyle activities.</p> <p>To minimise adverse impacts on the residential component, the City of Cockburn could consider incorporation of additional sound proofing / insulation, double glazing on windows or design aspects related to location of air conditioning units and other appropriate building/construction measures such as ensuring adequate ventilation requirements for wet areas.</p> <p>3. Medical Entomology</p> <p>The subject land of the Structure Plan Amendment is in a location that regularly experiences issues with nuisance and disease-carrying mosquitoes. Future residents and other onsite visitors are likely to be exposed to Ross River virus (RRV) and Barmah Forest virus (BFV) vector mosquitoes which breed in nearby wetlands.</p> <p>These known vector mosquitoes can disperse several kilometres from breeding sites associated with Thomsons Lake (1 .8km away), Banganup Lake (600m away) and nearby wetlands. Long term mosquito monitoring close to the locality by the City of Cockburn and the Department confirms</p>	<p>3. Noted. Local Planning Policy 1.10 'Subdivision around Thomson's Lake' (LPP 1.10) identifies a 2km buffer from Thomson's Lake, and it is noted that the northern portion of the Structure Plan area is within the 2km. As noted by Department of Health, it is also within 600m of Banganup Lake. While LPP 1.10 does not depict this area as part of the 'Policy Area', it is clearly shown as being within 2km, and in light of comments from Department of Health that there is considered to be a risk of disease carrying mosquitoes within this area, it is considered reasonable to take a precautionary approach and require the inclusion of notifications on the titles. This will ensure that prospective purchasers of residential properties in this area are alerted to this emerging risk, providing them with the opportunity to minimise their risk through self-protection through the use of insect repellents, screens, nets, and</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>that vector mosquitoes are capable of travelling from these sites to the subject land. RRV was detected in mosquitoes collected at Thomsons Lake during July 2020 and June 2021.</p> <p>Human cases of RRV and BFV diseases occur annually in this area. In some years when conducive environmental conditions persist, such as in 2011, high numbers of human cases have been experienced in the suburb and in nearby suburbs such as Success, a similar distance from the lakes.</p> <p>Recommendations:</p> <p>It is the recommendation of the DOH that the City of Cockburn:</p> <ul style="list-style-type: none"> • defines and determines the extent of risk from mosquitoes and mosquito-borne disease relevant to the subject land; • considers the implications for its Mosquito Management Plan (MMP) as the risk is identified as being moderate-high. For further information on developing a mosquito management plan please visit: https://ww2.health.wa.gov.au/Articles/J_M/Mosquito-management • adequately resources effective mosquito management into the future. This involves ensuring sufficient resources and funding mechanisms are available for ongoing mosquito management; • new residents be warned of the risk of mosquito-borne disease and the potential for nuisance and disease carrying mosquitoes via an appropriately worded notification on any newly created property titles; • encourage the use of built form design measures in the construction of accommodation and recreational areas to protect future residents from mosquitoes; and • ensure proposed infrastructure and site works do not create additional onsite mosquito breeding habitat. <p>4. Proposed Structure Plan</p> <p>There may be a concern about existing and potential agricultural activities on surrounding land and the possible resultant spray drift from chemical</p>	<p>insect-proof clothing, and minimising potential breeding sites on domestic properties. While comprehensive public awareness campaigns are used to educate, memorials on new land titles created at subdivision stage provide a further means of communicating the risk.</p> <p>4. Noted. Clause 4.7 of the Structure Plan states that the Structure Plan ensures an adequate separation distance from the market garden to the West in accordance with WAPC Statement of Planning Policy 2.5 Rural Planning. Prospective purchasers will be made aware of the market garden via a Notification on Title.</p> <p>5. Noted. It is considered that the matters outlined in this document are covered by the State and local planning framework, and have informed the preparation of the Structure Plan amendment to minimise natural hazard risk</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>applications. The proposal should adhere to the necessary buffer separation distances between agricultural and sensitive land uses.</p> <p>DOH Guidelines for Separation of Agricultural and Residential Land Uses should be taken into consideration. It may be accessed from the Public Health website: http://ww2.health.wa.gov.au/Articles/FI/Guidelines-for-separation-of-agricultural-and-residential-land-uses/</p> <p>5. Land Use Planning for Natural Hazards</p> <p>A document 'Land Use Planning for Natural Hazards can also guide the use of land to effectively reduce risk and enhance sustainability for areas prone to hazards such as flooding (including storm surge), fire, landslide, earthquake, strong wind and erosion. Available for download from: https://knowledge.aidr.org.au/resources/land-use-planning-for-natural-hazards-handbook/</p>	<p>appropriately, including preparation of a Local Water Management Strategy and Bushfire Management Plan.</p>
8	Department of Education 151 Royal Street East Perth	<p>NO OBJECTION:</p> <p>The Department has reviewed the Hammond Park West Structure Plan, April 2021 (Structure Plan) and supporting technical reports. It is acknowledged the portion of school site has not been referenced within the Executive Summary. The Department recommends the school site be referenced within this section as it is a fundamental change compared to the original Structure Plan.</p> <p>Having regard to the provisions of the Western Australian Planning Commission's Operational Policy 2.4- Planning for School Sites (OP 2.4), the Department would like to make the following comments:</p> <p>Lot yield</p> <p>With the inclusion of Lot 76 Wattleup Road which would attract approximately 36 lots, it is identified that the Structure Plan amendment</p>	<p>Noted. It is recommended that the Executive Summary be amended to include reference to the School site, given that it is a fundamental change to the Structure Plan.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>proposes to increase the overall original estimated lot yield from 222 lots to 260 lots.</p> <p>Preliminary analysis of the existing and projected number of dwellings in the Hammond Park locality indicates that the future public primary school site, which forms part of this proposal, is likely to have a student enrolment catchment area in excess of the dwelling yield threshold of 1500 dwellings as per OP 2.4. It is worth noting that any increase to the student numbers beyond the threshold affects the future operation of the school and could impact the quality of education outcome.</p> <p>Notwithstanding this, given the extent of areas which have yet to be structure planned and/or subdivided, the Department will closely monitor the lot yield within the Hammond Park locality. Any changes to the zoning, residential density coding and/ or dwelling numbers within the Hammond Park locality which may result in an increase to the projected student yield will require prior consultation with the Department.</p> <p>Site assessment</p> <p>In relation to the school site, the Department understands substantial earthworks will be required to provide suitable levels for servicing infrastructure, roads, lots and drainage.</p> <p>Consequently, it is imperative the finished ground levels across the school site commensurate with the adjoining finished road level so as to facilitate the delivery of the public primary school.</p> <p>In accordance with the road hierarchy requirements of OP 2.4, a Neighbourhood Connector and a lessor order road (minimum Access Street B) shall be provided adjacent to the school. These road classifications assist in facilitating on-street embayments, principal shared paths, trees and lighting to provide for a functional and safe street design adjacent to schools.</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>The Department acknowledges provision of these elements will be factored into the road design.</p> <p>In view of the above, the Department has no objection to the proposed amendment to the Structure Plan.</p>	
9	Main Roads WA PO Box 6202 East Perth	<p>SUPPORT:</p> <p>Main Roads supports the proposed amendment, subject to the following comments:</p> <p>Wattleup Road is classified as a Regional Distributor Road and heavy vehicles represent a high proportion of traffic, when compared to other roads in the locality. Hence, Wattleup Road forms part of the approved Restricted Access Vehicle (RAV) Network.</p> <p>It is therefore imperative that any planning for alterations/upgrades to Wattleup Road and the interconnecting local and regional road networks are undertaken in consultation with Main Roads. In addition, the City will need to implement appropriate mechanisms to facilitate and coordinate the implementation of these alterations/upgrades as development progresses. This is necessary to ensure the safe and efficient movements of general traffic as well as RAVs is not compromised whilst Wattleup Road remains as part of the approved RAV Network.</p> <p>At the same time the City will need to consider and coordinate access to areas of residential intensification and carefully manage potential conflicts arising from increased residential traffic mixing with heavy vehicle movements, in particular at intersections. To provide for network continuity, the design of any future intersections and traffic treatments must satisfy the sight distance and stopping distance requirements for the heavy vehicles using the road.</p>	Noted. It is not considered that this will require any modifications to the Structure Plan.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>The Transport Impact Assessment Addendum prepared by Cardno (dated 27 April 2021), recommends that the speed limit of Wattleup Road should be reduced to 70 km per hour between Mandogalup Road and Frankland Avenue, and possibly to 60 km per hour in the long term once the Rowley Road extension is constructed. Cardno also advises the reduced speed limits are recommended in response to the proposed Lot 76 access road.</p> <p>Requests to modify road speed zones are governed by an approval process under the provisions of the <i>Main Roads Act 1930</i> and <i>Road Traffic Code 2000</i>. Any request requires individual assessment and separate approval from Main Roads, which is distinctively different from any planning approval. To this effect, Main Roads support on the proposed amendment to the Structure Plan must not to be misconstrued as an approval of the suggested speed zone modifications.</p> <p>Should the City wish to pursue Cardno's recommendations of a speed zone change on Wattleup Road, it is requested the City submit a formal application in accordance with the process outlined in Main Roads Speed Zoning - Policy and Application Guidelines, available on Main Roads website at mainroads.wa.gov.au > Technical & Commercial > Technical Library > Road and Traffic Engineering > Traffic Management > Speed Zones.</p> <p>Main Roads advises that it offers a free of charge pre-lodgement consultation service. Main Roads encourages the Local Government in liaising with applicants to promote and capitalise on this free advisory service offered by the road authority prior to lodgement of strategic or statutory planning proposals, especially where development plans involve land adjacent to or have the potential to impact on the State road network. Further information on the pre-lodgement consultation process can be found on Main Roads website at mainroads.wa.gov.au > Technical & Commercial > Planning & Development</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION						
10	DFES PO Box P1174 Perth	<p>COMMENT: I refer to your email dated 3 September 2021 regarding the submission of a Bushfire Management Plan (BMP) (Revision B), prepared by Emerge and dated 11 December 2021 (refer to page 27 of the BMP), for the above Structure Plan. However, DFES notes Revision B of the BMP cover page reflects an April 2021 date. In addition, Revision B contains illegible figures, and subsequently DFES is unable to validate the BAL contour map contained within the BMP.</p> <p>This advice relates only to <i>State Planning Policy 3.7 Planning in Bushfire Prone Areas</i> (SPP 3.7) and the <i>Guidelines for Planning in Bushfire Prone Areas</i> (Guidelines). It is the responsibility of the proponent to ensure the proposal complies with all other relevant planning policies and building regulations where necessary. This advice does not exempt the applicant/proponent from obtaining necessary approvals that may apply to the proposal including planning, building, health or any other approvals required by a relevant authority under other written laws.</p> <p>Assessment</p> <p>1. Policy Measure 6.3 a) (ii) Preparation of a BAL Contour Map</p> <table><tr><th>Issue</th><th>Assessment</th><th>Action</th></tr><tr><td>BMP error</td><td>Unable to validate BMP – insufficient information The BMP refers to Figures 1 to 7. However, DFES is unable to view Figures 1 to 7 as they contain a formatting error. DFES recommends the BMP is amended to include legible figures, to enable validation of the BMP. However, DFES provides the following vegetation classification comments based on Table 2 of the BMP.</td><td>Modification required.</td></tr></table>	Issue	Assessment	Action	BMP error	Unable to validate BMP – insufficient information The BMP refers to Figures 1 to 7. However, DFES is unable to view Figures 1 to 7 as they contain a formatting error. DFES recommends the BMP is amended to include legible figures, to enable validation of the BMP. However, DFES provides the following vegetation classification comments based on Table 2 of the BMP.	Modification required.	<p>1. Noted. Error in the documentation is noted, and it is recommended that Council endorses the Bushfire Management Plan subject to the inclusion of updated BAL rating mapping for the amended area, and clarification of vegetation mapping.</p> <p>2. Notwithstanding these discrepancies, it is noted that there is an adopted Bushfire Management Plan for the existing Structure Plan, and the material change of the proposed amendment is the inclusion of Lot 76, which is currently vegetated and clearing of the lot will reduce the fire risk.</p> <p>3. The following is also noted:</p> <p>Vegetation Exclusion - POS areas: This is consistent with the existing adopted Bushfire Management Plan for the current Structure Plan.</p>
Issue	Assessment	Action							
BMP error	Unable to validate BMP – insufficient information The BMP refers to Figures 1 to 7. However, DFES is unable to view Figures 1 to 7 as they contain a formatting error. DFES recommends the BMP is amended to include legible figures, to enable validation of the BMP. However, DFES provides the following vegetation classification comments based on Table 2 of the BMP.	Modification required.							

NO.	NAME/ADDRESS	SUBMISSION			RECOMMENDATION
		Vegetation Exclusion - POS areas. Vegetation exclusions – insufficient information The BMP assumes areas of POS within the site will be maintained as low threat vegetation as per AS3959. Section 5.1.2.1 of the BMP 'POS Areas' proposes model subdivision condition R4 committing the City to manage POS areas to a low threat state in perpetuity. However, it is unclear if the City agrees to manage this area to a low threat state, as per AS3959 in perpetuity.	Modification required. Decision maker to be satisfied.		Vegetation classification – References to firebreak notices remain the same as in the existing adopted Bushfire Management Plan for the current Structure Plan. 4. Vegetation classification – discrepancies in the plans are noted, and it is recommended that these be confirmed when the updated BAL mapping is included.
		Vegetation classification The BMP refers to the City of Cockburn firebreak notice. DFES does not accept fire break notices on adjoining land as part of the vegetation management required to achieve an APZ or low-threat status. Fire break notices may only apply for part of the year and may be varied from year to year by the responsible local government.	Modification to the BMP is required.		
		Vegetation classification Given the issues outlined above regarding illegible Figures 1 to 7, DFES is unable to validate the Post Development Vegetation Classifications and resultant BAL contour map. However, based on the limited information within Table 2 of the BMP, DFES provides the following comments: <ul style="list-style-type: none"> • Photo ID 2 Class B Woodland. The crown canopy appears to 	Modification to the BMP is required.		

NO.	NAME/ADDRESS	SUBMISSION		RECOMMENDATION
			<p>exceed 30%. The BMP should detail specifically how the Class B Woodland classification was derived as opposed to Class A Forest.</p> <ul style="list-style-type: none">• Photo ID10 / ID22. The BMP has excluded the Wattleup Road reserve. Images provided do not support the classification of 'managed to low threat'. Evidence has not been provided to validate City management of the road reserve.• Excluded subdivision areas: The BMP has excluded subdivision areas located immediately east and west of the proposal. The BMP has not specified development timeframes. The City to be satisfied regarding the low threat classification under AS3959.	
2. Policy Measure 6.3 c) Compliance with the bushfire protection criteria				
Issue		Assessment		Action
Location		A1.1 & A2.1 – insufficient information The BAL ratings cannot be validated, as the vegetation classification inputs require clarification as per the above		Modification to the BMP is required.

NO.	NAME/ADDRESS	SUBMISSION			RECOMMENDATION
			table, and provision of legible figures 1 to 7.		
		Vehicular access	A3.3 – not demonstrated The BMP refers to temporary cul-de-sacs. The BMP should be amended to verify any temporary cul-de-sacs meet the technical requirements of Table 6 Column 2.	Modification required. Further information should be provided to demonstrate compliance.	
		Recommendation – insufficient information It is critical the bushfire management measures within the BMP are confirmed to ensure they are accurate and can be implemented to reduce the vulnerability of the proposal to bushfire. The decision maker should be satisfied that the measures within the BMP can be achieved and confirm the requirements as outlined above. If the above bushfire management measures cannot be verified the outcomes within the BMP may be inaccurate.			

13.2 Adoption of Scheme Amendment No. 151 to TPS3 - Lot 5131 Jandakot Road and Lot 705 Armadale Road, Treeby

Author(s) L Dunstan

Attachments

1. Scheme Amendment Documentation [↓](#)
2. Modified Scheme Amendment Map [↓](#)
3. Schedule of Submissions [↓](#)

RECOMMENDATION

That Council:

- (1) ENDORSES the Schedule of Submissions prepared in respect of Amendment No. 151 to City of Cockburn Town Planning Scheme No. 3 ("Scheme");
- (2) MODIFIES the Scheme Amendment No. 151 map to rezone constructed roads abutting the amendment area from 'Resource' to 'Local Road' reserve, as depicted in Attachment 2;
- (3) Following modification as per (2) above, ADOPTS Scheme Amendment No. 151 for final approval for the purposes of:
 1. Rezoning portions of Lot 5131 Jandakot Road, Treeby and Lot 705 Armadale Road, Treeby from '*Resource*' to '*Development*' on the Scheme Map.
 2. Amending the Scheme Map to contain the relevant portions of Lot 5131 Jandakot Road, Treeby and Lot 705 Armadale Road, Treeby within a new Development Area, and reference this on the Scheme Map as 'DA 44'.
 3. Amending '*Table 9: Development Areas*' to include DA 44 as follows:

REF NO.	AREA	PROVISIONS
DA 44	Lot 5131 Jandakot Road, Treeby Lot 705 Armadale Road, Treeby	<ol style="list-style-type: none"> 1. An approved Structure Plan together with all the approved amendments shall be given due regard in the assessment of applications for subdivision, land use and development in accordance with Clause 27(1) of the Deemed Provisions. 2. The Structure Plan is to provide for an appropriate mix of residential and compatible land uses.

- (4) NOTES the amendment referred to in resolution (2) above is a 'standard amendment' as it satisfies the following criteria of Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment.;
- (5) REQUESTS approval of the WAPC to prepare a local structure plan for the area identified in Point 2 above pursuant to Clause 15 (c) of the *Planning and Development (Local Planning Schemes) Regulations 2015 Deemed Provisions for Local Planning Schemes*;
- (6) ENSURES the amendment documentation, be signed and sealed and then submitted to the Western Australian Planning Commission along with a request for the endorsement of final approval by the Hon. Minister for Planning; and
- (7) ADVISES those parties that made a submission of Council's decision accordingly.

Background

The Treeby District Structure Plan (DSP) was endorsed by Council in September 2017 to guide future planning stages of the Treeby locality. The DSP provides the broad indicative land use, infrastructure and movement network necessary to inform future scheme rezoning (such as the proposal subject to this report) and enable development to occur. Scheme Amendment No.151 was initiated by Council at its meeting held 8 April 2021 and subsequently advertised. This report considers submissions that arose during advertising and recommends final adoption of the proposal by Council accordingly.

Submission

CLE Town Planning + Design (acting on behalf of the landowners Limebrook Pty Ltd) lodged the Scheme Amendment Request in February 2021 with the City of Cockburn. The City prepared Scheme Amendment documentation which details the nature of the proposal (Attachment 1).

Report

What triggered the proposal?

At the 13 August 2020 Ordinary Council Meeting, Council resolved to recommend to the Western Australian Planning Commission (WAPC) that proposed Metropolitan Region Scheme Amendment 1367/57 (Figure 1) be supported. The amendment proposed to rezone part of Lot 5131 Jandakot Road and a small section of Lot 705 Armadale Road, Treeby (Amendment Area) from *Rural – Water Protection* to *Urban*. It was subsequently approved by the Minister for Planning, subject to minor modifications. This amendment triggered the need to update the City of Cockburn's Town Planning Scheme No. 3.



Figure 1: MRS1367/57

What supports the rezoning?

The Treeby District Structure Plan (TDSP) was adopted by Council at its meeting held 14 September 2017. The TDSP guides the coordination of broad level planning matters, with the intention of more detailed planning being undertaken at the local structure plan stage.

The TDSP is consistent with the State Government's Planning Framework, namely, the South Metropolitan Peel Sub-regional Planning Framework.

What does this amendment entail?

Scheme Amendment 151 proposes a change to the Town Planning Scheme No. 3 to zone the Amendment Area from 'Resource' to 'Development'. The 'Resource' zone is no longer appropriate, as it is not consistent with the underlying 'Urban' zone under the MRS.

The 'Development' zone objectives are as follows:

j) *Development Zone*

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

Scheme Amendment 151 also proposes to include the Amendment Area into a 'Development Area.' This designation is a Special Control Area which provides the City with the ability to require specific provisions when considering structure plan proposals.

The Scheme Amendment 151 proposed to insert the Amendment Area into 'Development Area No. 44 (DA44)' within Table 9 of the Scheme.

The specific provisions required for DA44 are proposed to be as follows:

1. *An approved Structure Plan together with all the approved amendments shall be given due regard in the assessment of applications for subdivision, land use and development in accordance with Clause 27(1) of the Deemed Provisions.*
2. *The Structure Plan is to provide for an appropriate mix of residential and compatible land uses.*

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

What about development contributions?

Developers are required to contribute to two community infrastructure DCA in this area:

- DCA13 which applies to all residential land within the City and collects for regional ovals, community clubs, and other shared facilities.
- DCA15 which applies to Treeby and Jandakot and covers Treeby (east) clubroom and oval (difference to bring the local open space up to a sports field standard) This was identified when the City undertook district structure planning for Treeby.

In terms of hard infrastructure, the item is:

- Jandakot Road (road widening and upgrading) - limited to the portion adjacent to the land (covered by voluntary legal agreement).

Outcomes of Consultation

The proposal was advertised between the 19 August to the 30 September, 2021. The City received a total of thirteen submissions, nine of which were from government agencies. The nature of the government agency responses related primarily to aspects of the proposal which can be assessed and considered as part of subsequent planning stages.

The Department of Education indicated that the proposal was consistent with the District Structure Plan given 3,500-3,800 dwellings are projected to be delivered across the DSP area. However, the Department raised concerns with the future *Planning Investigation Area* (land generally within the Jandakot/Treeby locality) which would result in higher projections should the area be re-zoned in future.

It is considered that future planning stages will need to consider additional school sites in the event that the WAPC review the Perth and Peel Planning Framework to support inclusions of the *Planning Investigation area* to 'Urban'. At this stage, it would not be practical to request an additional school site within the subject site, as the outcomes of the Planning Investigation Area are as yet unknown.

The remaining government agency comments centred on the need to produce or provide revised structure plan appendices or additional information, such as the Bushfire Management Plan, the requirement for a Local Water Management Strategy, the protection of gas infrastructure and consideration into the location of a future pump station. Fundamentally, no objections were raised by the government agencies.

Four submissions were received from private landowners within the locality. Two submissions supported or had no fundamental objection to the proposal. Two objected to the proposal on multiple grounds including concerns that Treeby is being developed in piecemeal, the lack of an appropriate buffer distance to existing residences, the use of any future 'Parks and Recreation' zone, location of developer fencing, traffic, loss of environment and threats to current lifestyle.

Given the site specific nature of the submissions, the objections have been addressed in detail within the *Schedule of Submissions* (Attachment 3).

Modifications to Scheme Amendment

The City has noted the need for a modification to the scheme amendment map that would address a current scheme anomaly. Specifically, there are small land parcels outside of the scheme amendment area which, should the amendment be gazetted, would be left as 'Resource' zoned land under TPS3. These land parcels are constructed roads (Figure 2) and accordingly should be captured as part of this amendment as 'Local Road' reserves if possible (Figure 3).



Figure 2: Aerial showing constructed roads

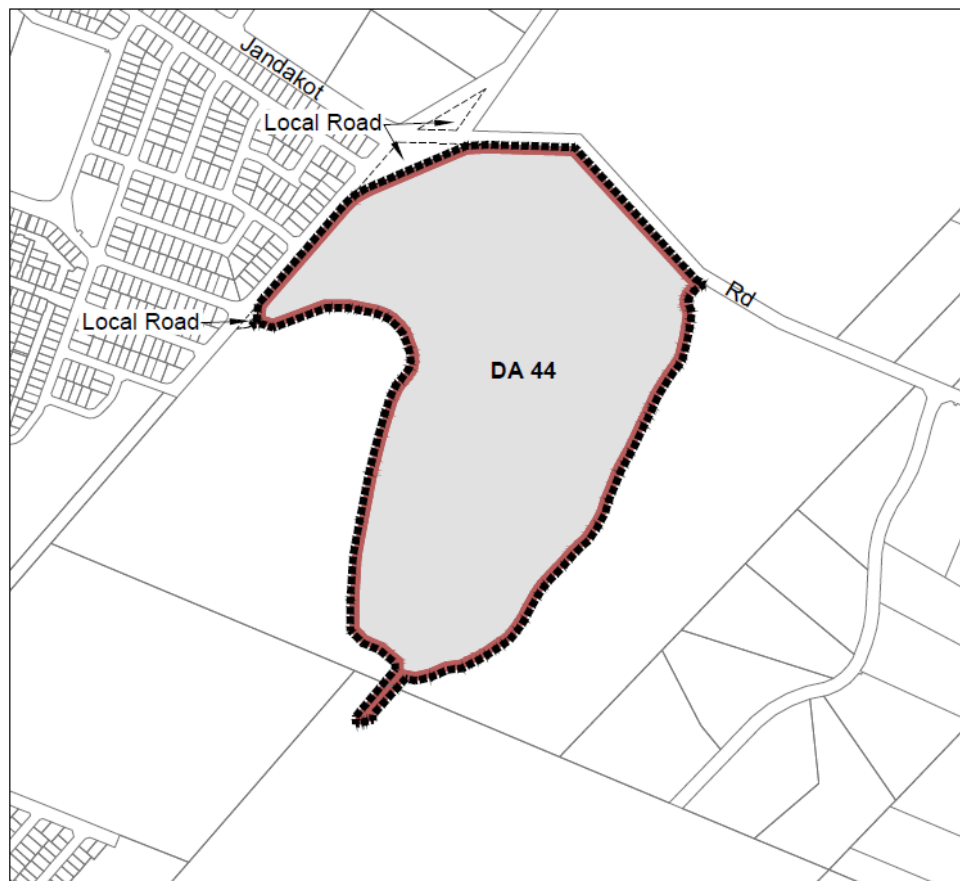


Figure 3: Modification to scheme map

It is therefore recommended the Council resolve to request modifications to the amendment map accordingly, finding that the modifications do not materially alter the intent of the amendment and can be undertaken without further advertising.

Strategic Plans/Policy Implications

Environmental Responsibility

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

- Protection and enhancement of our natural areas, bushland, parks and open spaces.

City Growth & Moving Around

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

- An attractive, socially connected and diverse built environment.

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The City has considered financial implications for the delivery of Jandakot Road, as the scheme amendment will trigger future residential development which may impact the timing of the road.

Legal Implications

A Voluntary Legal Agreement exists between the City of Cockburn and the landowner to secure the ceding of land, free of cost, for the Jandakot Road upgrade. Further, the landowner agrees to, at its own cost, upgrade part of Jandakot Road which adjoins Lot 5131, to four lanes. The VLA indemnifies the City against any claim relating to the ceding, acquisition or transfer of the road land under the *Land Administration Act 1997, Planning and Development Act 2005* or any other statutory provision.

Community Consultation

As per Part 5 of the Planning and Development (Local Planning Schemes) Regulations, there are several amendment types: basic, standard and complex. These are defined in Part 5, Division 1, Regulation 34. A standard amendment (such as this) requires 42 days consultation. The proposal was advertised between the 19 August to the 30 September, 2021.

Risk Management Implications

There is minimal risk to Council should it choose to adopt the Scheme Amendment. The proposal was triggered by a Ministerial determination which rezoned the land from 'Rural-Water Protection' to 'Urban' and the local government is obliged to be consistent with this determination.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 11 November 2021 Ordinary Council Meeting.

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

Nil



TOWN PLANNING SCHEME NO. 3

AMENDMENT NO. 151

8 April 2021

**PLANNING AND DEVELOPMENT ACT, 2005
RESOLUTION TO AMEND A TOWN PLANNING SCHEME**

**CITY OF COCKBURN
TOWN PLANNING SCHEME NO 3
AMENDMENT NO. 151**

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

1. Rezoning portions of Lot 5131 Jandakot Road, Treeby and Lot 705 Armadale Road, Treeby from 'Resource' to 'Development' on the Scheme Map.
2. Amending the Scheme Map to contain the relevant portions of Lot 5131 Jandakot Road, Treeby and Lot 705 Armadale Road, Treeby within a new Development Area, and reference this on the Scheme Map as 'DA 44'.
3. Amending 'Table 9: Development Areas' to include DA 44 as follows:

REF NO.	AREA	PROVISIONS
DA 44	Lot 5131 Jandakot Road, Treeby Lot 705 Armadale Road, Treeby	<p>1. An approved Structure Plan together with all the approved amendments shall be given due regard in the assessment of applications for subdivision, land use and development in accordance with Clause 27(1) of the Deemed Provisions.</p> <p>2. The Structure Plan is to provide for an appropriate mix of residential and compatible land uses.</p>

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

'An amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment.'

Dated this 8 day of April 2021

CHIEF EXECUTIVE OFFICER

FILE NO. 109/151

REPORT

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| 1. | LOCAL AUTHORITY | City of Cockburn |
| 2. | DESCRIPTION OF TOWN PLANNING SCHEME: | Town Planning Scheme No. 3 |
| 3. | SERIAL NO. OF AMENDMENT: | Amendment No. 151 |
| 4. | PROPOSAL: | Rezone portions of Lot 5131 Jandakot Road, Treeby and Lot 705 Armadale Road, Treeby from 'Resource' to 'Development' and establish the corresponding 'Development Area No. 44' within Town Planning Scheme No. 3 |

AMENDMENT REPORT

1.0 Introduction

The purpose of this Amendment is to:

- a) Rezone portions of Lot 5131 Jandakot Road, Treeby and Lot 705 Armadale Road, Treeby ('the Amendment area') from 'Resource' to 'Development' on the Scheme Map.
- b) Amend the Scheme Map to contain the Amendment Area within Development Area No. 44, and reference this on the Scheme Map as 'DA 44'.
- c) Amend 'Table 9: Development Areas' to include DA 44.

2.0 Background:

Lot 5131 covers approximately 64.4 hectares. Of this, approximately 30.3 hectares was recently zoned 'Urban' under the Metropolitan Region Scheme (via Amendment 1367/57), together with approximately 0.14 hectares of Lot 705 Armadale Road, creating a road connection between the two. Collectively, this 30.4 hectare parcel constitutes the Amendment area (Figure 1).

The Amendment area is located on the south side of Jandakot Road and west of the Calleya estate (Development Area No. 37). To the north is vacant land zoned 'Resource' under TPS 3 and to the east are rural-residential properties in the same zone. To the south-west is land reserved in the MRS for 'Parks and Recreation' and classified as Bush Forever Area 390, and to the south-east is Development Area 43, which occupies the portions of Lots 705 and 707 Armadale Road that are zoned 'Urban' under the MRS.

The Amendment area is identified as an 'Urban Investigation' area in the South Metropolitan Peel Sub-regional Planning Framework, and for urban purposes in the Treeby District Structure Plan ('Treeby DSP'). It is on this basis that it was rezoned to 'Urban' in the MRS, as described above.

This scheme amendment is required to insert the Amendment Area into a Special Control Area (DA44) under TPS3, thereby facilitating the preparation of a structure plan.



Figure 1: Amendment Area



As per Part 5 of the Regulations, there are several amendment types: basic, standard and complex. These are defined in Part 5, Division 1, Regulation 34. Regulation 35(2) requires the local government to specify in their resolutions to prepare or adopt an amendment what type of amendment it is, as well as the explanation for forming that opinion. This proposed amendment is considered to be a **standard amendment**, which Regulation 34 describes as:

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

- a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;*
- b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;*
- c) an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment;*
- d) an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme does not currently include zones of all the types that are outlined in the plan;*
- e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;*
- f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;*
- g) any other amendment that is not a complex or basic amendment.*

This proposed amendment satisfies one of the above criteria. In particular, it is:

- c) an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment;*

4.0 Town Planning Context:

4.1 City of Cockburn Town Planning Scheme No. 3

The Amendment area is currently zoned 'Resource' under the City of Cockburn Town Planning Scheme No. 3 ('TPS 3'), which reflects the Amendment area's previous MRS zoning ('Rural-Water Protection') (Figure 3). This Amendment request proposes that the portions of Lot 5131 and Lot 705 recently zoned 'Urban' under the MRS be rezoned to 'Development', facilitating urban development in accordance with the Treeby DSP and a Local Structure Plan.

The 'Development' zone in TPS 3 necessitates the preparation and approval of a Local Structure Plan to guide subdivision and development.

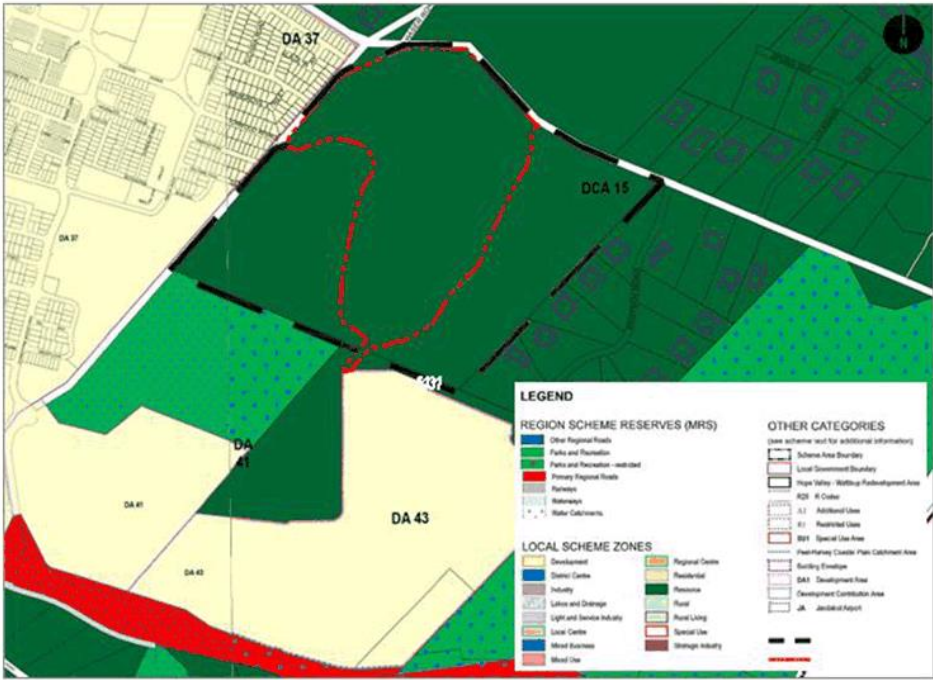


Figure 3: TPS3 Zoning

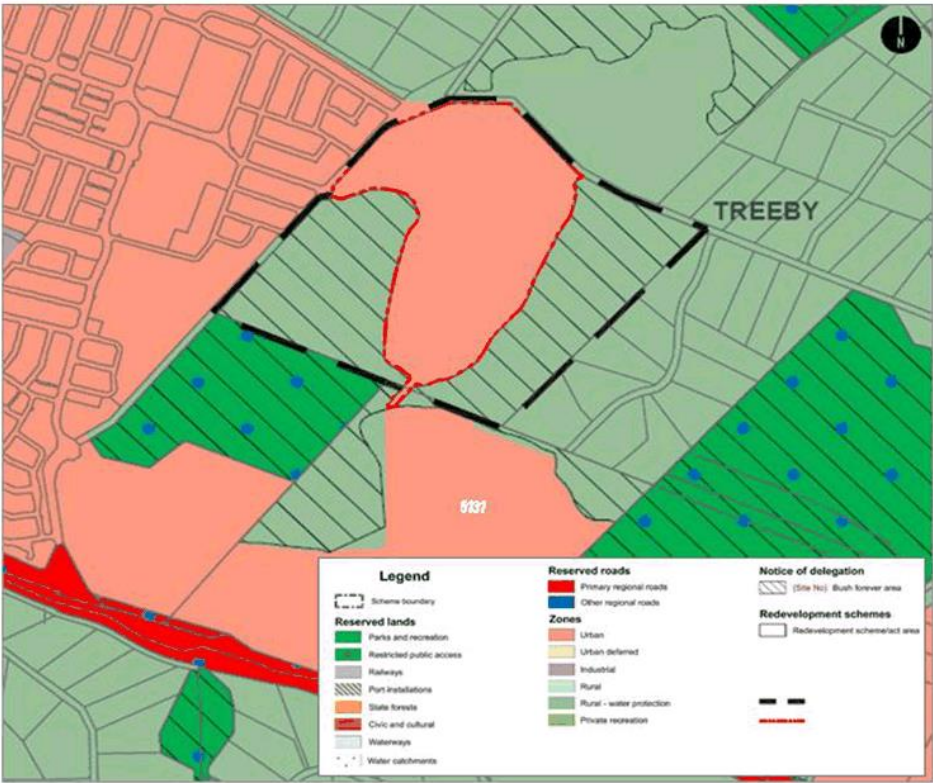


Figure 4: MRS Zoning

4.2 Metropolitan Region Scheme

The Amendment area is zoned 'Urban' in the MRS (Figure 4). Within Lot 5131, land to the south-west and east of the Amendment area is zoned 'Rural-Water Protection', and, being within Bush Forever Area 390, is likely to be reserved for 'Parks and Recreation' in future, at the WAPC's discretion.

5.0 Proposal

This amendment to TPS 3 proposes to rezone the Amendment area from 'Resource' to 'Development' and establish a corresponding Development Area in Table 9 of TPS 3.

Amendment to the Scheme Map

The TPS 3 map will be modified to show the portions of Lot 5131 and 705 that are zoned 'Urban' in the MRS as being in the 'Development' zone in TPS 3. A corresponding Development Area will also be established.

Amendment to the Scheme Text

The TPS 3 text will be modified to insert a new Development Area into Table 9 – Development Areas, as follows:

Table 9 - Development Areas

REF NO.	AREA	PROVISIONS
DA 44	Lot 5131 Jandakot Road, Treeby Lot 705 Armadale Road, Treeby	<ol style="list-style-type: none"> 1. An approved Structure Plan together with all the approved amendments shall be given due regard in the assessment of applications for subdivision, land use and development in accordance with Clause 27(1) of the Deemed Provisions. 2. The Structure Plan is to provide for an appropriate mix of residential and compatible land uses.

6.0 Conclusion

The proposed amendment to TPS 3 will ensure that it is consistent with the MRS in respect of portions of Lot 5131 Jandakot Road, Treeby and Lot 705 Armadale Road, Treeby. The proposed 'Development' zone will facilitate comprehensive planning through a structure plan, enabling subdivision and development of the Amendment area. The structure plan will identify a range of residential densities, a movement network connecting to neighbouring landholdings, interface and management requirements for Bush Forever Area 390 and public open spaces.

PLANNING AND DEVELOPMENT ACT, 2005**CITY OF COCKBURN****TOWN PLANNING SCHEME NO 3****AMENDMENT NO. 151**

The City of Cockburn under and by virtue of the powers conferred upon it by the Planning and Development Act 2005, hereby amend the above Town Planning Scheme for the following purposes:

1. Rezoning portions of Lot 5131 Jandakot Road, Treeby and Lot 705 Armadale Road, Treeby from 'Resource' to 'Development' on the Scheme Map.
2. Amending the Scheme Map to contain the relevant portions of Lot 5131 Jandakot Road, Treeby and Lot 705 Armadale Road, Treeby within a new Development Area, and reference this on the Scheme Map as 'DA 44'.
3. Amending 'Table 9: Development Areas' to include DA 44 as follows:

REF NO.	AREA	PROVISIONS
DA 44	Lot 5131 Jandakot Road, Treeby Lot 705 Armadale Road, Treeby	<p>3. An approved Structure Plan together with all the approved amendments shall be given due regard in the assessment of applications for subdivision, land use and development in accordance with Clause 27(1) of the Deemed Provisions.</p> <p>4. The Structure Plan is to provide for an appropriate mix of residential and compatible land uses.</p>

ADOPTION

Adopted by resolution of the Council of the City of Cockburn at the ordinary meeting of the Council held on 8 day of April 2021.

MAYOR

CHIEF EXECUTIVE OFFICER

FINAL APPROVAL

Adopted for final approval by resolution of the City of Cockburn at the Meeting of the Council held on the 11 day of November 2021, and the Common Seal of the City of Cockburn was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR

(Seal)

.....
CHIEF EXECUTIVE OFFICER

Recommended/Submitted for Final Approval

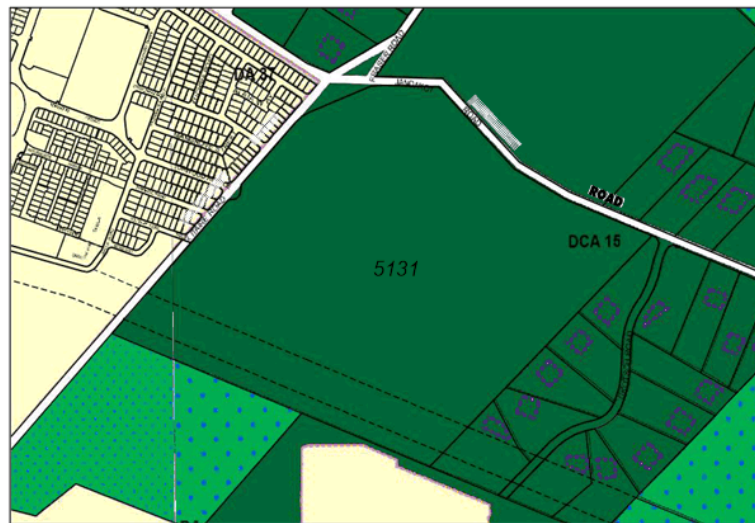
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DELEGATED UNDER S.16 PLANNING
AND DEVELOPMENT ACT 2005

DATE.....

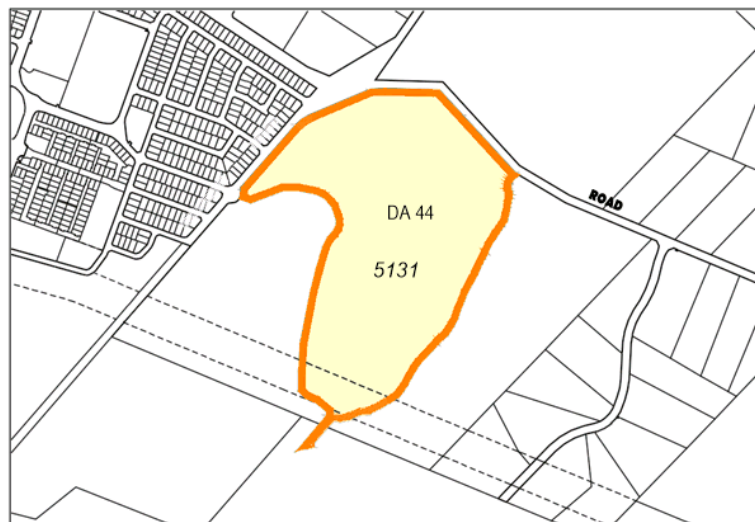
Final Approval Granted

.....
MINISTER FOR PLANNING

DATE.....



CURRENT SCHEME MAP



SCHEME AMENDMENT MAP

LEGEND

REGION SCHEME RESERVES (MRS)

- Parks and Recreation
- Water Catchments

LOCAL SCHEME RESERVES

- Local Road

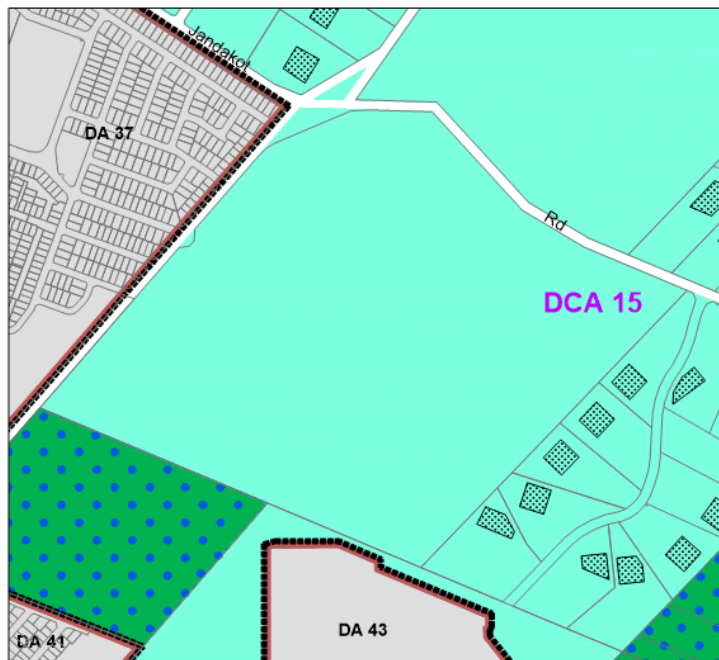
LOCAL SCHEME ZONES

- Development
- Resource

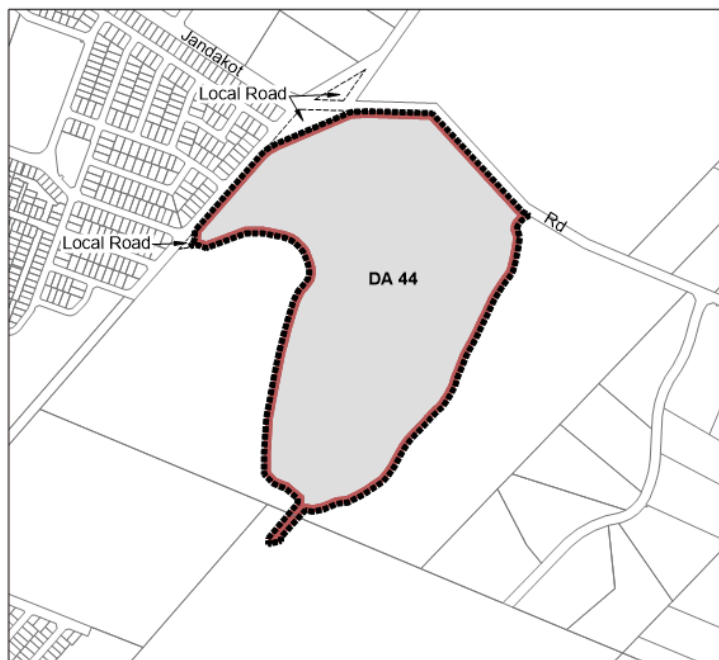
OTHER CATEGORIES

- Building Envelope
- DA1 Development Area

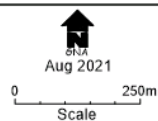
Source: WAPC



Current Scheme Map



Scheme Amendment Map



Modification to Amendment No.151
Town Planning Scheme No.3

File No. 109/151

SCHEDULE OF SUBMISSIONS
PROPOSED AMENDMENT NO. 151 – Lot 5131 Jandakot Road and Lot 705 Armadale Road, Treeby

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
1	Department of Transport GPO Box C102 PERTH WA 6839	NO COMMENT: The Urban Mobility (UM) division of the Department of Transport (DoT) has reviewed the information provided and advises that DoT has no comment for the proposed Scheme amendment	Noted.
2	Confidential Treeby	SUPPORT: I don't think we have much choice in regards to the scheme amendment, however I would strongly wish for the council and developers to consider the balance between continued urban development, and retention established bushland where possible.	Noted. The Metropolitan Region Scheme Amendment which permitted the area to be zoned 'Urban' and allow development to occur was accompanied by a draft Negotiated Planning Outcome (NPO) which retains and protects approximately 46.24 ha of vegetation within a realigned 'Bush Forever' area 390 (includes abutting Lot 705 Armadale Road, Treeby).
3	DWER PO Box 332 Mandurah 6210	NO OBJECTION: The Department has identified that the scheme amendment has the potential for impacts on environment and water resource values and/or management. While the Department does not object to the proposal key issues and recommendations are provided below, and these matters should be addressed. Issue: Better Urban Water Management	Noted. The structure plan process will ensure that a Local Water Management Strategy, consistent with the principles of Better Urban Water Management is submitted for assessment. Similarly, with regard to the environmental impacts, the City will ensure that the EPA advice regarding flora and vegetation, terrestrial fauna and inland waters is given due regard via the structure planning process.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>Recommendation:</p> <p>Consistent with <i>Better Urban Water Management</i> (WAPC, 2008), and policy measures outlined in <i>State Planning Policy 2.9: Water Resources</i>, the proposed scheme amendment is required to be supported by a District Water Management Strategy (DWMS) to demonstrate that the subject area can support the proposed change in zoning with regard to water resources.</p> <p>The Department has previously reviewed the <i>Treeby (Banjup) Strategic District Water Management Strategy</i> (JDA, October 2017) and it was found satisfactory. Consequently, the Department has no objections to the proposed scheme amendment proceeding.</p> <p>It should be noted that any future structure plan for the site will be required to be supported by a Local Water Management Strategy which will need to address the requirements of <i>Better Urban Water Management</i> and recommendations outlined in <i>Water quality protection note no. 38 - Priority 3* areas</i> (DWER, 2018) to protect drinking water quality and public health.</p> <p>Issue: Previous EPA advice</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>Recommendation:</p> <p>EPA advice to the City of Cockburn dated 9 August 2021 (please find attached) regarding flora and vegetation, terrestrial fauna and inland waters at the site is to be adhered to.</p> <p>In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.</p>	
4	Transperth Public Transport Centre, West Parade, Perth	<p>COMMENT: In terms of public transport accessibility, Transperth has preliminary plans for a bus route to operate between Cockburn Central Station and Treeby East (in the subject site). This will travel via Armadale Rd then via a connector Rd serving the developments north of the roundabout of Liddelow Rd/Armadale Rd.</p> <p>However, it should be noted that the introduction of this route will be dependent on a number of factors. This route is not currently budgeted for and implementation will be subject to;</p> <ul style="list-style-type: none"> • continued development in the area and completion of the road network • securing a terminus location • resource availability and prioritisation of 	Noted.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		other public transport network improvements.	
5	ATCO Gas Network 81 Prinsep Road, Jandakot	COMMENT: ATCO Gas own and operate gas mains and infrastructure within the area that may require additional protection and an early assessment of any new development in close proximity to our network.	Noted. The City will raise this with the applicant, to be addressed at future planning stages, as the scheme amendment does not propose development, rather, it zones the land in accordance with the Metropolitan Region Scheme and inserts clauses relating to the need to submit a structure plan proposal for detailed assessment.
6	Dept of Biodiversity, Conservation and Attractions Locked Bag 104 Bentley DC 6983	COMMENT: As no environmental information was provided to support the amendment, the Parks and Wildlife Service at the Department of Biodiversity, Conservation and Attractions (DBCA) has drawn on supporting documentation from previously referred planning stages in providing the following advice. DBCA notes that the proposed TPS amendment to rezone a portion of the site 'Development' will reflect the corresponding Urban zone in the Metropolitan Region Scheme (MRS). DBCA provided previous advice to the Western Australian Planning Commission (WAPC) regarding the proposed amendment to the MRS to rezone portions of the site to Urban. The following advice reflects that previously provided to the WAPC in relation to the proposed change in land use.	Noted. The City is in receipt of a draft Local Structure Plan for the site. The draft cannot be receipted formally for advertising until such time as the scheme amendment is gazetted. However, the City referred a revised Environmental Assessment Report (360 <i>Environmental</i> , 28 June 2021) to provide the Department with further information on the proposal. This more recent assessment provides the following comments in relation to threatened flora and Federal Legislation: <i>Perron is currently seeking approval under the EPBC Act to clear an area of Banksia Woodland Threatened Ecological Community (TEC) within the Urban zoned area. The clearing of this native vegetation has been referred to the Federal Department of Agriculture, Water, and Environment (AWE) and the clearing was determined to be a Controlled Action which required approval under the EPBC Act.</i>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>Threatened flora</p> <p>Bush Forever Site 390 (<i>Fraser Road bushland</i>), which surrounds the proposed Development zoned portion and is directly impacted by the proposed southern road extension, contains populations of <i>Caladenia huegelii</i> (Grand spider orchid, ranked Critically Endangered). This threatened flora species is protected under the <i>State Biodiversity Conservation Act 2016</i> (BC Act) and <i>Commonwealth Environment Protection and Biodiversity Conservation Act 1999</i> (EPBC Act). DBCA threatened flora records indicate that <i>C. huegelii</i> plants occur in Lot 5131 and Lot 705 Armadale Road within or in close proximity of the proposed southern road extension footprint. Due to the nature of the threatened flora species and the potential variation in the extent of the populations over successive survey efforts, it is highly likely that threatened flora may be impacted during or following development. DBCA records indicate that the most recent survey for <i>C. huegelii</i> within Lot 705 was undertaken in 2012. Further targeted surveys over this area have been undertaken in subsequent years however results of these surveys have not been provided. In the</p>	<p><i>A Level 2 Flora and Vegetation Survey was undertaken for the site on three separate occasions (8 September, 2 October, and 28 October 2014). A total of 98 taxa (including species, subspecies, varieties, and forms) from 76 genera and 33 families were recorded in the site. The commonly occurring families were Myrtaceae (12 taxa), Fabaceae (6 taxa), Orchidaceae (6 taxa), Asteraceae (6 taxa) and Proteaceae (6 taxa) (360 Environmental 2015; 2018a). Two subsequent targeted flora surveys were undertaken in Spring 2016 and 2017 by 360 Environmental.</i></p> <p><i>During the surveys, one Threatened species pursuant to the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) and gazetted as Declared Rare Flora (DRF) pursuant to the Wildlife Conservation Act 1950 (WC Act) was identified in the rural zone adjacent to the study area:</i></p> <ul style="list-style-type: none"> • <i>Grand Spider Orchid (Caladenia huegelii).</i> <p><i>No other Threatened flora species pursuant to the EPBC Act and/or gazetted as DRF under the WC Act were recorded during the surveys. No Priority listed species by the DBCA were recorded during the surveys (360 Environmental 2015; 2018a).</i></p> <p>With regard to Bush Forever Site 390 and adjacent Wetlands, it is noted that the Environmental Assessment</p>

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		<p>absence of the provision of recent survey results, a current targeted flora survey to confirm the location of the plants within or in proximity of the southern linkage road, is required to inform this amendment, the road design and determine referral requirements under the BC Act and EPBC Act. There is the potential for direct and/or indirect impacts to threatened flora due to the proximity of the known plants of <i>C. huegelii</i> to the proposed residential development and road corridor. To address proposed or inadvertent taking of threatened flora the proponent should be advised to apply for a Threatened Flora Authorisation under section 40 of the BC Act. Queries regarding this requirement can be directed to DBCA's Species and Communities Program at flora.data@dbca.wa.gov.au.</p> <p>Bush Forever Site 390 DBCA notes that a Negotiated Planning Outcome (NPO) was undertaken between the proponent and the WAPC proposing the rationalisation, protection and ceding of Bush Forever site 390, with proposed boundaries reflected in the current proposed amendment. The proposed amendment boundaries reflect the outcomes of the NPO process with a legal</p>	<p>forming part of the draft Local Structure Plan discusses interface requirements for the Bush Forever (via appropriate conditions at subdivision stage). Further, the establishment of an appropriate buffer to the Wetland is shown on the structure plan map accordingly. The City will refer the draft Local Structure Plan to the DBCA for formal comment during the structure plan advertising period to ensure the matters raised as part of the scheme amendment process have been sufficiently addressed to the DBCA's satisfaction.</p>

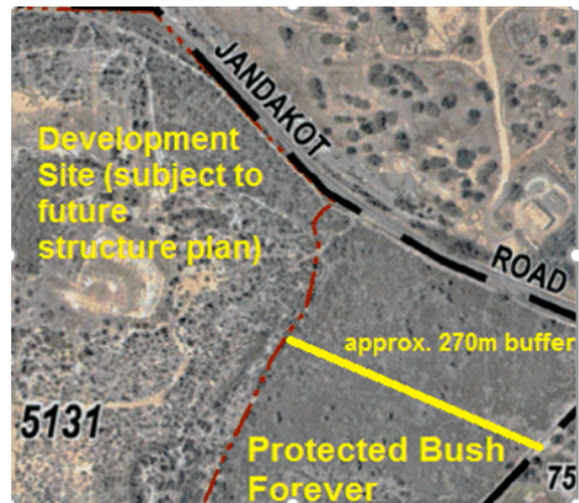
NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>agreement between the developer and the WAPC requiring the ceding of the revised area of Bush Site 390 within Lot 5131 and 705. Adequate protection and management of the environmental values within Bush Forever site 390, including threatened flora and wetlands, should be addressed in future planning stages. This includes the preparation and implementation of relevant environmental management plans and the ceding and reservation of the Bush Forever area for the purpose of conservation.</p> <p>Wetlands</p> <p>An assessment of the values, extent and management category of the mapped wetland in the eastern portion of Lot 5131 and identification other wetland areas within the amendment area, should be undertaken. A wetland assessment is required to inform structure planning and subdivision stages to allow appropriate identification and protection of the site's wetland values. Recent review of the environmental values of the wetland currently mapped in the <i>Geomorphic Wetlands Swan Coastal Plain</i> dataset as Resource Enhancement wetland (UFI 13328), indicates the wetland is commensurate with a</p>	

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		<p>Conservation Category wetland. In addition, a recent site visit to the area noted areas of Lot 5131 which contain wetland dependent vegetation but are not currently mapped as wetland. It is possible that wetlands on site may be more extensive than is currently mapped.</p> <p>The development should be designed to adequately manage and avoid hydrological impacts to wetlands including the provision of adequate buffers and preparation of wetland management plans.</p>	
7	Water Corp PO Box 100 Leederville	<p>COMMENT:</p> <p>Water</p> <p>The subject land has now been included in our water scheme area but water planning has not been completed so the infrastructure required to service the area has not been determined. Reticulated water of a sufficient capacity to serve the proposal is currently not available. Any new development may require headworks or upgraded reticulation size water mains to be constructed. These mains may be required to be constructed as part of the subdivision process of this or other proposed developments in the surrounding area. A route for any reticulation or headworks mains should be in the form of a road reserve and should be determined at Structure</p>	<p>Noted. The Water Corporation will be referred the draft Local Structure Plan formally which will provide a further opportunity to comment.</p> <p>The draft Local Structure Plan provided to the City will be advertised upon the gazettal of the scheme amendment. The LSP provides an infrastructure servicing report, which provides the following further information regarding wastewater and water reticulation:</p> <p><i>Wastewater disposal for Lot 5131 will be by separate Northern and Southern wastewater catchments, in accordance with the Water Corporation's wastewater planning. Disposal of wastewater within each respective catchment will be achieved via a network of gravity</i></p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>Plan stage.</p> <p>As planning has not been completed any headworks sized water main required are not scheduled on our 5-year Capital Investment Program.</p> <p>Wastewater</p> <p>Reticulated sewerage is not immediately available to serve the subject area. Our wastewater planning is concept only and needs to be reviewed when more development information is provided. Our concept planning indicates that the subject area falls within two catchments. The western portion of the subject area can gravitate to the existing system to the west. The eastern portion falls within a catchment with no permanent pump station. This pump station is still being planned so the location has not been determined.</p> <p>It should be noted that some of the subject area may need to be filled to be serviced. Future developers should review this at the planning/design stage.</p> <p>The pump station and accompanying headworks infrastructure may be required to be constructed</p>	<p><i>reticulation sewers.</i></p> <p><i>The northern catchment is provided with an existing gravity wastewater connection at the intersection of Torwood Avenue and Solitaire Road.</i></p> <p><i>The southern catchment will be provided with a gravity sewer connection discharging to proposed Jandakot Wastewater Pumping Station B located within Lot 705, Armadale Road, Treeby. This pumping station is currently being designed and is proposed to discharge to an existing gravity sewer located in Ghostgum Avenue, Treeby.</i></p> <p><i>The Local Structure Plan for the development has been designed to have a layout sympathetic to the landform, while providing very direct links through the development to the wastewater pumping station to ensure minimisation of sewer extent and depth.</i></p>

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		<p>as part of the subdivision process of this or other proposed developments in the surrounding area.</p> <p>Consideration must be made to the location of a proposed pump station. A pump station will require appropriate land to be provided for the works and the odour buffer that will surround the works. The proposed pump station is planned to be a Type 40. Therefore, the buffer surrounding the pump station should be 20 metres in radius. A route for the headworks mains will also be required, up to 20 metres wide. The route should be in the form of a road reserve.</p> <p>These headworks wastewater infrastructure items are not scheduled on Water Corporation's 5-year Capital Investment Program.</p> <p>General Comments</p> <p>The developer is expected to provide all water and sewerage reticulation required. In addition, the developer may be required to fund new works or the upgrading of existing works and protection of all works. Water Corporation may also require land being provided for works.</p> <p>The information provided above is subject to review and may change. If the proposal has not</p>	

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		proceeded within the next 6 months, please contact us to confirm that this information is still valid.	
8	Confidential, Treeby	<p>OBJECTION: We purchased our property at (Confidential) in July 2003. I would like to draw your attention to the information that was on the material/paperwork concerning the purchase of our property as part of the Orchid Glen Development. It reads as follows:</p> <p>Orchid Glen is nestled in unspoilt natural bushland and offers a lifestyle most only dream about yet it is close to everything. The tranquil natural surroundings will enable you to relax and enjoy the peacefulness of this unique environment. With only 14 lots available and strong demand for this prime location each lot includes underground power and telephone services, crossovers and fencing to all boundaries to complete your rural lifestyle dream. All lots are in excess of 2 hectares and provide defined building zones so as to maintain the quality of natural surroundings and a peaceful rural lifestyle.</p> <p>According to the scheme amendment lot 5131 Jandakot Road can "be developed for other means like residential housing, instead of resource purposes."</p> <p>I contacted the planning officer for more</p>	<p>The scheme amendment area relates to a portion of Lot 5131 Jandakot Road, Treeby and not the entirety of the subject property. A significant area of Bush Forever 390 is located to the east of the subject site.</p> <p>At this stage, the area has yet to be reserved 'Parks and Recreation'. This will occur when the Western Australian Planning Commission update the Metropolitan Region Scheme.</p> <p>It is important to note that when an area is reserved 'Parks and Recreation' under the local scheme, it does not necessarily mean the land will be developed with recreation spaces, playgrounds or ovals etc. In this instance, the 'Parks and Recreation' reserve would be applied in future to formalise the 'Bush Forever Site 390' designation. As the name suggests, 'Bush Forever' implies an untouched area of vegetation set aside for environmental benefit, in perpetuity. The bushland area will effectively remain 'as is', untouched and undeveloped.</p> <p>The subject property at Skotsch Road is located directly adjacent to 'Bush Forever Site 390' and therefore no residential development will be developed along this property boundary. This is perhaps difficult to decipher on</p>

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		<p>information on 1/9/21 in regards to the amendment. My questions were as follows:</p> <ul style="list-style-type: none"> - Is there a provision to include the properties along Skotsch Road as part of this amendment as our property will be greatly affected as lot 5131 runs along our back fence line, 255 metres of our back fence line to be specific, and will be hugely impacted by this amendment. I was advised that there is no proposal to rezone or make any changes to our property. - If we aren't to be included as part of this rezoning would a large limestone wall be constructed as per the wall that has been built along Jandakot Road to act as a divide between the residential area of Treeby to that of the rural side of Jandakot? I was advised that no wall will be constructed. - What will be along our fence line to separate the two areas between rural and residential so that the residential area doesn't impact and encroach on our rural amenity? I was advised that there will be a buffer zone between our fence line and the residential housing that is defined as parklands and recreation and public open spaces. 	<p>the advertised scheme amendment plans, therefore below is an aerial photo which demonstrates how the 'Bush Forever' site acts as a natural buffer to existing residences to the east. It is hoped that this better depicts the proposal and addresses the submitter's concerns.</p> 

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		<p>We have several issues and concerns as to these responses received to our questions.</p> <p>Parklands and recreational area and public open spaces could potentially mean ovals, playgrounds, footy/sport fields with tower lights that are on every evening for training sessions and team games potentially every day of the week and evening, also with the potential for drawing large crowds of people. This is an undefined area that is left open to all sorts of connotations that may lead to hundreds if not thousands of residents using this area at the back of our fence for exercise and recreational purposes. There is also the potential for increased crime to our property due to the fact that it will be an open parkland/recreational area that an unlimited number of people will be allowed access to along our back fence.</p> <p>Our current fence is a 900mm high wire fence as per the usual boundary rural fences within the Banjup/Treeby areas and the property at the rear has always been a private property with access to our back fence line prohibited. It is totally unacceptable that the council deems it satisfactory to open our back fence line to the public in its current form with no consideration given to our security or our privacy. This is an unacceptable boundary division between a rural</p>	<p>Lot 5131 Jandakot Road is in private ownership and is not Crown land. However, areas within Lot 5131 are designated 'Bush Forever' and cannot be developed.</p> <p>Jandakot Road is recognised as an important strategic link through the Treeby area and beyond. As such, Jandakot Road is highlighted as a road to be upgraded in the City's Regional and Major Roadworks plan for the 2018 – 2031 period.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>and a residential area.</p> <p>The tranquil, peaceful rural lifestyle will be lost with the development of the property at our rear fence line. We will lose our privacy and will no longer be able to be in our back garden or our swimming pool without being disturbed or seen with an unlimited number of people allowed access to our back fence for their own recreational purposes.</p> <p>We were told when we purchased our property that lot 5131 was deemed to be Crown land and never to be built on. We were told this by the council many times when we had concerns with the fencing and issues of security re trespassers on the land behind us. How has this land been able to be changed from Crown land, never to be developed, to residential?</p> <p>If this amendment is approved, there needs to be a large limestone wall built along our fence line to properly divide the residential area from our rural lifestyle. This needs to be the same height as the one built along Jandakot Road as a division between rural and residential areas. We will have lost our peaceful and tranquil lifestyle but this is the only way we will be able to maintain our privacy and reduce our security risk from the population that will have ready access to our back fence. It is totally unacceptable that</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>our fence line remain as it is and be open to a recreational area that is open to the public. That is an unsatisfactory boundary division.</p> <p>As a further note, Jandakot Road east already cannot cope with the amount of traffic from 2.30pm in the afternoon till 6.30pm on a working day so why are we increasing the population to this area when nothing has been done to improve the road network and make Jandakot Road east dual lane at the Warton Road end of Jandakot Rd? We already struggle to exit our street due to the banked-up traffic that is on Jandakot Road from Monday to Friday and this issue has already resulted in a fatality from a car accident relating to this banked up traffic. Jandakot Road cannot cope with the traffic from the current residents in the area without increasing the population to the area.</p> <p>We asked the council if we could subdivide our property into two blocks and build on the second half and this was not allowed. How can the property next door be allowed to rezone into hundreds of residential properties? Promises from the council that we can never develop due to the Jandakot Water Mound and ground water concerns have clearly disappeared.</p> <p>There appears to have been no consideration to the impact that this rezoning will have to the</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>residents along Skotsch Road, particularly those whose back fence lines are attached to lot 5131. If this amendment is approved we will have lost the lifestyle that was promoted when we purchased our property.</p> <p>We are gravely concerned about the ramifications if the scheme amendment was approved so we do not support the proposal in its current form. We care very deeply about our area, our land and the rural amenity it affords and all will be lost if this amendment is approved. What rural lifestyle dream and peaceful rural lifestyle and tranquil natural surroundings as described in the paperwork for the purchase of our property is there for us if this amendment goes ahead and residential housing is at our back fence?</p> <p>Since there appears to have been no consideration whatsoever in this amendment to assist the current rural owners to maintain their rural lifestyle nor any consideration to the impact that this rezoning will have to the residents along Skotsch Road, will this amendment be increased to Include our property in the update of classification from Resource to Development on the Scheme Map so that our property is included in the redevelopment and we can be financially compensated accordingly as the rural tranquil</p>	

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		lifestyle will be lost if this amendment is approved.	
9	CLE Town Planning + Design on behalf of Perron Developments Pty Ltd	<p>SUPPORT.</p> <p>In February 2021, Perron wrote to the City of Cockburn to request that TPS 3 be amended in response to MRS Amendment 1367/57, which was gazetted in December 2020 and rezoned portions of the above-mentioned lots to 'Urban' from 'Rural-Water Protection'. This action was consistent with the strategic direction provided by the adopted <i>South Metropolitan Peel Sub-regional Planning Framework</i> and Treeby District Structure Plan. We note that Amendment 151 has been initiated accordingly.</p> <p>We are pleased to advise that we support Amendment 151 as initiated. The amendment proposes to bring TPS 3 into conformance with the MRS for the affected land by designating a 'Development' zone, identifying the new zone as 'Development Area 44' and inserting two provisions into Table 9 of TPS 3 providing requirements for future structure-planning. These aspects are all appropriate for the site and consistent with our previous discussions with the City. Progression of the amendment will enable progression of a Local Structure Plan for the</p>	Noted.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		affected land and, subsequently, subdivision and development.	
10	Confidential, Treeby	<p>OBJECT: The approach to rezoning is piece meal and has been since the initiation of Calleya. Owners of local properties have been in limbo for a decade. The local properties have no resale value as lifestyle properties, as that lifestyle no longer exists- it has been choked out by the piecemeal development. I have relayed concerns previously on a number of occasions to the City on the traffic in the area. Jandakot Rd is choked from Fraser Rd to Warton Rd for several hours every day. It is difficult to exit our street to Jandakot Rd in peak hour and it is unsafe. Adding more development increases the traffic on this section of road, which is already a car park in peak times.</p>	<p>Development within Treeby is guided by the Treeby (Banjup) District Structure Plan, adopted by the City of Cockburn in December 2017. The District Structure Plan is a strategic planning document intended to guide and coordinate more detailed planning (including the preparation of Local Structure Plans) for individual sites within the District Structure Plan area. This high level document is consistent with the Western Australian Planning Commission's <i>Perth and Peel @3.5 million</i>, which is the strategic planning framework for the Perth and Peel regions. Prior to Perth and Peel, the site was shown in depth within <i>'Directions 2031 and Beyond'</i> (released in August 2010). Re-zoning is therefore not considered to be 'piece meal' but rather is guided by planning documents put in place at both a local and state government level.</p> <p>It is acknowledged, however, that development does occur in stages, given the presence of multiple developers within the district. Jandakot Road is recognised as an important strategic link through the Treeby area and beyond. As such, Jandakot Road is highlighted as a road to be upgraded in the City's Regional and Major Roadworks plan for the 2018 – 2031 period.</p>
11	Bush Forever –	COMMENT: Just a quick email to say the Policy	Noted.

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
	DPLH 140 William St Perth	team (Bush Forever) has no comments to make at this stage on the amendment and we will liaise with our internal schemes team when the amendment is referred to the WAPC for final endorsement.	
12	Department of Education 151 Royal Street East Perth	<p>NO OBJECTION:</p> <p>The Department has reviewed the information submitted in support of the amendment and wishes to provide the following comments:</p> <p>Approximately 3,500-3,800 dwellings are projected to be delivered within the Treeby District Structure Plan (DSP). Notwithstanding these projections, the subsequent adoption of the Banjup Quarry (Calleya), Lot 703 Ghostgum Avenue and Lots 705 & 707 Armadale Road Local Structure Plans currently facilitate the delivery of approximately 3,400 dwellings.</p> <p>Further local structure planning within the Amendment area and the Planning Investigation Area to the east may result in the number of dwellings within the DSP area significantly exceeding the initial projections. The department is therefore concerned that the total number of students yielded within the area may place the two proposed primary school sites under unreasonable levels of enrolment stress in</p>	<p>The City notes that the structure plans approved so far within the DSP area will result in an estimated number of 3,383 dwellings. Whilst this is within the projected dwellings under the DSP, the City acknowledges that changes to the <i>Planning Investigation Area</i> (PIA) may result in the need for additional school sites. The PIA is a separate process being undertaken by the Department of Planning, Lands and Heritage and does not alter the requirement for the City to amend its scheme to reflect the 'Urban' zoning of Lot 5131 Jandakot Road. However, the Department of Education has been informally referred the draft Local Structure Plan Part One to ascertain proposed density targets and form a view regarding additional primary school sites within Lot 5131. The Department provided additional advice as follows:</p> <p><i>There is some concern that the dwelling projections of the adopted and draft structure plans will put pressure on the enrolment capacities of the two future school sites. Notwithstanding this, it is acknowledged that the dwelling projections are generally consistent with the District Structure Plan for the area.</i></p> <p><i>It is noted that the Planning Investigation Area to</i></p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>the future.</p> <p>The Department acknowledges that the ultimate dwelling yield for the area will be subject to the preparation of the local structure plans for the remaining lots within the DSP (including the amendment area). However, based on the current projections, an additional primary school site (three in total) may be required in the DSP in accordance with the requirements of the Western Australian Planning Commission's Operational Policy 2.4 - Planning for School Sites.</p> <p>The Department therefore requests that it is engaged at the earliest possible opportunity in the preparation of a local structure plan for the site to ensure the future educational needs of the area are adequately planned for. Subject to the above being given due consideration, the Department offers no in principle objections to the proposed amendment.</p>	<p><i>the south-east was identified after the adoption of the DSP. It is therefore critical that due consideration is given to the enrolment capacity of the two schools when planning for this area, and the area to the north, comes forward in the future. We may require more primary school sites than the standard one school per 1,500 dwellings ratio to provide relief to the schools within the Treeby DSP area. At this stage it wouldn't be practical to have a school site within Lot 5131.</i></p> <p>The City has not been advised of the current status of the <i>Planning Investigation Area</i>, however it is expected that any changes will occur as part of a review of the South-West Sub-regional planning framework under the <i>Perth and Peel @3.5million</i>. It is expected that future planning stages will consider the need for additional school sites in the event of this review or change occurring.</p> <p>Specific advice relating to the subject site indicates that an area for a primary school would not be necessary within Lot 5131 Jandakot Road, however, that contributions towards a future site may be required.</p>
13	DFES PO Box P1174 Perth	<p>SUPPORT - with Modifications:</p> <p>This advice relates only to <i>State Planning Policy 3.7 Planning in Bushfire Prone Areas</i> (SPP 3.7) and the <i>Guidelines for Planning in Bushfire Prone Areas</i> (Guidelines). It is the responsibility of the proponent to ensure the proposal complies with all other</p>	<p>Noted. Changes to the BMP are expected to occur at the structure plan stage accordingly.</p>

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION						
		<p>relevant planning policies and building regulations where necessary. This advice does not exempt the applicant/proponent from obtaining necessary approvals that may apply to the proposal including planning, building, health or any other approvals required by a relevant authority under other written laws.</p> <p>General Comments</p> <p>DFES urges the City to ensure that further consideration is given to the bushfire protection at subsequent planning stages to reduce the vulnerability of dwellings and residents from the impact of a bushfire, and to ensure continued compliance with SPP 3.7 and the Guidelines. The following assessment is intended to guide subsequent planning stages.</p> <p>Assessment</p> <p>1. Policy Measure 6.3 a) (ii) Preparation of a BAL Contour Map</p> <table><tr><th>Issue</th><th>Assessment</th><th>Action</th></tr><tr><td>BAL Calculation Table</td><td>The assessment outputs within Table 3 of the BMP demonstrate the minimum separation distance required to achieve BAL-29 as 27m for Plot 1 –</td><td>Modification to the BMP is required at subsequent planning stages.</td></tr></table>	Issue	Assessment	Action	BAL Calculation Table	The assessment outputs within Table 3 of the BMP demonstrate the minimum separation distance required to achieve BAL-29 as 27m for Plot 1 –	Modification to the BMP is required at subsequent planning stages.	
Issue	Assessment	Action							
BAL Calculation Table	The assessment outputs within Table 3 of the BMP demonstrate the minimum separation distance required to achieve BAL-29 as 27m for Plot 1 –	Modification to the BMP is required at subsequent planning stages.							

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION						
		<p>Class A Forest – Downslope 0-5°, however rely on 9m of that separation distance within the lots proposed for future development. The table should be corrected to identify that these lots would be subject to BAL-40/FZ or future modifications be made at subsequent planning stages to achieve BAL-29 or below.</p> <p>2. Policy Measure 6.3 c) Compliance with the Bushfire Protection Criteria</p> <table><tr><th>Element</th><th>Assessment</th><th>Action</th></tr><tr><td>Location</td><td><p>A1.1 – not demonstrated</p><p>The assessment at this level should inform the design and layout of subdivision, and reduce the vulnerability of people and property from the impact of bushfire. The BAL Contour Map identifies areas of BAL-40/BAL-FZ within developable areas of the structure</p></td><td><p>Modification to the BMP is required at subsequent planning stages.</p></td></tr></table>	Element	Assessment	Action	Location	<p>A1.1 – not demonstrated</p> <p>The assessment at this level should inform the design and layout of subdivision, and reduce the vulnerability of people and property from the impact of bushfire. The BAL Contour Map identifies areas of BAL-40/BAL-FZ within developable areas of the structure</p>	<p>Modification to the BMP is required at subsequent planning stages.</p>	
Element	Assessment	Action							
Location	<p>A1.1 – not demonstrated</p> <p>The assessment at this level should inform the design and layout of subdivision, and reduce the vulnerability of people and property from the impact of bushfire. The BAL Contour Map identifies areas of BAL-40/BAL-FZ within developable areas of the structure</p>	<p>Modification to the BMP is required at subsequent planning stages.</p>							

NO.	NAME/ADDRESS	SUBMISSION	RECOMMENDATION
		<p>plan included within the BMP. The BMP suggests development setbacks to ensure development is located outside of BAL-40 and BAL-FZ. However, lots should be located in areas with the least possible risk of bushfire to meet the intent of Element 1.</p> <p>Recommendation – supported subject to modifications At the scheme amendment stage, consideration should be given to the intensification of land use and how this relates to identified bushfire hazards at this location. DFES is not satisfied that the BMP has adequately considered how compliance with the bushfire protection criteria can be achieved at subsequent planning stages. As the modifications will not affect the scheme amendment, DFES recommends the amendment proceed and the applicant be advised that these modifications be undertaken to support subsequent stages of the planning process (structure plan, subdivision & development applications).</p>	

14. Finance

14.1 Payments Made from Municipal Fund and Local Procurement Summary - September 2021

Author(s) N Mauricio

Attachments 1. Payments Report for September 2021 [↓](#)
2. Credit Card Expenses Report for August 2021 [↓](#)

RECOMMENDATION

That Council RECEIVES the list of payments made from the Municipal Fund for September 2021, as attached to the Agenda.

Background

Council has delegated its power to make payments from the Municipal or Trust fund to the Chief Executive Officer and other sub-delegates under Delegated Authority 'Local Government Act 1995 - Payment from Municipal and Trust Funds'.

Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* requires a list of accounts paid under this delegation to be prepared and presented to Council each month.

It should be noted that the City no longer holds any funds within the Trust fund, following legislative amendments requiring public open space (POS) cash in lieu contributions to now be held in Municipal reserves.

Submission

N/A

Report

A list of payments made during September 2021 for a total of \$20.74 million is attached to the agenda for review. This comprises:

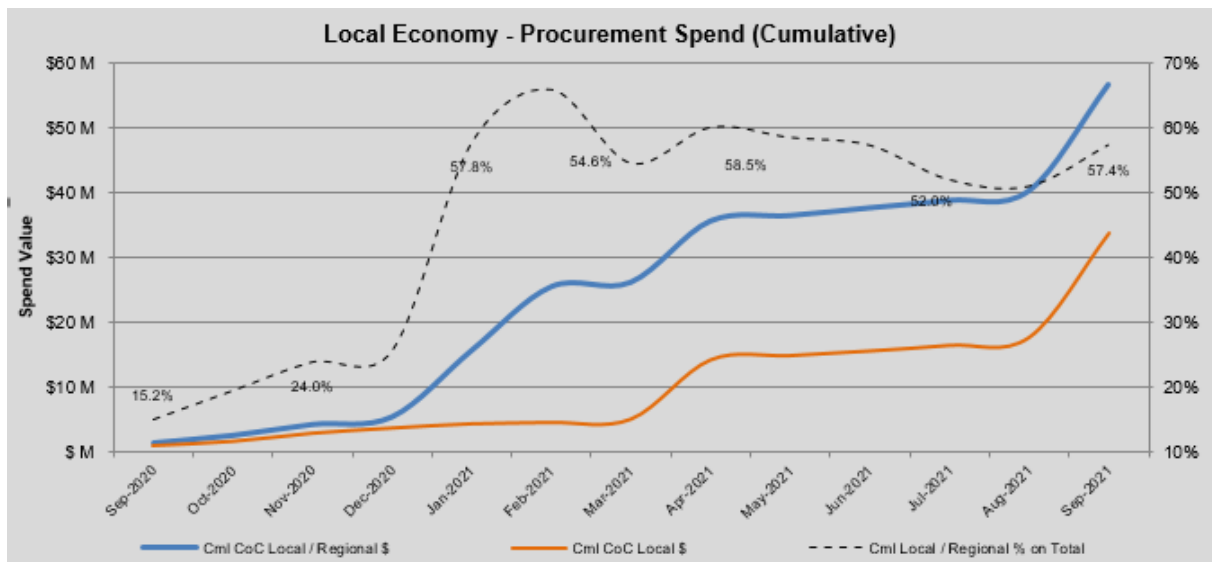
- EFT payments (suppliers and sundry creditors) - \$15.93M on 714 payments.
- Payroll payments - \$4.64M for three fortnights.
- Corporate credit cards – total of \$85,126 over 64 cards; and
- Bank and credit card merchant fees - \$83,440.

It should be noted that the City has two significant payment runs each month to ensure its suppliers are paid more promptly. This has proven particularly beneficial for the City's smaller and local suppliers.

Also attached is a separate listing of credit card spending for the month of August (settled in September), summarised by cardholder. There were no transactions for the month on the CEO credit card.

Local Procurement

The following one year rolling chart to September 2021 tracks the City's procurement spend with businesses located within Cockburn and the South West Group (SWG) region. The cumulative regional spend value has increased from 51% to 57.4%, with the awarding of a significant road construction tender to a Cockburn based contractor:



The number of individual procurements for the month with Cockburn based businesses was 23.6%, increasing to 29.9% for the whole SWG region.

These results measure the City's performance in achieving Council's "local and regional economy" principle contained within its Procurement Policy (i.e. a buy local procurement preference).

Strategic Plans/Policy Implications

Local Economy

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

- Thriving local commercial centres, local businesses and tourism industry.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation

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

Budget/Financial Implications

All payments made have been provided for within the City's Annual Budget, as adopted and amended by Council.

Legal Implications

This item ensures compliance with s6.10(d) of the *Local Government Act 1995* and Regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996*.

Community Consultation

N/A

Risk Management Implications

Council is receiving the list of payments already made by the City under delegation in meeting its contractual obligations. This is a statutory requirement and allows Council to review and clarify any payment that has been made.

Advice to Proponents/Submitters

N/A

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

Nil

September 2021 PAYMENT LISTING

MUNICIPAL FUND

PAYMENT No.	ACCOUNT No.	PAYEE	PAYMENT DESCRIPTION	DATE	VALUE \$
EF143014	10152	Aust Services Union	Payroll Deductions	3/09/2021	1,016.00
EF143015	10154	Australian Taxation Office	Payroll Deductions	3/09/2021	480,150.00
EF143016	10305	Child Support Agency	Payroll Deductions	3/09/2021	2,191.69
EF143017	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	3/09/2021	82.00
EF143018	11857	Champagne Social Club	Payroll Deductions	3/09/2021	334.00
EF143019	11860	45S Club	Payroll Deductions	3/09/2021	14.00
EF143020	19726	Health Insurance Fund Of Wa	Payroll Deductions	3/09/2021	1,385.50
EF143021	27874	Smartsalary	Salary Packaging/Leasing Administration	3/09/2021	12,798.86
EF143022	99996	Ricardo J A De Oliveira	Rates And Property Related Refunds	2/09/2021	18,880.64
EF143023	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	2/09/2021	45.00
EF143024	99997	Trudy Kinita	Junior Sport Travel Assistant Grant	2/09/2021	400.00
EF143025	99997	The Hub 6163 Inc	Small Events Sponsorship	2/09/2021	1,179.00
EF143026	99997	Coogee Beach Caravan Resort Social Club	Acs7 Bus Subsidy	2/09/2021	75.00
EF143027	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	2/09/2021	50.00
EF143028	99997	Roberta Bunce	Cockburn Care Reimbursement	2/09/2021	46.60
EF143029	99997	Janet Signer	Mahjong For Beginners X6 Classes	2/09/2021	300.00
EF143030	10184	Benara Nurseries	Plants	7/09/2021	1,083.96
EF143031	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	7/09/2021	537.28
EF143032	10526	E & Mj Roshier Pty Ltd	Mower Equipment	7/09/2021	165.20
EF143033	10683	Gronbek Security	Locksmith Services	7/09/2021	19,857.50
EF143034	11208	Quick Corporate Australia	Stationery/Consumables	7/09/2021	290.29
EF143035	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	7/09/2021	353.71
EF143036	13558	Engineering Technology Consultants	Consultants Services	7/09/2021	825.00
EF143037	16979	Japanese Truck And Bus Spares Pty Ltd	Spare Parts - Automotive	7/09/2021	1,393.15
EF143038	16985	Wa Premix	Concrete Supplies	7/09/2021	1,488.96
EF143039	20535	Home-Grown Theatre	Drama Classes	7/09/2021	3,300.00
EF143040	21294	Cat Haven	Animal Services	7/09/2021	445.50
EF143041	26606	Enviro Infrastructure Pty Ltd	Construction& Fabrication	7/09/2021	1,205.60
EF143042	26614	Marketforce Pty Ltd	Advertising	7/09/2021	374.02
EF143043	26660	Epoch Training	Business Training	7/09/2021	550.00
EF143044	26778	Robert Walters	Recruitment Services	7/09/2021	2,432.51
EF143045	26987	Cti Risk Management	Security - Cash Collection	7/09/2021	821.25
EF143046	27177	Initial Hygiene	Hygiene	7/09/2021	346.50
EF143047	27455	Site Protective Services	Cctv Parts	7/09/2021	3,047.53
EF143048	27499	Hodge Collard Preston Architects	Architects	7/09/2021	3,300.00
EF143049	27567	Chorus Australia Limited	Health Care Services	7/09/2021	2,867.70
EF143050	27613	Redimed Pty Ltd	Medical & Health Services	7/09/2021	1,925.00
EF143051	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	7/09/2021	343.20

EF143052	27890	Tabec Pty Ltd	Engineering Services	7/09/2021	9,069.50
EF143053	27986	Daily Living Products	Mobility Equip	7/09/2021	283.00
EF143054	28100	Solair Group Pty Ltd	Water Systems/Pumping	7/09/2021	21,642.50
EF143055	28202	Carers Plus Australia Pty Ltd	Employment Services	7/09/2021	161.70
EF143056	28207	Western Trap And Field	Firearms	7/09/2021	1,574.80
EF143057	99997	In Home Care Payments	Ihc Payments Fe 05/09/2021	9/09/2021	23,843.54
EF143058	99997	Family Day Care	Fdc Payments Fe 05/09/2021	9/09/2021	44,172.68
EF143059	26987	Cti Risk Management	Security - Cash Collection	14/09/2021	1,701.85
EF143062	99996	Rates And Property Related Eft Refunds (Not Bonds)	Rates And Property Related Refunds	15/09/2021	266.57
EF143063	99996	Bgc Housing Group	Rates And Property Related Refunds	15/09/2021	1,187.10
EF143064	99996	Synergy Settlements	Rates And Property Related Refunds	15/09/2021	795.29
EF143065	99996	Tjen Jen Lie	Rates And Property Related Refunds	15/09/2021	451.82
EF143066	99996	Cockburn Central Property Settlements	Rates And Property Related Refunds	15/09/2021	497.50
EF143067	99996	Susana Andrade	Rates And Property Related Refunds	15/09/2021	1,748.21
EF143068	99996	Louise Davis	Rates And Property Related Refunds	15/09/2021	449.54
EF143069	99996	Daniel Thomas	Rates And Property Related Refunds	15/09/2021	72.45
EF143070	99996	Resolve Conveyancing	Rates And Property Related Refunds	15/09/2021	810.00
EF143071	99996	Benjamin Graham	Rates And Property Related Refunds	15/09/2021	30.00
EF143072	99996	Michelle Pita	Rates And Property Related Refunds	15/09/2021	15.00
EF143073	99996	Camilla Hill	Rates And Property Related Refunds	15/09/2021	30.00
EF143074	99996	Jason Colvin	Rates And Property Related Refunds	15/09/2021	295.00
EF143075	99996	Alice Cousins	Rates And Property Related Refunds	15/09/2021	469.62
EF143076	99996	Vandelay Capital Pty Ltd	Rates And Property Related Refunds	15/09/2021	454.51
EF143077	99996	Darius Y J Juang	Rates And Property Related Refunds	15/09/2021	392.29
EF143078	99996	Alan Matthews	Rates And Property Related Refunds	15/09/2021	40.52
EF143079	99996	Adele S Carles	Rates And Property Related Refunds	15/09/2021	69.21
EF143080	99996	Chhavi Walia	Rates And Property Related Refunds	15/09/2021	96.11
EF143081	99996	Georgia Ablitt	Rates And Property Related Refunds	15/09/2021	477.48
EF143082	99996	Alan Matthews	Rates And Property Related Refunds	15/09/2021	37.91
EF143083	99996	Christine Brookes	Rates And Property Related Refunds	15/09/2021	77.35
EF143084	99996	Virgina Posavic	Rates And Property Related Refunds	15/09/2021	86.33
EF143085	99996	Luke Baxter	Rates And Property Related Refunds	15/09/2021	1,668.74
EF143086	99996	Rebecca Youssouf	Rates And Property Related Refunds	15/09/2021	74.28
EF143087	99996	Aigle Royal Capital Pty Ltd	Rates And Property Related Refunds	15/09/2021	840.55
EF143088	99996	Christine Brookes	Rates And Property Related Refunds	15/09/2021	72.08
EF143089	99996	Robert A Youngman	Rates And Property Related Refunds	15/09/2021	103.30
EF143090	99996	Platimun Property Co	Rates And Property Related Refunds	15/09/2021	812.26
EF143091	99996	Vanda Martelli	Rates And Property Related Refunds	15/09/2021	2,306.92
EF143092	99996	Leah Cammell	Rates And Property Related Refunds	15/09/2021	75.82
EF143093	99996	Mohamed Ilyas	Rates And Property Related Refunds	15/09/2021	52.11
EF143094	99996	Nimishaben Patel	Rates And Property Related Refunds	15/09/2021	92.26
EF143095	99996	Syed Atique	Rates And Property Related Refunds	15/09/2021	78.56
EF143096	99996	Yoke Chen	Rates And Property Related Refunds	15/09/2021	87.49
EF143097	99996	Edgar Esquivel	Rates And Property Related Refunds	15/09/2021	79.18

EF143098	99996	Zenith Realty	Rates And Property Related Refunds	15/09/2021	434.53
EF143099	99996	Erceg McIntyre Pty Ltd	Rates And Property Related Refunds	15/09/2021	232.06
EF143100	99996	Elizabeth Williams	Rates And Property Related Refunds	15/09/2021	73.55
EF143101	99996	Air Australia	Rates And Property Related Refunds	15/09/2021	458.00
EF143102	99996	Kate Leavy	Rates And Property Related Refunds	15/09/2021	3,486.55
EF143103	99996	Natasha Platcher	Rates And Property Related Refunds	15/09/2021	927.28
EF143104	99996	Antonio Santillo	Rates And Property Related Refunds	15/09/2021	1,683.66
EF143105	99996	Prime Law Pty Ltd	Rates And Property Related Refunds	15/09/2021	205.88
EF143106	99996	John S Vaughan-Davies	Rates And Property Related Refunds	15/09/2021	1,113.41
EF143107	88888	Beeliar Management Pty Ltd	Bond Refund	15/09/2021	29,907.57
EF143108	88888	Francis Superannuation Fund	Bond Refund	15/09/2021	2,750.00
EF143109	88888	Sundry Creditor Eft	Refund	15/09/2021	6,042.75
EF143110	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	15/09/2021	45.00
EF143111	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	15/09/2021	100.00
EF143112	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	15/09/2021	50.00
EF143113	99997	Mr Paul Alan Hogan	Bank Deposit : 1794 Paul Hogan	15/09/2021	212.71
EF143114	99997	Nicole M Howard	Waterwise Rebate - Leanne Bird	15/09/2021	498.50
EF143115	99997	Perron Investments Pty Ltd	Invoice Coc00016 - Perron Investments	15/09/2021	1,500.00
EF143116	99997	Zurich Australian Insurance Ltd	Claim No.: 6068180 Rego: 1Hdy134	15/09/2021	1,000.00
EF143117	99997	Nicole Samantha Jowett	Undergraduate Contribution Nicole Jowett	15/09/2021	993.00
EF143118	99997	Sarah Robinson	Reimbursement Of Fees	15/09/2021	496.50
EF143119	99997	Western Australian Planning Commission	Invoice No : In600941	15/09/2021	840,000.00
EF143120	99997	Rj Jk Foreman	Bird Bath Rebate - R Foreman	15/09/2021	28.50
EF143121	99997	Isabella Streckhardt	Wheelbarrow & Afternoon Tea Reimbursemen	15/09/2021	97.79
EF143122	99997	Beeliar Community Voice	Small Events Sponsorship	15/09/2021	825.00
EF143123	99997	Roy Darryl Cockle	Senior Security Subsidy Scheme	15/09/2021	200.00
EF143124	99997	Mr David And Mrs Jennifer Slater	Senior Security Subsidy Scheme	15/09/2021	300.00
EF143125	99997	Patricia R Bylsma	Senior Security Subsidy Scheme	15/09/2021	300.00
EF143126	99997	B Di Russo	Senior Security Subsidy Scheme	15/09/2021	200.00
EF143127	99997	Lynn Mary Burns	Senior Security Subsidy Scheme	15/09/2021	100.00
EF143128	99997	Rodney & Diann Barker	Senior Security Subsidy Scheme	15/09/2021	200.00
EF143129	99997	Roy Honeybourne	Senior Security Subsidy Scheme	15/09/2021	300.00
EF143130	99997	Rosina Fazio	Senior Security Subsidy Scheme	15/09/2021	300.00
EF143131	99997	A & J Mcneill	Senior Security Subsidy Scheme	15/09/2021	300.00
EF143132	99997	Sm & G Di Silvio	Senior Security Subsidy Scheme	15/09/2021	200.00
EF143133	99997	Coolbellup Community Association	Small Events Sponsorship	15/09/2021	3,000.00
EF143134	99997	Haryarvi Association Of Western Australi	Small Events Sponsorship	15/09/2021	3,000.00
EF143135	99997	Linda Metz	Staff Reimbursement - Volunteer Morning	15/09/2021	58.81
EF143136	99997	Perth Waldorf School	Donations To Schools	15/09/2021	200.00
EF143137	10118	Australia Post	Postage Charges	15/09/2021	6,482.64
EF143138	10207	Boc Gases	Gas Supplies	15/09/2021	1,038.75
EF143139	10221	Bp Australia Pty Ltd	Diesel/Petrol Supplies	15/09/2021	24,005.78
EF143140	10226	Bridgestone Australia Ltd	Tyre Services	15/09/2021	5,346.84
EF143141	10239	Budget Rent A Car - Perth	Motor Vehicle Hire	15/09/2021	1,190.31

EF143142	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	15/09/2021	1,604.79
EF143143	10333	Cjd Equipment Pty Ltd	Hardware Supplies	15/09/2021	8,448.60
EF143144	10338	Cleanaway Pty Ltd	Waste Disposal Services	15/09/2021	1,021.12
EF143145	10368	Cockburn Wetlands Education Centre	Community Grant	15/09/2021	183.50
EF143146	10375	Veolia Environmental Services	Waste Services	15/09/2021	8,713.07
EF143147	10483	Landgate	Mapping/Land Title Searches	15/09/2021	571.20
EF143148	10484	Department Of Mines, Industry Regulation And Safety	Building Services Levy	15/09/2021	65,704.47
EF143149	10526	E & Mj Rosher Pty Ltd	Mower Equipment	15/09/2021	2,073.42
EF143150	10528	Easifleet	Vehicle Lease	15/09/2021	971.97
EF143151	10535	Workpower Incorporated	Employment Services - Planting	15/09/2021	11,218.83
EF143152	10590	Department Of Fire And Emergency Services	Esl Levy & Related Costs	15/09/2021	5,649,150.44
EF143153	10597	Flexi Staff Pty Ltd	Employment Services	15/09/2021	16,170.66
EF143154	10609	Forestvale Trees Pty Ltd	Plants - Trees/Shrubs	15/09/2021	5,494.50
EF143155	10726	Holton Connor Architects & Planners	Architectural Services	15/09/2021	2,750.00
EF143156	10787	Jandakot Accident Repair Centre	Panel Beating Services	15/09/2021	1,000.00
EF143157	10879	Les Mills Aerobics	Instruction/Training Services	15/09/2021	1,481.16
EF143158	10888	Lj Caterers	Catering Services	15/09/2021	7,897.07
EF143159	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	15/09/2021	696.33
EF143160	10938	Mrp Pest Management	Pest & Weed Management	15/09/2021	1,246.12
EF143161	10944	Mcleods	Legal Services	15/09/2021	27,824.71
EF143162	10991	Beacon Equipment	Mowing Equipment	15/09/2021	16.70
EF143163	11036	Northlake Electrical Pty Ltd	Electrical Services	15/09/2021	95,962.64
EF143164	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	15/09/2021	7,498.04
EF143165	11208	Quick Corporate Australia	Stationery/Consumables	15/09/2021	2,001.80
EF143166	11247	Richgro Wa	Gardening Supplies	15/09/2021	154.44
EF143167	11248	Ricoh Australia	Office Equipment	15/09/2021	5.28
EF143168	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	15/09/2021	1,140.85
EF143169	11337	Sheridans For Badges	Name Badges & Engraving	15/09/2021	452.93
EF143170	11425	Resource Recovery Group	Waste Disposal Gate Fees	15/09/2021	1,530.00
EF143171	11449	Spearwood Florist Ultimate Co Pty Ltd	Floral Arrangements	15/09/2021	100.00
EF143172	11469	Sports Turf Technology Pty Ltd	Turf Consultancy Services	15/09/2021	5,148.00
EF143173	11483	St John Ambulance Aust Wa Operations	First Aid Courses	15/09/2021	230.00
EF143174	11625	Nutrien Water	Reticulation Supplies	15/09/2021	3,874.22
EF143175	11701	Vibra Industrial Filtration Australasia	Filter Supplies	15/09/2021	560.12
EF143176	11773	Nutrien Ag Solutions	Chemical Supplies	15/09/2021	7,751.04
EF143177	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	15/09/2021	13,307.60
EF143178	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	15/09/2021	2,273.96
EF143179	11828	Worldwide Online Printing - O'connor	Printing Services	15/09/2021	174.52
EF143180	12153	Hays Personnel Services Pty Ltd	Employment Services	15/09/2021	8,177.23
EF143181	12207	Civica Pty Ltd	Software Support/Licence Fees	15/09/2021	1,982.38
EF143182	12388	Elite Pool Covers	Pool Covers	15/09/2021	220.00
EF143183	12394	Mr Rogers & Associates	Consultancy Services - Marine	15/09/2021	6,227.37
EF143184	12497	Trophy Choice	Trophy Supplies	15/09/2021	588.00
EF143185	12500	Ellenby Tree Farm	Plant Supplies	15/09/2021	6,429.50

EF143186	12565	Southern Metro Regional Council - Loans	Loan Repayment	15/09/2021	403,692.17
EF143187	12796	Isentia Pty Ltd	Media Monitoring Services	15/09/2021	1,496.00
EF143188	12847	Our Community Pty Ltd	Subscription Renewals	15/09/2021	20,000.00
EF143189	13102	Michael Page International (Australia) Pty Ltd	Employment Services	15/09/2021	1,448.32
EF143190	13462	Ati-Mirage Pty Ltd	Training Services	15/09/2021	1,155.00
EF143191	13563	Green Skills Inc	Employment Services	15/09/2021	11,663.47
EF143192	13764	Ddls Australia Pty Ltd	Computer Software	15/09/2021	4,950.00
EF143193	13825	Jackson Mcdonald	Legal Services	15/09/2021	10,364.20
EF143194	15109	Replas Wa	Plastic Products	15/09/2021	16,706.84
EF143195	15588	Natural Area Consulting Management Services	Weed Spraying	15/09/2021	1,914.00
EF143196	15746	Western Australia Police Service	Police Clearances	15/09/2021	16.70
EF143197	15850	Ecoscape Australia Pty Ltd	Environmental Consultancy	15/09/2021	7,040.00
EF143198	16064	Cms Engineering	Airconditioning Services	15/09/2021	1,512.72
EF143199	16396	Mayday Earthmoving	Road Construction Machine Hire	15/09/2021	11,673.20
EF143200	16653	Complete Portables Pty Ltd	Supply & Hire Of Modular Buildings	15/09/2021	502.07
EF143201	16846	Action Glass & Aluminium	Glazing Services	15/09/2021	2,355.10
EF143202	16979	Japanese Truck And Bus Spares Pty Ltd	Spare Parts - Automotive	15/09/2021	301.05
EF143203	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	15/09/2021	228.33
EF143204	18272	Austraclear Limited	Investment Services	15/09/2021	134.22
EF143205	18286	Iw Projects Pty Ltd	Consultancy Services - Civil Engineering	15/09/2021	1,430.00
EF143206	18316	Stiles Electrical & Communication Services	Electrical Services	15/09/2021	946.00
EF143207	19533	Woolworths Ltd	Groceries	15/09/2021	1,675.37
EF143208	20321	Riverjet Pty Ltd	Educting-Cleaning Services	15/09/2021	21,994.50
EF143209	20399	Code Group	Building Surveying Services	15/09/2021	825.00
EF143210	21139	Austraffic Wa Pty Ltd	Traffic Surveys	15/09/2021	6,682.50
EF143211	21291	The Worm Shed	Environmental Education	15/09/2021	4,380.00
EF143212	21371	Ld Total Sanpoint Pty Ltd	Landscaping Works/Services	15/09/2021	24,597.16
EF143213	21627	Manheim Pty Ltd	Impounded Vehicles	15/09/2021	583.00
EF143214	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	15/09/2021	26,403.81
EF143215	21672	Mega Music Australia Pty Ltd	Musical Instruments/Sound Equipment	15/09/2021	999.99
EF143216	21744	Jb Hi Fi - Commercial	Electronic Equipment	15/09/2021	561.00
EF143217	21747	Unicare Health	Wheelchair Hire	15/09/2021	2,397.60
EF143218	21782	Westcoast Timber Flooring	Flooring Supplies	15/09/2021	8,690.00
EF143219	21946	Ryan's Quality Meats	Meat Supplies	15/09/2021	489.00
EF143220	22553	Brownes Food Operations	Catering Supplies	15/09/2021	546.96
EF143221	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	15/09/2021	6,052.06
EF143222	22681	Abbey Blinds & Curtains	Blinds	15/09/2021	1,971.20
EF143223	22682	Beaver Tree Services Pty Ltd	Tree Pruning Services	15/09/2021	73,028.15
EF143224	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	15/09/2021	20,935.38
EF143225	23457	Totally Workwear Fremantle	Clothing - Uniforms	15/09/2021	1,340.58
EF143226	23550	Henricks Consulting Pty Ltd	Consultancy Services - Human Resources	15/09/2021	2,772.00
EF143227	23570	A Proud Landmark Pty Ltd	Landscape Contruction Services	15/09/2021	19,566.58
EF143228	23808	Quik Corp Pty Ltd	Controller Boom Kits	15/09/2021	2,431.00
EF143229	23971	Find Wise Location Services	Locating Services - Underground	15/09/2021	3,152.05

EF143230	24193	Avantgarde Technologies Pty Ltd	Consultancy Services	15/09/2021	1,932.59
EF143231	24643	Bibliotheca Rfid Library Systems Australia Pty Ltd	Purchase Of Library Tags	15/09/2021	5,568.90
EF143232	24655	Automasters Spearwood	Vehicle Servicing	15/09/2021	1,316.20
EF143233	24816	Consolidated Training Services	Training Services	15/09/2021	980.00
EF143234	24864	Fremantle Football Club	Merchandise Stock For Retail Sale	15/09/2021	6,825.61
EF143235	24945	Ns Projects Pty Ltd	Project Management Services	15/09/2021	4,950.00
EF143236	24949	Bitumen Surfacing The Trustee For Complete Road Services Trust	Bitumen Supplies	15/09/2021	920.70
EF143237	25115	Fiig	Investment Management Services	15/09/2021	3,666.66
EF143238	25121	Imagesource Digital Solutions	Billboards	15/09/2021	2,317.70
EF143239	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscaping Services	15/09/2021	48,138.56
EF143240	25201	Jtagz Pty Ltd	Wriststraps	15/09/2021	458.70
EF143241	25415	Jandakot Stock & Pet Supplies	Pet Supplies	15/09/2021	185.30
EF143242	25418	Cs Legal	Legal Services	15/09/2021	12,389.71
EF143243	25733	Miracle Recreation Equipment	Playground Installation / Repairs	15/09/2021	4,262.50
EF143244	25813	Lg Connect Pty Ltd	Erp Systems Development	15/09/2021	4,649.21
EF143245	25940	Leaf Bean Machine	Coffee Bean Supply	15/09/2021	660.00
EF143246	26114	Grace Records Management	Records Management Services	15/09/2021	1,761.91
EF143247	26195	Play Check	Consulting Services	15/09/2021	32,670.00
EF143248	26211	Amcom Pty Ltd	Internet/Data Services	15/09/2021	14,761.95
EF143249	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	15/09/2021	10,712.25
EF143250	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	15/09/2021	261,510.04
EF143251	26314	Cpe Group	Temporary Employment Services	15/09/2021	1,649.63
EF143252	26399	Paperscout The Trustee For Peters Morrison Family Trust	Graphic Design Services	15/09/2021	19,283.00
EF143253	26419	Equifax Australasia Credit Ratings Pty Ltd	Credit Reference Checks	15/09/2021	603.90
EF143254	26449	Eco Shark Barrier Pty Ltd	Leasing Fee For Shark Barrier	15/09/2021	22,250.00
EF143255	26470	Scp Conservation	Fencing Services	15/09/2021	12,144.00
EF143256	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	15/09/2021	1,230.94
EF143257	26586	Wa Temporary Fencing Supplies	Fencing - Temporary	15/09/2021	605.00
EF143258	26600	Timothy Kelly	Aboriginal Cultural Dancing	15/09/2021	1,200.00
EF143259	26606	Enviro Infrastructure Pty Ltd	Construction& Fabrication	15/09/2021	26,877.10
EF143260	26610	Tracc Civil Pty Ltd	Civil Construction	15/09/2021	738,599.74
EF143261	26614	Marketforce Pty Ltd	Advertising	15/09/2021	6,241.20
EF143262	26618	Global Spill Control Pty Ltd	Road Safety Products	15/09/2021	3,118.50
EF143263	26625	Andover Detailers	Car Detailing Services	15/09/2021	722.50
EF143264	26728	Progressing Priority Projects	Consultancy - Community Services	15/09/2021	8,360.00
EF143265	26735	Shane McMaster Surveys	Survey Services	15/09/2021	3,795.00
EF143266	26778	Robert Walters	Recruitment Services	15/09/2021	4,859.26
EF143267	26786	Nuturf	Herbicide Products	15/09/2021	5,170.00
EF143268	26813	Buswest	Bus Hire	15/09/2021	407.00
EF143269	26820	Nbn Co Ltd	Telecommunications	15/09/2021	6,488.77
EF143270	26888	Media Engine	Graphic Design, Marketing, Video Product	15/09/2021	1,925.00
EF143271	26909	West Coast Profilers Pty Ltd	Road Planing Cold Services	15/09/2021	1,870.00
EF143272	26938	Majestic Plumbing	Plumbing Services	15/09/2021	15,642.00
EF143273	26946	Av Truck Services Pty Ltd	Truck Dealership	15/09/2021	6,318.93

EF143274	26964	South Metropolitan Tafe	Education	15/09/2021	573.65
EF143275	26983	Hitech Sports Pty Ltd	Sporting Equipment	15/09/2021	170.50
EF143276	26987	Cti Risk Management	Security - Cash Collection	15/09/2021	1,128.60
EF143277	27010	Quantum Building Services Pty Ltd	Building Maintenance	15/09/2021	17,193.28
EF143278	27015	Intelli Trac	Gps Tracking	15/09/2021	2,491.50
EF143279	27031	Downer Edi Works Pty Ltd	Asphalt Services	15/09/2021	2,385.70
EF143280	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	15/09/2021	884.74
EF143281	27054	Vocus Pty Ltd	Telecommunications	15/09/2021	2,323.20
EF143282	27065	Westbooks	Books	15/09/2021	690.78
EF143283	27085	Savills Project Management Pty Ltd	Project Management	15/09/2021	5,841.00
EF143284	27130	Adline Media Pty Ltd	Digital Marketing & Software Service Pro	15/09/2021	1,419.64
EF143285	27161	Next Power	Solar Panel	15/09/2021	1,251.39
EF143286	27177	Initial Hygiene	Hygiene	15/09/2021	3,126.22
EF143287	27205	Cameron Chisholm Nicol	Architectural Services	15/09/2021	1,375.00
EF143288	27210	Urban Design Lab	Landscape Design	15/09/2021	480.00
EF143289	27241	Landscape Elements	Landscaping Services	15/09/2021	93,863.31
EF143290	27246	Veale Auto Parts	Spare Parts Mechanical	15/09/2021	437.80
EF143291	27252	Position Partners	Survey	15/09/2021	1,793.00
EF143292	27269	Integrpay Pty Ltd	Payment Processing	15/09/2021	14,535.14
EF143293	27334	Westcare Print	Printing Services	15/09/2021	126.50
EF143294	27377	Accidental Health And Safety - Perth	First Aid Supplies	15/09/2021	280.70
EF143295	27379	Esri Australia Pty Ltd	Gis Software	15/09/2021	5,456.00
EF143296	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	15/09/2021	358.32
EF143297	27401	Emprise Mobility	Mobility Equipment	15/09/2021	4,388.00
EF143298	27404	K2 Audiovisual Pty Ltd	Audio Visual Equipment	15/09/2021	36,789.23
EF143299	27437	Pb Reticulation & Maintenance Services Pty Ltd	Irrigation Services	15/09/2021	511.50
EF143300	27439	Pumpeng Pty Ltd	Pumps	15/09/2021	3,703.70
EF143301	27444	Veev Group Pty Ltd	Consultancy	15/09/2021	4,598.00
EF143302	27455	Site Protective Services	Cctv Parts	15/09/2021	106,415.43
EF143303	27456	Securepay Pty Ltd	Payment Solutions	15/09/2021	1,324.24
EF143304	27499	Hodge Collard Preston Architects	Architects	15/09/2021	31,297.86
EF143305	27505	Dec The Malls Pty Ltd	Dispaly Equipment	15/09/2021	7,150.00
EF143306	27507	Facilities First Australia Pty Ltd	Cleaning Services	15/09/2021	20,474.67
EF143307	27512	Agent Sales & Services Pty Ltd	Pool Chemicals	15/09/2021	1,450.90
EF143308	27518	Kyocera Document Solutions Australia Pty Ltd	Photocopying Machines	15/09/2021	3,614.40
EF143309	27523	Robert Lawrence Toohey	High Pressure Cleaning	15/09/2021	2,524.50
EF143310	27524	David Wills And Associates	Engineering Services	15/09/2021	4,510.00
EF143311	27548	Standing Fork	Catering	15/09/2021	3,031.60
EF143312	27575	Shred X Secure Destruction	Document Destruction	15/09/2021	30.36
EF143313	27587	New Ground Water Services Pty Ltd	Irrigation/Reticulation	15/09/2021	19,466.70
EF143314	27592	Hey Jay Fix It!! Home Maintenance Service	Home Maintenance	15/09/2021	140.00
EF143315	27617	Galaxy 42 Pty Ltd	Consultancy - It	15/09/2021	14,652.00
EF143316	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	15/09/2021	6,868.40
EF143317	27657	Positive Balance Massage	Massage Therapy	15/09/2021	200.00

EF143318	27675	Wgawa Pty Ltd	Consultancy Engineering	15/09/2021	11,880.00
EF143319	27695	Qtm Pty Ltd	Traffic Management	15/09/2021	4,770.15
EF143320	27701	Perth Better Homes	Shade Sails	15/09/2021	66,887.81
EF143321	27741	Betty Lola	Catering - Bakery Products	15/09/2021	300.00
EF143322	27757	Ground Support Systems (Aust)	Shoring Equipment	15/09/2021	1,595.00
EF143323	27797	City Lift Services Pty Ltd	Lift Maintenance	15/09/2021	5,588.00
EF143324	27814	Kinesis	Consultancy - Sustainability	15/09/2021	16,500.00
EF143325	27825	Wespray On Paving	Concrete Works	15/09/2021	605.00
EF143326	27829	Smec Australia Pty Ltd	Consultancy - Engineering	15/09/2021	4,158.00
EF143327	27834	Alemba Pty Ltd	Computer Software	15/09/2021	14,437.50
EF143328	27842	Light House Laundry	Laundering	15/09/2021	58.96
EF143329	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	15/09/2021	5,170.00
EF143330	27861	Collaborative World Consultants	Consultancy - Engineering	15/09/2021	3,850.00
EF143331	27875	Town Team Movement	Public Engagement	15/09/2021	4,257.00
EF143332	27917	Go Doors Advanced Automation	Door Maintenance & Repair	15/09/2021	3,972.45
EF143333	27953	Truckline	Spare Parts, Truck/Trailer	15/09/2021	213.97
EF143334	27986	Daily Living Products	Mobility Equip	15/09/2021	45.00
EF143335	28003	Taylor Made Design	Graphic Design	15/09/2021	2,838.00
EF143336	28022	Grafton General Products	Home Safety Modifications	15/09/2021	407.35
EF143337	28026	The Gate Bar & Bistro	Hospitality	15/09/2021	1,500.00
EF143338	28031	Brandon's Shredding Boxes	Recycling	15/09/2021	15.00
EF143339	28049	Copy Magic	Printing Services	15/09/2021	2,844.50
EF143340	28058	Sage Consulting Engineers Pty Ltd	Consultancy - Engineering	15/09/2021	8,360.00
EF143341	28070	Marlbroh Bingo Enterprises	Printing Services	15/09/2021	236.50
EF143342	28100	Solair Group Pty Ltd	Water Systems/Pumping	15/09/2021	2,197.80
EF143343	28118	Mccorkell Constructions (W.A.) Pty Ltd	Building Services - Construction	15/09/2021	733,549.08
EF143344	28130	Geoffrey London Architectural Consultant	Architectural Consultant	15/09/2021	360.00
EF143345	28141	Lessen With Peg- Rethink Waste	Waste Education	15/09/2021	800.00
EF143346	28168	Sifting Sands	Sand Cleaning	15/09/2021	1,089.00
EF143347	28174	Central West Refrigeration Pty Ltd	Refrigeration	15/09/2021	313.50
EF143348	28181	Seaview Rentals	Aquarium Servicing	15/09/2021	50.00
EF143349	28184	Spearwood Veterinary Hospital	Veterinary Hospital	15/09/2021	315.00
EF143350	28191	Enviro Sweep	Sweeping Services	15/09/2021	836.00
EF143351	10047	Alinta Energy	Natural Gas & Electricity Supply	13/09/2021	34,482.35
EF143352	11794	Synergy	Electricity Usage/Supplies	13/09/2021	358,810.29
EF143353	10152	Aust Services Union	Payroll Deductions	20/09/2021	990.10
EF143354	10154	Australian Taxation Office	Payroll Deductions	20/09/2021	462,032.00
EF143355	10305	Child Support Agency	Payroll Deductions	20/09/2021	1,723.54
EF143356	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	20/09/2021	82.00
EF143357	11857	Champagne Social Club	Payroll Deductions	20/09/2021	8.00
EF143358	11860	45S Club	Payroll Deductions	20/09/2021	2.00
EF143359	19726	Health Insurance Fund Of Wa	Payroll Deductions	20/09/2021	1,385.50
EF143360	27874	Smartsalary	Salary Packaging/Leasing Administration	20/09/2021	12,798.85
EF143361	28117	Leaseplan Australia Limited	Payroll Deductions - Leaseplan	20/09/2021	849.52

EF143362	26987	Cti Risk Management	Security - Cash Collection	21/09/2021	2,066.65
EF143363	27492	Superchoice Services Pty Limited	Payroll Deductions	22/09/2021	904,494.01
EF143364	27874	Smartsalary	Salary Packaging/Leasing Administration	22/09/2021	3,266.83
EF143365	99997	In Home Care Payments	Ihc Payments Fe 19/09/2021	23/09/2021	24,479.48
EF143366	99997	Family Day Care	Fdc Payments Fe 19/09/2021	23/09/2021	47,689.65
EF143367	10244	Building & Const Industry Training Fund	Levy Payment	28/09/2021	22,670.42
EF143368	26987	Cti Risk Management	Security - Cash Collection	28/09/2021	2,590.40
EF143369	11867	Kevin John Allen	Monthly Elected Member Allowance	30/09/2021	2,639.83
EF143370	12740	Logan Howlett	Monthly Elected Member Allowance	30/09/2021	11,439.09
EF143371	20634	Lee-Anne Smith	Monthly Elected Member Allowance	30/09/2021	781.10
EF143372	25353	Philip Eva	Monthly Elected Member Allowance	30/09/2021	2,639.83
EF143373	26696	Chamonix Terblanche	Monthly Elected Member Allowance	30/09/2021	2,639.83
EF143374	27326	Michael Separovich	Monthly Elected Member Allowance	30/09/2021	2,639.83
EF143375	27327	Chontelle Stone	Monthly Elected Member Allowance	30/09/2021	2,639.83
EF143376	27475	Lara Kirkwood	Monthly Elected Member Allowance	30/09/2021	4,694.13
EF143377	27871	Tom Widenbar	Monthly Elected Member Allowance	30/09/2021	3,897.35
EF143378	27872	Phoebe Corke	Monthly Elected Member Allowance	30/09/2021	3,920.92
EF143381	99996	Sharlene Epis	Rates And Property Related Refunds	30/09/2021	30.00
EF143382	99996	Camilla Hill	Rates And Property Related Refunds	30/09/2021	70.00
EF143383	99996	Julio Romeo Maceda	Rates And Property Related Refunds	30/09/2021	56.65
EF143384	99996	Tangent Nominees Pty Ltd	Rates And Property Related Refunds	30/09/2021	616.33
EF143385	99996	Mladjan Radic	Rates And Property Related Refunds	30/09/2021	800.00
EF143386	99996	Vivid Property Perth	Rates And Property Related Refunds	30/09/2021	493.73
EF143387	99996	Dominique M Arrowsmith	Rates And Property Related Refunds	30/09/2021	408.75
EF143388	99996	Sean Richards	Rates And Property Related Refunds	30/09/2021	488.96
EF143389	99996	Semple Property Group	Rates And Property Related Refunds	30/09/2021	483.15
EF143390	99996	Maria Collica	Rates And Property Related Refunds	30/09/2021	656.43
EF143391	99996	Perth Property Solutions	Rates And Property Related Refunds	30/09/2021	417.48
EF143392	99996	T T Quach	Rates And Property Related Refunds	30/09/2021	73.55
EF143393	99996	Revenuewa	Rates And Property Related Refunds	30/09/2021	26.14
EF143394	99996	M Jones	Rates And Property Related Refunds	30/09/2021	1,355.79
EF143395	99996	William Surridge	Rates And Property Related Refunds	30/09/2021	505.20
EF143396	99996	Liane Lied-Cordruwisch	Rates And Property Related Refunds	30/09/2021	146.10
EF143397	99996	Ldl Settlement Services	Rates And Property Related Refunds	30/09/2021	1,000.00
EF143398	99996	Stephanie Tang	Rates And Property Related Refunds	30/09/2021	463.16
EF143399	99996	Ethan Bond- Williams	Rates And Property Related Refunds	30/09/2021	266.57
EF143400	99996	Housing Authority	Rates And Property Related Refunds	30/09/2021	76.13
EF143401	99996	Bruanne Pty Ltd	Rates And Property Related Refunds	30/09/2021	552.07
EF143402	99996	Andantino Pty Ltd T/A Outdoor World Wang	Rates And Property Related Refunds	30/09/2021	147.00
EF143403	99996	Debra Del Rosario	Rates And Property Related Refunds	30/09/2021	441.00
EF143404	99996	Sarah Chong	Rates And Property Related Refunds	30/09/2021	1,642.26
EF143405	23250	Department Of Planning, Lands & Heritage	Dap Applications & Dap Fees	30/09/2021	5,701.00
EF143406	88888	Vem Contracting Pty Ltd	Bond Refund	30/09/2021	6,042.75
EF143407	99997	M Robinson	Senior Security Subsidy Scheme	30/09/2021	100.00

EF143408	99997	V Miragliotta	Compost Bin Rebate - Vince Miragliotta	30/09/2021	50.00
EF143409	99997	Sarah Patricia & Gordon Vladimir Kahle	Reimbursement Of Mandatory Book Costs	30/09/2021	96.75
EF143410	99997	Servau Offcl. Departmental Recpts & Paym	Council Services	30/09/2021	243.54
EF143411	99997	Janaya Meneghini	Reimbursement For Charging/Hdmi Cable	30/09/2021	264.90
EF143412	99997	Jenny Keewul	15 Yellow And 15 Dark Orange Garlands	30/09/2021	300.00
EF143413	99997	Emily Sun	Presenters - Poetry Lovers Event	30/09/2021	300.00
EF143414	99997	Rashida Murphy	Presenter - Poetry Lovers Event	30/09/2021	300.00
EF143415	99997	Cyr O'Neill	Compost Rebate Reimbursement	30/09/2021	50.00
EF143416	99997	Sophie Forrest	Compost Rebate Reimbursement	30/09/2021	50.00
EF143417	99997	Lesley Burnham	Compost Rebate Reimbursement	30/09/2021	50.00
EF143418	99997	Lisa Soares	Compost Rebate Reimbursement	30/09/2021	50.00
EF143419	99997	Samodya Peiris	Youth Noise 1St Place Winner	30/09/2021	300.00
EF143420	99997	Miss Montanna Rose Blankley	Youth Noise 2Nd Place Winner	30/09/2021	200.00
EF143421	99997	Lalayna Richardson	Youth Noise 3Rd Place Winner	30/09/2021	100.00
EF143422	99997	Tracey Bridgewater	Compost Bin Rebate - Tracey Bridgewater	30/09/2021	50.00
EF143423	99997	Clare Courtauld	Officeworks Reimbursement	30/09/2021	738.00
EF143424	99997	Elizabeth English	Refund Of Fees	30/09/2021	5.00
EF143425	99997	Jan Camasura	Crossover Claim - J Camasura	30/09/2021	300.00
EF143426	99997	Saptarshi Dasgupta	Crossover Claim - S Dasgupta	30/09/2021	300.00
EF143427	99997	Declan Carlin	Crossover Claim - D Carlin	30/09/2021	300.00
EF143428	99997	Jandakot Volunteer Bush Fire Brigade	Operation Efficiency Payment	30/09/2021	3,500.00
EF143429	99997	Cockburn Ses	Cockburn Ses Reimbursement	30/09/2021	240.86
EF143430	99997	Elizabeth English	Refund Overcharged Fees	30/09/2021	33.00
EF143431	99997	Jasmine R Winston	Refund Request Arc - Jasmine Winston	30/09/2021	67.35
EF143432	99997	Berend Kaaks	Refund Request Arc - Berend Kaaks	30/09/2021	148.80
EF143433	99997	Creig P Mills & Stacy L Mills	Swimming Pool Or Spa Inspection Report	30/09/2021	1,050.00
EF143434	99997	A & P Hooda	Compost Bin Rebate - A & P Hooda	30/09/2021	50.00
EF143435	99997	Rodney Duncan	Crossover Contribution 18 Coachwood Ave	30/09/2021	300.00
EF143436	99997	Jg And Va Rees	Crossover Contribution 45Starling Street	30/09/2021	300.00
EF143437	99997	Matthew John Gardiner & Renee Joanne	Crossover Contribution - 10 Azue Terrace	30/09/2021	300.00
EF143438	99997	Dianne Padilla	Crossover Contribution 44L'aquila Circle	30/09/2021	300.00
EF143439	99997	Feren Valerie Guilas Gotiangco	Crossover Contribution 29 Cedarleaf	30/09/2021	300.00
EF143440	99997	Patrick Ong	Crossover Contribution - Patrick Ong	30/09/2021	300.00
EF143441	99997	Jiajun Wu	Crossover Contribution - Jiajun Wu	30/09/2021	300.00
EF143442	99997	Maureen Marsh	Senior Security Subsidy Scheme	30/09/2021	300.00
EF143443	99997	Russell Potter	Senior Security Subsidy Scheme	30/09/2021	300.00
EF143444	99997	Concettina Reale	Senior Security Subsidy Scheme	30/09/2021	200.00
EF143445	99997	Der & Cjr Ruchotzke	Senior Security Subsidy Scheme	30/09/2021	300.00
EF143446	99997	Eda P Wale	Senior Security Subsidy Scheme	30/09/2021	200.00
EF143447	99997	Mary Lorette Downes & John Malcolm Downe	Senior Security Subsidy Scheme	30/09/2021	200.00
EF143448	99997	Maureen & Klaus Grunwaldt	Senior Security Subsidy Scheme	30/09/2021	200.00
EF143449	99997	Sarah-Kaye A Grant	Senior Security Subsidy Scheme	30/09/2021	300.00
EF143450	99997	Natale Fimmano	Senior Security Subsidy Scheme	30/09/2021	100.00
EF143451	99997	Ph & J Causer	Senior Security Subsidy Scheme	30/09/2021	200.00

EF143452	99997	Tiam Phong Poh	Senior Security Subsidy Scheme	30/09/2021	300.00
EF143453	99997	Wendy D Warburton	Senior Security Subsidy Scheme	30/09/2021	100.00
EF143454	99997	Slobodanka Donev	Senior Security Subsidy Scheme	30/09/2021	300.00
EF143455	99997	Christine Holland	Senior Security Subsidy Scheme	30/09/2021	300.00
EF143456	99997	Nevenka Barbir	Senior Security Subsidy Scheme	30/09/2021	300.00
EF143457	99997	Maxine J Milbourne	Senior Security Subsidy Scheme	30/09/2021	300.00
EF143458	99997	Cockburn Communtiy Mens Shed	Donation - Ccms	30/09/2021	42,462.00
EF143459	99997	Cockburn Senior Citizens Association	Donation - Csca	30/09/2021	10,081.34
EF143460	99997	Fremantle Biennale	Sponsorship - Fremantle Biennale - Moomb	30/09/2021	66,000.00
EF143461	99997	Australian Association For Environmental	Partnership - Little Green Steps	30/09/2021	34,726.01
EF143462	99997	The Wetlands Centre - Cockburn	Sponsorship - First Installment 2021/22	30/09/2021	52,147.73
EF143463	99997	Wa Wildlife (Formerly Native Arc Inc)	Sponsorship - First Installment Waw	30/09/2021	52,147.73
EF143464	99997	Spearwood Dalmatinac Sport And Community	Donation - Spearwood Dalmatinac Club Rat	30/09/2021	11,635.78
EF143465	99997	Jillian Woolmer	Portable Hard Drive And Card Reader	30/09/2021	117.00
EF143466	99997	Elsie Lofthouse	Payment Of Unspent Funds - Hcp Package	30/09/2021	2,311.29
EF143467	99997	Lynette Eaglestone	Unspent Fund Balance - Hcp Package	30/09/2021	532.43
EF143468	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	30/09/2021	111.30
EF143469	99997	Monique Eeson	Membership Refund	30/09/2021	49.20
EF143470	99997	Ella Willans	Donation - Ella Willan	30/09/2021	500.00
EF143471	99997	Elena Cortinovis	Waterwise Verge Incentive Scheme	30/09/2021	230.15
EF143472	99997	Shae Bacon	Modern Cloth Nappies Rebate	30/09/2021	50.00
EF143473	99997	Scott Harrison	Compost Bin Rebate - Scott Harrison	30/09/2021	50.00
EF143474	99997	Sarah And Rober Shammas	Compost Bin Rebate - Sarah Lovett	30/09/2021	50.00
EF143475	99997	Spearwood Primary School	Donations To Schools Acs7	30/09/2021	200.00
EF143476	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	30/09/2021	250.00
EF143477	99997	Rodney Otzen	Waterwise Verge Incentive Scheme Rebate	30/09/2021	496.53
EF143478	99997	Kiara Jefferies	Cloth Nappies Rebate - Kiara Jefferies	30/09/2021	50.00
EF143479	10047	Alinta Energy	Natural Gas & Electricity Supply	30/09/2021	544.50
EF143480	11794	Synergy	Electricity Usage/Supplies	30/09/2021	20,031.36
EF143481	12025	Telstra Corporation	Communications Services	30/09/2021	12,990.28
EF143482	10010	Aac Id Solutions	Security & Promotional Products	30/09/2021	5,134.97
EF143483	10023	Activ Foundation Inc	Packaging Services	30/09/2021	258.23
EF143484	10184	Benara Nurseries	Plants	30/09/2021	4,017.11
EF143485	10207	Boc Gases	Gas Supplies	30/09/2021	500.52
EF143486	10226	Bridgestone Australia Ltd	Tyre Services	30/09/2021	16,274.90
EF143487	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	30/09/2021	2,290.62
EF143488	10247	Bunzl Australia Ltd	Paper/Plastic/Cleaning Supplies	30/09/2021	514.96
EF143489	10338	Cleanaway Pty Ltd	Waste Disposal Services	30/09/2021	482.13
EF143490	10352	Cockburn Crc	Grants & Donations	30/09/2021	2,500.00
EF143491	10359	Cockburn Painting Service	Painting Supplies/Services	30/09/2021	1,034.00
EF143492	10368	Cockburn Wetlands Education Centre	Community Grant	30/09/2021	180.00
EF143493	10526	E & Mj Rosher Pty Ltd	Mower Equipment	30/09/2021	13,351.61
EF143494	10535	Workpower Incorporated	Employment Services - Planting	30/09/2021	17,749.16
EF143495	10537	Edartsupplies	Art/Craft Supplies	30/09/2021	334.16

EF143496	10589	Fines Enforcement Registry	Fines Enforcement Fees	30/09/2021	3,577.50
EF143497	10597	Flexi Staff Pty Ltd	Employment Services	30/09/2021	17,070.57
EF143498	10708	Heavy Automatics Pty Ltd	Equipment Maintenance Services	30/09/2021	5,956.41
EF143499	10783	Jandakot Metal Industries Pty Ltd	Metal Supplies	30/09/2021	205.70
EF143500	10787	Jandakot Accident Repair Centre	Panel Beating Services	30/09/2021	1,000.00
EF143501	10794	Jason Signmakers	Signs	30/09/2021	34,712.57
EF143502	10888	Lj Caterers	Catering Services	30/09/2021	5,063.30
EF143503	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	30/09/2021	5,424.26
EF143504	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	30/09/2021	124.18
EF143505	10938	Mrp Pest Management	Pest & Weed Management	30/09/2021	9,065.15
EF143506	10942	Mcgees Property	Property Consultancy Services	30/09/2021	3,575.00
EF143507	10944	Mcleods	Legal Services	30/09/2021	8,432.90
EF143508	10991	Beacon Equipment	Mowing Equipment	30/09/2021	4,728.00
EF143509	11004	Murdoch University Office Of Finance, Planning & Reporting	Analysing Services	30/09/2021	764.50
EF143510	11022	Native Arc	Grants & Donations	30/09/2021	830.00
EF143511	11036	Northlake Electrical Pty Ltd	Electrical Services	30/09/2021	89,327.93
EF143512	11076	P & D Amaranti Engineering	Engineering Services	30/09/2021	990.00
EF143513	11077	P & G Body Builders Pty Ltd	Plant Body Building Services	30/09/2021	2,445.30
EF143514	11152	Fulton Hogan Industries Pty Ltd	Road Maintenance	30/09/2021	7,180.80
EF143515	11208	Quick Corporate Australia	Stationery/Consumables	30/09/2021	1,174.61
EF143516	11244	Research Solutions Pty Ltd	Research Services	30/09/2021	9,400.26
EF143517	11247	Richgro Wa	Gardening Supplies	30/09/2021	368.28
EF143518	11307	Satellite Security Services Pty Ltd	Security Services	30/09/2021	8,380.48
EF143519	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	30/09/2021	92.18
EF143520	11331	Shawmac Pty Ltd	Consultancy Services - Civil	30/09/2021	1,787.50
EF143521	11333	Shelford Constructions Pty Ltd	Construction Services	30/09/2021	859,140.66
EF143522	11483	St John Ambulance Aust Wa Operations	First Aid Courses	30/09/2021	1,001.40
EF143523	11496	Stanlee Hospitality Supplies	Catering Equipment/Supplies	30/09/2021	251.90
EF143524	11540	Swanview Plant Farm	Nursery	30/09/2021	323.40
EF143525	11642	Trailer Parts Pty Ltd	Trailer Parts	30/09/2021	59.71
EF143526	11701	Vibra Industrial Filtration Australasia	Filter Supplies	30/09/2021	510.84
EF143527	11702	Villa Dalmacia Association Inc.	Spical Club Activities	30/09/2021	2,390.00
EF143528	11710	Volunteering Wa	Subscriptions	30/09/2021	330.00
EF143529	11787	Department Of Transport	Vehicle Search Fees	30/09/2021	619.10
EF143530	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	30/09/2021	28,642.68
EF143531	11795	Western Power	Street Lighting Installation & Service	30/09/2021	2,398.00
EF143532	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	30/09/2021	33,141.59
EF143533	11828	Worldwide Online Printing - O'connor	Printing Services	30/09/2021	517.50
EF143534	12014	Tutt Bryant Equipment Bt Equipment Pty Ltd T/As	Excavating/Earthmoving Equipment	30/09/2021	7,332.82
EF143535	12028	City Of Armadale	Animal Disposal Services	30/09/2021	204.13
EF143536	12153	Hays Personnel Services Pty Ltd	Employment Services	30/09/2021	29,859.18
EF143537	12174	Matting Solutions	Safework Mat System	30/09/2021	1,646.06
EF143538	13102	Michael Page International (Australia) Pty Ltd	Employment Services	30/09/2021	1,431.28
EF143539	13462	Ati-Mirage Pty Ltd	Training Services	30/09/2021	1,155.00

EF143540	13492	Chivers Marine	Marine Equipment	30/09/2021	1,800.74
EF143541	13558	Engineering Technology Consultants	Consultants Services	30/09/2021	1,958.00
EF143542	13563	Green Skills Inc	Employment Services	30/09/2021	1,069.20
EF143543	13779	Porter Consulting Engineers	Engineering Consultancy Services	30/09/2021	6,600.00
EF143544	13825	Jackson Mcdonald	Legal Services	30/09/2021	16,354.33
EF143545	14598	Alf Rebola The Good Guys	Electrical Goods	30/09/2021	1,714.00
EF143546	15393	Stratagreen	Hardware Supplies	30/09/2021	19,326.08
EF143547	15588	Natural Area Consulting Management Services	Weed Spraying	30/09/2021	11,992.47
EF143548	15850	Ecoscape Australia Pty Ltd	Environmental Consultancy	30/09/2021	682.00
EF143549	16064	Cms Engineering	Airconditioning Services	30/09/2021	19,379.41
EF143550	16107	Wren Oil	Waste Disposal Services	30/09/2021	49.50
EF143551	16396	Mayday Earthmoving	Road Construction Machine Hire	30/09/2021	1,452.00
EF143552	16985	Wa Premix	Concrete Supplies	30/09/2021	3,828.00
EF143553	17279	Aussie Cool Shades Sails Awnings & Home Security	Shade Sails & Awnings	30/09/2021	1,012.00
EF143554	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	30/09/2021	2,239.56
EF143555	18114	Bolliq Design Group P/L	Architectural Services	30/09/2021	8,662.50
EF143556	18373	Rockingham Nissan	Purchase Of New Vehicle	30/09/2021	418.75
EF143557	18533	Friends Of The Community Inc.	Donation	30/09/2021	2,804.00
EF143558	19496	Officer Woods Architects Pty Ltd	Architects	30/09/2021	2,816.00
EF143559	19533	Woolworths Ltd	Groceries	30/09/2021	800.97
EF143560	19776	Josh Byrne & Associates	Environmental Consultant	30/09/2021	5,345.00
EF143561	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	30/09/2021	29,468.29
EF143562	20146	Data#3 Limited	Contract It Personnel & Software	30/09/2021	355.44
EF143563	21010	Redman Solutions	Computer Software	30/09/2021	2,200.00
EF143564	21127	Joanna Ayckbourn (Voices In Sinc)	Instruction - Singing	30/09/2021	600.00
EF143565	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	30/09/2021	8.80
EF143566	21672	Mega Music Australia Pty Ltd	Musical Instruments/Sound Equipment	30/09/2021	731.00
EF143567	21744	Jb Hi Fi - Commercial	Electronic Equipment	30/09/2021	9,954.00
EF143568	21934	Phoenix Podiatry	Podiatry Services	30/09/2021	75.00
EF143569	22106	Intelife Group	Services - Daip	30/09/2021	3,285.56
EF143570	22511	Johnny's Tiling	Tiling Services	30/09/2021	150.00
EF143571	22553	Brownes Food Operations	Catering Supplies	30/09/2021	584.48
EF143572	22569	Sonic Health Plus Pty Ltd	Medical Services	30/09/2021	3,659.70
EF143573	22613	Vicki Royans	Artistic Services	30/09/2021	600.00
EF143574	22624	Aussie Earthworks Pty Ltd	Earthworks	30/09/2021	3,168.00
EF143575	22639	Shatish Chauhan	Training Services - Yoga	30/09/2021	2,045.00
EF143576	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	30/09/2021	21,037.50
EF143577	22682	Beaver Tree Services Pty Ltd	Tree Pruning Services	30/09/2021	159.50
EF143578	22749	People Solutions Australasia Pty Ltd	Consultancy Services - Hr	30/09/2021	2,805.00
EF143579	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	30/09/2021	93,371.69
EF143580	22859	Top Of The Ladder	Gutter Cleaning Services	30/09/2021	3,003.00
EF143581	23253	Kott Gunning Lawyers	Legal Services	30/09/2021	363.44
EF143582	23450	Clever Designs	Uniforms	30/09/2021	1,719.15
EF143583	23457	Totally Workwear Fremantle	Clothing - Uniforms	30/09/2021	1,906.88

EF143584	23570	A Proud Landmark Pty Ltd	Landscape Contruction Services	30/09/2021	16,373.50
EF143585	23579	Daimler Trucks Perth	Purchase Of New Truck	30/09/2021	1,964.14
EF143586	23685	Astro Synthetic Turf Pty Ltd	Site Inspections	30/09/2021	495.00
EF143587	23930	West Bin	Hook Truck Hire	30/09/2021	26,918.32
EF143588	24193	Avantgarde Technologies Pty Ltd	Consultancy Services	30/09/2021	350.79
EF143589	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	30/09/2021	4,527.37
EF143590	24298	Tanks For Hire	Equipment Hire	30/09/2021	616.00
EF143591	24506	Amaranti's Personal Training	Personal Training Services	30/09/2021	675.00
EF143592	24557	Aveling	Consultancy Services	30/09/2021	990.00
EF143593	24655	Automasters Spearwood	Vehicle Servicing	30/09/2021	2,300.00
EF143594	24718	Solar Lighting Designs	Solar Design	30/09/2021	35,115.30
EF143595	24816	Consolidated Training Services	Training Services	30/09/2021	980.00
EF143596	24864	Fremantle Football Club	Merchandise Stock For Retail Sale	30/09/2021	2,690.44
EF143597	24945	Ns Projects Pty Ltd	Project Management Services	30/09/2021	6,050.00
EF143598	24949	Bitumen Surfacing The Trustee For Complete Road Services Trust	Bitumen Supplies	30/09/2021	3,308.80
EF143599	24978	Ambius	Plants Supplies	30/09/2021	896.64
EF143600	25002	Brain Ambulance Pty Ltd	Education Services	30/09/2021	2,585.00
EF143601	25063	Superior Pak Pty Ltd	Vehicle Maintenance	30/09/2021	2,488.81
EF143602	25121	Imagesource Digital Solutions	Billboards	30/09/2021	1,437.73
EF143603	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscaping Services	30/09/2021	198.00
EF143604	25586	Envirovap Pty Ltd	Hire Of Leachate Units	30/09/2021	11,770.00
EF143605	25644	Dymocks Garden City	Purchase Of Books	30/09/2021	3,900.00
EF143606	25645	Yelakitj Moort Nyungar Association Inc	Welcome To The Country Performances	30/09/2021	1,000.00
EF143607	25657	Lock Joint Australia The Trustee For The Gherbaz Family Trust	Locksmith Services	30/09/2021	664.95
EF143608	25733	Miracle Recreation Equipment	Playground Installation / Repairs	30/09/2021	467.50
EF143609	25940	Leaf Bean Machine	Coffee Bean Supply	30/09/2021	220.00
EF143610	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	30/09/2021	2,710.00
EF143611	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	30/09/2021	66,969.74
EF143612	26354	Electrofen	Repair Serivces - Security Fences	30/09/2021	1,353.00
EF143613	26470	Scp Conservation	Fencing Services	30/09/2021	2,937.00
EF143614	26507	Reid Corporation Pty Ltd	Entertainment Services	30/09/2021	1,300.00
EF143615	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	30/09/2021	948.62
EF143616	26574	Eva Bellydance	Entertainment - Belly Dancing	30/09/2021	300.00
EF143617	26586	Wa Temporary Fencing Supplies	Fencing - Temporary	30/09/2021	148.50
EF143618	26588	Source Separation Systems P/L	Providing Waste And Recycling Bins	30/09/2021	251.33
EF143619	26606	Enviro Infrastructure Pty Ltd	Construction& Fabrication	30/09/2021	44,368.35
EF143620	26614	Marketforce Pty Ltd	Advertising	30/09/2021	11,000.00
EF143621	26625	Andover Detailers	Car Detailing Services	30/09/2021	1,495.56
EF143622	26735	Shane McMaster Surveys	Survey Services	30/09/2021	4,785.00
EF143623	26745	Embroidme Myaree	Embroidery	30/09/2021	303.60
EF143624	26775	Bergmans Auto Group	Vehicle Purchase	30/09/2021	18,436.73
EF143625	26778	Robert Walters	Recruitment Services	30/09/2021	4,859.26
EF143626	26782	Soft Landing	Recycling Services	30/09/2021	15,911.08
EF143627	26848	Melanie Macclou	Artistic Services	30/09/2021	30,000.00

EF143628	26871	John Papas Trailers	Trailer Manufacture	30/09/2021	7,730.00
EF143629	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	30/09/2021	3,939.18
EF143630	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	30/09/2021	577.50
EF143631	26923	Woodlands	Rubbish Collection Equipment	30/09/2021	18,544.85
EF143632	26929	Elan Energy Matrix Pty Ltd	Recycling Services	30/09/2021	807.55
EF143633	26938	Majestic Plumbing	Plumbing Services	30/09/2021	36,453.93
EF143634	26939	Udla	Landscape Architecture And Urban Design	30/09/2021	3,426.50
EF143635	26940	Floorwest Pty Ltd	Floor Coverings	30/09/2021	9,570.00
EF143636	26946	Av Truck Services Pty Ltd	Truck Dealership	30/09/2021	234.87
EF143637	26952	Focus Promotions	Promotion - Etertainment	30/09/2021	5,658.40
EF143638	26983	Hitech Sports Pty Ltd	Sporting Equipment	30/09/2021	1,315.60
EF143639	26985	Access Icon Pty Ltd	Drainage Products	30/09/2021	28,996.95
EF143640	26987	Cti Risk Management	Security - Cash Collection	30/09/2021	483.40
EF143641	27002	Cockburn Party Hire	Hire Services	30/09/2021	1,435.00
EF143642	27006	Bibra Lake Iga Xpress	Liquor Supplies	30/09/2021	551.16
EF143643	27010	Quantum Building Services Pty Ltd	Building Maintenance	30/09/2021	6,696.36
EF143644	27011	Baileys Marine Fuel Australia	Fuel	30/09/2021	446.85
EF143645	27031	Downer Edi Works Pty Ltd	Asphalt Services	30/09/2021	74.67
EF143646	27032	Wtp Australia Pty Ltd	Quantity Surveyors	30/09/2021	2,574.00
EF143647	27065	Westbooks	Books	30/09/2021	923.53
EF143648	27082	Kulbardi Pty Ltd	Stationery Supplies	30/09/2021	326.70
EF143649	27085	Savills Project Management Pty Ltd	Project Management	30/09/2021	15,785.00
EF143650	27093	Magnetic Automation Pty Ltd	Gates/Barriers	30/09/2021	418.00
EF143651	27098	Q2 (Q-Squared)	Digital Data Service	30/09/2021	1,072.50
EF143652	27130	Adline Media Pty Ltd	Digital Marketing & Software Service Pro	30/09/2021	679.06
EF143653	27154	Suez Recycling & Recovery Pty Ltd	Waste Services	30/09/2021	32,295.47
EF143654	27161	Next Power	Solar Panel	30/09/2021	561.00
EF143655	27168	Nightlife Music Pty Ltd	Music Management	30/09/2021	465.53
EF143656	27177	Initial Hygiene	Hygiene	30/09/2021	12,228.04
EF143657	27189	Healthstrong Pty Ltd	Home Care	30/09/2021	330.00
EF143658	27212	A&L Sauna & Steam Wa	Carpentry - Sauna	30/09/2021	200.00
EF143659	27246	Veale Auto Parts	Spare Parts Mechanical	30/09/2021	952.30
EF143660	27308	Jatu Clothing & Ppe Pty Ltd	Clothing Ppe	30/09/2021	3,067.95
EF143661	27324	Bebbcart Pty Ltd	Cartographic And Drafting Services	30/09/2021	371.25
EF143662	27334	Westcare Print	Printing Services	30/09/2021	253.00
EF143663	27362	The Mighty Booths	Photobooth	30/09/2021	749.00
EF143664	27374	Southern Cross Cleaning	Commercial Cleaning	30/09/2021	7,850.02
EF143665	27381	Fit For Life Exercise Physiology	Exercise Classes	30/09/2021	2,160.00
EF143666	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	30/09/2021	40.35
EF143667	27401	Emprise Mobility	Mobility Equipment	30/09/2021	4,002.30
EF143668	27427	Home Chef	Cooking/Food Services	30/09/2021	958.76
EF143669	27437	Pb Reticulation & Maintenance Services Pty Ltd	Irrigation Services	30/09/2021	672.65
EF143670	27455	Site Protective Services	Cctv Parts	30/09/2021	110,376.34
EF143671	27499	Hodge Collard Preston Architects	Architects	30/09/2021	4,629.62

EF143672	27507	Facilities First Australia Pty Ltd	Cleaning Services	30/09/2021	139,546.40
EF143673	27512	Agent Sales & Services Pty Ltd	Pool Chemicals	30/09/2021	762.58
EF143674	27539	Jasmin Carpentry & Maintenance	Carpentry	30/09/2021	14,433.72
EF143675	27546	Bpa Engineering	Consultancy - Engineering	30/09/2021	352.00
EF143676	27560	Artem Design Studio Pty Ltd	Architectural Services	30/09/2021	3,665.48
EF143677	27567	Chorus Australia Limited	Health Care Services	30/09/2021	2,359.50
EF143678	27592	Hey Jay Fix It!! Home Maintenance Service	Home Maintenance	30/09/2021	270.00
EF143679	27602	Rawlinsons (Wa)	Surveying Services	30/09/2021	4,356.00
EF143680	27617	Galaxy 42 Pty Ltd	Consultancy - It	30/09/2021	5,148.00
EF143681	27622	Truegrade Medical Supplies	Medical Supplies	30/09/2021	3,055.82
EF143682	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	30/09/2021	4,965.40
EF143683	27637	Aqua Research And Monitoring Services	Marine Services	30/09/2021	440.00
EF143684	27646	The Trustee For Sas Unit Trust (Site Architecture Studio)	Architectural Services	30/09/2021	4,136.00
EF143685	27657	Positive Balance Massage	Massage Therapy	30/09/2021	300.00
EF143686	27675	Wgawa Pty Ltd	Consultancy Engineering	30/09/2021	10,692.00
EF143687	27676	Blue Force Pty Ltd	Security Services	30/09/2021	200.60
EF143688	27695	Qtm Pty Ltd	Traffic Management	30/09/2021	12,206.73
EF143689	27720	Bj Systems	Security Services	30/09/2021	907.50
EF143690	27722	Metra Australia	Software	30/09/2021	2,589.10
EF143691	27725	Universal Marina Systems Wa Pty Ltd	Marina Construction	30/09/2021	775.50
EF143692	27749	Advisian	Consulting - Enginnering	30/09/2021	8,884.26
EF143693	27767	Altus Group Consulting Pty Ltd	Surveying Services	30/09/2021	2,200.00
EF143694	27805	Skyward Roofing Services Pty Ltd	Roofing	30/09/2021	300.00
EF143695	27809	Ra-One Pty Ltd	Software	30/09/2021	13,200.00
EF143696	27825	Wespray On Paving	Concrete Works	30/09/2021	1,229.10
EF143697	27829	Smec Australia Pty Ltd	Consultancy - Engineering	30/09/2021	36,263.70
EF143698	27831	Butler And Brown	Event Management	30/09/2021	16,500.00
EF143699	27842	Light House Laundry	Laundering	30/09/2021	179.31
EF143700	27865	Pritchard Francis Consulting Pty Ltd	Engineering Services	30/09/2021	5,614.40
EF143701	27885	Stevens Mcgann Willcock And Copping Pty Ltd	Consultancy - Mechanical Engineering	30/09/2021	1,540.00
EF143702	27894	Homecare Physiotherapy	Healthcare	30/09/2021	12,074.75
EF143703	27917	Go Doors Advanced Automation	Door Maintenance & Repair	30/09/2021	10,101.53
EF143704	27940	A-Smart Pty Ltd	Service & Maintenance	30/09/2021	195.80
EF143705	27953	Truckline	Spare Parts, Truck/Trailer	30/09/2021	78.63
EF143706	27965	Stantec Australia Pty Ltd	Engineering Services	30/09/2021	1,597.20
EF143707	27982	Pep Transport	Transport	30/09/2021	1,577.19
EF143708	27984	Sabrina Fenwick	Excercise Classes	30/09/2021	720.00
EF143709	27986	Daily Living Products	Mobility Equip	30/09/2021	3,084.00
EF143710	28001	Corsign Wa Pty Ltd	Sign Making Material	30/09/2021	864.60
EF143711	28003	Taylor Made Design	Graphic Design	30/09/2021	550.00
EF143712	28015	Imprint Plastic	Badges	30/09/2021	408.65
EF143713	28022	Grafton General Products	Home Safety Modifications	30/09/2021	335.65
EF143714	28025	The Nappy Guru	Nappy Workshops	30/09/2021	390.00
EF143715	28026	The Gate Bar & Bistro	Hospitality	30/09/2021	1,850.00

EF143716	28027	Likeable Creative Pty Ltd	Marketing/Advertising	30/09/2021	3,569.91
EF143717	28029	Paparazzi On The Run	Photography Services	30/09/2021	345.00
EF143718	28033	Jakob Wells	Event Management	30/09/2021	3,814.00
EF143719	28049	Copy Magic	Printing Services	30/09/2021	671.00
EF143720	28074	Hegney Consulting Engineering	Electrical Consultancy	30/09/2021	2,079.00
EF143721	28080	Yacht Grot 1985 Pty Ltd	Marine	30/09/2021	203.50
EF143722	28096	Gaia Permaculture Pty Ltd	Design - Landscape	30/09/2021	484.00
EF143723	28136	Shore Water Marine Pty Ltd	Inspection Fees	30/09/2021	693.00
EF143724	28168	Sifting Sands	Sand Cleaning	30/09/2021	1,688.50
EF143725	28171	Smc Marine Pty Ltd	Construction Services	30/09/2021	122,036.42
EF143726	28178	Core Security Group Pty Ltd	Training	30/09/2021	120.00
EF143727	28188	Technologically Speaking	Workshop	30/09/2021	2,000.00
EF143728	28202	Carers Plus Australia Pty Ltd	Employment Services	30/09/2021	1,308.34
EF143729	28209	C Results Print & Display	Banners/Signs	30/09/2021	2,156.00
EF143730	28211	Nordic Fitness Equipment	Fitness Equipment	30/09/2021	2,970.00
EF143731	28222	Tcn Group Pty Ltd	Gift Vouchers	30/09/2021	2,488.65
		TOTAL OF 714 EFT PAYMENTS			15,934,993.22
		LESS: CANCELLED EFT PAYMENTS:			
EF142618	99996	Rates And Property Related Eft Refunds (Not Bonds)	Rates And Property Related Refunds	1/09/2021 -	266.57
EF142651	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	1/09/2021 -	45.00
EF142675	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	2/09/2021 -	100.00
EF143023	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	7/09/2021 -	45.00
EF143027	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	7/09/2021 -	50.00
EF143062	99996	Rates And Property Related Eft Refunds (Not Bonds)	Rates And Property Related Refunds	17/09/2021 -	266.57
EF143109	88888	Sundry Creditor Eft	Refund	17/09/2021 -	6,042.75
EF143110	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	17/09/2021 -	45.00
EF143111	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	17/09/2021 -	100.00
EF143112	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	17/09/2021 -	50.00
					- 7,010.89
		TOTAL EFT PAYMENTS (EXCL. CANCELLED PAYMENTS)			15,927,982.33
		ADD: BANK FEES			
		BPAY BATCH FEE			15.12
		MERCHANT FEES COC			66,146.49
		MERCHANT FEES MARINA			151.56
		MERCHANT FEES ARC			2,496.16
		MERCHANT FEES VARIOUS OUT CENTRES			4,639.26

		NATIONAL BPAY CHARGE			4,249.60
		RTGS/ACLR FEE			-
		NAB TRANSACT FEE			5,742.63
		MERCHANDISE / OTHER FEES			-
					83,440.82
		<u>ADD: CREDIT CARD PAYMENTS</u>			85,126.70
		<u>ADD: PAYROLL PAYMENTS</u>			
		COC-02/09/21 Pmt 000189686800 City of Cockburn	7/09/2021		1528.89
		COC-07/09/21 Pmt 000189710529 City of Cockburn	7/09/2021		334.79
		COC-10/09/21 Pmt 000190237474 City of Cockburn	15/09/2021		1522993.76
		COC-10/09/21 Pmt 000191202369 City of Cockburn	30/09/2021		3566.43
		COC-13/09/21 Pmt 000191076746 City of Cockburn	29/09/2021		1544588.98
		COC-14/09/21 Pmt 000190751412 City of Cockburn	23/09/2021		9976.18
		COC-16/09/21 Pmt 000190337965 City of Cockburn	16/09/2021		1479.34
		COC-17/09/21 Pmt 000190396342 City of Cockburn	17/09/2021		117.49
		COC-18/08/21 Pmt 000189343563 City of Cockburn	1/09/2021		1547787.8
		COC-18/08/21 Pmt 000189437422 City of Cockburn	2/09/2021		1916.44
		COC-27/08/21 Pmt 000189838072 City of Cockburn	9/09/2021		7728.93
		274713412092209002 SuperChoice P/L CITY OF COCKBURN	22/09/2021		2180.98
					4,644,200.01
		TOTAL PAYMENTS MADE FOR THE MONTH			20,740,749.86

Credit Card Transactions - August 2021 Statement	
Card Holder	Amount
ADRIANNE VASILE	1,165.63
ALEXANDRA K MORTON	3,028.35
ALISON WATERS	1,894.06
ANDREW TOMLINSON	546.54
ANTON LEES	1,542.63
ASANKA VIDANAGE	387.50
BENJAMIN TANOA	124.00
BIANCA BRENTON	517.00
CAROL CATHERWOOD	5.33
CASSANDRA COOPER	1,000.00
CHRISTOPHER BEATON	1,132.74
COURTNEE THOMSON	68.64
DEBORAH RIGBY	16.98
FIONA LOGAN	1,294.14
JAYNE MCENIRY	540.54
JOSHUA L GARDNER	858.75
KAREN O'REILLY	477.98
KAROLINE JAMIESON	6.00
LINDA SEYMOUR	3,966.68
LINDA WALKER	1,898.91
LORENZO SANTORIELLO	1,131.47
LYNETTE SPEARING	920.92
MARIE LA FRENAIS	954.63
MATTHEW ARGAEY	456.44
MICHAEL EMERY	92.50
MIJALCE DANILOV	70.00
MIRANDO RADJA	272.25
MISS JESSICA DONALD	1,983.08
MISS KAYLA MALONEY	3,226.36
MISS SARAH J WHITELEY	2,061.89
MR ANTONIO NATALE	12,265.83
MR CLIFFORD RYAN	1,364.55
MR CLIVE J CROCKER	1,650.58
MR DANIEL ARNDT	3,839.45
MR DONALD M GREEN	531.00
MR GLEN WILLIAMSON	1,903.31
MR JOHN WEST	68.46
MR LYALL DAVIESON	3,995.04
MR NELSON MAURICIO	1,809.00
MR NICHOLAS JONES	129.40
MR S ATHERTON	535.26
MR TRAVIS MOORE	1,953.61
MRS GLORIA ASKANDER	313.50
MRS JULIE MCDONALD	1,807.48
MRS KIM HUNTER	1,713.73
MRS S SEYMOUR-EYLES	1,026.78
MRS SANDRA TAYLOR	1,137.40
MRS SARAH KAHLE	41.00
MS BARBARA FREEMAN	528.00
MS CAROLINE LINDSAY	3,060.58
MS CLARE COURTAULD	1,512.81
MS DONNA JORDAN	1,512.82
MS GAIL M BOWMAN	97.40
MS JILL ZUMACH	516.98
MS MICHELLE CHAMPION	1,501.98
MS SAMANTHA BARON	388.05
MS SAMANTHA STANDISH	74.70
MS SANDRA EDGAR	80.26
MS SIMONE SIEBER	2,719.18
PAUL DANIEL NORLIN	1,072.96
SANDRA SWANN	1,923.68
STEVEN JOHN ELLIOT	441.29
STUART DOWNING	81.48
WHITI GUY MAIKA	1,887.21
Grand Total	85,126.70

14.2 Monthly Financial Report - September 2021

Author(s) N Mauricio

Attachments 1. Monthly Financial Report September 2021 [↓](#)

RECOMMENDATION

That Council:

- (1) ADOPTS the Monthly Financial Report containing the Statement of Financial Activity and other financial information for the month of September 2021, as attached to the Agenda; and
- (2) AMENDS the FY22 Municipal Budget as detailed in the Monthly Financial Report for September 2021 and summarised below:

Nature	Amount \$	Budget Surplus Impact
Operating Expenses	(290,467)	Decrease
Capital Revenue	514,618	Increase
Capital Expenses	(1,088,182)	Decrease
Transfers from Reserve	578,564	Increase
Net Budget Surplus impact	(285,467)	Decrease

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 to continue with a materiality threshold of \$300,000 for the FY22 at the August 2021 Ordinary Council Meeting. This is applied based on relevance to capital works programs, significant projects, and distinct service areas.

Remedial action is sometimes required to address budget variances, including budget cash flow timing adjustments or budget amendments (either submitted to Council each month via this standing agenda item or included in the City's mid-year budget review as legislated).

Submission

N/A

Report

The attached Monthly Financial Report for September 2021 has been prepared in accordance with the Local Government Act and Financial Management Regulations. The following commentary addresses key results contained within the report and the City's budgetary performance to the end of the month.

Opening Surplus

The budgeted opening surplus is showing a value of \$8.34 million, as adopted by Council last month to fund the City's carry forwards. This reflected a conservative budgeting approach due to uncertainty surrounding the COVID-19 pandemic and associated lockdowns.

The actual opening surplus brought forward is currently reported as \$10.99 million, which includes the Municipal funding for the City's carry forwards of \$8.34 million.

The final surplus amount will be reported to Council post end of financial year audit, together with any necessary adjustment to the budget.

Closing Surplus

The City's closing surplus to the end of September was \$100.13 million versus the YTD budget of \$106.58 million. This large amount reflects the annual rates revenue accounted for on an accrual basis, which is progressively spent during the year. The budget variance in the closing surplus represents all variances across the operating and capital programs, which are separately reviewed in this report. The major reason

for the \$6.44 million shortfall variance is the timing of non-operating grants and contributions towards capital projects.

Operating Revenue

Operating revenue of \$128.41 million for September was \$1.40 million ahead of the YTD year budget. The following table summarises the operating revenue budget performance by nature:

Revenue from operating activities	Amended		YTD Actual (b) \$	Variance (b) - (a) \$
	Full Year Budget \$	YTD Budget (a) \$		
Rates	112,170,000	111,476,136	111,637,111	160,975
Specified Area Rates	555,000	555,000	580,503	25,503
Operating Grants, Subsidies, Contributions	15,382,880	3,767,765	3,166,526	(601,239)
Fees and Charges	34,480,480	10,534,707	11,836,244	1,301,537
Interest Earnings	1,610,000	700,000	840,593	140,593
Profit/(Loss) on Asset Disposals	3,385,924	(30,269)	346,373	376,642
Total	167,584,284	127,003,339	128,407,350	1,404,011

Material variances identified in the City's operating revenue were identified as follows:

- Fees and Charges (\$1.30 million over YTD budget)
 - Revenue from the City's landfill site at Henderson was \$0.30 million ahead of the YTD budget target.
- Operating Grants, Subsidies, Contributions (0.60 million under YTD budget)
 - Financial Assistance Grants (FAG's) received to date for FY22 have been adjusted down to compensate for the advance payment received in June 2021, causing a YTD variance of \$0.48 million. This advance payment was reserved and will be brought in to balance the FY22 budget in due course.

Operating Expenditure

Operating expenditure to 30 September of \$36.87 million was under YTD budget by \$2.43 million. The following table summarises the operating expenditure budget variance performance by nature:

Expenditure from operating activities	Amended		YTD Actual (b) \$	Var. \$ (b) - (a) \$
	Full Year Budget \$	YTD Budget (a) \$		
Employee Costs	(64,197,575)	(15,331,912)	(14,789,015)	542,897
Materials and Contracts	(39,054,863)	(9,447,016)	(7,321,535)	2,125,481
Utility Charges	(6,109,826)	(1,546,818)	(1,315,813)	231,005
Depreciation on Non-Current Assets	(36,429,117)	(9,130,766)	(9,135,160)	(4,394)
Interest Expenses	(542,341)	(23,679)	(25,654)	(1,975)
Insurance Expenses	(1,910,200)	(1,195,200)	(1,148,691)	46,509
Other Expenditure	(12,492,212)	(2,632,868)	(3,137,262)	(504,394)
Total	(160,736,134)	(39,308,259)	(36,873,130)	2,435,129

Material variances identified in the City's operating expenditure were identified as follows:

- Materials and Contracts (\$2.12 million under full year budget):
 - No material items identified with most of the variance comprising timing differences in service contract payments.
 - Other Expenditure (\$0.81 million over YTD budget)
 - The waste landfill levy was \$0.48 million over YTD budget, reflecting extra landfill tonnages received.

Capital Expenditure

Council adopted a capital expenditure budget of \$36.19 million that has now increased to \$96.22 million following budget amendments this year (including the carry forwards).

The following table shows the budget performance by asset class:

Capital acquisitions	Amended		YTD Actual \$	YTD Actual Variance \$
	Budget \$	YTD Budget \$		
Land	2,520,000	840,000	840,000	0
Buildings	20,242,871	4,268,543	3,840,124	(428,419)
Furniture and equipment	92,000	7,000	0	(7,000)
Plant and equipment	6,075,778	532,400	954,727	422,327
Information technology	1,604,890	363,311	263,518	(99,793)

Infrastructure - roads	30,292,399	3,820,879	3,960,021	139,142
Infrastructure - drainage	2,193,416	708,273	122,512	(585,761)
Infrastructure - footpath	2,913,494	783,430	336,962	(446,468)
Infrastructure - parks hard	17,602,397	828,613	711,247	(117,366)
Infrastructure - landscaping	2,185,641	421,364	364,354	(57,010)
Infrastructure - landfill site	3,130,709	66,502	13,504	(52,998)
Infrastructure - marina	6,289,234	572,879	249,164	(323,715)
Infrastructure - coastal	1,074,987	141,634	14,135	(127,499)
Total	96,217,816	13,354,828	11,670,268	(1,684,560)

There were no projects showing material variances at the end of September, with most variances only due to timing issues.

Non-Operating Grants, Subsidies and Contributions

The City's budget for capital grants and contributions is \$28.85 million, with only \$0.95 million accounted for at this stage of the year against the YTD budget of \$12.09 million. The cashflow budget for this income will be reviewed and adjusted to better reflect expectations for the rest of the year.

Financial Reserves

A detailed schedule of the City's financial reserves is included in the financial report, showing total reserves held of \$174.0 million (up from last year's unaudited closing balance of \$171.43 million). Council funded reserves make up \$137.23 million of this balance, with the remainder held for externally restricted purposes.

Transfers into reserves to the end of the month totalled \$10.82 million, including the \$8.38 million funding for last year's carried forward projects.

YTD transfers out of reserves totalled \$8.28 million, with \$7.69 million of this for the ongoing delivery of capital projects.

Cash and Financial Assets

The City's closing cash and financial assets investment holding at month's end totalled \$242.88 million (little changed from \$243.92 million last month). This included financial assets (term deposits and investments) of \$240.43 million, with the balance of \$3.49 million representing cash and cash equivalent holdings.

\$180.23 million of these funds were internally and externally restricted, representing the City's financial reserves and liability for bonds and deposits. The remaining \$62.66 million represented unrestricted funding for the City's operating activities and liabilities.

Investment Performance, Ratings and Maturity

The City's term deposit investment portfolio yield continued to fall with this month's annualised result of 0.50 percent (down from 0.52% last month and 0.57% the month before that). This yield was just below the City's performance target rate of 0.60 percent (comprising RBA cash rate of 0.10% plus 0.50% performance margin). Interest earned on investments to the end of the month was \$297k, on track to achieve the full year budget of \$1.0 million.

New investments for the month were placed at rates between 0.38% and 1.00%, and for periods up to 3 years (limited by Council policy and legislation). The market is pricing in interest rate rises ahead of RBA expectations, and this is leading to higher rates being offered in the 2 to 3-year range. This is providing some opportunity for the City to improve its average investment yield in future, although cash flow considerations warrant a degree of caution if investing longer term.

Current investments held are fully compliant with Council's Investment Policy, other than some reverse mortgage securities purchased under previous policy and statutory provisions. These have a face value of \$2.50 million and market value of \$1.60 million. The City is carrying them at a book value of \$0.926 million (net of a \$1.575 million impairment provision) and continues receiving interest and capital payments, with \$0.498 million returned to date of the original \$3.0 million invested.

The City has 86.27% of its term deposit investments placed for up to a one-year period as per the following short-term ratings:

Short Term Issuer/Security Rating Group	Market Value	% Total Value
A2	138,206,478.80	58.20%
A1	14,068,871.26	5.92%
A1+	52,577,694.24	22.14%
Portfolio Total	204,853,044.29	86.27%

The remaining 13.73% of the City's term deposits are invested for between 1 and 3 years as per following ratings:

Long Term Issuer/Security Rating Group	Market Value	% Total Value
BBB+ to BBB-	5,000,000.00	2.11%
A+ to A-	11,596,740.57	4.88%
AA+ to AA-	16,004,750.69	6.74%
Portfolio Total	32,601,491.26	13.73%

Investment in Fossil Fuel Free Banks

At month end, the City held 34% or \$82.0 million of its investment portfolio with banks considered non-funders of fossil fuel related industries (unchanged from last month).

The amount invested with fossil fuel free banks fluctuates month to month, due to the attractiveness of deposit rates being offered and the capacity of fossil fuel free banks to accept funds.

Rates Debt Recovery

The collectible rates and charges for 2021-22 (comprising arrears, annual levies and part year rating) totals \$136.59 million. At the end of September, the City had \$62.59 million (45.8%) of this balance outstanding (excluding rates paid in advance).

In terms of overdue and delinquent rates accounts under formal or legal debt recovery processes, the City had 90 properties owing a total of \$0.69 million (102 properties last month owing \$0.77 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.

Trade and Sundry Debtors

The City had \$4.37 million in outstanding debtors at the end of September. Debtors overdue by more than 90 days made up \$272,320 (6.23%) of this balance. Overdue monies from State Government agencies total \$128,747 and naval base tenants on payment arrangements have \$66,371 outstanding.

Budget Amendments - 2021-22 Budget Year

There are several budget amendments proposed to the 2021-22 Council adopted budget as outlined below:

- A number missed carried forward plant replacement items totalling \$821,597 (funded by \$578,564 from the plant replacement reserve and \$243,033 from plant trade-in/sale proceeds).
- As part of the handover of Omeo North Reserve to the City by Frasers, they are providing the City with \$41,585 for the renovation of the shelter located within the Park.
- Demolition of the Ethel Cooper Kindergarten building for \$30,000 (funded from a reduction in the budget for minor roadworks).
- A contribution from Fremantle Football Club of \$230,000 to fund their portion of the ARC expansion's design costs.
- Transfer of \$15,000 from the Accessible Playgrounds operating budget to the Lucretia Park upgrade capital project.

- Operational funding of \$20,000 for COVID-19 pandemic mitigation and response measures (funded from budget surplus).
- Unbudgeted training for 20 staff to complete the IAP2 Engagement Essentials one-day course at a cost of \$15,225 (funded from the budget surplus).
- The organisational restructure changes applied to the 2021-22 annual budget caused an imbalance within financial budget ledgers, requiring an adjustment of \$227,242 to rebalance the system (reduction in the budget surplus).
- Resourcing costs of \$23,000 for an Administrative Review (funded from the budget surplus).

The following table summarises these budget changes by classification (as detailed under note 8 of the attached Monthly Financial Report):

Classification	Amount	Budget Impact
Operating Expenses	(290,467)	Decrease
Capital Revenue	514,618	Increase
Payments for property, plant & equipment, and infrastructure	(1,088,182)	Decrease
Transfers from Reserve	578,564	Increase
Net Budget Surplus impact	(285,467)	Decrease

Elected Member Budget Contingency

The 2021-22 Municipal Budget does not currently include a contingency provision. Should the (audited) end of financial year closing surplus allow, Council can consider making a contingency provision at that time.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable and progressive organisation

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The City's budgeted surplus for 2021-22 of \$323,104 reduces by \$285,467 to \$37,637 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 30 September 2021

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

SUMMARY INFORMATION

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$8.34 M	\$8.34 M	\$11.00 M	\$2.65 M
Closing	\$0.32 M	\$106.58 M	\$100.13 M	(\$6.44 M)
Refer to Statement of Financial Activity				

Cash and financial assets		
	\$242.88 M	% of total
Unrestricted Cash	\$62.66 M	25.8%
Restricted Cash	\$180.23 M	74.2%
Refer to Note 2 - Cash and Financial Assets		

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$40.92 M	\$97.66 M	\$102.45 M	\$4.79 M
Refer to Statement of Financial Activity			

Employee Cost		
YTD Actual	(\$14.79 M)	% Variance
YTD Budget	(\$15.33 M)	(3.5%)
Refer to Statement of Financial Activity		

Rates Revenue		
YTD Actual	\$112.22 M	% Variance
YTD Budget	\$112.03 M	0.0%
Refer to Statement of Financial Activity		

Fees and Charges		
YTD Actual	\$11.84 M	% Variance
YTD Budget	\$10.53 M	12.4%
Refer to Statement of Financial Activity		

Materials & Contracts		
YTD Actual	(\$7.32 M)	% Variance
YTD Budget	(\$9.45 M)	(22.5%)
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$63.12 M)	(\$1.07 M)	(\$10.37 M)	(\$9.30 M)
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.35 M	%
Amended Budget	\$4.26 M	8.1%
Refer to Note 3 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$11.67 M	% Spent
Amended Budget	\$96.22 M	12.1%
Refer to Note 4 - Capital Acquisition		

Capital Grants		
YTD Actual	(\$0.95 M)	% Received
Amended Budget	(\$28.43 M)	3.4%
Refer to Note 4 - Capital Acquisition		

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$14.18 M	\$1.64 M	(\$2.95 M)	(\$4.59 M)
Refer to Statement of Financial Activity			

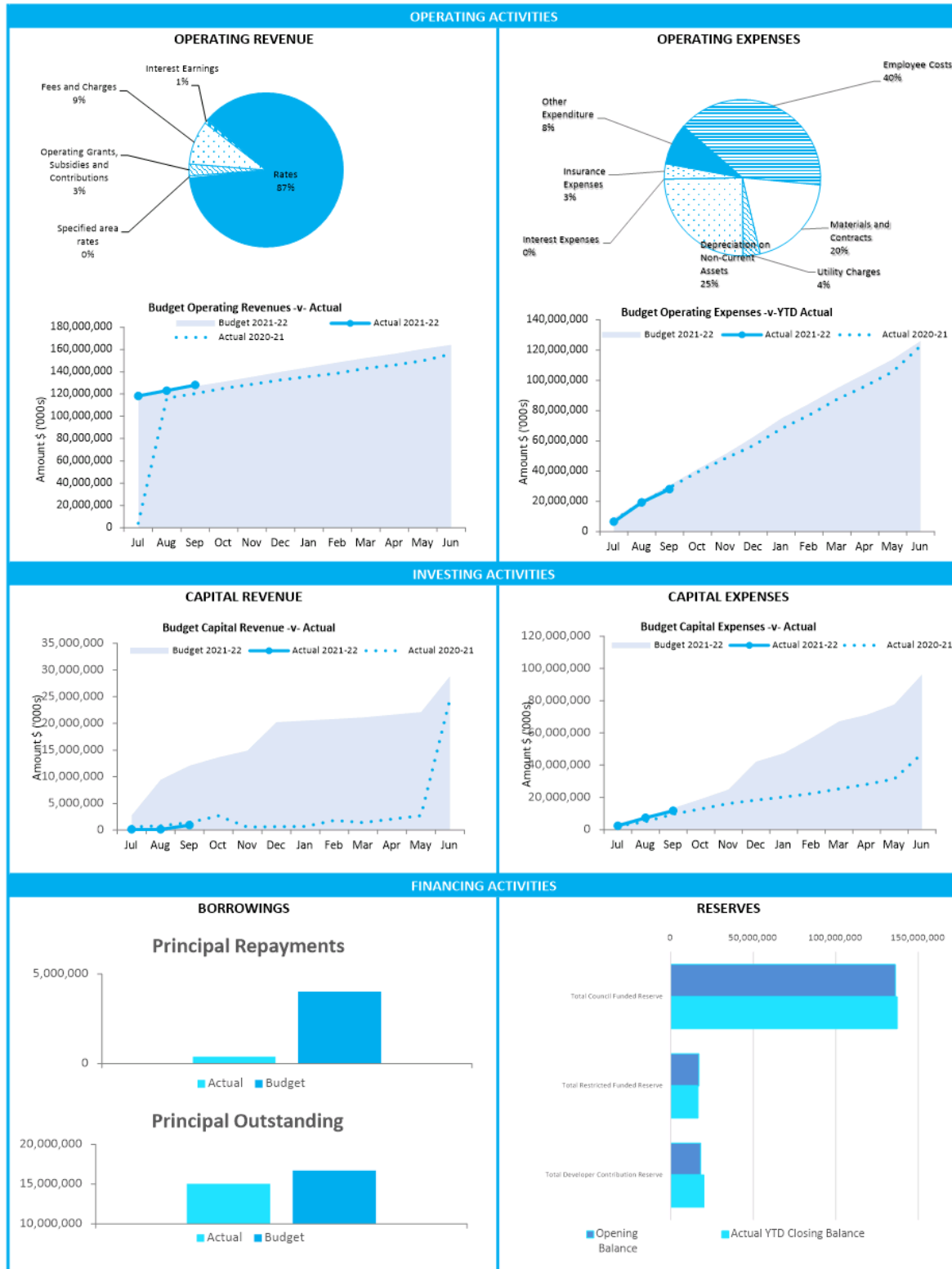
Borrowings	
Principal repayments	\$0.38 M
Interest expense	\$0.03 M
Principal due	\$15.05 M
Refer to Note 5 - Borrowings	

Reserves	
Reserves balance	\$174.00 M
Interest earned	\$0.03 M
Refer to Note 6 - Cash Reserves	

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

SUMMARY INFORMATION - GRAPHS



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

BY NATURE OR TYPE

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	8,344,612	8,344,612	10,997,929	2,653,317	31.80%	▲
Revenue from operating activities							
Rates		112,170,000	111,476,136	111,637,111	160,975	0.14%	
Specified area rates		555,000	555,000	580,503	25,503	4.60%	
Operating grants, subsidies and contributions		15,382,880	3,767,765	3,166,526	(601,239)	(15.96%)	▼
Fees and charges		34,480,480	10,534,707	11,836,244	1,301,537	12.35%	▲
Interest earnings		1,610,000	700,000	840,593	140,593	20.08%	
Profit/(loss) on disposal of assets		3,385,924	(30,269)	346,373	376,642	(1244.32%)	
		167,584,284	127,003,339	128,407,350	1,404,011		
Expenditure from operating activities							
Employee costs		(64,197,575)	(15,331,912)	(14,789,015)	542,897	3.54%	▲
Materials and contracts		(39,054,863)	(9,447,016)	(7,321,535)	2,125,481	22.50%	▲
Utility charges		(6,109,826)	(1,546,818)	(1,315,813)	231,005	14.93%	
Depreciation on non-current assets		(36,429,117)	(9,130,766)	(9,135,160)	(4,394)	(0.05%)	
Interest expenses		(542,341)	(23,679)	(25,654)	(1,975)	(8.34%)	
Insurance expenses		(1,910,200)	(1,195,200)	(1,148,691)	46,509	3.89%	
Other expenditure		(12,492,212)	(2,632,868)	(3,137,262)	(504,394)	(19.16%)	▼
		(160,736,134)	(39,308,259)	(36,873,130)	2,435,129		
Non-cash amounts excluded from operating activities							
	1(a)	34,068,949	9,969,522	10,920,118	950,596	9.54%	▲
Amount attributable to operating activities		40,917,099	97,664,602	102,454,338	4,789,736		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions		28,847,542	12,095,210	954,281	(11,140,929)	(92.11%)	▼
Proceeds from disposal of assets	3	4,255,000	187,000	346,373	159,373	85.23%	
Payments for property, plant and equipment and infrastructure	4	(96,217,816)	(13,354,828)	(11,670,268)	1,684,560	12.61%	▲
Amount attributable to investing activities		(63,115,274)	(1,072,618)	(10,369,614)	(9,296,996)		
Financing Activities							
Proceeds from new debentures	5	5,277,400	2,380,520	0	(2,380,520)	(100.00%)	▼
Transfer from reserves	6	58,181,438	9,936,736	8,277,526	(1,659,210)	(16.70%)	▼
Repayment of debentures	5	(4,020,624)	(375,270)	(378,038)	(2,768)	(0.74%)	
Transfer to reserves	6	(45,261,547)	(10,300,339)	(10,847,459)	(547,120)	(5.31%)	▼
Amount attributable to financing activities		14,176,667	1,641,647	(2,947,971)	(4,589,618)		
Closing funding surplus / (deficit)	1(c)	323,102	106,578,243	100,134,688	(6,443,554)		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 9 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 SEPTEMBER 2021

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 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)	8,344,612	8,344,612	10,997,929	2,653,317	31.80%	▲
Revenue from operating activities							
Governance, Risk & Compliance		800	200	1,189	989	494.50%	
Finance		119,328,300	113,812,960	113,972,257	159,297	0.14%	
Information & Technology		1,500	375	0	(375)	(100.00%)	
Library & Cultural Services		153,050	15,263	16,695	1,432	9.38%	
Recreation Infrastructure & Services		13,105,658	3,209,380	3,661,735	452,355	14.09%	▲
Community Development & Services		8,518,247	2,145,200	1,949,868	(195,332)	(9.11%)	
Community Safety & Ranger Services		1,050,050	237,277	191,469	(45,808)	(19.31%)	
Development Assessment & Compliance		3,333,833	1,189,736	1,334,274	144,538	12.15%	
Planning		176,180	42,293	6,848	(35,445)	(83.81%)	
Sustainability & Environment		890,558	219,905	215,519	(4,386)	(1.99%)	
Operations & Maintenance		14,607,090	4,981,589	5,869,124	887,535	17.82%	▲
Projects		80,000	0	0	0	0.00%	
Property & Assets		6,041,420	1,074,763	1,080,310	5,547	0.52%	
Customer Experience		600	150	0	(150)	(100.00%)	
Human Resources		297,000	74,250	108,060	33,810	45.54%	
		167,584,286	127,003,341	128,407,348	1,404,007		
Expenditure from operating activities							
Executive Support		(3,266,274)	(795,225)	(774,289)	20,936	2.63%	
Civic Services		(2,151,985)	(516,241)	(423,143)	93,098	18.03%	
Corporate Strategy		(304,887)	(71,124)	41,919	113,043	158.94%	
Governance, Risk & Compliance		(572,053)	(144,205)	(143,009)	1,196	0.83%	
Finance		(5,929,035)	(2,063,229)	(2,281,535)	(218,306)	(10.58%)	
Information & Technology		(7,707,534)	(1,910,015)	(2,618,560)	(708,545)	(37.10%)	▼
Procurement		(857,135)	(205,366)	(184,287)	21,079	10.26%	
Library & Cultural Services		(5,596,696)	(1,270,633)	(1,084,762)	185,871	14.63%	
Recreation Infrastructure & Services		(15,699,839)	(3,715,150)	(3,494,563)	220,587	5.94%	
Community Development & Services		(11,216,967)	(2,718,705)	(2,188,835)	529,870	19.48%	▲
Community Safety & Ranger Services		(5,868,000)	(1,512,567)	(1,145,666)	366,901	24.26%	▲
Development Assessment & Compliance		(6,110,327)	(1,460,727)	(1,418,700)	42,027	2.88%	
Planning		(2,032,252)	(507,835)	(401,001)	106,834	21.04%	
Sustainability & Environment		(3,423,099)	(793,510)	(673,712)	119,798	15.10%	
Operations & Maintenance		(69,960,266)	(16,851,313)	(15,725,156)	1,126,157	6.68%	▲
Projects		(1,716,292)	(422,017)	(434,753)	(12,736)	(3.02%)	
Property & Assets		(11,998,266)	(2,885,709)	(2,496,888)	388,821	13.47%	▲
Stakeholder Management		(324,411)	(76,874)	18,612	95,486	124.21%	
Communications & Marketing		(1,646,363)	(396,087)	(354,084)	42,003	10.60%	
Customer Experience		(1,261,427)	(309,967)	(240,198)	69,769	22.51%	
Business & Economic Development		(296,799)	(79,909)	(19,286)	60,623	75.87%	
Grants & Research		(1,639,589)	(422,412)	(380,148)	42,264	10.01%	
Human Resources		(2,249,874)	(475,668)	(706,965)	(231,297)	(48.63%)	
Workplace Health & Safety		(327,922)	(88,285)	(18,987)	69,298	78.49%	
Transformation, Culture & Innovation		(251,532)	(65,113)	(16,916)	48,197	74.02%	
Internal Recharging		1,672,688	449,625	291,784	(157,841)	(35.11%)	
		(160,736,136)	(39,308,261)	(36,873,128)	2,435,133		
Non-cash amounts excluded from operating activities	1(a)	34,068,949	9,969,522	10,920,118	950,596	9.54%	▲
Amount attributable to operating activities		40,917,099	97,664,602	102,454,338	4,789,736		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions		28,847,542	12,095,210	954,281	(11,140,929)	(92.11%)	▼
Proceeds from disposal of assets	3	4,255,000	187,000	346,373	159,373	85.23%	
Payments for property, plant and equipment and infrastructure	4	(96,217,816)	(13,354,828)	(11,670,268)	1,684,560	12.61%	▲
Amount attributable to investing activities		(63,115,274)	(1,072,618)	(10,369,614)	(9,296,996)		
Financing Activities							
Proceeds from new debentures	5	5,277,400	2,380,520	0	(2,380,520)	(100.00%)	▼
Transfer from reserves	6	58,181,438	9,936,736	8,277,526	(1,659,210)	(16.70%)	▼
Repayment of debentures	5	(4,020,624)	(375,270)	(378,038)	(2,748)	(0.74%)	
Transfer to reserves	6	(45,261,547)	(10,300,339)	(10,847,459)	(547,120)	(5.31%)	▼
Amount attributable to financing activities		14,176,667	1,641,647	(2,947,971)	(4,589,618)		
Closing funding surplus / (deficit)	1(c)	323,102	106,578,244	100,134,688			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 9 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$300,000 or 0.00% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 September 2021

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 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	(3,385,924)	(187,000)	(346,373)
Less: Movement in liabilities associated with restricted cash		1,025,756	1,025,756	2,047,248
Less: Movement in leased liabilities			0	0
Movement in pensioner deferred rates (non-current)		0	0	40,973
Movement in employee benefit provisions (non-current)		0	0	43,110
Add: Depreciation on assets		36,429,117	9,130,766	9,135,160
Total non-cash items excluded from operating activities		34,068,949	9,969,522	10,920,118

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2021	This Time Last Year 30 September 2020	Year to Date 30 September 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	6	(171,429,525)	(149,164,489)	(173,999,458)
Less: Bonds & deposits		(5,720,406)	(4,491,385)	(6,225,894)
Add: Borrowings	5	4,020,624	3,542,432	3,642,586
Add: Lease liabilities		218,182	0	218,182
Add: Financial assets at amortised cost - non-current	2	941,521	941,521	925,971
Total adjustments to net current assets		(171,969,604)	(149,171,921)	(175,438,613)
Cash and cash equivalents	2	4,606,858	6,636,208	6,458,545
Financial assets at amortised cost	2	197,519,357	201,400,000	235,500,000
Rates receivables		2,153,253	66,058,353	59,643,684
Receivables		4,604,250	9,289,465	8,488,222
Other current assets		5,484,187	162,375	2,606,729
Payables		(11,892,863)	(18,627,035)	(17,822,840)
Borrowings	5	(4,020,624)	(3,542,432)	(3,642,586)
Contract liabilities	7	(6,540,672)	(5,503,005)	(6,600,374)
Lease liabilities		(218,182)	0	(218,182)
Provisions	7	(8,728,031)	(8,890,971)	(8,839,897)
Less: Total adjustments to net current assets	1(b)	(171,969,604)	(149,171,921)	(175,438,613)
Closing funding surplus / (deficit)		10,997,929	97,811,037	100,134,688

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 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	6,429,027	0	6,429,027		NATIONAL AUSTRALIA BANK
Cash on hand	Cash and cash equivalents	29,518	0	29,518		
Term deposits - current	Financial assets at amortised cost	17,500,000	36,000,000	53,500,000		BANK OF QUEENSLAND
Term deposits - current	Financial assets at amortised cost	0	24,000,000	24,000,000		MACQUARIE BANK
Term deposits - current	Financial assets at amortised cost	18,000,000	58,500,000	76,500,000		MEMBERS EQUITY BANK
Term deposits - current	Financial assets at amortised cost	5,500,000	6,500,000	12,000,000		NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	5,000,000	5,000,000	10,000,000		AMP
Term deposits - current	Financial assets at amortised cost	9,274,648	47,225,352	56,500,000		COMMONWEALTH BANK
Term deposits - current	Financial assets at amortised cost	0	3,000,000	3,000,000		AUSWIDE BANK
Other investment - non current	Financial assets at amortised cost	925,971	0	925,971		BARCLAYS BANK
Total		62,659,164	180,225,352	242,884,516	0	
Comprising		Unrestricted	Restricted	Total Cash	Trust	
		\$	\$	\$	\$	
Cash and cash equivalents		6,458,545	0	6,458,545	0	
Financial assets at amortised cost		56,200,619	180,225,352	236,425,971	0	
		62,659,164	180,225,352	242,884,516	0	

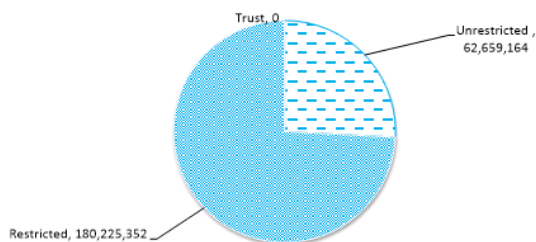
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

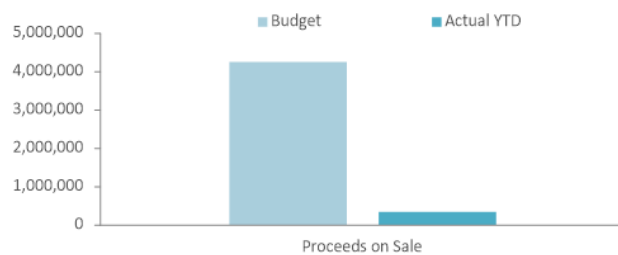
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021

OPERATING ACTIVITIES
NOTE 3
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment	869,076	1,155,000	285,924	0	0	346,373	346,373	0
	Freehold Land	0	3,100,000	3,100,000	0	0	0	0	0
		869,076	4,255,000	3,385,924	0	0	346,373	346,373	0



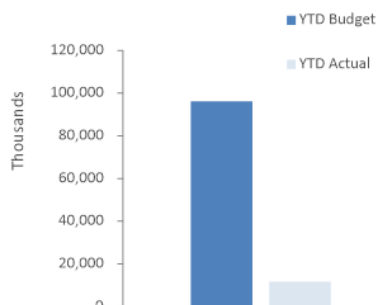
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**INVESTING ACTIVITIES
NOTE 4
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	2,520,000	840,000	840,000	0
Buildings	20,242,871	4,268,543	3,840,124	(428,419)
Furniture and equipment	92,000	7,000	0	(7,000)
Plant and equipment	6,075,778	532,400	954,727	422,327
Information technology	1,604,890	363,311	263,518	(99,793)
Infrastructure - roads	30,292,399	3,820,879	3,960,021	139,142
Infrastructure - drainage	2,193,416	708,273	122,512	(585,761)
Infrastructure - footpath	2,913,494	783,430	336,962	(446,468)
Infrastructure - parks hard	17,602,397	828,613	711,247	(117,366)
Infrastructure - parks landscaping	2,185,641	421,364	364,354	(57,010)
Infrastructure - landfill site	3,130,709	66,502	13,504	(52,998)
Infrastructure - marina	6,289,234	572,879	249,164	(323,715)
Infrastructure - coastal	1,074,987	141,634	14,135	(127,499)
Payments for Capital Acquisitions	96,217,816	13,354,828	11,670,268	(1,684,560)
Total Capital Acquisitions	96,217,816	13,354,828	11,670,268	(1,684,560)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	(28,425,678)	(11,673,346)	(954,281)	10,719,065
Borrowings	(5,277,400)	(2,380,520)	0	2,380,520
Other (disposals & C/Fwd)	(4,255,000)	(187,000)	(346,373)	(159,373)
Cash backed reserves				
Plant & Vehicle Replacement	(3,957,700)	(391,764)	(210,449)	181,315
Information Technology	(285,000)	0	(107,477)	(107,477)
Major Building Refurbishment	(834,157)	(154,830)	(245,185)	(90,355)
Waste & Recycling	(3,590,709)	(66,502)	(13,504)	52,998
Land Development and Investment Fund	(12,346,982)	(3,310,561)	(1,356,616)	1,953,945
Roads & Drainage Infrastructure	(8,344,632)	(508,818)	(520,159)	(11,342)
Community Infrastructure	(3,990,851)	(303,238)	(16,357)	286,882
Greenhouse Action Fund	(35,300)	0	0	0
Aged and Disabled Asset Replacement	(46,213)	0	0	0
Port Coogee Special Maintenance - SAR	(37,907)	(4,907)	(4,907)	0
Community Surveillance	(220,000)	0	0	0
Bibra Lake Management Plan	(191,882)	0	0	0
Restricted Grants & Contributions	(34,936)	0	(34,937)	(34,937)
CIHCF Building Maintenance	(300,000)	0	0	0
Carry Forward Projects	(17,372,231)	(4,646,763)	(5,172,885)	(526,122)
Port Coogee Marina Assets Replacement	(174,000)	(128,000)	0	128,000
Public Open Space - Various	(631,082)	0	(12,137)	(12,137)
Contribution - operations	(5,866,156)	10,401,421	(2,675,001)	(13,076,422)
Capital funding total	(96,217,816)	(13,354,828)	(11,670,268)	1,684,560

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**FINANCING ACTIVITIES
NOTE 5
BORROWINGS**

Repayments - borrowings

Information on borrowings		1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
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		2,929,222	0	0	378,038	1,520,624	2,551,184	1,408,598	25,654	105,000
Recreation and culture										
To assist fund the Cockburn Central West development	8	12,500,000	0	0	0	2,500,000	12,500,000	10,000,000	0	434,500
C/Fwd Balance		15,429,222	0	5,277,400	378,038	4,020,624	15,051,184	16,685,998	25,654	539,500
Total		15,429,222	0	5,277,400	378,038	4,020,624	15,051,184	16,685,998	25,654	539,500
Current borrowings		3,226,983					3,642,586			
Non-current borrowings		12,202,239					11,408,598			
		15,429,222					15,051,184			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Council Funded									
Staff Payments & Entitlements	1,593,128	0	0	0	0	(40,000)	0	1,553,128	1,593,128
Plant & Vehicle Replacement	11,869,994	0	0	2,000,000	0	(3,957,700)	(210,449)	9,674,512	11,659,545
Information Technology	926,599	0	0	1,000,000	0	(285,000)	(107,477)	1,732,034	819,122
Major Building Refurbishment	17,341,289	0	0	1,500,000	0	(834,157)	(245,185)	18,954,255	17,096,105
Waste & Recycling	12,523,659	0	0	2,980,000	0	(3,590,709)	(13,504)	9,156,599	12,510,155
Land Development and Investment Fund	12,863,720	0	0	3,368,114	67,273	(12,456,982)	(1,356,616)	4,086,350	11,574,377
Roads & Drainage Infrastructure	12,203,545	0	0	3,000,000	0	(8,644,632)	(525,668)	5,853,977	11,677,877
Naval Base Shacks	1,242,899	0	0	18,287	18,287	0	0	1,198,213	1,261,186
Community Infrastructure	21,757,381	0	0	12,027,695	0	(3,990,851)	(16,357)	26,825,711	21,741,025
Insurance	2,672,674	0	0	300,000	0	0	0	2,959,263	2,672,674
Greenhouse Action Fund	720,938	0	0	200,000	0	(35,300)	0	1,053,734	720,938
HWRP Post Closure Management & Contan	2,915,674	0	0	500,000	0	(70,000)	0	3,869,276	2,915,674
Municipal Elections	151,420	0	0	150,000	0	(150,000)	0	151,420	151,420
Community Surveillance	932,870	0	0	200,000	0	(365,000)	(39,923)	789,480	892,947
Waste Collection	6,512,856	0	0	1,073,123	0	0	0	7,246,651	6,512,856
Environmental Offset	248,759	0	0	0	0	0	0	308,011	248,759
Bibra Lake Management Plan	192,968	0	0	0	0	(191,882)	0	161,243	192,968
CIHCF Building Maintenance	10,688,137	0	0	720,779	272,491	(300,000)	0	10,822,499	10,960,629
Cockburn ARC Building Maintenance	5,218,365	0	0	1,500,000	0	(50,000)	0	6,668,365	5,218,365
Carry Forward Projects	11,867,222	0	0	8,344,612	8,381,776	(17,573,471)	(5,219,857)	1,553,818	15,029,142
Port Coogee Marina Assets Replacement	1,784,887	0	0	300,000	0	(174,000)	0	1,610,887	1,784,887
Total Council Funded Reserve	136,228,987	0	0	39,182,610	8,739,828	(52,709,684)	(7,735,035)	116,229,426	137,233,780
Restricted Funded									
Aged and Disabled Asset Replacement	422,872	4,257	432	76,596	19,149	(46,213)	0	452,140	442,453
Welfare Projects Employee Entitlements	1,850,773	18,465	534	0	0	0	0	2,308,736	1,851,306

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021

OPERATING ACTIVITIES

NOTE 6

CASH RESERVES

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Port Coogee Special Maintenance - SAR	1,980,900	22,245	1,986	360,000	0	(388,380)	(99,816)	1,645,236	1,883,070
Port Coogee Waterways - SAR	146,257	1,291	148	95,000	0	(50,000)	0	149,222	146,405
Family Day Care Accumulation Fund	11,560	0	12	0	0	0	0	11,549	11,571
Naval Base Shack Removal	792,815	7,998	811	30,477	30,477	0	0	725,695	824,103
Restricted Grants & Contributions	5,174,134	0	0	0	0	(325,651)	(422,656)	691,434	4,751,478
Public Open Space - Various	5,458,078	0	5,526	0	0	(631,082)	(12,137)	4,886,388	5,451,467
Port Coogee Waterways - WEMP	1,246,537	15,831	1,259	0	0	(234,755)	0	1,091,612	1,247,796
Cockburn Coast SAR	50,644	465	50	35,000	0	(11,429)	(7,882)	39,043	42,812
Total Restricted Funded Reserve	17,134,568	70,551	10,758	597,073	49,626	(1,687,510)	(542,492)	12,001,055	16,652,460
Developer Contribution Plans									
Community Infrastructure DCP 13	6,830,625	17,282	7,179	3,000,000	1,094,535	(3,137,613)	0	5,492,335	7,932,339
Developer Contribution Plans - Various	11,235,345	162,167	11,551	2,231,864	933,983	(646,631)	0	12,500,979	12,180,879
Total Developer Contribution Reserve	18,065,970	179,449	18,729	5,231,864	2,028,518	(3,784,244)	0	17,993,315	20,113,217
Total Cash Reserve	171,429,525	250,000	29,487	45,011,547	10,817,972	(58,181,438)	(8,277,526)	146,223,795	173,999,458

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021

OPERATING ACTIVITIES
NOTE 7
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 30 September 2021
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements - non-operating		6,540,672	59,702	0	6,600,374
Total unspent grants, contributions and reimbursements		6,540,672	59,702	0	6,600,374
Provisions					
Annual leave		5,078,573	15,475,478	(15,363,612)	5,190,439
Long service leave		3,649,458	0	0	3,649,458
Total Provisions		8,728,031	15,475,478	(15,363,612)	8,839,897
Total other current assets		15,268,703	15,535,180	(15,363,612)	15,440,271
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

Provisions are recognised when the City has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits

Short-term employee benefits

Provision is made for the City's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The City's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The City's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The City's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the City are recognised as a liability until such time as the City satisfies its obligations under the agreement.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**NOTE 8
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption		Opening surplus				160,114
GL 445	Adjustment to grant income	09/09/21 0150	Operating Revenue			(666,212)	(506,098)
GL 445	Adjustment to Home Care Packages due to reduction in grant income	09/09/21 0150	Operating Expenses		8,961		(497,137)
GL 445	Adjustment to transfer to reserve from Home Care Packages due to reduction in grant income	09/09/21 0150	Transfer to Reserve		657,251		160,114
GL 414	Unspent grant carried forward from 20/21	09/09/21 0150	Transfer from Reserve		25,000		185,114
GL 414	Increase in NDIS expenditure from unspent grant	09/09/21 0150	Operating Expenses			(25,000)	160,114
GL 505	Strategic Planning recoup of DCA admin fee	09/09/21 0150	Operating Revenue		153,980		314,094
OP9080/1	Reduction in DCA review fees recouped	09/09/21 0150	Operating Revenue			(97,972)	216,122
OP9080/1	Reduction in DCA review fees	09/09/21 0150	Operating Expenses		97,972		314,094
CW1678	Transfer Executives mobile phones to OP as they are under the capitalisation threshold.	09/09/21 0150	Capital Expenses		40,000		354,094
OP4941	Purchase of Executives mobile phones	09/09/21 0150	Operating Expenses			(40,000)	314,094
CW6128	Release of partial quarantined fund for Santich Park	09/09/21 0150	Transfer from Reserve		100,000		414,094
CW6128	Development at Santich Park	09/09/21 0150	Capital Expenses			(100,000)	314,094
OP4991/2/4	Water and electricity cost at Bibra Lake Scouts, Cockburn						
OP4991/2/4	Wetlands Centre and Native Arc	09/09/21 0150	Operating Expenses			(132,000)	182,094
OP4991/2/4	Reimbursements from community groups for water and electricity costs	09/09/21 0150	Operating Revenue		132,000		314,094
OP4944	WALGA Urban Canopy Grant grant #2	09/09/21 0150	Operating Revenue		18,723		332,817
OP4944	Urban canopy expenditure	09/09/21 0150	Operating Expenses			(18,723)	314,094
OP7696	Lease revenue at Success Fire Station from DFES for 6 months	09/09/21 0150	Operating Revenue		32,010		346,104
OP9503	Volunteer Week Events is a recurrent project	09/09/21 0150	Operating Expenses			(3,000)	343,104
CW4971	Removal of LRCI grant to LED Lighting project	09/09/21 0150	Operating Revenue			(3,723,182)	(3,380,078)
CW4971	LED Lighting project funded from Road Reserve	09/09/21 0150	Transfer from Reserve		3,723,182		343,104
CW3917	Removal Road Reserve funding to Jandakot Road (Berrigan to Solomon)	09/09/21 0150	Transfer from Reserve			(3,723,182)	(3,380,078)
CW3917	Jandakot Road (Berrigan to Solomon) funded from LRCI grant	09/09/21 0150	Operating Revenue		3,723,182		343,104

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**NOTE 8
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
CW4149	Reduce expenditure to fund for Community Engagement salary	09/09/21 0150	Capital Expenses		110,000		453,104
CW4149	Reduce transfer from Land Development Reserve	09/09/21 0150	Transfer from Reserve			(110,000)	343,104
OP4939	Community Engagement salary and on-cost	09/09/21 0150	Operating Expenses			(110,000)	233,104
OP4939	Community Engagement salary funded from Land Development Reserve	09/09/21 0150	Transfer from Reserve		110,000		343,104
OP8190	Works on slip road between Warton & Jandakot Roads	09/09/21 0150	Operating Expenses			(300,000)	43,104
OP8190	Funding works on Warton & Jandakot Roads	09/09/21 0150	Transfer from Reserve		300,000		343,104
OP4942	Works on Woodman Point	09/09/21 0150	Operating Expenses			(24,760)	318,344
OP4942	Fairy Tern grant to fund works on Woodman Point	09/09/21 0150	Operating Revenue		24,760		343,104
OP9576	Mitigation works on CY O'Connor	09/09/21 0150	Operating Expenses			(53,667)	289,437
OP9576	Coastwest grant to fund works on CY O'Connor	09/09/21 0150	Operating Revenue		53,667		343,104
GL 965	DCP 4 Repmt for prefunded cost for Beeliar Drive [Spearwood/Stock]	to OCM 14/10/21	Transfer to Reserve			(190,000)	153,104
GL 895	Recognising the payment received from developer and reducing the City's liability	to OCM 14/10/21	Operating Revenue		190,000		343,104
GL 965	DCP5 Repmt for prefunded cost for Beeliar Drive [Spearwood/Stock]	to OCM 14/10/21	Transfer to Reserve			(231,864)	111,240
GL 896	Recognising the payment received from developer and reducing the City's liability	to OCM 14/10/21	Operating Revenue		231,864		343,104
GL 485	Waste income and levy adjustment	to OCM 14/10/21	Operating Revenue		1,480,000		1,823,104
GL 485	Transfer waste income to Waste Reserve	to OCM 14/10/21	Transfer to Reserve			(1,480,000)	343,104
GL 400	Grant adjustment and indexation	to OCM 14/10/21	Operating Revenue		4,244		347,348
GL 400	Expenditure adjustments due to increase in grant	to OCM 14/10/21	Operating Expenses			(4,244)	343,104
GL 330	Grant adjustment	to OCM 14/10/21	Operating Revenue		3,871		346,975
GL 330	Expenditure adjustments due to increase in grant	to OCM 14/10/21	Operating Expenses			(3,871)	343,104
CW4937	Jean Willis kitchen refurbishment funded from Reserve	to OCM 14/10/21	Capital Expenses			(20,000)	323,104
CW4937	Transfer from Asset Replacement Reserve to fund refurbishment at Jean Willis Centre	to OCM 14/10/21	Transfer from Reserve		20,000		343,104
CW3950	Reducing grant income due to change in funding source	to OCM 14/10/21	Capital Revenue			(566,403)	(223,299)
CW3950	Transfer from Road Reserve	to OCM 14/10/21	Transfer from Reserve		566,403		343,104
CW6300	Cockburn ARC temporary carpark funded from surplus	to OCM 14/10/21	Capital Expenses			(20,000)	323,104

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**NOTE 8
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
OP4940	Bore cleaning at Cockburn ARC	to OCM 14/10/21	Operating Expenses			(50,000)	273,104
OP4940	Transfer from ARC maintenance reserve to fund bore cleaning	to OCM 14/10/21	Transfer from Reserve		50,000		323,104
CW7318	Missed from carry forward - Welfare trailer for Jandakot Fire Brigade	to OCM 11/11/21	Capital Expenses			(7,032)	316,072
CW7318	Welfare trailer for Jandakot FB funded from proceeds of sale	to OCM 11/11/21	Capital Revenue		6,669		322,741
CW7318	Welfare trailer for Jandakot FB funded from reserve	to OCM 11/11/21	Transfer from Reserve		363		323,104
CW7710	Missed from carry forward - Refurbish IVECO Compactor Truck	to OCM 11/11/21	Capital Expenses			(232,943)	90,161
CW7710	Refurbish IVECO Compactor Truck funded from proceeds of sale	to OCM 11/11/21	Capital Revenue		109,091		199,252
CW7710	Refurbish IVECO Compactor Truck funded from reserve	to OCM 11/11/21	Transfer from Reserve		123,852		323,104
CW7746	Missed from carry forward - Low Profile Rear Loading Waste Truck	to OCM 11/11/21	Capital Expenses			(235,866)	87,238
CW7746	Low Profile Rear Loading Waste Truck funded from proceeds of sale	to OCM 11/11/21	Capital Revenue		59,091		146,329
CW7746	Low Profile Rear Loading Waste Truck funded from reserve	to OCM 11/11/21	Transfer from Reserve		176,775		323,104
CW7785	Missed from carry forward - Hino Sideload Recycle Truck	to OCM 11/11/21	Capital Expenses			(345,756)	(22,652)
CW7785	Hino Sideload Recycle Truck funded from proceeds of sale	to OCM 11/11/21	Capital Revenue		68,182		45,530
CW7785	Hino Sideload Recycle Truck funded from reserve	to OCM 11/11/21	Transfer from Reserve		277,574		323,104
CW6301	Shelter refurbishment at Omeo North funded from Frazer Development handover funds	to OCM 11/11/21	Capital Expenses			(41,585)	281,519
CW6301	Frazer Development handover funds	to OCM 11/11/21	Capital Revenue		41,585		323,104
CW2364	Transfer to OP Project for demolishing Ethel Cooper Kindy	to OCM 11/11/21	Capital Expenses		20,000		343,104
OP4933	Ethel Cooper Kindy demolition	to OCM 11/11/21	Operating Expenses			(20,000)	323,104
CW6026	Building accessible playground at Lucretia Park	to OCM 11/11/21	Capital Expenses			(15,000)	308,104
OP8930	Transfer to CW to build accessible playground at Lucretia Park	to OCM 11/11/21	Operating Expenses		15,000		323,104

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**NOTE 8
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
OP7966	COVID-19 related expenditure and preparation for Delta variance	to OCM 11/11/21	Operating Expenses			(20,000)	303,104
OP9775	IAP2 Engagement Essentials training for 20 staff	to OCM 11/11/21	Operating Expenses			(15,225)	287,879
OP4934	Resourcing costs on administrative review	to OCM 11/11/21	Operating Expenses			(23,000)	264,879
Various	Balancing budget variances due to restructure	to OCM 11/11/21	Operating Expenses			(227,242)	37,637
CW4714	Fremantle Football Club contribution to ARC expansion project	to OCM 11/11/21	Capital Revenue		230,000		267,637
CW4714	ARC Expansion project attached to Kailis Oval	to OCM 11/11/21	Capital Expenses			(230,000)	37,637
				0	12,985,253	(13,107,730)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**NOTE 9
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2021-22 year is \$300,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Revenue from operating activities				
Recreation Infrastructure & Services	452,355	14.09%	▲ Timing	Revenue brought forward
Operations & Maintenance	887,535	17.82%	▲ Timing	Revenue brought forward
Expenditure from operating activities				
Information & Technology	(708,545)	(37.10%)	▼ Timing	Expenditure brought forward
Community Development & Services	529,870	19.49%	▲ Timing	Expenditure delayed
Community Safety & Ranger Services	366,901	24.26%	▲ Timing	Expenditure delayed
Operations & Maintenance	1,126,157	6.68%	▲ Timing	Expenditure delayed
Property & Assets	388,821	13.47%	▲ Timing	Expenditure delayed
Investing activities				
Financing activities				
Transfer from reserves	(1,659,210)	(16.70%)	▼ Timing	Expenditure delayed
Transfer to reserves	(547,120)	(5.31%)	▼ Timing	Revenue brought forward (DCP13)
Payments for property, plant and equipment and infrastructure	1,684,560	12.61%	▲ Timing	Expenditure brought forward
Proceeds from non-operating grants, subsidies and contributions	(11,140,929)	(92.11%)	▼ Timing	Revenue delayed
Proceeds from new debentures	(2,380,520)	(100.00%)	▼ Timing	Revenue delayed

15. Operations

15.1 Installation of a Sound Barrier Wall on Karel Avenue Between Dimond Court and Roe Highway

Author(s) A Lees

Attachments N/A

RECOMMENDATION

That Council RECEIVES the report.

Background

At the 12 March 2020 Ordinary Council Meeting Deputy Mayor Kirkwood requested, under Matters to be Noted for Investigation, Without Debate:

That City Officers submit a report to a future Council meeting on the feasibility, including cost, of the installation of a sound barrier wall on the eastern side of Karel Avenue between Dimond Court and the Roe Highway reserve.

Reason

With the upgraded dual carriageway on Karel Avenue, there are residential homes along this section backing directly onto this busy road with only a small back fence. This road will soon be even busier following the completion of this project, as well as the Murdoch Activity Centre Link Road. The residents have lost the mature treescape and mature bushes, which they once had outside their homes for protection from the noise. While some small planting will be replaced, they will take years to regrow. The residents along that section of Karel Avenue want relief from the noise and have requested a sound barrier wall since before the start of the project.

At the 14 May 2020 Ordinary Council Meeting, Council received a report on the feasibility of installing a sound barrier wall on the eastern side of Karel Avenue between Dimond Court and the Roe Highway Reserve.

That Council:

- (1) Notes the report,
- (2) Supports the installation of the proposed landscaping along Karel Avenue between Berrigan Drive and Farrington Road,
- (3) Carries out acoustic testing in 2021 following the opening of the Karel Avenue duplication.
- (4) Receives a report to a future Council Meeting with the results of the noise tests and details of any proposed noise mitigation works to individual properties should that be deemed necessary to comply with State Planning Policy 5.4.

- (5) assess the security of the properties along Karel Avenue between Roe Highway and Dimond Court in regard to the prevention of unauthorised access from Karel Avenue,
- (6) request a 50% contribution from Main Roads WA towards the cost of any noise mitigation measures as described in part (4).

This report provides an update on the status of the Council recommendations.

Submission

N/A

Report

Karel Avenue Duplication

The duplication of Karel Avenue between Farrington Road and Roe Highway was completed in August 2021. The upgrades were a component of the Roe Highway and Karel Avenue interchange to facilitate the future Metronet Rail Line Expansion.

The project's aim was to reduce congestion at the Karel Avenue and Roe Highway interchange and improve access to Roe Highway and Kwinana Freeway for the residents of surrounding areas.

Landscaping

Landscaping to the Karel Avenue road reservation has been installed in accordance with the approved designs.

Acoustic Testing

Acoustic testing has yet to be undertaken, as the duplication of Karel Avenue has only recently commenced operations, and driver behaviour patterns are still changing. It is proposed to monitor any noise issues through customer feedback following the installation of the amenity wall, outlined below, to ascertain the merits of an acoustic assessment.

Security of Properties

The security of the properties has not altered through the delivery or following completion of the project. All properties adjacent to Karel Avenue have retained their existing fences mitigating the potential for unauthorised access.

Amenity Wall

During construction, the City was advised that an amenity wall along Karel Avenue between Farrington Road and Roe Highway would be funded by the WA State Government. The project scope includes the design and delivery of amenity walls on both the eastern and western sides of Karel Avenue along with consultation with impacted property owners.

The amenity walls are proposed to be installed within the City's road reservation resulting in the infrastructure becoming a City asset. Although the walls will not be

constructed for noise attenuation, their installation along with the landscape will assist in reducing the impacts of the duplication to the surrounding property owners. MRWA have progressed a series of concept layouts and are now working with City officers on the designs.

Strategic Plans/Policy Implications**City Growth & Moving Around**

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

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

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

This report provides an update on a previous council decision, thereby resulting in minimal risk to the City's brand or reputation should the report not be supported.

Advice to Proponent(s)/Submitters

N/A

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

Nil

16. Community Services

16.1 In-Home Child Care Services

Author(s) K Jamieson

Attachments N/A

RECOMMENDATION

That Council:

- (1) APPROVES the closure of the City of Cockburn In-Home Care Child Care Service;
- (2) PROVIDES the 42-day notification of the closure of the City of Cockburn In-Home Care Child Care Service to the Commonwealth Government Department of Education, Skills and Employment, as required;
- (3) TRANSFERS \$791,091.57 from Staff Payments Reserve for the In-Home Care Service Superannuation Guarantee liability for the last five years plus nominal interest and administration fees;
- (4) AMENDS the 2021-2022 Municipal Budget by creating an Operating account for \$791,091.57 to pay the determined liabilities;
- (5) WRITES to the Commonwealth Government (Department of Education, Skills and Employment) and the relevant Minister seeking recovery of the monies paid by the City of Cockburn to meet the superannuation obligations under the In-Home Care Child Care Service;
- (6) WRITES to the Australian Taxation Office seeking the Nominal Interest and Administration Fees be remitted back to the City of Cockburn on the basis that the City of Cockburn has met its obligations as soon as they determined; and
- (7) REQUIRES the City to review all existing programs delivered under a Contactor arrangement with a report to be brought to a future Council Meeting.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

The National In-Home Care (IHC) program is part of the Australian Government's Childcare package. The Commonwealth Department of Education, Skills and Employment (DESE) establishes the legislative requirements and approves the Service Provider (City of Cockburn).

The City has been operating the IHC service since 2001. Since July 2018 the Commonwealth has not funded IHC services, IHC Services continued to operate solely on a User-Pays basis. The City of Cockburn operates IHC under a contractor

model with educators operating as sole traders. Two other IHC services operate in the Perth Metropolitan area under the contractor model.

Families access IHC due to challenging and complex needs, including caring for a child with additional needs or disability whose requirements cannot be met in another approved child care setting or through other government-funded or community-based services, a family where a parent is undergoing treatment for a serious illness or other complex or challenging family situations that prevent families from accessing other approved child care types.

The City of Cockburn IHC service currently provides services to 23 families in total. 30% of these families reside in the City of Cockburn, an additional 22% reside in the areas immediately surrounding Cockburn, and the remaining 48% reside outside the City of Cockburn.

On 21 October 2020, the City was provided with an audit notification from the Australia Taxation Office (ATO) which required the City to provide a response regarding to the status of educators as workers.

On 13 November 2020, the ATO delivered their position paper in which they had concluded that there was an employer/employee relationship under both the extended definition and common law definition of a worker.

On 30 March 2021, the City challenged this decision, and on 16 July 2021 the ATO confirmed that the original decision was upheld.

To continue to deliver IHC under an employment model as now required by the ATO, the key risks are that it would not be financially viable for the City, and the increased cost would render the service unaffordable to parents. It would also not be feasible from an operational, work health and safety (WHS) risk perspective under the Employment Model.

Report

IHC is a Commonwealth Childcare service where children are cared for in their own homes. Parents have access to the full Commonwealth government entitlements, including Childcare Subsidy and Additional Childcare Subsidy to assist them with the cost of this service.

The City has been providing IHC under the contractor model on the Commonwealth's behalf since 2001.

The Commonwealth Family criteria changed from July 2018:

1. The family must not have access to any other forms of childcare
2. The family must be assessed as eligible for Childcare Subsidy.

In addition to the criteria above, the family must also meet one of the following criteria:

1. The child's parent/guardian are working non-standard or variable hours (e.g. Emergency Services workers, Health Care workers, Residential Carers)
2. Families are geographically isolated from other types of approved childcare, particularly in rural and remote locations
3. The family is experiencing challenging or complex situations and their needs cannot be met by other approved childcare services. (e.g. families with a parent or child undergoing treatment for a serious illness or disability or other conditions which prevent access to mainstream childcare options).

Educators registered by the service operate as an agent of the service only in relation to collecting the parent fee which is specific to the IHC service and is not part of the educator's fee for their service to the parent.

The educator operates as a sole trader. Childcare subsidies are assessed and paid by the Commonwealth to reduce the parent's fee for service. The City of Cockburn is not responsible or legally able to pay any childcare subsidy that is not paid and authorised by the Commonwealth.

From July 2018 the Australian Government Department of Education, Skills and Employment (DESE) changed the criteria for parents to access IHC and introduced a new system with contracted a central IHC Support Agencies for each State and Territory. The WA Support Agency has specific tasks to ensure that IHC Services in Western Australia, including City of Cockburn IHC operate within the new Commonwealth Guidelines.

The IHC Support Agencies appointed are responsible for liaising with DESE, monitoring service delivery ensuring the primary focus remains early childhood education and care and fee-charging practices are appropriate, to determine the allocation of places to IHC services, including City of Cockburn IHC, within their respective jurisdictions.

The IHC Support Agency in WA refers families to City of Cockburn IHC and all IHC services in the State so that services can determine if a suitable registered educator is available to meet the family's needs. The Agency also refers families to other support services as required. The IHC support agencies are the conduit between families and IHC services in each state and territory.

The IHC services including City of Cockburn IHC are responsible for engaging, managing, and supporting suitably qualified educators, including ensuring workplace health and safety for educators. City of Cockburn is one of three services providing IHC in the Contractor Model in the Perth metropolitan area. An additional three providers deliver IHC using the Employment Model.

The decision provided by the ATO on 16 July 2021 confirmed that both the extended definition and common law definition of a worker was to be applied. The extended definition of a worker relates to any person who works under a contract and provides

a service (for service) and in these circumstances there is a superannuation guarantee liability for the engaging entity.

The common law definition of a worker applies to individuals who work under a contract of service and in these instances the Superannuation Guarantee, PAYG withholding and industrial entitlements apply.

Whilst the ATO have amended their position in regards to the audit and will only pursue the extended definition (superannuation only), it has been confirmed that from 1 October 2021 there is an expectation that both definitions apply (Superannuation, PAYG withholding and other industrial entitlements), effectively treating educators as employees.

Throughout this process the City has received legal advice and assistance in challenging both the ATO position papers and regarding undertaking a review of the service contracts between the City, educators and families.

To continue with the IHC service and commence an Employment Model as is now required by the ATO ruling and determination, the key risks are that the increase in costs will render the service unaffordable to parents and the service will not be financially viable for the City.

Communications with other service providers operating in WA have indicated the Employment Model of the IHC service is unaffordable for IHC families.

The Cockburn IHC service has identified that the three services delivering an Employment Model IHC services in Western Australia currently operate with only one or two families.

Affordability for parents is particularly important as many families access the IHC because they are experiencing complex and challenging circumstances, such as serious illness or disability. These factors often reduce their income, due to inability to work and/or other medical costs needing to be met.

The Commonwealth Government has been made aware of the issues and has not intervened or provided assistance to the City of Cockburn. They have indicated that this is not a matter for them, however the Commonwealth Government has effectively allowed the ATO to assess a Commonwealth Government initiated program to levy an impost that was not contracted for or envisaged by either the Commonwealth or the Service Providers, including the City of Cockburn.

No funding of any kind is provided by Department of Education, Skills and Employment to the City of Cockburn for the operation of IHC, therefore all additional costs relating to meeting the employment cost requirements would have to be passed on to parents.

The additional cost of the Superannuation Guarantee and employment costs (entitlement to Council's additional superannuation, annual leave and annual leave loading, long service leave and workers compensation insurance) being added into

parent fees would make the service which is currently a low cost one, into an extremely expensive service. The additional costs of up to 27% would make the IHC service no longer affordable for parents.

The employment model would also not be feasible from an operational, work health and safety (WHS) risk perspective. In essence, the Council would be adding an additional 23 buildings to its risk register. The risk is that Council could be liable for providing a safe workplace for its educator employees and, potentially have to pay for retrospective building changes to satisfy the new Work Health and Safety laws. The new WHS laws also assign individual liability for the workplace, ultimately making the CEO responsible for 23 home workplaces. This is a big increase in risk where control of the home workplace is problematic.

As since July 2018 no service funding is received from the Department of Education, Skills and Employment to operate IHC, under section 3.18 (3) (b) of the *Local Government Act 1995*, the City as a local government, is to satisfy itself that services and facilities that it provides do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, State or any other body or person, whether public or private. This service cost cannot therefore be met by the City.

The City of Cockburn IHC service currently provides services to 23 families in total, 30% of these families reside in the City of Cockburn, an additional 22% reside in the areas immediately surrounding Cockburn, and the remaining 48% reside outside the City of Cockburn.

It is the aim of the City that families and their current educators will transition to an alternate service together, to maintain continuity of care for the families and their children.

Families and Educators will be supported:

- to research other available service providers themselves or to be provided with information from other available service providers, to allow them to determine the most suitable service for them to transition to
- to make an informed decision by being provided with a summary of available services incorporating service provision and costs

Additionally, Educators will be supported to go through a recruitment process with the service they select in order to be registered with that service.

Families must apply through the WA IHC Support Agency and are also able to choose and request a particular service provider. It would therefore be assumed that if the family and educator agree to a particular IHC service, they would request the service the educator is choosing to join.

If the decision of Council is that the service ceases operation, the detailed communication plan will be implemented.

The notice period to the Department of Education, Skills and Employment to cease the service is 42 calendar days. At this time, families, educators and the Department of Education, Skills and Employment have not received notification from the City.

The closure of the Cockburn IHC Service is clearly the responsibility of the Commonwealth Government and its contracted (and funded and controlled) IHC Support Agencies. DESE staff have refused to assist and left the City of Cockburn with a large debt, which was not provided for in our contract with the Commonwealth Government.

Strategic Plans/Policy Implications

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The cost of the liability to cover the superannuation guarantee of all educators for the past five years is estimated at \$544,579.81. There is an additional cost levied by the ATO for nominal interest and administration fees for the same period. This cost has been estimated at \$191,708.25 and \$10,800.00 respectively.

The calculations have been undertaken by the City using the ATO website calculator which calculates outstanding liability including nominal interest and administration fees on a quarter by quarter basis.

The City has settled with one educator for their outstanding Superannuation Guarantee liability totalling \$19,503.51, with an additional \$4,500.00 for nominal interest and administration fees.

An additional amount of approximately \$20,000 will be required to cover the Superannuation Guarantee from the 1 October 2021 until families can transition to a new provider as part of the service closure.

The total outstanding for the City to pay is \$791,091.57:

Superannuation Guarantee	\$544,579.81
Nominal Interest	\$191,708.25
ATO Administration Fee	\$10,800.00
Settled Payment (Educator)	\$ 24,003.51
Additional Superannuation	\$ 20,000.00 (during Notice of Closure period)
Total	\$791,091.57

These funds will come from the Staff Payments and Entitlements Reserve. The current balance of reserve is \$1,593,128.

The ATO form (reconciliation \$544,579.81 of the payments due) is required to be lodged with ATO by 31 December 2021. The ATO will confirm the payments due to the educators in January 2022, and the City will then make the necessary payment to the ATO, who will in turn disburse the funds to the educators.

The City will write to the ATO seeking that they remit (not charge) the nominal interest as noted above and the administration fee on the basis that the City has met its ATO determined obligations as soon as practicably possible and that the City has been an outstanding taxpayer, meeting all of its taxation obligations as and when they fall due. The imposition of the nominal interest and administration fee is an unfair penalty.

The City will be required to fund a redundancy package if internal re-deployment of the one staff member cannot be arranged. The funds for this will be transferred from the Staff Payment and Entitlements Reserve.

Legal costs incurred to date are \$76,076.

Legal Implications

The City has received legal advice in relation to this matter from its solicitors, Jackson McDonald. The decision to settle the matter as recommended notes the significant cost already incurred and the potential for more legal fees should the Council appeal the decision of the ATO, with no assurance that the decision would be favourable to Council.

Community Consultation

N/A

Risk Management Implications

As noted in the report, there are a number of risk management implications arising from issues discussed. The first issue is the change to the WHS legislation making the employer legally culpable if someone is injured in an educator's home, now defined as a workplace.

The City has little control over what happens in a family's home whereas in an office or other work environment, the City can exercise control in a more defined manner.

A further risk is the legal fees to challenge the ATO decision. As the City has already incurred over \$76,000 in legal fees to date, the cost of mounting an appeal could be another \$100,000, with no guarantee of success.

Advice to Proponent(s)/Submitters

N/A

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

It is not possible for Municipal Funds to be used to fund the continuance of the service as it has implications under Section 3.18(3) (b) of the *Local Government Act 1995*.

16.2 Grants, Donations and Sponsorship Recommended Allocations 2021/22**Author(s)** K Jamieson**Attachments** 1. Grants, Donations and Sponsorship Recommended Allocations Budget 2021-2022 [↓](#)
2. Donations and Sponsorship - Summary of Recommendations [↓](#)**RECOMMENDATION**

That Council ADOPTS the revised Grants, Donations and Sponsorship allocations as attached to the Agenda.

Background

Council approved a budget for Grants and Donations for 2021/22 of \$1,455,000. The Grants and Donations Committee was empowered to recommend to Council how these funds are to be distributed.

At its meeting of 20 July 2021, the Committee recommended a range of allocations of Grants, Donations and Sponsorships, which were duly adopted by Council on 12 August 2021.

Submission

N/A

Report

The recommendations for funding applications from the September 2021 round of Grants, Donations and Sponsorship are now presented for consideration by Council, and if accepted, are endorsed as the decisions of Council.

Any Elected Member may withdraw any item for discussion and propose an alternative recommendation for Council consideration. Any such items will be dealt with separately, as provided for in Council's Standing Orders.

The September 2021 round of grants, donations and sponsorship funding opportunities was advertised to close on 24 September 2021. A total of 28 applications were received including ten applications for Community Grants and three for Cultural Grants, which are being reviewed under the Delegated Authority of the Head of Community Development and Services.

The remainder include 13 applications for donations and two applications for sponsorship to be considered by Council.

In the summary of Grants, Donations and Sponsorship Recommended Allocations Budget 2021/22, attached to the Agenda, the following items are to be considered by Council:

- 10 applications for Donations
- 2 applications for Sponsorship

There are no proposed adjustments to committed/contractual funding or grant funding allocations.

The donations recommended to Council are as follows:

Applicant	Comment	Requested Amount	Recommended Amount
Cockburn Volunteer Sea Search and Rescue Group Inc.	Similar number of beneficiaries with an increase due to resources needed for additional rescues performed. Already receiving recurrent operational funding from the Government.	\$15,000	\$12,000
City of Cockburn RSL Sub-Branch	As requested	\$10,000	\$10,000
St Vincent de Paul Society Yangebup	As requested	\$5,000	\$5,000
Cockburn Central YouthCARE Council (CCYC)	As requested	\$20,000	\$20,000
Cockburn Community and Cultural Council Inc.	As requested	\$10,000	\$10,000
The School Volunteer Program trading as EdConnect Australia	This service receives recurrent operational funding from the Education Department with limited demonstration of benefits for amount requested.	\$13,500	\$5,000
Cockburn Toy Library	As requested	\$7,000	\$7,000
Friends of the Community Inc.	As requested	\$2,000	\$2,000
Yangebup Family Centre Inc.	As requested	\$13,125	\$13,125
Cooby Cares Inc.	As requested	\$5,000	\$5,000
Meerilinga Young Children's Service	As requested	\$10,000	\$10,000
South Lake Ottey Family and Neighbourhood Centre	In line with similar sized organisations and reach of services. No justification for increase in funding.	\$18,000	\$13,000
Volunteer Home Support	Similar beneficiaries to previous years with no justification for increase.	\$8,000	\$6,000

The Sponsorships recommended to Council are as follows:

Applicant	Comment	Requested Amount	Recommended Amount
Swimming WA	As requested	\$5,000	\$5,000
Cockburn Masters Swimming Club	Similar expenses and numbers projected from previous events. One off additional funding recommended towards 25 th anniversary specialist items.	\$17,000	\$15,000

The applications for donations and sponsorship are described below.

DONATIONS

The proposed total for Donations for 2021/22 is \$210,000, with \$91,875 remaining for the March 2022 round of applications.

Following are the latest round of application summaries for consideration.

Applicant: Cockburn Volunteer Sea Search and Rescue Group

Requested: \$15,000

Recommended: \$12,000

The Cockburn Volunteer Sea Search and Rescue Group is a not-for-profit fully volunteer-run organisation that aims to ensure the safety of the Cockburn community and wider boating public.

The organisation provides around-the-clock radio communications and emergency rescue and recovery services for a 1,000-square-kilometre area that is being used increasingly by recreational boaters, as well as other aquatic users such as kite surfers, kayakers, and swimmers.

Most of the volunteer cohort and 60 operative members are based in Cockburn.

An average year will see the group respond to around 250 calls for assistance while logging thousands of radio registrations 24 hours per day, 365 days of the year.

In a typical year the group of around 60 volunteers, who undergo extensive and structured training, are involved more than 250 police authorised rescues, bringing over 1,000 seafarers safely back to shore. A high proportion of these reside within the City, and a recent agreement with the management now sees all boat owners of Coogee Marina having their details stored in the group's database and made available should they require assistance.

Rescues and specialist tasks include: day and night searches for missing people, recovery of kite surfers, sinking vessels, vessels aground, and the recovery of countless broken down and out of fuel vessels that were out at sea.

Cockburn Volunteer Sea Search and Rescue Group report that in the past three years the number of active volunteers has risen from around 20 to its current number of around 60. This has been necessary to match the demand for additional shifts in response to increased calls for assistance.

While such growth is beneficial it brings with it an increased demand for funding to support the volunteers. In the past year, two life threatening emergencies have highlighted the need for additional specialist trauma training and expensive additions to our first aid equipment carried on each vessel.

The group work closely with, and support, other rescue groups, including the Water Police when requested to do so. The group receives funding from the State Government through the Emergency Services Levy, and other income from donations and memberships.

The group has previously received funding from the City as follows:

September 2020	\$9,000
September 2019	\$9,000
September 2018	\$9,000
September 2017	\$8,500
September 2016	\$8,500
March 2015	\$8,500
March 2014	\$8,500
September 2011	\$8,500
March 2010	\$8,500
September 2008	\$8,000
October 2007	\$8,000
October 2006	\$6,000

The purpose of the donation request is to support ongoing operations of the group, including active recruitment and training for operational members to provide a continuing and improving level of service to the public.

Applicant: Returned and Services League – City of Cockburn

Requested: \$10,000

Recommended: \$10,000

The Cockburn Branch of the Returned and Services League (RSL) supports the welfare of the ex-service and serving members of Australian Defence Forces and their families in Cockburn.

There are over 320 members, including service members, affiliate members as well as social and youth members. There has been an increase in service members of about 45 since this time last year which is largely due to the services offered both socially and through the Veterans Welfare Hub. New innovations in the past twelve months include offering subsidised two course meals on the first Friday of each month.

The group conducts six commemorative services throughout the year for Cockburn residents and for the wider community, including the ANZAC Youth Parade and Service, which was attended by 22 local schools and 1,600 students.

Due to COVID-19 restrictions the past ANZAC Day services were unable to run other than driveway services, however in 2019 services had numbers of 3,500 upwards. Remembrance Day Services have had larger numbers than from previous years.

The group also promotes the ANZAC history and military service in local schools by providing speakers from the veteran community (15-20 in 2020/21) and providing an annual ANZAC Memorial Award and certificate to schools in the Cockburn area (22 in 2020).

Additionally, they invite Community groups to visit the centre on an appointment basis (e.g. Scout Groups) who view the memorabilia and speak to some veterans. Last year, the Sub-Branch had approximately six visits throughout the year (COVID permitting).

The Cockburn Branch opened a Veterans Welfare Hub in October 2019 to provide trained welfare and pension officers to assist with pensions, advocacy and welfare issues for serving and past service members and their families. They have approximately 5–10 appointments per week and for no less than 2 hours duration each visit.

They also offer a welfare fund that can provide short term assistance to eligible members of the veteran community. This is financed by the collections during November where poppies are distributed to the general public. 50% of what is raised goes to RSL WA headquarters main welfare fund and 50% is retained in the branch account for use with local veterans when requested.

Previous funding from the City includes:

September 2020	\$10,000	(COVID-19 Response Grant)
June 2020	\$2,500	
September 2019	\$10,000	
September 2018	\$10,000	
September 2017	\$10,000	
September 2016	\$10,000	
September 2015	\$10,000	
September 2014	\$10,000	
September 2013	\$10,000	
September 2012	\$10,000	
September 2011	\$8,000	
September 2010	\$8,300	
September 2009	\$8,000	
September 2008	\$8,000	
October 2007	\$8,000	
March 2007	\$7,500	

The group is supported by RSL WA and Lotterywest with an ANZAC Day Grant and in-kind support from Joint Logistics Unit West based at HMAS Stirling, SES Cockburn, Bibra Lake Scout Group, Hamilton Emergency Services Cadets and TS Cockburn Naval Cadets.

Applicant: St Vincent de Paul Society Yangebup Conference

Requested: \$5,000

Recommended: \$5,000

St Vincent de Paul Society Yangebup Conference is a volunteer-driven charitable organisation. Over the past 12 months, the organisation has completed over 300 home visits to service more than 500 families, or approximately 1,500 people in Cockburn, offering a 'hand up' helping those in need with food, clothing, furniture and bedding, as well as advocacy, assistance with rental costs, utility bill arrears, medical scripts and provision of companionship, as well as referrals to counselling services and financial guidance.

A group of volunteers visit families requiring support each week, assess their needs and provide material assistance.

The Yangebup Conference has delivered emergency relief worth over \$60,000 directly to the community.

Promotions from the Catholic Church and schools in the area produce donations of food and other household necessities.

The shortfall was purchased from food outlets with the funds provided by donations and other organisations. This service has resulted in many families becoming self-reliant and no longer calling for assistance.

Many homeless or nearly homeless people have also been assisted to find alternative arrangements or paying their arrears.

The Conference receives a small income from Federal recurrent operational grants, Lottery West Emergency Relief funding, and small donations and resources provided by local schools through fundraising and food drives.

The application is supported by Mater Christi Catholic Parish Yangebup and the St Vincent De Paul Society (WA) Inc.

The City has supported the organisation with donations as below:

September 2019	\$5,000
September 2018	\$5,000
September 2017	\$5,000
September 2016	\$5,000
September 2015	\$5,000
September 2014	\$5,000
September 2013	\$5,000

Applicant: Cockburn Central YouthCARE Council (CCYC)Requested: \$20,000Recommended: \$20,000

YouthCARE seeks to provide a sensitive Christian presence and voice in WA public schools by providing chaplaincy and mentoring services and religious education. YouthCARE works in partnership with school communities and the Department of Education to foster the psychological, social, intellectual, emotional, spiritual and physical development of students.

The local Cockburn Central YouthCARE Council (CCYC) arranges for chaplains to work collaboratively within each school community to deliver pastoral care and support to young people in the school, as well as their families and school staff.

Chaplains support students with concerns such as peer relationship and family relationship stresses, anxiety, mental health issues, behavioural issues and school attendance.

Chaplains also support parents and other carers with personal concerns, concerns for their child, concerns about the school, and parenting concerns. Chaplains also support staff members across a similar range of concerns.

At a program level, Chaplains arrange breakfast clubs to address poor eating patterns in some households, lunchtime groups to assist with socialisation; led social, emotional and physical programs to strengthen wellbeing and resilience among students and undertake one-on-one mentoring.

The work of Chaplains improves educational, social and spiritual outcomes for students, particularly those experiencing times of stress or difficulty - thereby benefitting the wider community through young people progressing through and eventually leaving school better equipped for mature adult life.

Families and staff are also supported to fulfil their roles in the students' lives and in the broader community.

In 2020, CCYC hosted 16 chaplains in 15 Cockburn public schools (an increase on the previous year) and had 3,278 student conversations making up 89% of conversations being had in Cockburn schools, with a further 6% of staff and 5% of parents/carers. The main issues raised include school concerns, mental health, family relationships, and peer relationships.

CCYC also served 3,350 meals at Breakfast Clubs, ran 181 social and emotional session and 22 mental health sessions (up from a total of 45 community and mentoring programs in 2019/20).

The CCYC proposes that Atwell College Chaplaincy will be provided four days per week in 2021/22 to be funded by a combination of WA Department of Education funding, a school contribution, and this donation.

At Lakeland Senior High School, the Chaplaincy will be provided four days per week in 2021/22 to be funded by a combination of WA Department of Education funding, a school contribution, and this donation.

Hammond Park Secondary College opened in 2019 and propose to increase their service to two days/week, as enrolments doubled in 2021, to be funded by YouthCARE support, a school contribution, and this donation. It is expecting to expand its services each year up to Year 9 in 2022 (forecast enrolment of 574 students), and to Year 11 by 2024 (projected 1,031 students).

CCYC, with the support of local churches, will also contribute to other operating costs of services in these schools, together with its support of primary school chaplains in Cockburn.

In 2021-22, the CCYC expect to positively impact the wellbeing of around 1,300 students, as well as their families and school staff, based on 59% average across all YouthCARE's schools in Western Australia, applied across the student enrolments of Lakeland Senior High School, Atwell College and Hammond Park Secondary College.

During 2020 and 2021, with the impact of COVID-19, YouthCARE Chaplains have been an important part of delivering essential services in schools. This is evidenced with 181 social and emotional sessions compared to 34 in 2019.

Chaplains provided social, emotional and practical support for school communities ranging from practical support, wellbeing checks to families and where needed, were linked with services from City of Cockburn or other agencies.

Previous funding provided by the City to CCYC includes:

September 2020	\$20,000	
September 2019	\$20,000	
September 2018	\$20,000	
September 2017	\$20,000	
September 2016	\$20,000	
September 2015	\$13,000	
September 2014	\$48,100	\$13,000 for chaplaincy, LSHS, \$35,100 towards chaplaincy at local primary schools identified as in need of chaplaincy support
September 2013	\$9,000	Chaplaincy for LSHS
March 2013	\$24,000	Chaplaincy for four local primary schools
March 2012	\$9,450	
March 2011	\$9,000	
March 2010	\$11,600	\$9,000 for Chaplaincy, LSHS, \$2,600 for Chaplaincy, Atwell College
September 2008	\$9,000	Chaplaincy for LSHS
October 2007	\$9,000	Chaplaincy for LSHS
October 2006	\$9,000	Chaplaincy for LSHS

Applicant: Cockburn Community and Cultural Council (CCCC)Requested: \$10,000Recommended: \$10,000

The CCCC supports, sponsors and promotes artistic, cultural and leisure activities within the City of Cockburn.

The organisation facilitates exhibitions for youth and seniors within the City and develops workshops for all not-for-profit organisations wishing to utilise the existing facilities, assisting with low cost facility and use of equipment.

They provide ongoing engagement with the City's Arts and Culture Coordinator, participation on reference groups and input into development of strategies.

They assist and are supported by 400-600 artists and craftspeople that show interest in their programs. This includes 300-400 entries in the annual exhibition (which due to COVID-19 was cancelled in 2020), a mailing list of 300 people, and 2,000 attending exhibitions and workshops.

Membership is comprised of the CCCC organising group, Artzplace: 50 members, Cockburn Arts: 20 members, Cockburn Seniors: 50-70 members, Wednesday Ledger Painters, a Keep Fit group of 15-20 members, 15 independent members, as well as the support of 10-12 local schools (who are provided with three to four scholarships).

They also hosted two music teachers who ran eight-week courses in Term Four 2020 and Term Two 2021 for disadvantaged or vulnerable people (carers are also invited).

Previous funding received from the City includes:

March 2021	\$3,000	Fremantle Ports Cockburn Community Project Fund Grant for Cockburn Visual and Performing Arts Festival
September 2020	\$10,000	
September 2019	\$10,000	
May 2019	\$3,000	Alcoa Cockburn Community Projects fund for the Cockburn Visual and Performing Arts Festival
September 2018	\$10,000	
March 2018	\$2,000	Fremantle Ports Cockburn Community Projects Fund Grant for Cockburn Visual and Performing Arts Festival
September 2017	\$9,000	
March 2017	\$9,000	Fremantle Ports Cockburn Community Projects Fund Grant for Cockburn Visual and Performing Arts Festival
September 2016	\$9,000	
March 2016	\$2,000	Fremantle Ports Cockburn Community Projects Fund Grant for Cockburn Visual and Performing Arts Festival

September 2015	\$9,000	
March 2015	\$3,000	Fremantle Ports Cockburn Community Projects Fund Grant for Cockburn Visual and Performing Arts Festival
September 2014	\$9,000	
March 2014	\$1,200	One off donation – 40th Anniversary
September 2013	\$9,000	
September 2012	\$9,000	
September 2011	\$9,000	
September 2010	\$9,000	
September 2009	\$8,600	
September 2008	\$8,000	
October 2007	\$8,000	
October 2006	\$7,500	

The Cockburn Community and Cultural Council provide four local schools with hire stands for their own exhibitions each year, as well as low cost hire for other not-for-profit organisations, a role that no other group provides.

Applicant: The School Volunteer Program trading as EdConnect Australia

Requested: \$13,500

Recommended: \$5,000

For over 25 years EdConnect Australia has been connecting volunteers who want to make a difference to young people in schools who need extra help and guidance.

They seek to change lives by bringing communities closer together, enabling older generations to inspire the next generation by raising literacy and numeracy standards, and equip young people with the life skills they need through two programs, learning support and mentoring.

The organisations vision of “Every community helping young people to succeed” and mission “To prepare and connect intergenerational volunteers with disadvantaged or at risk young people for education success and wellbeing” guide the selection of volunteers to provide positive role models for students, as well as supplementary, hands-on assistance for teachers – support that’s tailored to meet the unique needs of different classes and students.

EdConnect work in partnership with local communities by working closely with schools, volunteers and communities to clearly identify how they can help, and tailor their services to the unique needs of every community.

In addition to carefully screening volunteers, also providing them with best-practice training and ongoing support and development opportunities.

EdConnect currently operates in 11 local Cockburn Schools: Atwell College, Atwell Primary School, Bibra Lake Primary School, Hammond Park SC, Lakeland Senior

High School, Phoenix Primary School, South Coogee Primary School, Southwell Primary School, Spearwood Primary School, Yangebup Primary School, and Success Primary School.

These are serviced with 35 mentors working with 26 students 1:1, and 27 learning support volunteers working with 959 students (by being an extra adult within the classroom).

This supports 42 teachers and provides the opportunity for up to 60 volunteers to gain new skills by accessing EdConnect's training, increase their own resiliency whilst on a learning journey with the class or student, create a sense of purpose and meaning whilst feeling more connected to their community and achieving positive outcomes with students.

The City has previously supported EdConnect in March 2016, with a donation of \$13,500 where they supported seven schools in Cockburn for 52 hours a week (total of 208 hours for the year), which resulted in connecting at least 40 older Australians from the City of Cockburn as Mentors or Learning Support Volunteers to their local school communities and who in turn supported 22 students who were assisted through a mentoring relationship and 493 students supported with general classroom activities with the majority involved in literacy and numeracy support.

The 30 volunteers were connected, supported and upskilled with training in mentoring, resiliency, child protection, literacy, communication and more.

The funding request for this year is based on the following expected outcomes from the organisation:

- Recruit, screen and train additional volunteers in each of the 11 schools, minimum of 10 additional volunteers recruited
- Sustain existing number of participating member schools by recruiting to replace any exiting the program
- Provide two additional training opportunities for volunteers and schools and support the 57 existing volunteers and new volunteers to enhance their skills and knowledge, which will contribute to improving outcomes for students
- Provide additional connections and engagement opportunities for volunteers. This will build community connection and ensure volunteers feel valued and supported in their given roles
- The City of Cockburn will be acknowledged as a valued partner of EdConnect, working with community groups to support the community.

EdConnect receive base line funding from the WA Department of Education (2021-2022 ~\$307,000) to support service delivery in 170 schools across Metro and 26 Regional schools in WA, including providing a minimum of 850 volunteers.

However, the applicant states that to operate the program, additional sponsorship is sought in geographical areas through local governments or companies. They are supported by Gandel Philanthropy, Lotterywest, Dawn Wade, Ian Potter, John and

Miriam Wylie and the Kimberley Foundations, Vaddis, The Good Guys, Alcoa, Roy Hill, Fogerty Foundation, also the Cities of Armadale, Mandurah and Geelong.

The City of Armadale have confirmed EdConnect received funding over a three-year period from 2018–2021 under the previous Annual Contributions Program. This was for \$21,000 over the three years, engaging seven schools with the aim to recruit, screen and train 10 additional volunteers at each school.

The City's Volunteer Resource Centre (VRC) Coordinator has confirmed the City currently have a relationship with this organisation through supported promotion and recruitment of volunteers.

They report that the organisation is very active within the Cockburn community and since the beginning of the year, the VRC have referred 25 potential volunteers to them, noting that volunteering is very slow since COVID, with less people putting in enquiries. The VRC isn't their only avenue for recruiting volunteers, however they believe that if they did an extensive marketing campaign and promoted their cause, they would be able to double or triple that number. They do provide volunteering opportunities to Centrelink volunteers, which not many organisations in Cockburn do.

Other considerations would be the costs of working with children checks, police checks, volunteer insurance and training, which we believe is extensive and both volunteer positions have different training requirements.

The City's Children's Development Officer also supports the outcomes that Ed Connect are able to achieve for students, however believes more justification is required for that level of funding to recruit and train only 10 volunteers and liaise with more students, noting that they are particularly well funded.

No further justification has been provided by EdConnect on the funding request level.

Applicant: Cockburn Toy Library

Requested: \$7,000

Recommended: \$7,000

Cockburn Toy Library is based at Meerilinga on Winterfold Road, Coolbellup. A volunteer-run service, the Library offers parents and carers the opportunity to borrow a variety of toys that may be beyond the families' financial means, including toys that support early learning development.

They purchase, maintain and lend toys, games, puzzles and dress-ups to members and promote the value of toy libraries and their economic and environmental benefits.

The Library has also created a small local community where members come together to assist in providing the service and get to know each other, which in turn creates support networks and promotes wellbeing.

The Library's membership has steadily grown from 45 families in 2016, to 102 families in 2019, 100 in 2020 to currently around 120 active member families with 150 children who are directly benefiting from the service (ranging from birth to 12 years with the majority aged 1 – 4 years).

Members pay a six or 12-monthly membership fee. In 2019, the group also introduced a concession membership for Health Care Card holders providing a discounted rate. Over the past 12 months, members have borrowed 7,767 toys, up from 4,872 for the previous 12 months, and regularly have over 500 toys on loan at any one time.

The library also provides volunteer opportunities for approximately 13 external volunteers. Volunteering at the toy library provides a range of benefits to the volunteers depending on their circumstances, including the opportunity to re-connect with the community and young families; build skills and work experience with a view to entering or re-entering the workforce; give something back to their community or just engage with the Toy Library.

Previous funding received from the City includes:

September 2020	\$3,500	COVID-19 Recovery Grant 2020
September 2020	\$7,000	Donation
September 2019	\$7,000	Donation
September 2018	\$6,000	Donation
September 2017	\$6,000	Donation
September 2016	\$6,000	Donation
September 2015	\$4,000	Donation
September 2014	\$4,000	Donation
September 2013	\$4,000	Donation
September 2012	\$4,000	Donation
September 2011	\$4,000	Donation
March 2008	\$2,000	Community Grant – new toys
March 2003	\$1,283	Community Grant – new venue

The Cockburn Toy Library is currently the third largest toy library in Western Australia, in terms of membership, and the largest without any paid staff.

The library previously used their donation to cover rental expenses of \$6,000 per annum, paid to Meerilinga at the Coolbellup premises. As per the recommendation from the Grants and Donations committee in September 2020, a separate lease is being finalised, with this donation request to help cover their own leasing expenses, insurance, toy maintenance, new toy purchasing, marketing, online database hosting and internet connection, all necessary for running a toy library service providing equitable access to high quality toys for short periods without needing to increase membership fees.

The application is supported by the peak body, Toy Libraries Australia and Meerilinga Children's Services, and the City's Children's Development Officer.

Applicant: Friends of the CommunityRequested: \$2,000Recommended: \$2,000

Friends of the Community (FOC) are a not-for-profit group made up entirely of volunteers, of which there are currently 45 registered (up from 40 in March 2021).

This group raises funds through a variety of activities, predominantly the sale of food, drinks and equipment hire, with profits and fundraising all returned to the community through donations.

The group has a small food van which sells sandwiches, tea and coffee, ice creams and cool drinks; however, their main source of income comes from running sausage sizzles.

They introduced a Living Healthy Project and now sell lighter, healthier snacks and meals too. They also have some equipment and resources available to community groups for hire, and they manage the community trailer for the City of Cockburn.

FOC attend an average of 40 events per annum, with many throughout the City of Cockburn and for other organisations, Councils, P&Cs, Healthy Lifestyle, Repair Cafe, Coogee Surf Life Saving Club to list a few.

The group provides assistance to the community, as follows:

- Homelessness: Assistance with food, clothing and referral to appropriate government bodies, currently assisting three families
- Student assistance: Provision of up to three \$1,000 scholarships. Since 2013, they have provided a total of 25 scholarships to a total of \$25,000.
- Medicinal assistance and support requests
- Modalities for better health with support to people in sports or recreation groups by providing \$1,900 for fees, uniforms, kit bags
- Supporting local P&Cs and other smaller groups with a one-off donation to increase membership
- Partnerships and referrals with other organisations: On average this is 182 referrals requesting assistance by individuals or other organisations
- Volunteering: Offer opportunity for wide cross section of people, including students, to volunteer with the organisation to gain experience, skills and formal qualification certificates.

Since 2006 the organisation has contributed approximately 20,000 hours of service (or to the value of \$890,000). Volunteers perform essential tasks including legal, moral, ethical, and fiscal compliance, management, training, site set up/pack down, food preparation, serving, cleaning, maintenance, and everything in between.

FOC freely train and share their knowledge and enthusiasm with others.

The group report they have provided over \$170,000 (over \$11,375 per year) in funding to worthy organisations such as Cancer Council WA, Heart Association WA, Starlight Children Foundation, St Pats and local groups Beeliar Soccer, Coolbellup Early Learning Centre and Yangebup Family Centre.

FOC have previously received the following community grants (for specific projects) and donations from the City:

March 2021	\$4,800	Donation
September 2020	\$3,000	COVID-19 Recovery Grant
March 2020	\$3,660	Community Grant
September 2018	\$2,000	Donation
March 2018	\$2,000	Donation
March 2017	\$2,000	Donation
March 2015	\$5,000	Donation
March 2014	\$2,000	Donation
March 2013	\$2,160	Donation
September 2011	\$1,300	Donation
March 2010	\$1,799	Community Grant
March 2007	\$4,00	Community Grant

The organisation will use the donation as a contribution towards running the office, internet, telephone and mobile, including insurances and licenses, which cost over \$9,200 annually. There is also the requirement for servicing and maintenance, and an allocation to a renewal program for vehicles, food vans and computers.

The group reports that since the COVID-19 pandemic hit, they have experienced increased demand for services, ranging from assistance with transport to medical appointments, food parcels and ready-made meals and some bill paying assistance. Numbers have steadily increased to about 25 services monthly.

The City's various residents' associations support the group, and often draw on them for event food services and hire of equipment, as do many other community groups, sporting clubs and schools who benefit from the assistance offered.

Letters of support have been provided by Semple Property Group and Australian Navy Cadets Cockburn.

Applicant: Yangebup Family Centre

Requested: \$13,125

Recommended: \$13,125

The Yangebup Family Centre (YFC) is a community-managed, not-for-profit organisation that promotes connection and wellbeing in the local community and provides a range of community services for residents of Yangebup and the surrounding area.

Services include programs for children, community workshops and events, parenting information and support services, and community group meeting facilities.

The centre is a cultural hub where children, families, individuals and seniors can embrace diversity and belonging. Over 500 families attend the centre weekly and the centre maintains an e-news database of over 1,400 people.

The YFC crèche was established in 2002 to support the needs for a craft group at the centre. Previous funding from the City contributed to providing affordable crèche services to mothers that attend the craft groups.

In 2014, the Centre requested an increased donation to add an additional crèche session and facilitate more community workshops. The additional crèche is available to parents so they can attend Playclub with children aged 2-3 years.

The third crèche session is provided so that they are able to host a series of community workshops focusing on parenting skills, life skills and wellbeing including Food Sensations, HEAL, Social Sewing, Crochet, Mummy Mayhem, First Aid and Cultural Cooking.

Each crèche has 19 places available, with three sessions providing 57 places for children from 0-6 years on a weekly basis. It supports vulnerable and disadvantaged families, FIFO families, and low-income families.

In 2020-21, over 160 families participated in programs supported by the crèche, up from the COVID-19 impacted 120 families in 2019-2020.

The YFC services a large culturally and linguistically diverse community, with free or low-cost activities. In addition, 95% of people they surveyed said they are either very satisfied or satisfied with the programs and services provided.

By providing a crèche, YFC can address issues of social isolation, mental health and financial hardship by providing a way for families with young children to have an affordable social activity or to attend workshops to gain parenting or life skills with other families from the community.

Crèche provision is an engagement strategy to reduce barriers so that families are supported to build on their knowledge, confidence and skills to effectively manage their own lives and to increase their participation in community activities.

Previous funding from the City includes:

May 2021	\$3,000	Community Grant
September 2020	\$13,125	
September 2020	\$4,800	COVID-19 Recovery Grant
May 2020	\$4,000	Sustainability Grant
September 2019	\$13,125	
August 2018	\$11,776	Auspice for Cockburn Creates

March 2018	\$3,603	Sustainability Grant
September 2017	\$12,000	
March 2017	\$2,000	Community Grant for 25th Anniversary Open Day
September 2016	\$12,000	
September 2015	\$12,000	
August 2015	\$1,637	Donation for Health Nurse Clinic
March 2015	\$2,500	Sustainable Events Grant Community Open Day
September 2014	\$12,000	
September 2013	\$9,500	
September 2013	\$3,025	Alcoa Project Grant for Open Day
September 2012	\$7,000	
September 2011	\$5,000	
September 2010	\$5,000	
September 2009	\$5,000	
September 2008	\$5,000	
October 2007	\$5,000	
October 2006	\$5,000	

Included with the application are letters of support for the crèche from play club parents Annette Clark and Chantelle Pietrariu, and Perceptions Counselling.

YFC have developed a strong relationship with Connecting Community for Kids (CCK) and have provided additional crèche sessions so that community members can attend events like the Long Table Lunch and Action Team meetings.

YFC are also providing additional crèche opportunities for new community initiatives. The organisation provides opportunities for the City of Cockburn to run workshops and programs at the centre with the offer of the crèche service as well as YFC attending City of Cockburn promotional events including Teddy Bears Picnic, launch of Social Toy Box, Beeliar Community Voice events and Yangebup Progress Association events.

The YFC has many culturally and linguistically diverse members who may not have family support nearby. By providing a crèche, these parents are able to attend the centre and engage in the community. For many families, high fees make it difficult for them to attend activities in their community. By providing free or low-cost crèche and groups, they are encouraged to be involved in the community, such as the Multicultural Feast Event in November 2020 and a Chinese New Year event in partnership with the Cockburn Chinese Community Association in February 2021 at the Atwell Community Centre.

Many of the women who attend programs go on to become volunteers at YFC, which now has over 80 volunteers. They assist with governance, management, program delivery, administration, social media management and marketing, grant applications, problem solving, capacity building, input into program design, fundraising, events and community initiatives. It is estimated the financial contribution of these volunteers is more than \$160,000 per annum.

Applicant: Cooby CaresRequested: \$5,000Recommended: \$5,000

Cooby Cares is a not-for-profit group made up six board members, a pool of approximately 40 volunteers (an increase from 30 last year), and a few hundred donors.

The group initially began in Coolbellup, assisting vulnerable families escaping violence and hardship to furnish houses, before extending their services to provide emergency food hampers to local families in Coolbellup and the wider Cockburn community.

The group currently receives many enquiries every month from all over Perth; however, they limit services to the cities of Cockburn, Melville and Fremantle. On average, 71% of recipients are based in Cockburn.

The organisation's purpose is the prevention or relief of poverty in Coolbellup and surrounding suburbs by providing food, toiletries, household items and clothing to individuals in need or other community organisations.

The provision of services to disadvantaged people that enhances wellbeing provides flow-on benefits to the wider community as families are assisted to improve their situations, school attendance rates and behaviours at school and in the community are improved, petty crime is reduced, and people are encouraged to be active and productive members of the community and take more pride in it.

Operating five days a week, the group provide emergency relief food boxes to people in need, including fresh fruit/vegetables and frozen meat /bread. Food boxes based on providing three meals per day for two days.

Over the past 12 months, Cooby Cares have delivered 1,375 food boxes, or 24,750 meals, to 1,181 households, or 4,125 people. They believe that whilst some of these people could have accessed other services, most simply don't have the transport, especially with young children, to go and get the food.

The introduction in 2020 of three food box sizes continues including options such as: no children, small family (up to three children) and large family (3 or more children).

The food boxes have grown but are still based around providing two days of emergency relief food.

Christmas 2019 saw the introduction of another food box size, extra-large, for families of five or more children.

The average number of people fed with a food box is four, so on average each food box provides 24 meals. The food boxes are prepared to a standard list ensuring wastage is kept to a minimum and are delivered to the requestor to keep their costs to a minimum. It is estimated the average food box is valued at \$70.

Currently they are averaging 28 food boxes per week or \$1,960 or 504 meals, which equates to 25,200 meals per year.

Food is only one aspect of the services provided and they offer Christmas hampers (280 in 2020), Christmas presents (not on offer in 2021), toiletries, cleaning products, blankets, children's clothing from sizes 00000-16, nappies/wipes and baby food, pots and pans and back-to-school items. Referrals to Cooby Cares are received from organisations such as Centrelink, the Aboriginal Health Service, Cockburn Health Service and Disability Support Groups.

Due to increased demand and reach by adjusting boxes for different demographic and family types, the group is seeking a donation to offset operating costs.

Provision of emergency relief is expected to fluctuate as people are encouraged to move away from emergency services to more total care charities. However, Cooby Cares expect that the emergency need will continue to grow to an average of 150 food boxes per month over the next twelve months, 1,800 food boxes for the year, 5,400 people assisted and 32,400 meals. The number of food boxes delivered into Cockburn for 2021 to date is 663, or 12,000 meals.

Cooby Cares is promoted mainly through an active social media Facebook page attracting 2,000-page followers, and word of mouth for collection and distribution of donations. The group have an SMS only mobile number people can contact to enable drop-offs at Green Bean Accountants. The group is supported by the Coolbellup Community Association, Woolworths Coolbellup, Gateways, Centrelink, and Nasir Mosque Bibra Lake amongst others.

Cooby Cares has received the following funding from the City since its establishment:

September 2020	\$5,000	Donation
June 2020	\$5,000	Donation
September 2019	\$5,000	Donation
March 2019	\$5,000	Donation
September 2018	\$3,000	Community Grant for fridge and freezers
March 2018	\$3,000	Donation

Applicant: Meerilinga Young Children's Services

Requested: \$10,000

Recommended: \$10,000

Meerilinga is a not-for-profit organisation and registered charity that promotes the United Nations Convention on the Rights of the Child, in partnership with the community.

The Meerilinga Cockburn Children and Family Centre is based at Winterfold Road, Coolbellup. The organisation works to reduce developmental vulnerability in children and to assist parents to increase coping skills and achieve a quality of life.

Community interests and health are supported through educational, recreational and life skills programs.

Meerilinga works to improve the wellbeing of children, families and communities within Western Australia, working collaboratively to facilitate a range of programs, services and activities to meet locally identified needs.

Services are provided for free or on a cost-recovery basis. Funding from the City supports the operational costs of Meerilinga's Cockburn Children and Family Centre to primarily invest in the Cockburn community through parenting support services, grandparents programs, adult education programs, volunteering, early learning programs, playgroups, holiday activities, workshops such as first aid, water safety, community celebrations and activities that reflect the diverse cultural and community context.

The Centre is a busy hub for families to connect with each other and the community and links them to a broad range of community groups, services and agencies.

Target groups include community, families and parents with children from birth to eighteen years of age, including those that are socially isolated and vulnerable.

In the last year, the organisation reports that over 1,000 community members were linked into local services and community supports.

Over 400 children attended play-based and social activities, and 598 parents were supported by parenting services.

There were 126 community collaborations and partnerships. Group attendance in playgroups range from ten to fifteen children each session and early learning program attendance ranges from fifteen to twenty children at a time with a total of 69 enrolled families (down from 78 last year).

Local community and outreach activities attract up to 150 participants during school hours and can be higher over weekends. Parenting programs are offered each term from the service and parenting support is available daily.

School holiday activities attract at least 20 school aged children and parents per session. Demand for holiday activities is high and Meerilinga implemented a booking system to manage numbers. Workshops and other forums can attract upwards of 30 participants per group.

Approximately 37% of families participating were from Aboriginal and Torres Strait Islander and culturally and linguistically diverse backgrounds, and 85% were females. Additionally, twelve active volunteers were supported within the Centre.

Over the COVID-19 period, Meerilinga offered support to families and children using a range of digital platforms - online courses, activities such as storytelling, music sessions and craft activities. Meerilinga Cockburn facilitates adult learning for the community of Cockburn that offers workshops and nationally recognised programs.

It offers flexible adult education, career development and local traineeships ensuring empowerment of local women and volunteers including a growing number of culturally diverse members in the local community participating in these programs.

Meerilinga reports the annual donation of \$10,000 supports the operational costs of running their highly valued and busy centre effectively and efficiently. This is reflected in an increase in participation numbers over the past year.

Previous funding from the City includes:

September 2020	\$10,000	
September 2019	\$10,000	
September 2018	\$10,000	Plus \$3,000 once off contribution
August 2018	\$16,437	Cockburn Creates Project
March 2018	\$900	Cultural Grant for NAIDOC Celebration
September 2017	\$10,000	
September 2016	\$10,000	
September 2015	\$10,000	
September 2014	\$10,000	

This year, Meerilinga Cockburn will continue to offer a range of universal and inclusive activities and services for children, families and volunteers focused on empowering the Cockburn community through continual engagement and consultation.

Meerilinga staff and partnering services will deliver services with the community to meet identified needs, but ultimately the focus will be on the growth and skill development of the community so that they can meet their own needs.

Applicant: South Lake Ottey Family and Neighbourhood Centre

Requested: \$13,000

Recommended: \$13,000

Operating for 31 years, the South Lake Ottey Family and Neighbourhood Centre provide diverse programs, activities and community development projects in the community in collaboration with solid partnerships and networks.

The Centre works closely with other providers to provide a base within the City boundaries. The applicant is also supported with funding from the Department for Communities and Lotterywest.

The Centre is available to individuals and families in Cockburn and surrounds, offering support and activities in response to demonstrated community needs.

The Centre is often the first point of contact for an individual with complex needs. Our staff and trained volunteers are aware of the wider community context and are

familiar with how to access additional support for individuals and families accessing the centre.

The Centre plays a key role in providing information and referrals related to community and social services and offers a 'soft entry' point or non-stigmatising access point for drug and alcohol and mental health support.

The Centre is well established and offers a central location for activities, including social inclusion and wellness focussed activities, provision of information and referrals, advocacy, emergency relief, and food relief, along with a diverse range of community capacity building activities with opportunities for people to connect with others and build relationships that contribute to community resilience and cohesion.

The Centre offers low or no cost groups, parenting and wellness focused programs and community events for the community to engage with and access support they may need.

They also provide opportunities for skill development and volunteering/work experience that has led to successful employment outcomes.

Listed services include access to a Mobile Foodbank, Anglicare Housing Support workers collocated at the Centre, Palmerston Drug and Alcohol Counsellor collocated at the Centre, Thread Together (access to new clothing at no cost) collocated at the Centre on Fridays, Hairdresser (no cost) on Fridays and a Community Breakfast (no cost) on Fridays.

In partnership with Secondbite, Foodbank, local business and church parishes, the Ottey Centre also provides easy access to fresh, healthy and affordable food through no cost or low-cost food boxes. Each food box includes quality, nutritious non-perishable items, fresh fruit and vegetables, meat, bread and dairy products.

The Centre has 154 members and provides access to services that saw over 11,400 people access activities in the past 12 months. There is a range of weekly services and programs which aim to assist in developing resilience skills, providing opportunities to socialise, connect and meet other people in the community, opportunities for volunteering, developing life skills, providing a sense of support, reducing poverty by supplying people with food, access to information, advocacy for community members with other organisations including Department of Housing and utility companies.

These supported people who are experiencing homelessness, are financially disadvantaged due to unemployment, have drug and alcohol dependency and mental health issues, have experienced incarceration, are from refugee and migrant populations, with the Centre reporting that many of the people supported are from Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse backgrounds.

The centre offers community spaces for other services and community groups to operate out of within Cockburn including community groups such as the Cockburn

Chinese Community Association, Turkish, Nepalese Language School, Repair Cafe and organisations such as Anglicare (Private Tenancy Support) Life Without Barriers (Disability support), Palmerston and Cockburn Alcoholics Anonymous (drug and alcohol support).

The City has provided a number of donations for operating costs and community grants for specific projects, as follows:

Donations	March 2020	\$13,000
	March 2019	\$13,000
	March 2018	\$12,000
	March 2017	\$10,000
	March 2016	\$10,000
	March 2015	\$10,000
	March 2014	\$10,000
	March 2013	\$7,000
	March 2012	\$10,000
	March 2011	\$5,000
	March 2010	\$5,000
	March 2009	\$5,000
	March 2008	\$5,000
	March 2007	\$5,000
Community Grants	September 2019	\$1,260
	March 2008	\$1,500
	March 2003	\$1,000
	October 2001	\$1,000
Cultural Grant	September 2020	\$1,800
	March 2018	\$3,288
Sustainability Grant	March 2021	\$2,982
	March 2019	\$1,000
	March 2017	\$1,770
Small Events Sponsorship	September 2017	\$2,000

The City, as reported by several departments, has received minimal contact from the centre with no representation at local network meetings over the past few years, and to date has not received a response to an emailed request for justification of the additional funding request for this year.

Applicant: Volunteer Home SupportRequested: \$8,000Recommended: \$6,000

Volunteer Home Support (VHS) was established in 1986 and provides government subsidised domestic cleaning, transport, handyman, lawn and gardening services to people that are frail, aged and individuals with disability.

Specifically, those under 65 years and ineligible for NDIS through the State Continuity of Support Program and those aged over 65 years (or over 50 years for Aboriginal and Torres Strait Islanders) through the Commonwealth Home Support Program.

VHS services the Cities of Cockburn, Fremantle, Melville, Kwinana and Rockingham, under the State Home and Community Care and Commonwealth Home Support Programs.

VHS has been able to dispose of garden and lawn refuse and waste material arising from gardening activities at clients' homes at the Henderson Waste Management site for many years and reported 100 tonnes in 2020 taken to Henderson Waste facility.

In the past no tip fees were charged, until May 2012. The City has been making an annual donation since the introduction of tip charges with VHS paying tip fees each month, charging clients to recover most of the costs; however Cockburn residents pay a 50% reduced fee (\$4 each for those that can afford to pay) thanks to the annual donations from the City of Cockburn, as follows:

September 2020	\$6,000
September 2019	\$5,000
September 2018	\$6,000
September 2017	\$6,000
March 2016	\$5,000
March 2015	\$5,000
March 2014	\$5,000
March 2013	\$5,000
October 2006	\$5,000

VHS currently service 930 clients of which 700 client homes are within the City of Cockburn receiving home maintenance, gardening and lawn mowing services, of which 120 were absorbed in 2019 from Cockburn Community Care without additional funding.

Clients complete satisfaction surveys indicating services are well received, particularly as they are the only organisation removing garden refuse. VHS also receive support from the Cockburn Volunteer Resource Centre for gardening volunteers.

The funding request indicates VHS are the only provider accepting new referrals within the City of Cockburn and therefore the increase in service delivery increases the amount of waste disposal.

The last financial report shows they received \$11,000 for tipping fees from a combination of clients and the City's donation, yet the tipping fees expenses for the City of Cockburn residents were \$8,573.

Without the City's donation, VHS would need to charge each client wanting rubbish removed a tip fee of \$8. As most of the clients are pensioners, some would find it difficult to pay this fee, and many frail clients are unable to have much waste added into bins as they become too heavy for the clients to move.

SPONSORSHIPS

The total proposed allocation for Sponsorships in 2021/22 is \$100,000, with \$10,000 set aside for Individual Sponsorships and \$70,000 remaining for Groups for the March 2022 round.

Following are the latest round of proposal summaries.

Applicant: Swimming WA

Proposal: Official Sponsor of 2020/21 Open Water Series Coogee Round

Requested: \$5,000

Recommended: \$5,000

The Western Australian Swimming Association (Swimming WA) is a membership-based organisation that has requested sponsorship for an open water swim competition (Open Water Swim (OWS) Series 2020/21, Coogee Round) to be held at Coogee Beach on 15 January 2022. Swimming WA consists of 83 clubs with over 12,000 members.

This event is one of a large program of swimming events held annually around WA. The Coogee Round will consist of distances of 500m, for those new to open water swimming, through to the national qualifying distance of 5km.

The event is open to all ages 9 years and above. All participants in the 500m event receive a participation medal while other distances receive Gold, Silver and Bronze for both male and female in each of the five age categories. Series points are also awarded and are applied to the Series Championship Award.

The Coogee OWS Round has grown to become one of the most popular events in the series with over 700 swimmers taking part in this event in 2020-21. With City support, Swimming WA will include in the 2022 event, the 5km Open Water swimming state championships, which will attract the best swimmers in WA to Coogee Beach and is anticipated to increase the attendance by approximately 700-800. This has previously been held at Rockingham and Champion Lakes.

It is proposed the City of Cockburn's sponsorship would be promoted by:

- An opportunity for an interview with the MC at the event and regular reference throughout the event
- Presentation of medals
- Activation opportunity at the event
- Sponsor Logo on OWS website and all collateral for OWS Series
- Sponsor recognition on all OWS Series electronic media throughout Series

With the following branding benefits on offer:

- Four branded banners at the round (to be supplied by the City)
- Four branded teardrops at the round (to be supplied by the City)
- Additional signage if required and supplied by sponsor
- Activation opportunity at the event
- Sponsor logo on OWS website and all collateral for OWS Series
- Sponsor recognition on all OWS Series electronic media throughout Series
- Provision of ten discounted tickets to the event

The City previously supported the 2019/2020 Open Water Series Coogee Round for \$5,000 in March 2019.

Applicant: Cockburn Masters Swimming Club

Proposal: 25th Anniversary Coogee Jetty to Jetty Swim 'Major Event Partner'

Requested: \$17,00

Recommended: \$15,000

Cockburn Masters Swimming Club is a not-for-profit, incorporated association, affiliated with Masters Swimming Australia. Masters swimming is for anyone aged 18 and over, and promotes "fun, fitness and friendship" through swimming.

The Club offers a wide range of activities to actively encourage participation and promote health and fitness, including the annual Coogee Jetty to Jetty Swim, the largest community-based swim in WA.

Choosing last year to postpone plans for the 25th Anniversary Swim from March 2021 to March 2022, the 2021 JTJ24.5 'bespoke' event included a number of changes necessary to comply with all relevant Health WA directives to ensure the safety of swimmers, volunteers and spectators.

This year the Club intends to host the biggest and best event as the "25th Anniversary" to bring the community back together again and provide a memorable day out to Coogee for everyone involved. The 2021 event capacity has reduced by over 50% and a reduced extent of community engagement.

The 2021 (reduced capacity of over 50%) attracted 600 swimmers and 75 volunteers and the 2020 event (previous full sized event) attracted over 1,300 registered swimmers (1,128 participated on the day), and has been a sell-out event for the previous four years in the 1500m and 750m events.

In 2020, over 449 cooked breakfasts were served, with 116 volunteers assisting at the event.

In recent years, the event has become the largest open water swim hosted by a Master's Swimming Club. Only the Rottnest Channel Swim and Busselton Jetty Swim are bigger. Because of the unique nature of the event - offering shorter ocean swim distances in a safe environment and enabling a broad range of community participants to take part – the Club is keen to continue providing this swim as a community event but also continue to look for ways to add-value and continuously improve and expand the 'athlete experience'.

The 2022 25th Anniversary Coogee Jetty to Jetty Swim will be held on Sunday 13 March 2022 at Coogee Beach and John Graham Reserve, Woodman Point, Coogee, with a focus on giving back and providing a memorable event which continues to re-engage the community following COVID-19 and bring them back together.

The planned activities include choices of 250m Try It, 750m Splash and 1500m Classic swim distances, a beach walk along Coogee Beach, Kidzone and Fun activities, Breakfast and Commemorative Finishers Medal.

Several new or re-introduced features will be promoted as part of the "25th", including a Free 250m Community Swim, Free Kidzone Activities, Free Community Breakfast and a Commemorative Finisher's Silver Medal (new for this year) for everyone taking part.

Participant ages range from 10 to 90 years and over, with varying abilities. The 250m Try It Swim normally attracts 100+ new swimmers, and is this year being offered for free to 250 participants, many being children too young to enter the main race distances (8-10 years old) and adults attempting an ocean swim for the first time.

The traditional 750m Splash event and the 1500m Classic event (jetty to jetty), which are regularly sold out, will be capped at 500 entries. The 25th event is expected to attract over 1300 swimmers and will enable over 75% of club members to volunteer and contribute on the day.

Local businesses are also involved as suppliers and sponsors (e.g. Blooms the Chemist). Coogee Beach Surf Life Saving Club provides contracted water safety services. Wherever possible, the Club aims to use services from within the Cockburn community.

The Club will engage participants through its past swimmers database of 4,000+ names, local sporting clubs and groups, Masters swimming clubs and other swimming clubs.

The event is also promoted as a cornerstone of Master Swimming WA's (MSWA) new WA Open Water (WOW) Swims series of community swims including a new WOW Swims website and other promotions coordinated by MSWA.

Emphasis is also placed on promoting the event brand and use of other promotion channels, which include:

- Event Signage: opportunity to provide teardrop flags or fence mesh banners for incorporation into event set up
- Event Posters/Flyers: limited number printed for display on community boards, electronic versions emailed to recreation centres, sponsors, other groups and used on social media
- Event Banners: numerous branded mesh banners displayed on free community signs (several in Cockburn)
- Website: developed in 2016 and is used extensively for promotions and event/sponsor information
- Social Media (mainly Facebook, Instagram and Twitter): now being used extensively to spread the word
- Other Events: cross-promotions through other events the Club has associations with (e.g. Christmas 10K).

The City has been involved for many years, and has been a Major Event Partner for the last six years. This role is publicised and acknowledged through the website, Facebook, media releases and event flyers and posters. The Club advises a showcase article will also be included in an electronic database email (EDM).

The Club proposes that as Major Event Partner, the City will receive excellent exposure and branding opportunities over and above all other sponsorship categories, including brand recognition through this year's naming convention, "...in partnership with City of Cockburn".

Other branding opportunities will include:

- Exclusive naming rights for the "City of Cockburn Community Breakfast" (suspended in 2020) with breakfast rolls being offered free to every participant
- Exclusive naming rights for the "City of Cockburn Kidzone" (suspended in 2020)
- Logo on event swim caps
- Logo on all posters and flyers
- Logo incorporated into event email signature
- Logo on event display boards
- Opportunity for City to provide promotional display banners
- Opportunity for City to host a promotional marquee/tent
- Web and social media cross-promotions
- Logo on adverts placed in print media
- Web and social media cross-promotions
- Opportunities are also provided for promotion of other City services – past examples include marquees and promotions for Cockburn ARC and Co-Health.

There is also flexibility to work collaboratively with the City for other support opportunities ensuring that the City's recognition as Major Event Partner will be maximised.

In the past, the Club has offered:

- Invitation to Elected Members to attend and participate
- Invitation to the Mayor to attend and take part in presentation of prizes during post-event announcements
- Up to four complimentary swim entries to use as the City sees fit (e.g. a promotion to the City's co-workers or a City-coordinated prize-giveaway through social media channels and/or the Cockburn Soundings newsletter)
- Cross-promotion of Cockburn ARC.

The City has assisted this event in previous years as below:

August 2021	\$3,000	Small Events Sponsorship, Christmas 10K Swim
September 2020	\$11,500	
July 2020	\$3,000	Small Events Sponsorship, Christmas 10K Swim
September 2019	\$13,000	
August 2019	\$7,660	Freo Ports Partnership, Christmas 10K Swim
September 2018	\$12,500	
August 2018	\$7,675	Alcoa Partnership, Christmas 10K Swim
September 2017	\$12,500	
September 2016	\$12,500	
September 2015	\$10,000	
September 2014	\$10,000	Naming Rights Sponsor of 2015 Event
September 2013	\$10,000	Naming Rights Sponsor of 2014 Event
March 2012	\$10,000	Naming Rights Sponsor of 2013 Event
September 2011	\$10,000	Naming Rights Sponsor for 2012 Event
September 2010	\$3,500	
September 2009	\$2,000	
October 2007	\$1,000	

The proposal is supported by letters from Master's Swimming WA and Coogee Beach Surf Life Saving Club. For 2021, the organisation are requesting increased funding from previous years as the event is proposed to 'create the biggest and best ever event', being similar in size and budget to the 2020 event but with some new additional features for the 25th.

In their justification, the higher level of Partnership support requested for this year's "25th" (\$17,000) is some \$4,000 higher than the previous level (\$13,000) approved for the 2020 event (the most recent comparable event which attracted 1200+ swimmers). The extra \$4,000 is to cover 50% of the new breakfast costs paid to Friends of the Community Inc. (\$2,500) and 50% of the cost of Kidzone activities (\$1,500).

COMMITTED AND CONTRACTUAL FUNDING

As can be seen in the attachment, a number of donations are deemed to be committed by legal agreements, such as leases, or by Council decision.

The total proposed for committed/contractual donations for 2021/22 is \$526,000.

GRANTS

As can be seen in the budget attachment, there are a number of grants for which there are established criteria and processes in place.

The total allocation proposed for grants programs is \$619,000.

Strategic Plans/Policy ImplicationsCommunity, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

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

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

A budget of \$1,455,000 for grants, donations and sponsorship for 2021/2022 has been proposed, which is subject to Council approval.

Following is a summary of the proposed grants, donations and sponsorship allocations.

Summary of Proposed Allocations

Committed/Contractual Donations	\$526,000
Donations	\$210,000
Sponsorship	\$100,000
Specific Grant Programs	\$619,000
Total	\$1,455,000
 Total Funds Available	 \$1,455,000
<u>Less Total of Proposed Allocations</u>	<u>\$1,455,000</u>
Balance	\$0

Legal Implications

N/A

Community Consultation

In the lead up to the September 2021 round, grants, donations and sponsorship funding opportunities were promoted through the local media and Council networks.

The promotional campaign has comprised:

- Three advertisements running in the Perth Now Cockburn Gazette on 26 August, 9 September and 16 September 2021
- Feature advertisement article in the Cockburn Update September 2021 Email Newsletter
- City of Cockburn Facebook promotional post on 25 August 2021 featuring previous recipients
- Promotion to community groups through the Community Development Service Unit email networks, contacts and community group meetings
- Additional advertising through Community Development promotional channels
- Cockburn Community Group E News September 2021 edition
- School email update August 2021 edition
- Information available on the City of Cockburn website
- Reminder email sent to previous and regular applicants, and people who made enquiries during the application period.

Risk Management Implications

The Council allocates a significant amount of money to support individuals and groups through a range of funding programs. There are clear guidelines and criteria established to ensure that Council's intent for the allocation of funds are met. To ensure the integrity of the process there is an acquittal process for individuals and groups to ensure funds are used for the purpose they have been allocated.

The reputation of the City of Cockburn could be seriously compromised should funds be allocated to individuals or groups who did not meet the criteria and guidelines and or did not use the funds for the purposes they were provided. Adherence to these requirements is essential.

Advice to Proponent(s)/Submitters

Applicants have been advised that their applications are to be considered at the 11 November 2021 Ordinary Council Meeting.

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

Nil

GRANTS, DONATIONS & SPONSORSHIP RECOMMENDED ALLOCATIONS BUDGET 2021/22

Activity OP 315 Natural Acc 6810	Description	Allocated 2021/22	Actual as at October 2021	Proposed Adjustments 2021/22	Comments	Council Decision/ Delegated Authority
	Donations					
	Committed/Contractual					
8243	Little Green Steps WA Partnership Agreement	31,569	31,569	31,569	Two-year partnership agreement with LGS WA, for Education for Sustainability in the Early Years for 2021/22 and 2022/23	Council Decision
8896	Cockburn Community Men's Shed Coordinator	42,462	42,462	42,462	Funding for Cockburn Community Men's Shed Inc. to support the annual administration costs of a part-time coordinator	Council Decision
9239	Native ARC	94,814	47,407	94,814	Donation to support the annual administration costs of Native ARC (plus CPI 1.1%)	Council Decision
9310	The Wetlands Centre Cockburn	94,814	47,407	94,814	Donation to support the annual administration costs of The Wetlands Centre Cockburn (plus CPI 1.1%)	Council Decision
9317	Pineview Preschool Maintenance Contribution	8,215	0	8,215	Annual contribution for maintenance of grounds and building (plus CPI 1.1%)	Lease Agreement
9322	Cockburn ARC/Dolphin Swim Club Subsidy	150,000	37,500	150,000	Subsidised fees for Dolphin Swim Club at Cockburn ARC (as to Minute 6057 of OCM 13 April 2017)	Council Decision
9398	Cockburn Senior Citizens Building Donation	10,081	10,081	10,081	Assists with maintenance costs as per lease agreement (plus CPI 1.1%)	Lease Agreement
9559	Cockburn Cricket Club Insurance	1,500	0	1,500	Commitment included in the lease agreement (flat fee)	Lease Agreement
9574	Spearwood Dalmatinac Club - Rates Reimbursement	11,636	11,636	11,636	Reimbursement of 50% of annual rates payable by Spearwood Dalmatinac Club for 42 Azelia Rd, Spearwood as to Council Decision 14 May 2009	Council Decision
9244	Melville Cockburn Chamber of Commerce (MCCC)	20,000	0	20,000	Two-year agreement for \$20,000 per annum in 2020/21 and 2021/22, and peppercorn lease, subject to development of a Memorandum of Understanding (MOU) and the MCCC meeting and reporting on agreed Key Performance Indicators	Council Decision
4938	Fremantle Biennale - Moombaki 2021	60,000	60,000	60,000	Request for \$60,000 'Major Event Partner' Sponsorship for Fremantle Biennale - Collection21 Moombaki 19-20 November 2021	Council Decision
	Future Allocations	908	0	908	(To be allocated throughout the year)	
	Committed/Contractual Sub Total	526,000	288,062	526,000		
	Donations to Organisations					
9196	Donations to Organisations	210,000	0	91,875	Amount set aside for allocation in the two funding rounds for 2021/22	Council Decision
9196	Cockburn Volunteer Sea Search and Rescue Group Inc.			\$ 12,000	Request for \$15,000 Donation towards operating costs for 24/7 radio coverage and sea search and rescue service	Council Decision
9196	City of Cockburn RSL Sub-Branch			\$ 10,000	Request for \$10,000 Donation towards their activities, operations and commemorative services such as the ANZAC Youth Parade	Council Decision
9196	St Vincent de Paul Society Yangebup			\$ 5,000	Request for \$5,000 Donation towards their ongoing costs to assist people in need	Council Decision
9196	Cockburn Central YouthCARE Council (CCYC)			\$ 20,000	Request for \$20,000 Donation towards chaplaincy services at Atwell College, Lakeland Senior High School and Hammond Park Secondary College	Council Decision
9196	Cockburn Community and Cultural Council Inc.			\$ 10,000	Request for \$10,000 Donation towards their general operating costs	Council Decision
9196	The School Volunteer Program trading as EdConnect Australia			\$ 5,000	Request for \$13,500 Donation to assist with the costs of 10 volunteers for literacy and numeracy programs in 11 Cockburn schools	Council Decision
9196	Cockburn Toy Library			\$ 7,000	Request for \$7,000 Donation towards their rent and other expenses	Council Decision
9196	Friends of the Community Inc.			\$ 2,000	Request for \$2,000 Donation towards operating and admin costs to allow funds raised to be returned to the community	Council Decision
9196	Yangebup Family Centre			\$ 13,125	Request for \$13,125 Donation towards operating three creche sessions a week to support crafternoons, PlayClub and community parenting workshops	Council Decision
9196	Cooby Cares Inc.			\$ 5,000	Request for \$5,000 Donation towards operating costs to assist with emergency relief activities in Coolbellup and surrounding suburbs	Council Decision
9196	Meerilinga Young Children's Service			\$ 10,000	Request for \$10,000 Donation towards operations of family and children's services in Cockburn	Council Decision
9196	South Lake Ottey Family & Neighbourhood Centre			\$ 13,000	Request for \$18,000 Donation towards operating costs for the centre	Council Decision
9196	Volunteer Home Support			\$ 6,000	Request for \$8,000 Donation to assist with garden waste removal costs for Cockburn homes	Council Decision
	Donations to Organisations Sub Total	210,000	0	210,000		

Activity OP 315 Natural Acc 6810	Description	Allocated 2021/22	Actual as at October 2021	Proposed Adjustments 2021/22	Comments	Council Decision/ Delegated Authority
	Sponsorships					
9197	Sponsorships	90,000	58,650	70,000	Amount set aside for allocation in the two funding rounds for 2021/22	Council Decision
9197	Swimming WA			5,000	Request for \$5,000 'Official Sponsorship' of the Open Water Series 2021/22 Coogee Round and State Championships in January 2022	Council Decision
9197	Cockburn Masters Swimming Club			15,000	Request for \$17,000 'Major Event Partner' Sponsorship for the 25th Anniversary Coogee Jetty to Jetty Swim, Sunday 13 March 2022	Council Decision
9197	Individual Sponsorships	10,000	0	10,000	Formal sponsorship program for individuals	Delegated Authority
	Sponsorships Sub Total	100,000	58,650	100,000		
	Grants					
8040	Landowner Biodiversity Conservation Program	35,000	0	35,000	Financial and natural resource management training support program for Cockburn landowners to conserve the natural bushland and wetland areas on their property	Delegated Authority
9004	Emergency Disaster Fund	15,000	0	15,000	For one-off emergency and disaster situations	Delegated Authority
9015	Youth Academic Grants	2,000	0	2,000	Assists young people to travel to attend academic programs and activities	Delegated Authority
9031	Junior Sports Travel Assistance Program	40,000	2,400	40,000	Assists young people in Cockburn representing WA or Australia in interstate or international team or individual sports to travel to competitions	Delegated Authority
9240	Sustainability Grants Program	40,000	0	40,000	Grants program established in accordance with Council Decision on 13 May 2010	Delegated Authority
9241	Len Packham Hall Subsidy (Burdia)	6,000	400	6,000	Subsidy program that assists Indigenous and multicultural Cockburn families with hall hire costs for hosting funerals, memorials and cultural events	Delegated Authority
9312	Community Grants Program	100,000	0	100,000	Formal grant process for local community groups and organisations	Delegated Authority
9314	Provide Bins Sporting Events	1,000	316	1,000	Provide bins to schools for sports carnivals	Delegated Authority
9327	Community/Residents Assoc. Hall Hire Subsidy and Support Program	12,000	1,229	12,000	Assists community groups with hall hire for monthly meetings and events, incorporation/set up funds for new residents associations, small PO box hire funds	Delegated Authority
9329	Cultural Grants Program	40,000	17,130	40,000	Provide small grants to cultural and artistic groups and individuals	Delegated Authority
9331	Bus Hire Subsidy	1,500	0	1,500	Provides a subsidy towards the bus hire for community organisations	Delegated Authority
9335	Grants General Welfare	10,000	1,414	10,000	Miscellaneous requests for small donations as per Community Funding Guidelines	Delegated Authority
9341	Community Group Newsletter Subsidy	11,000	2,474	11,000	Assists community groups to disseminate information	Delegated Authority
9373	Small Events Sponsorship Program	30,000	16,455	30,000	Small Events Sponsorship Program for local events for community organisations	Delegated Authority
9396	U Fund	1,000	0	1,000	Small grants for youth for cultural/arts initiatives and events	Delegated Authority
9399	Youth Arts Scholarships	5,000	0	5,000	Assist young people to travel in order to participate in performing/arts events and also for further study	Delegated Authority
9490	Environmental Education Initiatives Program	15,000	1,000	15,000	Assists schools to facilitate environmental education	Delegated Authority
9517	Cockburn Community Group Volunteer Insurance	15,000	0	15,000	Cockburn Community Group Insurance Program	Delegated Authority
9535	Council Match Staff Donation	2,000	300	2,000	Council to match staff fundraising effort	Delegated Authority
9649	Safety House/Walk to School Program	1,000	0	1,000	Support to schools for safety programs for children getting to school and to attend Safety House shows in Safety House month	Delegated Authority
9673	Sport and Recreation Club Grants	35,000	0	35,000	Grants matched by local sporting clubs for minor capital works on Council owned facilities and sporting equipment	Delegated Authority
9674	Grants to Schools	13,000	5,055	13,000	For small donations to schools for minor items	Delegated Authority
9688	Security Subsidy for Seniors	60,000	16,620	60,000	Subsidy program for security devices for seniors	Delegated Authority
9732	Economic Development (Business) Grants	100,000		100,000	For one-off projects or activities that support local economic development	Delegated Authority
9495	Donation and Grants General Account	28,500	0	28,500	(Remainder of grant allocations, to be allocated based on expenditure throughout the year)	
	Grants Programs Sub Total	619,000	64,792	619,000		
	Totals	1,455,000	411,504	1,455,000		
	Budget	1,455,000		1,455,000		
	Balance	0		0		

Summary of Recommendations

Donations			
Applicant	Assessment	Requested Amount	Recommended Amount
Cockburn Volunteer Sea Search and Rescue Group Inc.	The application was assessed and scored 13/18. The group provide a valuable rescue service and support emergency services within the Cockburn area with similar number of rescues performed yearly, as well as providing volunteering training and opportunities. The recommendation is to support the request with a \$12,000 donation to assist with specialist trauma training and equipment.	\$15,000	\$12,000
City of Cockburn RSL Sub-Branch	The application scored 15/18 against the criteria. The RSL continue to provide unique services specific to veterans and families within the Cockburn area, including vulnerable people. RSL is an organisation that assists veterans by providing welfare, pensions, advocacy, and support. The group have a proven track record of delivering services and commemorative events (despite COVID restrictions) and have reported an increase in members and number of enquiries regarding pensions especially through the Veterans Welfare Hub. It is recommended to support the organisation with a donation of \$10,000.	\$10,000	\$10,000
St Vincent de Paul Society Yangebup	The application received a score of 15/18 and provides ongoing benefits and assistance to the vulnerable and disadvantaged in the community with range of services in emergency relief, debt assistance and counselling. It is recommended to maintain support with a \$5,000 donation towards ongoing costs.	\$5,000	\$5,000
Cockburn Central YouthCARE Council (CCYC)	The application scored 16/18 against the donation criteria. The organisation improves access to support services for vulnerable people and contribute to overall benefits in the community. It is recommended that the City maintain its support for the organisation with a donation of	\$20,000	\$20,000

Donations			
Applicant	Assessment	Requested Amount	Recommended Amount
	\$20,000 which is in line with the previous year's donation and is at the maximum of the funding allowance.		
Cockburn Community and Cultural Council Inc. (CCCC)	The application scored 13/18 on assessment. Art and cultural activities are important to the fabric of the community, as they improve social and community engagement outcomes, and provision of free or low cost equipment and activities to overcome barriers for those that are financially and or socially disadvantaged, and therefore it is recommended to support this application for \$10,000.	\$10,000	\$10,000
The School Volunteer Program trading as EdConnect Australia	The application scored 10/18 on assessment. Whilst the outcomes for students needing literacy and numeracy support are encouraged, EdConnect currently already operate in Cockburn with support from the VRC and are very well funded through government, philanthropical and business support. Baseline funding from the Education Department equates to support of \$361 per volunteer to be trained. It is recommended to support EdConnect with a donation of \$5,000 to support the recruitment, screening and training of an additional minimum 10 volunteers.	\$13,500	\$5,000
Cockburn Toy Library	The application scored 16/18 and provides direct benefits to Cockburn families through an affordable service that supports families that may be financially disadvantaged, as well as social, economic and environmental benefits. It is recommended that the City continue to support the Toy Library with the donation request of \$7,000.	\$7,000	\$7,000
Friends of the Community Inc. (FOC)	The application scored 13/18 and the group has requested a donation of \$2,000 towards operating and administration costs to allow them to provide the maximum amount of their fundraising back to the community.	\$2,000	\$2,000

Donations			
Applicant	Assessment	Requested Amount	Recommended Amount
	It is recommended to support their application for the requested \$2,000.		
Yangebup Family Centre Inc. (YFC)	The application scored 15/18 with good outcomes for the disadvantaged in the community and improved access to free and low-cost services and activities for Cockburn residents. It is recommended to support the application with a donation of \$13,125.	\$13,125	\$13,125
Cooby Cares Inc.	The application has received a score of 16/18 in line with its outcomes for disadvantaged people throughout Cockburn. It is recommended to fully support this application for \$5,000 with a growth in provision of emergency relief hampers, Christmas hampers and provision of essentials. The organisation has a good reputation in the community, and the application is supported by the Community Development Coordinator.	\$5,000	\$5,000
Meerilinga Young Children's Service	The application scored 15/18 and delivers good outcomes for disadvantaged and vulnerable people in the community, improves access to services and activities for Cockburn residents and benefits the community. Services are well attended, and the centre is a local hub for other services that receives rental income from other organisations, such as Cockburn Toy Library (new lease arrangement near completion) and Connecting Communities Homecare to subsidise its operational costs. It is recommended to support Meerilinga with a donation of \$10,000.	\$10,000	\$10,000

Donations			
Applicant	Assessment	Requested Amount	Recommended Amount
South Lake Ottey Family and Neighbourhood Centre	<p>The application received an assessment score of 14/18 for providing a valuable service for the disadvantaged and vulnerable in the Cockburn community.</p> <p>No justification was received for the additional request in funding with outcomes provided similar to previous years.</p> <p>It is recommended to maintain the same level of support as last year and provide a donation of \$13,000, in line with similar services such as Yangebup Family Centre and Meerilinga.</p>	\$18,000	\$13,000
Volunteer Home Support	<p>The application was assessed and scored 16/18. VHS does provide services that assist the vulnerable in the community. Numbers have remained about the same from the previous year with the no additional benefits attributable to the increased funding request. VHS also receives significant funding from Federal and State Departments of Health (over \$2M) and does not receive funding from other local government areas that it services.</p> <p>It is recommended to support with a donation of \$6,000.</p>	\$8,000	\$6,000

Sponsorship			
Applicant	Assessment	Requested Amount	Recommended Amount
Swimming WA	The proposal received an assessment score of 14/21 based on anticipated additional attendance at the event for the State championships and the extra branding exposure this may provide.	\$5,000	\$5,000
Cockburn Masters Swimming Club	<p>The application was assessed and scored 16/21. The group provide a unique community event within the Cockburn area, as well as providing good branding benefits, and participant and volunteering opportunities.</p> <p>Due to COVID restrictions, the applicant reduced the scope of the 2021 event and are seeking to bring back some of these features and the addition of some additional branding for the 25th anniversary.</p> <p>Whilst being similar in size and scale to previous events supported for \$13,000, the significance of a 25th celebration event is recognised. Therefore, it is recommended to provide sponsorship support of \$13,000 and a one-off additional \$2,000 contribution.</p>	\$17,000	\$15,000

17. Governance and Strategy

17.1 Appointment of Delegates - Reference Groups

Author(s) D Green

Attachments

1. Terms of Reference - Aboriginal Reference Group [↓](#)
2. Terms of Reference - Age Friendly Reference Group [↓](#)
3. Terms of Reference - Bush Fire Advisory Reference Group [↓](#)
4. Terms of Reference - Community Safety and Crime Prevention Reference Group [↓](#)
5. Terms of Reference - Disability Reference Group [↓](#)
6. Terms of Reference - Youth Advisory Collective [↓](#)
7. Terms of Reference - Sister Cities Reference Group [↓](#)
8. Terms of Reference - Neighbourhood Watch Reference Group [↓](#)
9. Elected Member Appointments – Standing Committees, Reference Groups, Boards and External Organisations

RECOMMENDATION

That Council:

- (1) APPOINTS Council Members as delegates to the following City's Reference Groups on an interim basis, pending consideration of the Governance Review Report;
 1. Aboriginal Reference Group
 2. Age Friendly Reference Group
 3. Bushfire Advisory Reference Group
 4. Crime Prevention Reference Group
 5. Disability Reference Group
 6. Youth Advisory Reference Group
 7. Sister Cities Reference Group
 8. Neighbourhood Watch Reference Group
- (2) ADVISES the relevant internal staff of these temporary arrangements, which will apply until further notice.

Background

It has been past practice for Council to consider Elected Member appointments to internal Reference Groups and External Organisations with which the City of Cockburn has a potential interest as a stakeholder. The consideration of these appointments is usually presented at the first Meeting post the October elections.

Currently, the City provides Elected Member delegates to eight internally administered Reference Groups and a further 15 externally operated organisations.

Submission

N/A

Report

Given that the role and functions of the Reference Groups and external organisations have been identified in the Governance Review Report as needing an examination of their relevance and benefit to the City, the associated staff members were contacted to provide details of confirmed meetings scheduled for the remainder of 2021.

The responses are listed, as follows:

INTERNAL REFERENCE GROUPS

- Neighbourhood Watch Reference Group: 3 November and 1 December (Cr Stone previous delegate)
- Disability Reference Group: 8 November (Cr Kirkwood previous delegate)
- Age Friendly Reference Group: 9 November (No Elected Member appointed)
- Crime Prevention Reference Group: 24 November (Cr Stone, Cr Kirkwood, Cr Eva previous delegates)
- Youth Advisory Reference Group: 24 November and 8 December (No Elected Member appointed)
- Aboriginal Reference Group: 7 December (Cr Stone and Cr Corke previous delegates)
- Bushfire Advisory Reference Group: No Meeting scheduled for 2021 (Cr Kirkwood and Cr Stone previous delegates)
- Sister Cities Reference Group: No Meeting scheduled for 2021 (Mayor Howlett and Cr Terblanche, Cr Stone, Cr Eva, Cr Widenbar, Cr Separovich and Cr Corke previous delegates)

Each of the scheduled meetings will be attended by the appropriate City staff member.

The Council policy provides for continuing members, whose terms were not affected by the recent elections, to be automatically registered as nominees for Reference Group and External Organisation appointments to which they remain as formally appointed delegates of Council, unless they advise that they no longer wish to be considered for any particular appointment

Accordingly, it is suggested that Council appoint delegates to the Reference Groups on an interim basis at this stage, and that the matter be reconsidered following the presentation and consideration of the recommendations contained within the Governance Review Report.

Strategic Plans/Policy ImplicationsListening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Elected Member Appointments – Standing Committees, Reference Groups, Boards and External Organisations Policy refers.

Budget/Financial Implications

Each Reference Group is provided with minor operational expenditure for administration purposes and other associated costs.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There is a “Low” risk 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

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Aboriginal Reference Group (ARG)

Terms of Reference

October 2019

The Aboriginal Reference Group acknowledges we meet on Nyungar Boodjar and we respect Nyungar cultural protocols. We acknowledge and embrace all Aboriginal and Torres Strait Islander cultures living, working or visiting the Cockburn community.

The City of Cockburn has worked with its Aboriginal Reference Group (ARG) since 2002, to assist in its strategic and operational outcomes.

Version no	Date	Author	Comments/Amendments
1.0	30/10/19	Barbara Freeman	
2.0			

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Name

Name this group shall be known as;

Aboriginal Reference Group (ARG)**Purpose**

The Aboriginal Reference Group acts in a guiding role, using their collective and individual voice, cultural understandings and personal experiences, to compliment the City of Cockburn's commitment to:

- Its recognition of the Beeliar peoples of the Whadjuk Nyungar nation, being the traditional custodians of the lands upon which the City of Cockburn conducts its business;
- Actions within its Reconciliation Action Plan, including employment of Aboriginal and Torres Strait Islander peoples, procurement of Aboriginal and Islander service providers, the development of an Aboriginal Cultural and Visitors Centre, and provision of culturally-relevant service delivery

The ARG will act to feedback Aboriginal and Islander community comments in relation to City of Cockburn service delivery and project development, and in regards to others working in partnership with the City of Cockburn.

The Aboriginal Reference Group and the City of Cockburn will assist and support each other to establish strong partnerships and relationships with the local Aboriginal and Torres Strait Islander community.

The Aboriginal Reference Group aims to respect, support and generate awareness of Aboriginal and Torres Strait Islander culture.

The City supports the ARG by providing facilities for meetings, administrative support and the covering of associated costs.

Membership of the Reference Group

Memberships will be for a term of two (2) years.

Memberships will be staggered with 50% coming up for election in one year and the other 50% in the next, in order to maintain continuity and develop leadership.

An Annual General meeting will be the process for working through the elections.

Made up of:



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- Ten Aboriginal and Torres Strait Islander people who are part of the City of Cockburn (live, work or are active members in). This includes two memberships for younger people aged 16 – 35 years, who are identified as Emerging Leaders, and nominated by the ARG. This allows for leadership development and succession planning.
- Aboriginal Community Development Officer, City of Cockburn.
- One Elected Member who has been nominated to this group.
- City of Cockburn staff: Family and Community Development Manager, and/or Manager Community Development (or delegates).

Details of members will be kept on a Membership Register.

The process of coming to agreement is generally by consensus decision-making. However voting will be used in specific circumstances, including at the election process at the Annual General Meeting and other required circumstances.

Voting rights apply only to community members of the Reference Group, and are not applicable to City of Cockburn staff, guests and Elected Members.

Quorum

A quorum consists of five members.

Roles & Responsibilities

Members

Members are expected to prepare for the meeting by reading Minutes, Agenda, and Action Sheet, and to have followed up on any Actions allocated to them.

Be respectful of the Chair and assist in maintaining an orderly and positive meeting by taking turns to speak and encouraging others to voice opinions.

Be in contact with people in the community in order to effectively represent a range of community views in the meetings.

Maintain positive relationships and communication with City of Cockburn staff and Elected Members, in order to be an effective liaison between them and community.

Chairperson

A Chairperson will be elected by the members of the Reference Group, to Chair the meetings in a timely, respectful and unbiased manner, addressing Agenda items, facilitating progression of decision making and ensuring the participation of all members.

A Deputy Chair will be elected to Chair in the absence of the Chairperson, and if neither is available then a member will be asked to Chair the meeting

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The Chair, or another nominated member, may be asked by the City to represent the Aboriginal Reference Group at times in an official capacity, and this role should be carried out with respect and integrity.

City of Cockburn staff

The Aboriginal Community Development Officer is a City of Cockburn staff member with responsibility for coordinating the ARG, providing administrative support and assisting with the progression of meeting outcomes, in conjunction with the ARG. The Officer reports at meetings on current relevant projects and budgets, and provides a liaison point between the ARG and the City.

Other City staff attend in an advisory role, and provide a further contact point at the City in relation to ARG queries or concerns.

Elected Members

Elected Members attend Reference Groups to provide a level of support to the Group and its membership, but not to 'drive' the Group in achieving its objectives. The Group should be able to operate as autonomously as possible and the attending Elected Members should not try influence outcomes.

The Elected Members are also expected to adhere to the Code of Conduct and all requirements of the Terms of Reference.

Accountability and Process

The ARG acts in consultation with the City of Cockburn in the delivery of City outcomes and objectives and has no public voice outside of its support role for the City of Cockburn.

The ARG does not provide Traditional Owner sign-off or consultation, on any project that requires Traditional Owner or cultural guidance. This should be dealt with through the appropriate channels.

Members of the ARG are not permitted to discuss City of Cockburn business outside of the boundaries of official ARG and City of Cockburn.

Membership to the ARG is a position of responsibility. Members are expected to provide leadership in the group so that other members will be proactive and participate, and assist the group to function well.

An Information Pack will be provided to all potential and new members, with the Terms of Reference, including Code of Conduct, membership requirements and social media guidelines. Members are required to sign their understanding and agreement to all these documents, as a provision of membership.



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Members will be notified of the meeting dates for the year ahead so they can plan to attend, in line with the requirement of membership. This includes new members who join part way through the year.

Group members are required to be transparent about any Conflicts of Interest which may arise, where discussion items or decisions could result in potential personal benefit, financial or otherwise. There should be no promotion of personal business or skills within the group setting. Any members who have a Conflict of Interest with an agenda item or discussion point must declare this at the start of each meeting, as per the standing agenda item, and should leave the meeting for the discussion and decision on the related item. If a conflict of interest arises during the meeting this must also be declared, and noted in the Minutes for transparency and record.

Members are unpaid volunteers, however where specialised cultural advice is sought at additional meetings, then payment can be considered.

The ARG may have its own social media 'closed group' (by invite only) as a means of keeping in contact, with members being vigilant about respectful and confidential use of this social media group. Social media guidelines will need to be agreed to.

The proceedings of the Meetings will be recorded as the Minutes and confirmed as an accurate record at the following meeting, with a Minute-taker funded by the City. Any information provided to the Meetings on a confidential basis will not be recorded in detail to protect its integrity. Confidentiality is an important function of the group and is part of the Code of Conduct.

Membership Process

Members can join the Aboriginal Reference Group by either 1) being elected to the Group at the Annual General Meeting 2) being appointed via a membership process if a vacancy opens up during the year.

Annual General Meeting

- Memberships are staggered with 50% coming up for election in one year and the other 50% in the next, in order to maintain continuity and build leadership.
- The Aboriginal and Torres Strait Islander community is informed of the election process via various contact lists, promotion and advertising.
- Any potential nominees are asked to contact the City's Aboriginal Community Development Officer to go through the Reference Group's Information Pack, and sign their agreement of these documents.
- Nomination forms are then sent to customer@cockburn.wa.gov.au by the closing date.
- A minimum quorum of 50% is required at the Meeting.
- At the Meeting the Aboriginal Reference Group steps down and a City of Cockburn staff member chairs the meeting.

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- The relevant 50% of positions on the Aboriginal Reference Group are declared open and a list of nominations presented.
 - A secret ballot then takes place, followed by announcement of the successful new members, and the total membership of the Group for the year ahead.
 - When the positions of Chairperson and Deputy Chair come due for election, then nominations are taken, followed by a secret ballot and announcement of the new positions for the following 2 year term.
 - An agenda item for the Meeting will allow for adoption of any changes to the Terms of Reference, as discussed at the regular meeting in the month before the General Meeting.
- Appointments during the year
- New membership will be encouraged if a vacancy opens up during the year, via suggestions from current members, or advertising by various means.
 - Interested people should be in contact with the City's Aboriginal Community Development Officer to go through the Reference Group's Information Pack. Nominees are required to sign their agreement with these documents.
 - The nominee is asked to attend one meeting as a guest prior to their nomination being considered.
 - A nomination form is then sent to customer@cockburn.wa.gov.au and will be put on the Agenda for the next ARG meeting.
 - The nominee will be informed of the outcome as soon as possible.

Term

The Terms of Reference will be reviewed by the Aboriginal Reference Group and relevant staff every 2 years.

Meetings

Meeting times to be bi-monthly throughout the calendar year as follows, with meeting times proposed as 5:00 pm on the first Tuesday of each month:

- 1st Meeting – Bunaru – February
- 2nd Meeting – Djiran – April
- 3rd Meeting – Mukaru – June
- 4th Meeting – Djilba – August
- 5th Meeting – Kambarang – October
- 6th Meeting – Birak – December (Annual General Meeting)

It is expected that members attend meetings. Apologies can be accepted but the missing of 3 meetings will result in a potential loss of membership.

An Annual General Meeting of the ARG will be held in December, to elect 50% of membership, in a staggered election process. Advertising for this to be done well in advance to encourage attendance and new members.



Code of conduct for Reference Group members

Members are required to understand and be in agreement with the Code of Conduct, as breaches may result in the forfeiting of membership. Key aspects are as below, but are not limited to these stated.

Conflicts of Interest

Reference Group members must not use their position as a means of making personal gain or influencing others in this regard. Meetings or Group discussion should therefore not be misused by bringing personal interest or potential personal gain to the agenda or discussion. This includes promotion of personal businesses or skills, particularly if there is monetary or other gain.

Misuse of position as a Group Member

Reference Group members are not permitted to use their position to exert influence in any community setting or to claim to be representing the Reference Group without the express direction to do so from the City, or to bring disrepute to the Group or to the City.

Where approved, members may represent the Group if in an official capacity at an agreed upon function, Members are then required to do so in a professional and respectful manner.

Communication

Members are required to use positive and respectful means of communicating with each other, with staff, and with the wider community.

Members are not to use channels of communication as a means of raising a dispute or conflict, or discussing Reference Group business without permission – specifically via social media/Facebook, email lists, radio/TV, public forums or print media.

Social media is not to be used to discuss ARG or City business, or to unfairly target individuals (members, staff or others) or breach confidentiality and/or cultural safety.

Respect

All members of the ARG are expected to show respect and consideration for all those who provide support for this Reference Group. This includes fellow members, City staff, guests, contractors, sub-contractors and wider community members who may be present at meetings.

There will be no tolerance for acts of discrimination, victimisation, harassment or bullying of any kind.

All ARG members are expected to value and respect the diversity and contribution of all Aboriginal and Torres Strait Islander community members on the ARG.

All members are expected to engage with each other with due respect and protocol, as they would in their own communities.

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All members will maintain a culturally safe and healthy meeting place to discuss Reference Group business.

Integrity

Members of the ARG have a responsibility to act with good intent towards their fellow ARG members, the City of Cockburn and all who engage with the ARG. This means:

- Maintaining the Business confidentiality of the City of Cockburn (written, spoken or otherwise)
- Maintaining the Personal confidentiality of fellow ARG members and all others who support or engage the ARG (written, spoken or otherwise)
- Ensuring that the behaviour of members reflects the best interest of the ARG and the City of Cockburn, in-line with the 'Respect' item above
- Declaring one's own Conflict of Interest where applicable and removing oneself from the meeting where this is the case
- Being honest, open and fair, in all dealings and conversations whilst conducting ARG business

Managing disputes or breaches

Direct discussion between parties will be encouraged in the first instance where there is disagreement or potential breach of the Code of Conduct, separate to a Reference Group meeting. Staff or another third party may be appointed to be involved if required.

A letter of warning can be sent if this is deemed the most appropriate and beneficial process. However if this fails then the next step will be taken, as per below.

A formal meeting will be set up with the member alleged to have breached the Code of Conduct, to include relevant City of Cockburn staff member/s and an agreed upon Reference Group member, to discuss and give a fair hearing of members perspective.

If the breach is of a serious nature and is found to be substantiated then the Reference Group member will be asked to resign their membership. If they refuse their membership will be formally revoked.

Anyone who has had their membership revoked will not have the option of returning to the Group in the future, and this information will be kept on the Membership Register.



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Member's agreement of Terms of Reference and Code of Conduct

Members of the City's Aboriginal Reference Group must have read and understood the Terms of Reference and Code of Conduct with regard to membership of the ARG. Breaches of the Terms of Reference or Code of Conduct may lead to removal of member(s) from the group.

I have read, understood and agree to these documents.

Aboriginal Reference Group Member Name:

Signature: _____

Witness: _____

Date: _____



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City of Cockburn Age-friendly Reference Group

Terms of Reference

October 2019

Version no.	Date	Author	Comments/Amendments
1.0	7.10.2019	MT Zumbach - Julie McDonald	

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Document Set ID: 8834365

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Name

Name of this Group shall be known as:

City of Cockburn Age-friendly Reference Group (AFRG)

Purpose

The City of Cockburn Age-friendly Reference Group represents seniors within the community by voicing their concerns, providing advice and exchanging information with City of Cockburn.

The City of Cockburn supports the Group by providing facilities for meetings, administrative support and updates on senior specific issues and opportunities arising within the Cockburn district. The AFRG was established in 2019.

Membership of the Reference Group

The AFRG will have 12 members consisting of:

- Consumer Representatives, Industry Representatives, an Elected Member and City of Cockburn Representatives
- Resident(s) of Cockburn, who are seniors and/or a carer, or an advocate of a senior

The City of Cockburn representatives are made up of the following:

- An Elected Member City of Cockburn
- Childcare and Seniors Manager
- Senior Centre Coordinator (CSC)

Guest speaker(s) will be invited to give presentation on specific issues with approval from the Chairperson. Other interested community members representing seniors issues may attend the meeting provided the CSC is informed prior to the meeting date.

Details of members will be kept on Membership Register.

Voting rights apply only to community members of the Reference Group, and are not applicable to City of Cockburn staff, guests and Elected Members.

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Membership Process

Members can join the Age-friendly Reference Group by either 1) being elected to the Group at the Annual General Meeting 2) being appointed via a membership process if a vacancy opens up during the year.

1) Annual General Meeting annually:

- Memberships are staggered with 50% coming up for election in one year and the other 50% in the next, in order to maintain continuity and build leadership.
- Any potential nominees are asked to contact the City's Seniors Centre Coordinator to go through the Reference Group's Information Pack, and sign their agreement of these documents.
- Nomination forms are then sent to customer@cockburn.wa.gov.au by the closing date.
- At the meeting the Age-friendly Reference Group steps down and a City of Cockburn staff member chairs the meeting.
- The relevant 50% of positions of the Age-friendly Reference Group are declared open and a list of nominations presented.
- A secret ballot then takes place, followed by announcement of the successful new members, and the total membership of the Group for the year ahead.
- When the positions of Chairperson and Deputy Chair come due for election, then nominations are taken, followed by a secret ballot and announcement of the new positions for the following 2 year term.
- An agenda item for the meeting will allow for adoption of any changes to the Terms of Reference, as discussed at the regular meeting in the month before the General Meeting.

2) Appointments during the year:

- New membership will be encouraged if a vacancy opens up during the year, via suggestions from current members, or advertising by various means.
- Interested people should contact the City's Seniors Centre Coordinator to be guided through the Reference Group's Information Pack. A nomination form is then sent to customer@cockburn.wa.gov.au and will be put on the Agenda for the next AFRG meeting.
- The nominee will be informed of the outcome as soon as possible.

Quorum

A quorum constitutes at least 50% of active Cockburn AFRG members.



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Roles & Responsibilities

Members

Members are expected to prepare for the meeting by reading Minutes, Agenda, and Action Sheet, and to have followed up on any Actions allocated to them.

Be respectful of the Chair and assist in maintaining an orderly and positive meeting by taking turns to speak and encouraging others to voice opinions.

Be in contact with people in the community in order to effectively represent a range of community views in the meetings.

Maintain positive relationships and communication with City of Cockburn staff and Elected Members, in order to be an effective liaison between them and community.

Chairperson

A Chairperson will be elected by the members of the Reference Group, to Chair the meetings in a timely, respectful and unbiased manner, addressing Agenda items, facilitating progression of decision making and ensuring the participation of all members.

A Deputy Chair will be elected to Chair in the absence of the Chairperson, and if neither is available then a member will be asked to Chair the meeting

The Chair, or another nominated member, may be asked by the City to represent the Aboriginal Reference Group at times in an official capacity, and this role should be carried out with respect and integrity.

City Officers

The City of Cockburn will assist with the facilitation of the Cockburn AFRG by providing the following Officer support:

- Prepare the monthly AFRG Agenda and disseminate to the Group and to Elected Members via Personal Assistant to Mayor and Elected Members
- Attend monthly AFRG meetings and support development of the minutes
- Ensure that any correspondence from the meeting requiring administrative attention is disseminated
- Provide available resources to the Group for events organised and endorsed by the Group or City events the Group is supporting
- Maintain the AFRG Member database for Cockburn;
- Promote AFRG in the community
- Receive and assess new membership applications
- Distribute information/invitations to all Cockburn AFRG Members, as appropriate; and support AFRG Members with applications to seniors related awards or programs.

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Elected Members

Elected Members attend Reference Groups to provide a level of support to the Group and its membership, but not to 'drive' the Group in achieving its objectives. The Group should be able to operate as autonomously as possible and the attending Elected Members should not try influence outcomes.

The Elected Members are also expected to adhere to the Code of Conduct and all requirements of the Terms of Reference.

Accountability and Process

The AFRG is primarily autonomous and operates at a local level within the direction and guidance provided by City of Cockburn Age-Friendly Strategy. The AFRG acts in consultation with the City of Cockburn in the delivery of City outcomes and objectives and it has no public voice outside of its support role for the City of Cockburn.

Members of the AFRG are not permitted to discuss City of Cockburn business outside of the boundaries of official AFRG and City of Cockburn business. Membership to the AFRG is a position of responsibility. Members are expected to provide leadership in the group so that other members will be proactive and participate, and assist the group to function well.

An Information Pack will be provided to all potential and new members, with the Terms of Reference, including Code of Conduct, membership requirements and social media guidelines. Members are required to sign their understanding and agreement to all these documents, as a provision of membership.

Members will be notified of the meeting dates for the year ahead so they can plan to attend, in line with the requirement of membership. This includes new members who join part way through the year.

Group members are required to be transparent about any Conflicts of Interest which may arise, where discussion items or decisions could result in potential personal benefit, financial or otherwise. There should be no promotion of personal business or skills within the group setting. Any members who have a Conflict of Interest with an agenda item or discussion point must declare this at the start of each meeting, as per the standing agenda item, and should leave the meeting for the discussion and decision on the related item. If a conflict of interest arises during the meeting this must also be declared, and noted in the Minutes for transparency and recording. The proceedings of the Meetings will be recorded as the Minutes and confirmed as an accurate record at the following meeting, with a Minute-taker funded by the City. Any information provided to the Meetings on a confidential basis will not be recorded



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in detail to protect its integrity. Confidentiality is an important function of the group and is part of the Code of Conduct.

The members will attend community and seniors activities to promote AFRG, support the City's AFRG Strategy and advocate for seniors issues.

Represent AFRG at City of Cockburn organised events, as appropriate, identify opportunities to promote AFRG and increase membership and seniors participation.

Working Groups may be formed to work on a particular project. At least one member will be from the Reference Group while the remainder of the members may include non-members. The Reference Group member is responsible for ensuring feedback to the AFRG. Working Groups are able to organise times and frequency of meetings to suit their members.

Term

Terms of Reference to be reviewed by the AFRG every 24 months, from the first meeting after the Annual General Meeting.

Meetings

Meetings are held at the City of Cockburn, every Second Tuesday of the month, 2pm to 3pm. There will not be a meeting in December or January.

The proceedings of the meetings are to be recorded as the minutes and confirmed as an accurate record at the following meeting. Any information provided to the meetings on a confidential basis will not be recorded in detail to protect its integrity.

It is expected that members attend meetings. Apologies can be accepted but the missing of 3 meetings may result in a potential loss of membership.

An Annual General Meeting of the AFRG will be held in November, to elect 50% of membership, in a staggered election process. Advertising for this to be done well in advance to encourage attendance and new members.

The Cockburn AFRG is a democratic forum where members are encouraged to address the Group with any seniors issues, concerns or opportunities which are in accordance with its functions.

The City of Cockburn provides financial support to the Group for sundry expenses that occur throughout the year. City Officers have the responsibility to administer these funds, in conjunction with relevant decisions of the Group.



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Code of conduct for Reference Group members

Members are required to understand and be in agreement with the Code of Conduct, as breaches may result in the forfeiting of membership. Key aspects are as below, but are not limited to these stated.

Conflicts of Interest

Reference Group members are required not to use their position as a means of making personal gain or influencing others in this regard. Meetings or Group discussion should therefore not be misused by bringing personal interest or potential personal gain to the agenda or discussion. This would include promotion of personal businesses or skills, particularly if there is monetary or other gain.

Misuse of position as a Group Member

Reference Group members are required not to use their position to exert inappropriate influence in any community setting, to incorrectly claim to be representing the Reference Group, or to bring disrepute to the Group or to the City.

Where approved, members may represent the Group if in an official capacity at an agreed upon function, and are then expected to do so in a professional and respectful manner.

Communication

Members are required to use positive and respectful means of communicating with each other, with staff, and with the wider community.

Members are not to use channels of communication as a means of raising a dispute or conflict, or discussing Reference Group business without permission – specifically via social media/Facebook, email lists, radio/TV, public forums or print media.

Social media is not to be used to discuss AFRG or City business, or to unfairly target individuals (members, staff or others) or breach confidentiality.

Respect

All members of the AFRG are expected to show respect and consideration for all those who provide support for this Reference Group. This includes fellow members, City staff, guests, contractors, sub-contractors and wider community members who may be present at meetings.

There will be no tolerance for acts of discrimination, victimisation, harassment or bullying of any kind.

All AFRG members are expected to value and respect the diversity and contribution of all members sitting on the AFRG.

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All members are expected to engage with each other with due respect and protocol, as they would in their own communities.

Integrity

Members of the AFRG have a responsibility to act with good intent towards their fellow AFRG members, the City of Cockburn and all who engage with the AFRG.

This means:

- Maintaining the Business confidentiality of the City of Cockburn (written, spoken or otherwise)
- Maintaining the Personal confidentiality of fellow AFRG members and all others who support or engage the AFRG (written, spoken or otherwise)
- Ensuring that the behaviour of members reflects the best interest of the AFRG and the City of Cockburn, in-line with the Respect item above
- Declaring one's own Conflict of Interest where applicable and removing oneself from the meeting where this is the case
- Being honest, open and fair, in all dealings and conversations whilst conducting AFRG business

Managing disputes or breaches

Direct discussion between parties will be encouraged in the first instance where there is disagreement or potential breaches of the Code of Conduct, separate to a Reference Group meeting. Staff or another third party can be involved if required.

A letter of warning can be sent if this is deemed the most appropriate and beneficial process. However if this fails then the next step will be taken, as per below.

A formal meeting will be set up with the member alleged to have breached the Code of Conduct, to include relevant City of Cockburn staff member/s and an agreed upon Reference Group member, to discuss and give a fair hearing of their perspective.

If the breach is of a serious nature and is found to be substantiated then the Reference Group member will be asked to resign their membership. If they refuse then their membership will be formally revoked.

Anyone who has had their membership revoked will not have the option of returning to the Group in the future, and this information will be kept on the Membership Register.



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Member's agreement of Terms of Reference and Code of Conduct

Members of the City's Age-friendly Reference Group must have read and understood the Terms of Reference, and Code of Conduct with regard to membership of the AFRG. Breaches of the Terms of Reference or Code of Conduct may lead to removal of member(s) from the group.

I have read, understood and agree to these documents.

Age-friendly Reference Group Member

Name: _____

Signature: _____

Witness: _____

Date: _____



Item 10.18 Attachment 1

September 2019

Version no.	Date	Author	Comments/Amendments
1.0	24/09/19	M. Emery	Creation and reformatting with Accepted changes from Group

Item 10.18 Attachment 1

SCM 24/10/2019

Name

Name of this group shall be known as;

Bush Fire Advisory Reference Group**Purpose**

To assist in advising the City of Cockburn (hereafter: the City) on all matters relating to preventing, controlling and extinguishing of bush fires.

The Group will support bushfire mitigation planning undertaken by the City and provide guidance on an as required basis.

The Group will discuss interagency cooperation on all issues pertaining to bush fire prevention, as appropriate.

Membership

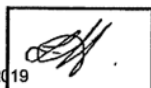
Members;

- South Coogee Volunteer Bush Fire Brigade
 - Captain
 - 3 Brigade nominees
- Jandakot Volunteer Bush Fire Brigade
 - Captain
 - 3 Brigade nominees
- City of Cockburn Elected Member(s)
- City of Cockburn Staff
 - 3 Positions appointed
 - Minute Taker
- Chief Bushfire Control Officer
- Deputy – Chief Bushfire Control Officers

Guest:

- Regional Staff and representatives from the Department of Fire and Emergency Services and/or the Department of Biodiversity, Conservation and Attractions.

The Bush Fire Advisory Reference Group is not a forum for community consultation. Should a specific matter relating to bush fire management need community consultation, then separate consultation will take place separately to that of the Reference Group's meeting.



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Item 10.18 Attachment 1

Quorum

A quorum constitutes more than 50% of the Bush Fire Advisory Reference Group members.

Roles & Responsibilities**1.1 Chairperson**

This role shall be filled by a City of Cockburn Elected Member appointed to the Reference Group by the Council.

In the absence of the Chair, an attending City of Cockburn staff member will undertake this role.

1.2 Minute Taker

It will be the role of the Fire and Emergency Management Officer to prepare the quarterly agenda, take minutes & circulate business papers to the Group.

Objectives & Strategies

The objective of the Bush Fire Advisory Reference Group is to identify opportunities to reduce bush fire threat, ensuring volunteer Bush Fire Brigades are adequately resourced and trained. This will be achieved through:

1. Liaison between the members on bush fire risk, concerns and expectations;
2. Encourage members to participate in bushfire mitigation programmes and initiatives;
3. Providing meaningful reports on issues arising;
4. Provide guidance in the development of policies and programmes and community preparedness activities relating to the reduction of bush fires; and
5. As requested from time to time, assist in the development of the City's Bush Fire Risk Management Plan. The Reference Group may also be asked to contribute to annual reviews of this Plan.

Term

The Reference Group will operate on a two year cycle, to be reviewed following local government elections in October (biannually).



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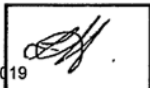
Meetings

The Bush Fire Advisory Reference Group will meet on an as needed basis, however, these traditionally occur quarterly. Unless otherwise agreed by the majority of the Members, the meeting will occur at the City's Administration Building. Generally meetings will not exceed one and half hours.

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Document Set ID: 8834365

Version: 4, Version Date: 06/12/2019



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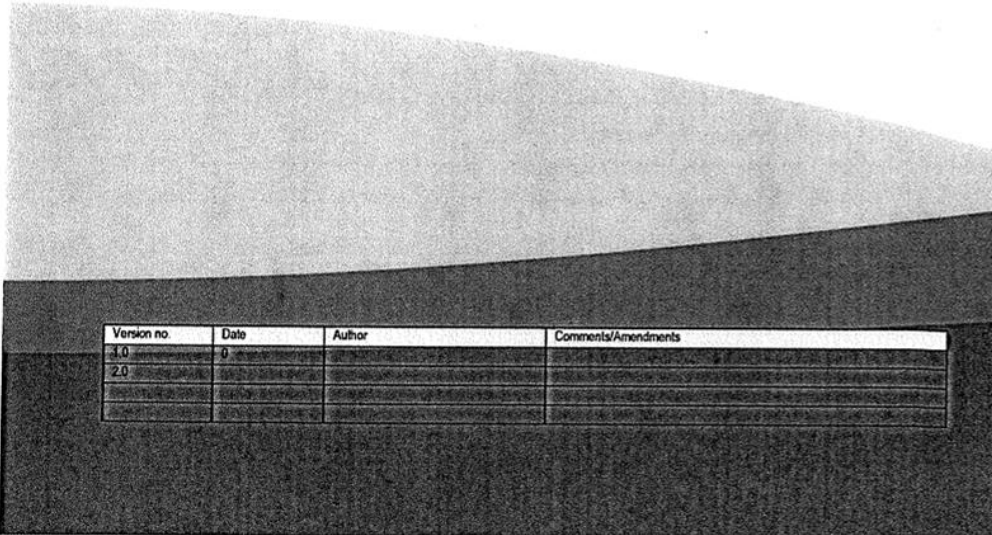
Item 10.17 Attachment 1



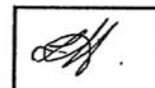
Community Safety & Crime Prevention Reference Group

Terms of Reference

August 2019



Version no.	Date	Author	Comments/Amendments
1.0	01/08/2019	[illegible]	[illegible]
2.0	01/08/2019	[illegible]	[illegible]
3.0	01/08/2019	[illegible]	[illegible]
4.0	01/08/2019	[illegible]	[illegible]



Item 10.17 Attachment 1

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Name

Name of this group shall be known as;

Community Safety & Crime Prevention Reference Group

Purpose

To assist in the development of Community Safety & Crime Prevention initiatives relevant to the City of Cockburn.

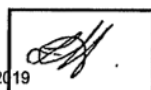
Support Community Safety & Crime Prevention projects and funding applications for relevant initiatives within the City of Cockburn.

Provide guidance on the development of policy for Community Safety & Crime Prevention programmes, including 'Community Policing Through Environmental design' (CPTED) principles.

Discuss interagency cooperation on all issues pertaining to Community Safety & Crime Prevention and devise working response plans, as appropriate.

Membership

- City of Cockburn Elected Member(s)
- WA Police (WAPOL)
 - OIC of Cockburn Police
 - OIC of Murdoch Police
 - OIC of Fremantle Police
 - WAPOL Community Engagement Officer(s)
- State Agency Representatives:
 - Department of Corrective Services
 - Department of Communities
 - Department of Education
- City of Cockburn Staff
 - Ranger & Community Safety Services Manager
 - CoSafe Operations Coordinator,
 - Community Safety Officer



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- Manager, Library Services
- Manager Community Development
- Youth Services Manager
- Community Development Coordinator
- Aboriginal Community Development Officer

Quorum

A quorum constitutes more than 50% of the Community Safety & Crime Prevention Reference Group.

Roles & Responsibilities**1.1 Chairperson**

This role shall be filled by a City of Cockburn Elected Member appointed to the Reference Group by the Council.

In the absence of the Chair, the City of Cockburn Rangers & Community Safety Services Manager will undertake this role.

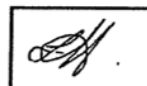
1.2 Community Safety Officer

It will be the role of the Community Safety Officer to prepare the quarterly agenda, take minutes & circulate business papers to the Group.

Objectives & Strategies

The objective of the Reference Group is to identify community concerns, perception of crime and anti-social behaviour within the City of Cockburn. This will be achieved through:

1. Liaison between the members on crime prevention issues, concerns and expectations;
2. Encourage members to participate in crime prevention events, programmes and initiatives;
3. Provide guidance in the development of policies and programmes that encourages a reduction, of crime, including the perception of crime, and anti-social behaviour within the community;



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4. As requested from time to time, assist in the development of the City's Community Safety and Crime Prevention Plan. The Reference Group may also be asked to contribute to annual reviews of this plan; and
5. Provide interagency cooperation to address community safety issues.

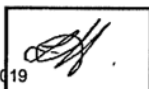
Term

The Reference Group will operate on a two year cycle, to be reviewed following local government elections in October (biannually)

Meetings

The Community Safety & Crime Prevention Reference Group will meet quarterly at the City's Operations Centre, 52 Wellard Street, Bibra Lake, unless otherwise agreed by the Group, at a date and time agreed by the Group. Generally meetings are scheduled for one hour, with a further 30 minutes allocated as required.

Ad-hoc invitees as agreed by the Group.



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Item 10.12 Attachment 1



Disability Reference Group (DRG)

Terms of Reference

October 2019

City of Cockburn's Vision:

To make the City of Cockburn the most attractive place to live, work, visit and invest in, within the Perth Metro area.

Disability Reference Group vision:

A caring community where all people within the City and surrounds with a disability are included, valued, respected and have universal access to all opportunities.

Disability Reference Group Values:

- Respect
- Inclusiveness
- Sustainability
- Safety

Item 10.12 Attachment 1

SCM 24/10/2019

**Name**

Name this group shall be known as;

The Disability Reference Group (DRG)

Purpose

To assist the City to provide services, programs & facilities inclusive and accessible for people with disability.

The DRG is a point of contact for community consultation and co-design of services and programs.

Membership of the Reference Group

The DRG will comprise of a maximum of 20 people

The DRG Facilitator will need to take into account room hire availability, room hire costs, size of room, accessibility in determining maximum attendance.

Eligibility for membership includes persons who support the purpose of the DRG.

DRG Members include:

- Residents of City of Cockburn with disability
- Parents/Carer of a person with disability (under 65) living in the City of Cockburn
- Staff representing a disability organisation in the City of Cockburn with up to five members with a limit of one representative per organisation
- Up to four representatives from the City of Cockburn including, Disability and Inclusion Officer, Family and Community Development Manager, Cockburn Care Manager,
- One City of Cockburn Elected Member.

Applying for membership:

A person who wants to become a member must complete and submit an application form to the City's DRG Facilitator.

Dealing with membership applications:

The City's DRG Facilitator must consider each application for membership of the group and decide whether to accept or reject the application.

The City's DRG Facilitator must consider applications in the order in which they are received and whether there is a position available.

The City's DRG Facilitator may delay consideration of an application if further information needs to be clarified by the applicant or if the applicant needs to provide further information in support of the application.

Reasons why the DRG Facilitator may reject an application:

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- Groups capacity
- Previous expulsion from a City of Cockburn Reference Group
- Behavioural standards and/or membership application that does not support the DRG mission and values

The City's DRG Facilitator presents the accepted nomination to the DRG. The City's DRG Facilitator will notify the applicant of the DRG's decision to accept or reject the application as soon as practicable after making the decision.

If the City's DRG Facilitator rejects the application, the DRG Facilitator is required to give the applicant its reasons for doing so.

Becoming a member:

1. DRG Nomination Form completed and presented to the City's DRG Facilitator prior to the AGM and is presented to the DRG elected at the AGM, or
2. Nomination form completed and presented to the City's DRG Facilitator throughout the year and elected when a casual vacancy occurs.

An applicant for membership of the DRG becomes a member when the DRG accepts the application. Each person who becomes a member of the DRG receives a copy of the DRG Terms of Reference (TOR) in force at the time their membership commences and must sign in agreement to the terms.

A copy of the DRG TOR will be provided to new members by electronic transmission in an accessible format or hard copy.

Members must be at least 18 of age.

Voting rights of members:

Each DRG member has one vote at a general meeting of the group.

Voting rights apply only to community members of the Reference Group and are not applicable to City of Cockburn staff, guests and Elected Members.

When a membership ceases:

A person ceases to be a member when any of the following takes place:

- the person resigns
- the person is expelled from the group
- the person does not renew their membership through correct processes
- the person fails to attend three (3) consecutive DRG Meetings, of which the member has been given notice and has not notified of being unable to attend the Meeting

The minute taker must record in the minutes which person ceased to be a member and why.

At a general meeting, the DRG may by decision elect a member who is eligible fill the vacant position.

Membership Resignation:

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A member may resign from membership of the DRG by giving written notice or verbal notice of the resignation to the DRG meeting Facilitator.

The resignation takes effect when the City's DRG Facilitator receives the notice.

Register of Members:

The City's DRG Facilitator will maintain a spreadsheet containing a register of its members and record in the register any change in the membership of the DRG. Any change to the register to be recorded within 28 days after the change occurs.

The register of members must include each member's name and a residential, postal or email address.

Quorum

For the monthly meeting of DRG members a quorum is four (4) members, of which one must be either the Chairperson or Deputy Chairperson.

For the annual general meeting of DRG members, a quorum is four (4) members of which one must be either the Chairperson or Deputy Chairperson. No business is to be conducted at a DRG meeting unless a quorum is present.

If a quorum is not present within 20 minutes after the notified commencement time of a DRG meeting, unmet business may be rolled over to the next due meeting.

Roles & Responsibilities**City of Cockburn**

The City Supports the DRG by providing facilities for meetings and administrative support for the meetings.

The City provides financial support to the DRG for sundry expenses that occur throughout the year. City officers have the responsibility to administer these funds, in conjunction with relevant decisions of the group.

Member responsibilities

Members are expected to prepare for the meeting by:

- reading Minutes, Agenda and Action Sheets and to have followed up on any Actions allocated to them
- being respectful of the Chair and assist in maintaining an orderly and positive meeting by taking turns to speak and encouraging others to voice opinions
- being in contact with people in the community in order to effectively represent a range of community views in the meetings
- maintaining positive relationships and communication with City of Cockburn staff and Elected Members, in order to be an effective liaison between them and community



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The DRG Members consists of:

The Chair Person

Chairperson: means the DRG member holding office as the chairperson of the DRG.

Role definition: It is the duty of the chairperson to consult with the City's DRG Facilitator regarding the business to be conducted at each DRG meeting and general meeting. The Chairperson convenes and presides at DRG meetings.

Term: 1 year

The Deputy Chair

Role definition: It is the duty of the Deputy Chair to preside in the event of the Chair being absent.

Term: 1 year

DRG members

DRG member: means a member of the DRG, who has had membership confirmed and recorded and signed to abide by the groups TOR.

Role definition: To attend the DRG and support both the City & DRG missions and values. To build relationships and collaborate with the DRG members, City of Cockburn representatives and Guests

Term: 1 year

City of Cockburn Staff

The Disability Access and Inclusion Officer is a City of Cockburn staff member with responsibility for coordinating the DRG, providing administrative support and assisting with the progression of meeting outcomes, in conjunction with the DRG. The Officer reports at meetings on current relevant projects and budgets and provides a liaison point between the DRG and the City.

Role definition: To provide support and guidance to the DRG

Term: As per employment & role within the organisation

Other City staff attend in an advisory role and provide a further contact point at the City in relation to DRG queries or concerns

City of Cockburn Elected Member

An Elected Member attends Reference Groups to provide a level of support to the Group and its membership, but not to 'drive' the Group in achieving its objectives. The Group should be able to operate as autonomously as possible and the attending Elected Member should not try influence outcomes.

The Elected Member is also expected to adhere to the Code of Conduct and all requirements of the TOR.

Role definition: Providing an informative link between the City's Council and DRG

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Term: 2 years

Non Members include:**Minute taker**

Role definition: City appointed position. Duty is to record the minutes of the meetings.

Guest Presenters

Role definition: Invited guests of the DRG group

Accountability and Process

These TOR assist with the governance of the Reference Group. The rules of the DRG provide the scope and limitations of its activities.

Voting at DRG meetings:

Significant decisions will be determined by a voting process and a simple majority

The process of coming to agreement is generally by consensus decision-making.

Voting will be used in specific circumstances, including at the election process at the Annual General Meeting and when making other significant decisions.

Voting rights apply only to community members of the DRG and are not applicable to City of Cockburn staff, guests and Elected Members.

Each DRG member present at a DRG meeting has one vote, when applicable, on any question arising at the meeting.

A motion is carried if a majority of the DRG members present at the DRG meeting vote in favour of the motion.

If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.

A vote may take place by the DRG members present indicating their agreement or disagreement or by a show of hands, unless the DRG decides that a secret ballot is needed to determine a particular question.

If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

Members

Chair - 1 vote

Deputy Chair - 1 vote

DRG members - 1 vote

City of Cockburn Staff - no voting rights

City of Cockburn Elected Members - no voting rights



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Minute Taker - no voting rights

Guests and/or Presenters- no voting rights

Minutes of DRG meetings

The City's DRG Facilitator must ensure that minutes are taken and kept of each DRG meeting. The minutes must record the following:

- The names of the DRG members present at the meeting;
- The name of any person attending the meeting
- The business considered at the meeting;
- Any motion on which a vote is taken at the meeting and the result of the vote.

The chairperson must ensure that the minutes of a DRG meeting are reviewed and confirmed by the DRG at the next DRG meeting.

Disclosure of a DRG member's material personal interest in a matter being considered at a DRG meeting must be recorded in the minutes of the meeting.

Member's use of technology to participate in DRG meetings

The presence of a DRG member at a DRG meeting need not be by attendance in person but may be by that DRG member and each other DRG member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.

A member who participates in a DRG meeting, in accordance with the above process, is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

Annual General Meeting

The City and DRG must determine the date, time and place of the annual general meeting. The City's DRG Facilitator must give to each member at least 14 days' notice of a general meeting. City's DRG Facilitator must send written notice to all the members:

- calling for nominations for election to the DRG; and
- stating the date by which nominations must be received

The notice will specify the date, time and place of the meeting and indicate the general nature of each item of business to be considered at the meeting.

A DRG member who wishes to be considered for election to the DRG at the annual general meeting must nominate for election by completing a DRG member application and submitting it at least 7 days before the annual general meeting.

The City's DRG Facilitator may invite members to nominate for the Chair or Deputy Chair position. A member whose nomination does not comply with above is not eligible for election to the DRG.

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**Election of Chairperson & Deputy Chairperson**

To be determined at the annual general meeting of the DRG

Election of DRG members

At the annual general meeting, the group must decide if the number of members nominating for DRG membership is not greater than the number to be elected. If that is the case, the chairperson of the meeting must declare each of those members to be elected as DRG members.

If the number of nominations for the position of DRG member is greater than the number to be elected, a vote will be held to decide on the members to be elected.

Voting rights apply only to community members of the DRG, and are not applicable to City of Cockburn staff, guests and Elected Members.

Term of office

The term of office of a DRG member begins when the member:

- is elected at an annual general meeting or
- is appointed to fill a vacancy
- A DRG member holds office until the positions on the DRG are declared vacant at the next annual general meeting.

A DRG member may be re-elected.

AGM Ordinary Business

The ordinary business of the annual general meeting is as follows:

- to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed
- to receive and consider the Chairs annual report on the group's activities during the preceding year
- to receive and consider the City's DRG Facilitators report on the group's activities during the preceding year, and
- any other business of which notice (on the Agenda) has been given in accordance with these rules may be conducted at the annual general meeting

The chairperson or, in the chairperson's absence, the deputy chairperson must preside as chairperson of each general meeting.

If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a general meeting, the DRG members at the meeting must choose one of them to act as chairperson of the meeting.

- No business is to be conducted at a general meeting unless a quorum is present.



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- If a quorum is not present within 30 minutes after the notified commencement time of a general meeting:
 - a. In the case of the annual general meeting, the meeting is adjourned and rescheduled (by the DRG Facilitator) subject to an appropriate time and venue
 - b. written notice of another venue and time is given to the members before the day to which the meeting is adjourned

Voting at AGM

On any question arising at a general meeting:

- Each DRG member has one vote and
- DRG members may vote in person
- City of Cockburn Staff has no voting rights
- Minute taker has no voting rights
- Elected Member has no voting rights
- A motion is carried if a majority of the DRG members present at a general meeting vote in favour of the motion.
- If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- For a person to be eligible to vote at a general meeting as a DRG member, or on behalf of a DRG member, the person must have been a DRG member at the time notice of the meeting was given
- Acceptance of absentee votes at AGM will be at the discretion of the City's Reference Group facilitator

Minutes of AGM

- The Minute Taker appointed by the City's DRG Facilitator, must take and provide minutes of each general meeting to the Facilitator.
- The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- In addition, the minutes of each annual general meeting must record:
 - The names of the DRG members attending the meeting; and
 - Any forms given to the chairperson of the meeting
- The chairperson must ensure that the minutes of a general meeting are reviewed and recorded as correct.
- When the minutes of a general meeting have been confirmed as correct they are, in the absence of evidence to the contrary, taken to be proof that:
 - The meeting to which the minutes relate was duly convened and held;

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- The matters recorded as having taken place at the meeting took place as recorded; and
- Any election or appointment purportedly made at the meeting was validly made.

Member's use of technology to attend AGM

The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.

A member who participates in a general meeting in accordance with the above process is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

Suspension or expulsion

The City's DRG Facilitator may decide to suspend a member's membership or to expel a member from the DRG if:

- The member contravenes any of these rules; or
- The member acts detrimentally to the interests of the DRG and City.

The City's DRG Facilitator must give the member written notice of the suspension or expulsion.

A decision of the City's DRG Facilitator to suspend the member's membership or to expel the member takes immediate effect.

When a person is expelled they are expelled permanently from the Group.

Consequences of suspension

During the period a member's membership is suspended, the member loses any rights (including voting rights) arising as a result of membership; and

When a member's membership is suspended, the City's DRG Facilitator must record in the register of members:

- That the member's membership is suspended;
- The date on which the suspension takes effect; and
- The period of the suspension.

When the period of the suspension ends, the City's DRG Facilitator must record in the register of members that the member's membership is no longer suspended.

Term

The DRG Terms of Reference will be reviewed by the City, every 2 years.

The DRG Mission and goals will be reviewed by the members annually.



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**Meetings**

The DRG meet nine times in each year on the dates and at the times and places predetermined by the City and the DRG members.

Meetings are held in the City monthly (excluding December & January). The proceedings of the DRG meetings are to be recorded as the Minutes and confirmed as an accurate record at the following meeting.

The Venue and time of the DRG meeting are to be decided with the City's DRG Facilitator and DRG taking into account business hours, venue size, hire charges, availability and accessibility and must be determined by the City's DRG Facilitator as soon as practicable after the annual general meeting at which the DRG members are elected.

Reimbursement to DRG Members

A DRG member is entitled to be reimbursed from the City for any out-of-pocket expenses for travel incurred:

- In attending a DRG meeting or
- In attending a general meeting;
- If discussed and agreed by the City's DRG Facilitator prior to the meeting.

Notice of DRG meetings

The Agenda of each DRG meeting must be given to each DRG member at least 24 hours before the time of the meeting.

The Agenda must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.

The only business that may be conducted at the meeting is the business described in the Agenda.

Funds are provided by the City of Cockburn and administrated and controlled by the City's DRG Facilitator

Publication by DRG members about the DRG business prohibited

A DRG member must not publish, or cause to be published, any statement about the business conducted by the DRG at a general meeting or DRG meeting unless:

- The DRG member has been authorised to do so at a DRG meeting; and
- The authority given to the DRG member has been recorded in the minutes of the DRG meeting at which it was given.

Financial report

The City's DRG Facilitator will update at each DRG Meeting the financial balance of remaining DRG funds

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**CODE OF CONDUCT****Code of conduct for Reference Group members**

Members are required to understand and be in agreement with the Code of Conduct, as breaches may result in the forfeiting of membership. Key aspects are as below, but are not limited to these stated.

Conflicts of Interest

Reference Group members must not use their position as a means of making personal gain or influencing others in this regard. Meetings or Group discussion should therefore not be misused by bringing personal interest or potential personal gain to the agenda or discussion. This includes promotion of personal businesses or skills, particularly if there is monetary or other gain.

Misuse of position as a Group Member

Reference Group members are not permitted to use their position to exert influence in any community setting or to claim to be representing the Reference Group without the express direction to do so from the City, or to bring disrepute to the Group or to the City.

Where approved by the City, members may represent the Group if in an official capacity at an agreed function. Members are then required to do so in a professional and respectful manner.

Communication

Members are required to use positive and respectful means of communicating with each other, with staff, and with the wider community.

Members are not to use channels of communication as a means of raising a dispute or conflict, or discussing Reference Group business without permission – specifically via social media/Facebook, email lists, radio/TV, public forums or print media.

Social media is not to be used to discuss DRG or City business, or to unfairly target individuals (members, staff or others) or breach confidentiality and/or cultural safety.

Respect

All members of the DRG are expected to show respect and consideration for all those who provide support for the Reference Group. This includes fellow members, City of Cockburn representatives, guests, contractors, sub-contractors and wider community members who may be present at meetings.

There will be no tolerance for acts of discrimination, victimisation, harassment or bullying of any kind.

All DRG members are expected to value and respect the diversity and contribution of Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse (CALD) community members on the DRG.

All members are expected to engage with each other with due respect and protocol, as they would in their own communities.



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All members will maintain a culturally safe and healthy meeting place to discuss Reference Group business.

Integrity

Members of the DRG have a responsibility to act with good intent towards their fellow DRG members, the City of Cockburn and all who engage with the DRG. This means:

- Maintaining the business confidentiality of the City of Cockburn (written, spoken or otherwise)
- Maintaining the personal confidentiality of fellow DRG members and all others who support or engage the DRG (written, spoken or otherwise)
- Ensuring that the behaviour of members reflects the best interest of the DRG and the City of Cockburn, in-line with the 'Respect' item above
- Declaring one's own Conflict of Interest where applicable and removing oneself from the meeting where this is the case
- Being honest, open and fair, in all dealings and conversations whilst conducting DRG business

Managing disputes or breaches

Direct discussion between parties will be encouraged in the first instance where there is disagreement or potential breach of the Code of Conduct, separate to a Reference Group meeting. Staff or another third party may be appointed to be involved if required.

A letter of warning can be sent if this is deemed the most appropriate and beneficial process. However if this fails then the next step will be taken, as per below.

- A formal meeting will be set up with the member alleged to have breached the Code of Conduct, to include relevant City of Cockburn staff member/s and an agreed upon Reference Group member, to discuss and give a fair hearing of members perspective.
- If the breach is of a serious nature and is found to be substantiated then the Reference Group member will be asked to resign their membership. If they refuse their membership will be formally revoked.
- Anyone who has had their membership revoked will not have the option of returning to the Group in the future and this information will be kept on the Membership Register.

Member's agreement of Terms of Reference and Code of Conduct

Members of the City's DRG must have read and understood the Terms of Reference and Code of Conduct with regard to membership of the DRG. Breaches of the Terms of Reference or Code of Conduct may lead to removal of member(s) from the group.

I have read, understood and agree to these documents.

DRG Member Name: _____

Signature: _____

Witness: _____





September 2019

Version no.	Date	Author	Comments/Amendments
4.0			
4.1			
4.2			
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Name

Name of this Group shall be known as:

City of Cockburn Youth Advisory Collective (YAC)

Note: In 2013, the appointed Youth Advisory Reference Group members voted to change the name to a Youth Advisory **Collective** believing a "collective" was a more accurate representation and more attractive name for young people looking to join.

Purpose

1. To represent the aspirations, views and needs of young people and participate in projects for the benefit of young people in the City of Cockburn.
2. To act as a consultative body on matters arising in Council business, which affect young people.
3. The Reference Group is established by the City of Cockburn and is administered and structured by the Youth Services service unit.

The City of Cockburn supports the Group by providing facilities for meetings, administrative support and updates on community and youth specific issues and opportunities arising within the Cockburn district.

Membership of the Collective

- Active Cockburn YAC members between the ages of 12 and 24 years
- City of Cockburn Councillor(s) appointed by Council
- City of Cockburn Officers

Quorum

A quorum constitutes at least 50% of active Cockburn YAC members.

Roles & Responsibilities**YAC Chairperson**

The YAC has agreed to share the chairperson role at meetings amongst its members. Where a young person is not willing to chair a Youth Services staff member will chair.



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The Cockburn YAC Chairperson will be responsible for the following duties:

1. Chair the Cockburn YAC meetings;
2. Ensure continued promotion of key messaging through the Cockburn YAC Facebook page;
3. Raise a positive profile of young people in the community;
4. Promote Cockburn YAC in the community and to other Elected Members; and
5. Conduct presentations on behalf of Cockburn YAC when invited.

If the Chairperson is unavailable for one of the mentioned duties, another YAC member can be appointed by the YAC.

City Officers

The City of Cockburn will assist with the facilitation of the Cockburn YAC by providing the following Officer support:

1. Prepare the monthly YAC Agenda and disseminate to the Group and to Elected Members, via Personal Assistant to Mayor and Elected Members;
2. Attend fortnightly YAC meetings and take minutes;
3. Ensure that any correspondence from the meeting requiring administrative attention is disseminated;
4. Chair the YAC fortnightly meetings in the absence of the YAC Chairperson;
5. Provide available resources to the Group for events organised and endorsed by the Group or City events the Group is supporting;
6. Maintain the YAC Member database for Cockburn;
7. Promote YAC in the community;
8. Receive and assess new membership applications;
9. Distribute information/invitations to all Cockburn YAC Members, as appropriate; and
10. Support YAC Members with applications to youth related awards or programs.

Members

Active Members will be responsible to undertake the following functions:

1. Participate in fortnightly YAC meetings;
2. Raise a positive profile of young people in the community;
3. Promote Cockburn YAC in the community; and
4. Encourage community members who are interested in joining YAC to attend a meeting by pre-arrangement.

Accountability and Process

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The YAC is primarily autonomous and operates at a local level within the direction and guidance provided by Cockburn Youth Services and the Cockburn Youth Strategy, via the following activities:

1. Attend community and youth activities to promote YAC, support the City's Youth Services Strategy and advocate for youth issues;
2. Represent YAC at City of Cockburn organised events, as appropriate;
3. Identify opportunities to promote YAC and increase membership and youth participation;
4. Induct new YAC members; and
5. Organise a timetable of events and activities for the YAC, once endorsed at a meeting.

Term

Terms of Reference to be reviewed by the YAC every four (4) years, or as directed by Council or the City of Cockburn Youth Services Manager.

Meetings

Meetings are held at the City of Cockburn Youth Centre on a Wednesday, 5pm to 6pm, every two weeks, except during school holidays. The City of Cockburn provides light refreshments for attendees at the meeting.

The proceedings of the meetings are to be recorded as the minutes and confirmed as an accurate record at the following meeting.

Any information provided to the meetings on a confidential basis will not be recorded in detail to protect its integrity.

The Cockburn YAC is a democratic forum where members are encouraged to address the Group with any youth issues, concerns or opportunities which are in accordance with its functions.

The City of Cockburn provides financial support to the Group for sundry expenses that occur throughout the year. City Officers have the responsibility to administer these funds, in conjunction with relevant decisions of the Group.



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COCKBURN SISTER CITIES REFERENCE GROUP

TERMS OF REFERENCE1. Name

1.1 Cockburn Sister Cities Reference Group

2. Purpose

2.1 The purpose of the Reference Group is to:

- 2.1.1 facilitate the development and maintenance of effective international relations that promote and enhance the City of Cockburn in conjunction with its partnered Sister Cities
- 2.1.2 establish guidelines for Council to follow when considering engagement with potential new international relationships or partners
- 2.1.3 consider the rationale and criteria for entering into new international relationships and terminating existing arrangements

3. Membership

- 3.1 membership of the Reference Group will comprise of elected members duly appointed by Council following the biennial election cycle
- 3.2 the Reference Group may invite persons with a specific interest in a matter to be considered at a Meeting to attend any relevant Meeting
- 3.3 City officers, as directed by the Chief Executive Officer (CEO), will attend Meetings for the purpose of providing advisory, administrative and secretarial support

4. Quorum

4.1 At least 50% of the elected members appointed to the Reference Group are required to be in attendance prior to the opening and ongoing conduct of a Reference Group Meeting

5. Roles and Responsibilities

- 5.1 The primary role of the Reference Group is to ensure that the integrity of the City of Cockburn Sister City arrangements are upheld and regularly monitored for effectiveness and ongoing value to the Cockburn community, in accordance with its adopted Policy on "International Relations & Engagement".
- 5.2 It will be the responsibility of the Reference Group to participate in any arrangements related to inward delegations from overseas partner Cities and to ensure that outward delegations are comprised of adequate representation to ensure the purpose of the visit is justifiable

6. Accountability

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- 6.1 The Reference Group will ensure that any recommendations it makes regarding expenditure which has not been provided for in the City's budget is reported to Council for approval
- 6.2 The Reference Group will ensure any matters dealing with proposals to undertake outwards delegations to one or more of its partner Cities is referred to Council for endorsement

7. Term

- 7.1 The term of the Cockburn Sister Cities Reference Group will continue until formally disbanded by Council
- 7.2 Membership of the Reference Group continues until an appointed member either resigns or their Term of Office expires (i.e. a maximum of four (4) years). Notice of resignation is effected by notification in writing being provided to the CEO

8. Meeting Information

- 8.1 Meetings of the Cockburn Sister Cities Reference Group will be conducted on an as required basis. The Mayor, if an appointed member, will preside at the Meetings. Otherwise, a councillor elected by a simple majority of those in attendance, will preside at the Meetings. In the absence of the Presiding Member, a councillor present will be appointed to the position for the duration of the Meeting.
- 8.2 An Agenda will be prepared and circulated to each member prior to the Meeting
- 8.3 Minutes of the Meeting will be taken and stored as an official record of the City of Cockburn
- 8.4 Any resolution/s of the Meeting which require a Council decision to be effective will require a formal Report to be prepared and presented at the next practicable Ordinary Council Meeting, together with any officer recommendation/s, for Council consideration

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Version: 4 Version Date: 06/12/2019



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Cockburn Neighbourhood Watch Reference Group

Terms of Reference

August 2019

Version no.	Date	Author	Comments/Amendments
1.0	01/08/2019	Sharon Hume	Initial draft
2.0	01/08/2019	Sharon Hume	Revised draft
3.0	01/08/2019	Sharon Hume	Final draft
4.0	01/08/2019	Sharon Hume	Final draft



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Name

Name of this group shall be known as;

Cockburn Neighbourhood Watch (NHW) Reference Group.

Purpose

To assist WA Police (WAPOL) promote crime prevention strategies to the broader public. The Reference Group is established by the City of Cockburn and is administered and structured by WAPOL, pursuant to Neighbourhood Watch WA Policies and Procedures 2016 (Annexure 1 attached).

The City of Cockburn supports the Group by providing facilities for meetings, administrative support and updates on community safety issues arising within the Cockburn district.

Membership of the Reference Group

- Active Cockburn NHW volunteers
- City of Cockburn Councillor(s) appointed by Council
- WA Police (WAPOL)
- City of Cockburn Officers

Quorum

A quorum constitutes at least 50% of active Cockburn NHW volunteers.

Roles & Responsibilities**NHW Chairperson**

The role shall be filled by a Councillor appointed to the Reference Group by the Council, except if the Councillor declines, in which case, another person can be selected by the Reference Group.

The Cockburn NHW Chairperson will be responsible for the following duties:

1. Chair the Cockburn NHW Reference Group meetings;
2. Ensure continued promotion of key messaging through the Cockburn NHW Facebook page;
3. Promote Cockburn NHW in the community and to other Elected Members;



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and

4. Conduct presentations on behalf of Cockburn NHW when invited.

City Officers

The City of Cockburn will assist with the facilitation of the Cockburn NHW Reference Group by providing the following Officer support:

1. Prepare the monthly NHW Agenda and disseminate to the group;
2. Attend monthly NHW Meetings and take Minutes;
3. Ensure that any correspondence from the Meeting requiring administrative attention is disseminated;
4. Provide available resources to the Group for events organised and endorsed by the Group;
5. Liaise with NHW State Coordinator, when required, on procedural requirements;
6. Maintain the NHW Volunteer database for Cockburn; and
7. Distribute information/invitations to all Cockburn NHW Volunteers, as appropriate.

Volunteers

Active volunteers will be responsible to undertake the following functions:

1. Volunteers to operate in accordance with the guidelines of the NHW Volunteer Operational Procedures Agreement Form, as shown in Annexure 1;
2. Over a 12 month period, participate in at least five monthly NHW Reference Group meetings or activities;
3. Chair monthly meetings in absence of the Chairperson, decided by popular vote; and
4. Encourage community members who are interested in joining NHW to attend a meeting by pre-arrangement.

Accountability and Process

The Reference Group is primarily autonomous and operates at a local level within the direction and guidance provided by the WAPOL philosophy of *'Neighbourhood Watch is a program to watch out for and help neighbours in reducing crime in the community'*, via the following activities;

1. Letterbox drop promotional and community safety related material provided by the NHW State Coordinator, WA Police and City of Cockburn;
2. Organise NHW volunteers to attend Community / Resident Association meetings;
3. Attend community activities to promote NHW and crime prevention;



Item 10.16 Attachment 1

SCM 24/10/2019

4. Represent NHW at City of Cockburn or NHW State organised events, as appropriate;
5. Identify opportunities to promote the NHW brand and increase volunteer participation;
6. Induct new Cockburn NHW volunteers and provide training opportunities;
7. Nominate Cockburn NHW volunteers for Awards; and
8. Organise a timetable of events and activities for the Cockburn NHW group, once endorsed at a Meeting of the Group.

Term

Terms of Reference to be reviewed by the NHW Cockburn Reference Group every four (4) years, or as directed by Council or WAPOL.

Meetings

Meetings are held at the City of Cockburn Administration Building on the first Wednesday of each month (except January) at 7pm. The City of Cockburn provides a light meal for attendees at the Meeting.

The proceedings of the Meetings are to be recorded as the Minutes and confirmed as an accurate record at the following Meeting.

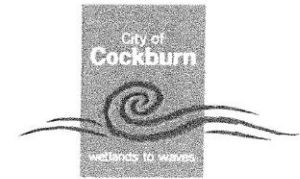
Any information provided to the Meetings on a Confidential basis will not be recorded in detail to protect its integrity.

The Cockburn NHW Reference Group is a democratic forum where members are encouraged to address the Group with any safety/security issues or concerns which are in accordance with its functions.

The City of Cockburn provides financial support to the Group for sundry expenses that occur throughout the year. City Officers have the responsibility to administer these funds, in conjunction with relevant decisions of the Group.



Title	Elected Members Appointments – Standing Committees, Reference Groups, Boards & External Organisations
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Policy Type

Council

Policy Purpose

This policy is to provide the guidance for Council to establish Standing Committees, Reference Groups and to appoint delegates to external committees/groups. It outlines the membership and requirements of such groups. Additionally it covers the broad principles around participation in external committees/groups.

Policy Statement

Generally, appointments to Standing Committees, Reference Groups and external committees/groups will be made biennially, following Council elections. When required, membership changes may be made; new groups may be established and appointments made, and or groups disbanded or membership ceased to external groups.

For all appointments, the Chief Executive Officer, or another officer allocated by the CEO for this purpose, is to seek expressions of interest from Elected Members. In seeking expressions of interest, the Chief Executive Officer is to provide as much information as possible, including frequency / timing of meetings and whether remuneration to members is applicable. The following process for nominations and appointments is to be applied:

(1) Standing Committees

The Local Government Act 1995, Section 5.8, states that a local government may establish committees to assist the Council and exercise the powers and discharge the duties of the local government that can be delegated to committees. Section 5 of the Act refers.

Elected Member appointments will be considered at the first Ordinary Council Meeting following the elections, unless there is a time imposed requirement for any related Committee Meeting to be held prior, in order to facilitate the business of that Committee. In those circumstances, a Special Meeting of Council will consider the appointment of members to the Committee/s.

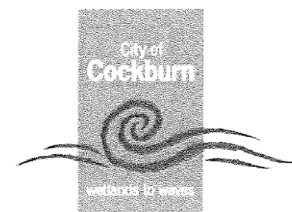
The Terms of Reference (TOR) for each Standing Committee will be provided to all elected members with the relevant Agenda for the Meeting at which the appointments are to be considered.

Elected Members wishing to be considered for membership of any Standing Committee are to nominate their intent to the CEO, or another officer nominated by the CEO for this purpose, any time following the receipt of the Agenda Papers for the Meeting at which the appointments are to be made. It is allowable for Elected Members to nominate as either a Member, or Deputy Member, of a Committee

[1]

Document Set ID: 8232349
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Title	Elected Members Appointments – Standing Committees, Reference Groups, Boards & External Organisations
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PROCEDURE

Nominations from Elected Members for appointment to any Standing Committees will be administratively recorded to verify the time each nomination is received by the City.

At 10.00am on the day of the Council Meeting at which the appointments are to be considered, the CEO will ensure that all nominations from Elected Members are documented in the order which they were received.

At the point of the Meeting where nominations are to be considered, the Presiding Member will advise the Meeting of the name/s of the Elected Member/s and, if necessary, order the nominations for each Committee to be considered and put in the form of several motions, pursuant to Standing Orders Clause 10.5.

The sequence of the motions will be put in the order that they were received from each Elected Member and will be voted upon until each nomination is considered, or withdrawn.

(2) Reference Groups

Council may establish reference groups for the purposes of dealing with issues of special focus or nature. These groups have no decision making authority but may provide advice and recommendations to Council.

A Terms of Reference is to be established for each group. The Terms of Reference is to include:

1. Name of the group
2. Purpose of the group
3. Membership of the group
4. Quorum
5. Roles and Responsibilities
6. Accountability (reporting structure and process)
7. Term (if temporary) or planned review of group
8. Meeting information – frequency, records, communication, confidentiality

Elected Member appointments to Reference Groups will be considered at the first Ordinary Council Meeting following the elections. All memberships lapse on the date of the next ordinary Council elections. Sitting Elected Members who were appointed to a Reference Group and whose tenure remains unaffected by the election cycle will be automatically be renominated for the position and first to be considered for appointment, unless they choose to resign as a member of the Reference Group, until the next ordinary elections are held.

Any other Elected Member wishing to be considered for membership of any Reference Group is to nominate their intent to the CEO, or another officer appointed by the CEO for this purpose, any time following the receipt of the Agenda Papers for the Meeting at which the appointments are to be made.

[2]

Title	Elected Members Appointments – Standing Committees, Reference Groups, Boards & External Organisations
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The process for dealing with the nominations and having them formally considered by Council will follow the same procedure applicable to Standing Committees, as noted in (1) above.

(3) External Organisations

Council may appoint delegates to externally established committees and advisory / reference groups for the purposes of facilitating two way communications.

Elected Member appointments to these organisations will be considered at the first Ordinary Council Meeting following the elections. All memberships lapse on the date of the next ordinary Council elections. Sitting Elected Members who were appointed to an external organisation and whose tenure remains unaffected by the election cycle will automatically be renominated for the position and first to be considered for appointment, unless they choose to resign as a Council delegate, until the next ordinary elections are held.

Where a vacancy exists on an External Organisation for a Council appointed delegate, any Elected Member wishing to be considered for the position is to nominate their intent to the CEO, or another officer appointed by the CEO for this purpose, any time following the receipt of the Agenda Papers for the Meeting at which the appointments are to be made.

The process for dealing with the nominations and having them formally considered by Council will follow the same procedure applicable to Standing Committees, as noted in (1) above

To ensure that Council appointed delegates to external groups do not compromise or commit Council on issues, delegates are to comply with the following principles.

1. Council appointed delegates to external committees or organisations may provide input and vote on matters under consideration, provided that their input is not, or could be, in conflict with a position of Council and is otherwise considered by the delegate to be in the best interests of the City of Cockburn.
2. Where an issue, or issues, under consideration by an external committee or organisation is known to be, or could be, in conflict with a formal position of Council, it is the responsibility of the Council appointed delegate to present the formal Council position to the committee or organisation at which he or she is representing Council.
3. In cases where a matter under consideration by the external committee or organisation is known in advance and is likely to be of specific interest to Council, the Council appointed delegate should notify the Chief Executive Officer (CEO) of the matter immediately, and prior to the meeting at which the matter is to be discussed, for advice.

[3]

Title	Elected Members Appointments – Standing Committees, Reference Groups, Boards & External Organisations
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4. Where, in the opinion of the CEO, the matter is of a politically sensitive nature, the CEO shall refer the matter to the Mayor to, if appropriate, make a statement on behalf of the City.
5. Where the Mayor speaks on behalf of Council on an issue pursuant to Clause (3) 3 above, this position shall be made known to the Council appointed delegate to convey to the relevant meeting at which the issue is to be considered.
6. Should an issue arise at a meeting of which no previous indication or notice was given, and which is, or could be, of interest to Council, the Council appointed delegate should inform the meeting of that fact and refrain from formally participating in any outcome associated with the issue or committing Council, or presenting an opinion on the matter, on behalf of Council.
7. Where a Council appointed delegate to an external committee or organisation is uncertain whether an item or issue raised at a meeting of the committee or organisation is, or is likely to be, an issue of interest to the Council, the delegate should preface any remarks or action taken in the role of Council delegate that, in the absence of any formal position adopted by the City in relation to the matter, the comments and other participatory action by the delegate are provided to the best of the delegate's knowledge as being in the best interests of the City of Cockburn, but may be subject to being amended or overruled in the future, by decision of the Council.

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Governance, Risk Management and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	10 June 2021
Next Review Due: (Governance Purpose Only)	June 2023
ECM Doc Set ID: (Governance Purpose Only)	8232349

[4]

Document Set ID: 8232349
Version: 4, Version Date: 18/06/2021

17.2 Appointment of Delegates - External Organisations

Author(s) D Green

Attachments 1. External Organisations - Information [↓](#)

RECOMMENDATION

That Council:

- (1) APPOINTS Council Members as delegates to the following External Organisations on an interim basis, pending consideration of the Governance Review Report:
1. Cockburn Coast Liaison Group (2 Delegates/1 Deputy)
 2. Cockburn Coast Steering Committee (1 Delegate/2 Deputies)
 3. Alcoa Kwinana Environmental Improvement Plan Advisory Group (1 Delegate)
 4. Beeliar Regional Park Community Advisory Committee (1 Delegate/1 Deputy)
 5. Cockburn Central Youth Care Council (1 Delegate)
 6. Cockburn Sound Management Council (1 Delegate/1 Deputy)
 7. Cockburn Wetlands Education Centre (1 Delegate/1 Deputy)
 8. Jandakot Airport Community Aviation Consultation Group (1 Delegate)
 9. Jandakot Regional Park Community Advisory Committee (1 Delegate)
 10. South Metropolitan Regional Road Group (1 Delegate/1 Deputy)
 11. Perth Airport Municipalities Group (1 Delegate/1 Deputy)
 12. South West Corridor Development Foundation (1 Delegate/1 Deputy)
 13. South West Environmental Reference Group (1 Delegate/1 Deputy)
 14. Woodman Point Regional Park Community Advisory Committee (1 Delegate/1 Deputy)
 15. Woodman Point Waste - Water Treatment Plant Community Reference Group (1 Delegate/1 Deputy).

Background

It has been past practice for Council to consider Elected Member appointments to External Organisations with which the City of Cockburn has a potential interest as a stakeholder.

The consideration of these appointments is usually presented at the first meeting post the October elections.

Submission

N/A

Report

Given the role and functions of these external organisations has been identified in the Governance Review Report as needing an examination of their relevance and benefit to the City, the associated internal staff members were contacted to provide details of confirmed meetings scheduled for the remainder of 2021.

The responses are listed as follows:

- **Alcoa Kwinana Environmental Improvement Plan Advisory Group**
17 November 2021 (Previous Delegate: Cr Separovich)
- **Perth Airport Municipalities Group**
7 December 2021 (No Elected Member appointment)
- **South West Environmental Reference Group**
4 November 2021 (Previous Delegate: Cr Corke)
- **Jandakot Airport Community Aviation Consultation Group**
1 December 2021 (Previous Delegate: Cr Stone)
- **Cockburn Wetlands Education Centre**
16 November 2021 (Previous Delegate Cr Eva)

No other organisations are known to have meetings scheduled for 2021.
Each of the scheduled meetings in future will be attended by the appropriate City staff member.

Accordingly, it is suggested Council appoint delegates to the Groups on an interim basis at this stage, and that the matter be reconsidered following consideration of the recommendations contained within the Governance Review Report.

In accordance with Council Policy, the following Elected Members are automatically renominated as Council Delegates, unless they choose to not seek renomination:

- **Cockburn Coast Liaison Group** – Cr Corke, as one of two Delegates
- **Beeliar Regional Park Community Advisory Committee** – Cr Corke as Delegate
- **Cockburn Sound Management Council** – Cr Corke as Delegate
- **South West Corridor Development Foundation** – Deputy Mayor Widenbar as Delegate
- **South West Environmental Reference Group** – Cr Corke as Delegate.

Otherwise, appointments to these Groups will be considered in the order of nominations received by the Chief Executive Officer.

Strategic Plans/Policy ImplicationsListening and Leading

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

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

Nil

Legal Implications

Nil

Community Consultation

N/A

Risk Management Implications

There is a “Moderate” level of “Operations/Service Disruption” risk associated with this item.

Advice to Proponent(s)/Submitters

N/A

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

Nil

External Organisation Information**Cockburn Coast Liaison Group**

The Group consists of inter-agency liaison on the redevelopment of the Cockburn Coast (as shown in Development Area 33 of the City of Cockburn Town Planning Scheme No. 3).

The Group has its primary focus the following functions:

- Progress the objectives of the redevelopment area
- Identify potential opportunities for activation of the 'Main Street' and "Power Station" components of the development
- Be the entity which receives project updates from member stakeholders.

Formal membership of the Group consists of no more than three representatives each from the City of Cockburn, Department of Planning and Development WA.

Development WA provides administrative assistance to the Group and Meetings are called on an as required basis and held at City of Cockburn offices.

Cockburn Coast Steering Committee

Since 2009, there has been collaborative liaison between the Cities of Cockburn and Fremantle, together with representatives from the State Government (Department of Planning and Development WA - previously Land Corp) to progress planning and development for the project area known as 'Cockburn Coast'.

One of the key ongoing tasks for the Cockburn Coast Steering Committee (CCSC) is to manage master planning for the area in conjunction with the Metropolitan Region Scheme (MRS) and Town Planning Scheme (TPS) framework. This represents a considerable undertaking and will require the appropriate resources and strategic direction from key stakeholders for successful implementation.

The Steering Committee is an important strategic driver for the Cockburn Coast project.

Previously, the Cities of Cockburn and Fremantle have provided Elected Member representation to the Committee. In addition, Development WA is providing the administrative support to the Committee.

Meetings are held on an occasional basis at the City of Cockburn, usually from 3pm.

Alcoa Kwinana Environmental Improvement Plan Advisory Group

Alcoa Australia released its full Environmental Improvement Plan (EIP) in 2006 and since this time has renewed the Plan (2017-2021) to continuously improve the environmental performance of its Kwinana Refinery, including reducing its environmental impacts on surrounding areas and developing more sustainable operating practices.

Meetings of the Group are facilitated by Alcoa and occur at Alcoa Kwinana on the third Wednesday quarterly (dates to be advised) from 4-5.30pm.

Beeliar Regional Park Community Advisory Committee

The Beeliar Regional Park Community Advisory Committee (BRPCAC) provides a forum at which issues affecting the Park are discussed. The Committee's role is to provide advice to the relevant Management Agency (Department of Biodiversity, Conservation and Attractions or DBCA) on matters related to the ongoing environmental management of the Park.

The Beeliar Regional Park has an established Community Advisory Committee which consists of representatives from DBCA Regional Parks and Wildlife Unit, relevant local governments, other agencies which may have a management role or interest and community members.

The City of Cockburn is responsible for management of the following reserves which form part of the Beeliar Regional Park:

- Manning Park
- Market Garden Swamp
- Lake Coogee
- Bibra Lake
- Little Rush Lake; and
- Yangebup Lake.

The Committee is administered by DBCA and meets quarterly in February, May, August and November at the Cockburn Wetlands Education Centre in Bibra Lake. Meetings are held on a Thursday and commence at 4pm.

Cockburn Central Youth Care Committee

The City of Cockburn supports the Cockburn Central Youth Care Council (CCYCC) with an annual donation towards funding a Chaplaincy Service at Lakeland Senior High School (LSHS). The annual amount is recommended to Council through the Grants and Donations Committee.

Having an appointed Elected Member as Council's representative to the CCYCC is a means of assessing the value received by the City of Cockburn for its financial contribution to this service.

The CCYCC meets on a quarterly basis (February, May, August and November) from 9.15am at the Jandakot Primary School.

Cockburn Sound Management Council

The Cockburn Sound Management Council (CSMC) was established in 2000 to coordinate environmental planning and management of Cockburn Sound and its catchment.

The CSMC is a State Government entity which is responsible for the management of activities within Cockburn Sound and adjacent areas. It consists of 23 members representing all three levels of government, recreational, conservation and industry groups, and the general community.

Meetings are conducted on an as required basis at the City of Rockingham and the CSMC is administered by the State Government Department of Water and Environment.

Cockburn Wetlands Education Centre (Inc.)

The Cockburn Wetlands Education Centre (CWEC) has been in operation since the early 1990s at its current location in Hope Road, Bibra Lake.

The City of Cockburn is a major ongoing sponsor of the Centre and its activities and provides recurrent funding to the organisation which supports its administration.

Given the high level of monetary support provided by Council to CWEC each year, it is logical that the City participates in the management of the Centre to oversee its investment and to ensure Council's interests are monitored, given the diversity of activities which occur at the Centre and in adjacent surroundings.

Regular CWEC Board meetings occur at the Centre on a quarterly basis on a Monday commencing at 5.30pm.

Jandakot Airport Community Aviation Consultation Group (JACACG)

The primary role and scope of JACACG is to address planning and development issues and other operational issues, particularly noise related, which may impact on neighbouring communities.

Membership of the JACACG includes the Cities of Cockburn, Melville, Gosnells and Canning, as well as representation from the State Government Planning and Transport Authorities, the Royal Aero Club of WA and members of the surrounding residential communities.

Meetings are facilitated and administered by Jandakot Airport Holdings and are held on a quarterly basis at the Jandakot Airport Management Centre on a Wednesday from 4pm. The meetings for the remainder of 2021 (prior to elections) will be held in May and August.

Jandakot Regional Park Community Advisory Committee

The Jandakot Regional Park Community Advisory Committee (JRPCAC) is a community-based organisation, the primary objectives of which are to oversee the implementation of the Jandakot Regional Park Management Plan, which was initially prepared in 2010.

The Jandakot Regional Park comprises of protected bush areas and nature reserves within the districts of Cockburn, Armadale and Kwinana.

The Park is subject to a Management Plan, which was prepared by the Conservation Commission and is administered by the State Government Department of Biodiversity, Conservation and Attractions, in conjunction with participant Councils and the JRPCAC.

The Committee consists of representation from State and Local government, plus members of the community. Meetings are held quarterly on a Tuesday from 4.30pm in February, May, July and October at the Cockburn Wetlands Education Centre, in Bibra Lake.

South West Metropolitan Regional Road Sub Group

The Metropolitan Regional Road Group (MRRG) manages and administers State Government funding allocated for road projects and Black Spot Programs on the local road network in the Perth Metropolitan area, in line with established policies and guidelines for the distribution of the State Road Funds Program. The MRRG is administered by Main Roads WA.

The South West Metropolitan Regional Road Group (SWMRRG) is a sub-group of the MRRG, which represents the specific interests of the six local governments which are members of the South-West Group. The SWMRRG is administered by the South West Group.

While the MRRG is required to oversee the overall State Government funding allocation to the Local Roads Program within the Metropolitan area, the SWMRRG is one of six metropolitan wide sub-groups established to assist the MRRG with the management and consideration of local road issues pertaining to its regional geography.

The SWMRRG reviews the funding allocation for road projects and Black Spot Programs for the local governments in the South West Metropolitan area and forwards its recommendations to the MRRG.

The Groups meet on an as required basis throughout the year as advised by the secretariats for each Group. The SWMRRG usually meets at the City of Melville, however may be hosted by any of the member local governments.

Perth Airports Municipalities Group (PAMG)

The Perth Airports Municipalities Group (PAMG) is constituted primarily:

- (1) To provide a forum for meaningful discussion on issues which affect metropolitan airports and their environs,
- (2) To investigate, report and formulate recommendations in respect of matters affecting or likely to affect the development of these airports,
- (3) To monitor their use and environmental impact on neighbouring communities

PAMG has formally requested Council consider appointment a Delegate to the Group.

South West Corridor Development Foundation (Inc.)

The South West Corridor Development Foundation (Inc.) (SWCDEF) is an incorporated body whose membership consists of each of the participating South West Group local governments, as well as regional Chambers of Commerce and employment-based organisations.

The Foundation has as its primary focus the economic development and employment interests of the South West Metropolitan local governments.

Meetings are conducted on a quarterly basis at member local governments on a rotational basis and are administered by the South West Group.

South West Reference Group (Environmental Forum)

The South West Reference Group was established by the South West Group, which comprises the six local authorities in the South West Metropolitan region of Perth.

The role of this Group is to:

- Oversee the implementation of the Regional Natural Resource Management (NRM) Strategy developed through the South West Group
- Provide advice and feedback on the identification and implementation of priority projects and activities progressed through the Regional NRM Strategy
- Actively engage with key stakeholders (government, corporate and community) to progress NRM projects and activities that benefit the region
- Identify opportunities to improve collaboration on NRM activities between South West Group member local governments and stakeholder organisations.

The Group is administered through the South West Group. Meetings are held quarterly at South West Group member local governments on a rotational basis.

Woodman Point Regional Park Community Advisory Committee

The City of Cockburn has been represented on the Woodman Point Regional Park Community Advisory Committee (WPRPCAC) since February 2018.

The Committee provides a forum to discuss issues affecting the Regional Park. Its primary role is to assist in planning for any future development of the Park and to provide advice on its ongoing management.

The Committee consists of representatives from the Department of Biodiversity, Conservation and Attractions (DBCA), Department of Transport and the Department of Local Government, Sport and Cultural Industries, in addition to community members.

The Committee meets on a quarterly basis (March, June, September, November) on Tuesdays at 5pm at the Woodman Point Recreation Camp, Coogee. The Committee is administered by the DBCA, Regional Parks Unit.

Woodman Point Waste Water Treatment Plant Community Reference Group

The Water Corporation has established the Woodman Point Waste Water Treatment Plant Community Reference Group (WPWWTPCRG) for the following purpose:

- Provide advice to the Water Corporation on the impact of the plant on neighbouring communities
- Provide input to odour assessment and modelling in the development of odour management strategies
- Facilitate feedback and input from the community on the operations of the plant.

The Reference Group is administered by the Water Corporation and invites the City to provide an Elected Member delegate and deputy delegate to attend its meetings, which are held on an occasional basis at the Woodman Point site Training Room.

17.3 Interim Appointment of Standing Committee Members**Author(s)** D Green**Attachments** N/A**RECOMMENDATION****Part A**

That Council:

- (1) APPOINTS the following Members (minimum 3) to the Chief Executive Officer Performance Review Committee on an interim basis, pending consideration of the Governance Review Report:

- (2) APPOINTS the following Members (minimum 3) to the Grants and Donations Committee on an interim basis, pending consideration of the Governance Review Report:

- (3) APPOINTS the following members to the Community Events Committee (minimum 3) on an interim basis, pending consideration of the Governance Review Report:

Part B

- (4) That Council NOTES the resignation of Mayor Howlett from the Audit and Strategic Finance Committee and the Delegated Authorities and Policies Committee, effective from 29 October 2021.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**Background**

It has been past practice for Council to consider Elected Member appointments to Standing Committees following the October elections.

Submission

N/A

Report

The Governance Review Report has identified that the roles, functions and operations of Council's Standing Committees should be reviewed.

As an interim arrangement, Council appointed membership to the Audit and Strategic Finance Committee and Delegated Authorities and Policy Committee at the Special Council Meeting on 21 October, as there are scheduled meetings of these Committees in November 2021. Since then, the City has received advice from Mayor Howlett of his resignation from these committees, effective from 29 October 2021.

There are no scheduled Meetings of the CEO Performance Review Committee, Grants and Donations Committee or Community Events Committee scheduled for the remainder of the year, however, to cater for any future Meetings of these Committees which may occur prior to presentation of the Governance Review recommendations, this matter is presented for Council consideration.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

Sections 5.10 and 5.11 of the Local Government Act 1995 refers

Community Consultation

N/A

Risk Management Implications

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

Advice to Proponent(s)/Submitters

N/A

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

Nil

17.4 Membership - Local Emergency Management Committee (LEMC)

Author(s) D Green

Attachments 1. Extract - Emergency Management Act 2005 [↓](#)
2. Extract - Emergency Management Framework [↓](#)

RECOMMENDATION

That Council:

- (1) APPOINTS Mayor Howlett and Councillor/s _____ as members of the Local Emergency Management Committee; and
- (2) SEEKS representatives from the following organisations to be appointed as representatives to the Committee:
 1. WA Police Service - South Metro Sub District Local Emergency Coordinator
 2. Cockburn State Emergency Service
 3. Jandakot and South Coogee Volunteer Bush Fire Brigades
 4. Department of Fire and Emergency Services
 5. Cockburn Volunteer Sea Search and Rescue
 6. Department of Biodiversity, Conservation and Attractions
 7. St John Ambulance WA
 8. Department for Communities
 9. Fiona Stanley Hospital
 10. Australian Red Cross (WA), and
 11. Jandakot Airport Holdings

Background

All local governments in Western Australia are required to establish a Local Emergency Management Committee (LEMC), pursuant to the *Emergency Management Act 2005* (EMA) (Refer Attachment 1). Consequently, Council established the Committee in 2007.

Submission

N/A

Report

The EMA provides for the LEMC to comprise of members appointed by Council, one of which must be the Local Emergency Coordinator, who is attached to the District Office of the WA Police Service.

The LEMC also typically includes membership from organisations which perform a role in the preparation and implementation of counter emergency plans and operations. It is recommended that Council follow this structural model for the next period of tenure for the LEMC.

The EMA also provides for the State Emergency Management Committee to determine the constitution, procedures and terms/conditions of appointment for LEMC members.

These are identified in Policy No. 2.5. This document also establishes the regularity of the LEMC meetings and matters which should be considered. Other procedures, functions and arrangements to be undertaken by the LEMC are also contained within the Policy.

Previous Council representatives appointed to the LEMC were Mayor Howlett and Councillors Eva, Separovich and Stone.

Administrative support is provided by the City of Cockburn.

Given the importance of the EMA arrangements to the safety and security of the district, it is recommended that, as a minimum, the Mayor be retained as a delegate to the Committee.

Strategic Plans/Policy Implications

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

Section 38 of the *Emergency Management Act 2005* refers.

Community Consultation

N/A

Risk Management Implications

There is a “Moderate” level of “Non - Compliance” risk associated with this item.

Advice to Proponent(s)/Submitters

N/A

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

Nil

EXTRACT FROM

Western Australia

Emergency Management Act 2005

Part 3 – Local arrangements

Division 1 – Local emergency authorities

38. Local emergency management committees

- (1) A local government is to establish one or more local emergency management committees for the local government's district.
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
- (3) A local emergency management committee consists of—
 - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
 - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.
- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

Document Set ID: 4423057
Version: 1, Version Date: 15/10/2015
Document Set ID: 6769426
Version: 1, Version Date: 22/10/2017



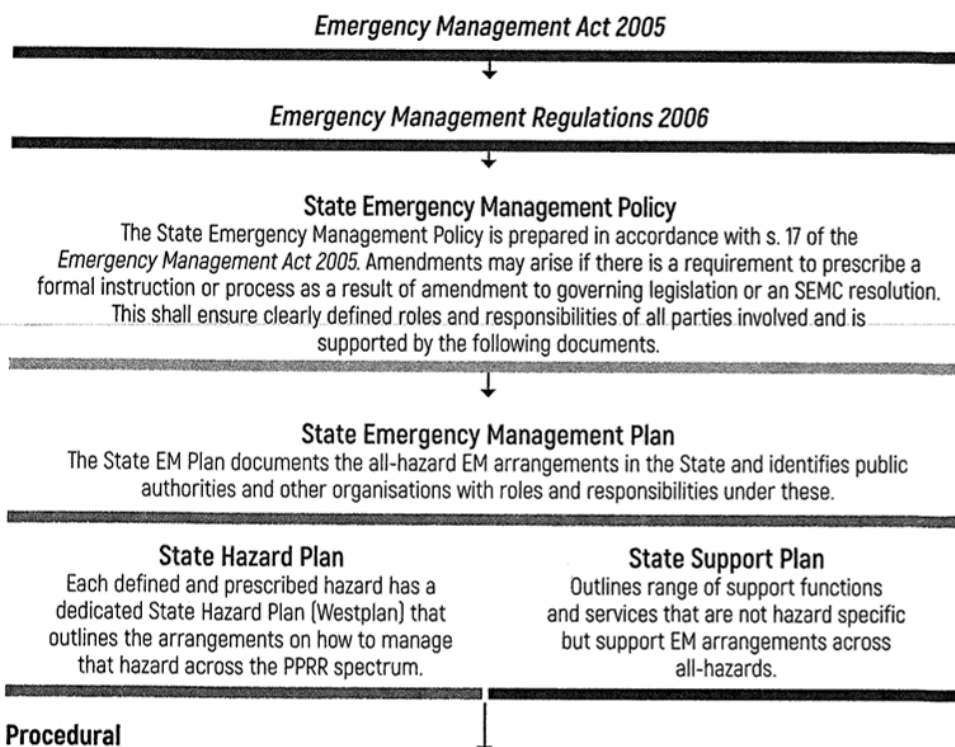
Part Two:

State Emergency Management Framework

2.1 The Legislative and Policy Framework

- 2.1.1 The overarching State emergency management legislative and policy framework consists of the State emergency management legislation (i.e. the EM Act and EM Regulations), this State EM Policy, the State EM Plan, State Hazard Plans (Westplans), State Support Plans, State EM Procedures and State EM Guidelines to manage emergencies in Western Australia. This is outlined in Figure 1 and further detailed in the State EM Plan section 2.1.

Statutory



Procedural

State Emergency Management Procedures
The State Emergency Management Procedures are developed when a procedural activity needs to be explained through a step by step process, allowing Emergency Management Agencies and personnel to complete tasks in compliance with State Emergency Management Policy.

Information

State Emergency Management Guidelines
The State Emergency Management Guidelines are prepared to assist personnel in conducting their role, by proposing methods for conducting activities, and are not formal instructions.

Figure 1: The State Emergency Management Framework

2.0 | STATE EMERGENCY MANAGEMENT FRAMEWORK

- 2.1.2 A governance structure is used to assist the SEMC in the development and implementation of State emergency management arrangements, as outlined in the State EM Plan section 2.2.
- 2.1.3 Emergency management arrangements in Western Australia must follow a common set of underpinning principles, as detailed in Appendix B of this policy. The principles are:
- a risk management approach;
 - shared responsibility for resilience;
 - all-hazards approach;
 - graduated approach;
 - all-agencies coordinated and integrated approach;
 - continuous improvement;
 - community engagement; and
 - integrated information management.

2.2 Emergency Management Arrangements

- 2.2.1 The development of emergency management arrangements are hazard focused and incorporate a hazard management structure and an emergency coordination structure.
- 2.2.2 The hazard management structure in Western Australia consists of emergency management agencies, which are HMAs, Combat Agencies and Support Organisations (as defined under section 3 of the EM Act). The specific public authorities and organisations prescribed in these roles are detailed in the State EM Plan Appendix E.
- 2.2.3 A public authority or other person prescribed as a HMA under the EM Regulations has a responsibility for the emergency management for relevant hazards as defined under the EM Act and prescribed in the EM Regulations. The State presently has 28 designated hazards, stemming from both natural and man-made origin.
- 2.2.4 The emergency coordination structure is established through legislation and policy and consists of the following:
- State Emergency Coordinator (SEC);
 - State Emergency Coordination Group (SECG);
 - State Emergency Public Information Coordinator (SEPIC);
 - State Recovery Coordination Group (SRCG);
 - State Recovery Coordinator;
 - State Welfare Coordinator;
 - District Emergency Coordinators (DECs);
 - Local Emergency Coordinators (LECs);
 - Local Recovery Coordinator;

- Local Recovery Coordination Group; and
- Local Welfare Coordinators.

2.2.5 The hazard management and emergency coordination structures' roles and responsibilities are outlined in Appendix A of this policy and further detailed in the State EM Plan sections 24.2, 24.3 and 5.

2.3 State Emergency Coordinator

- 2.3.1 The Commissioner of Police, Western Australia Police Force (WA Police Force), holds the office of the SEC (section 10 EM Act) and provides advice to the Minister in relation to emergencies (section 11(2)(a) EM Act).
- 2.3.2 The SEC has various responsibilities in relation to emergency coordination including coordination of an emergency response during a 'state of emergency' (as declared under section 56 of the EM Act).
- 2.3.3 Additional SEC responsibilities are outlined in section five and Appendix A of this policy and section 5.2.2 of the State EM Plan.

2.4 Emergency Management Districts

- 2.4.1 For the purposes of the EM Act, the State is divided into such emergency management districts as the Minister, on the advice of the SEMC, may determine by order published in the Gazette (section 28(1) EM Act). The emergency management districts are detailed on the SEMC website. Prescription of emergency management boundaries should follow State EM Preparedness Procedure 3.9.
- 2.4.2 A District Emergency Management Committee (DEMC) is established for each emergency management district (section 31(1) EM Act). It is a function of the DEMC to assist in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted (section 32(1) EM Act).
- 2.4.3 Each DEMC must maintain at a minimum:
- a copy of the LEMA for each local government within its district; and
 - a key contacts register.
- 2.4.4 Each emergency management district has a DEC appointed by the SEC (section 29 EM Act). The role of the DEC has been assigned to the relevant police district superintendent by the SEC.
- 2.4.5 The functions of the DEC (under section 30 of the EM Act) are to:
- provide advice and support to the DEMC for the district in the development and maintenance of emergency management arrangements for its district; and
 - carry out other emergency management functions in accordance with the directions of the SEC.
- 2.4.6 The DEC's are members of the DEMC and, as appointed by the SEMC, also the Chair of the DEMC. The DEC's have the roles of:
- coordinating strategic planning for the relevant emergency management district;
 - assisting HMAs in the provision of a coordinated response to an emergency at a district level and undertaking various response activities outlined in section 5.3.16 of this policy; and

2.0 | STATE EMERGENCY MANAGEMENT FRAMEWORK

- undertaking additional functions as directed by the SEC and as outlined in State EM Response Procedure 4.21.

2.5 Local Arrangements

- 2.5.1 A local government is to establish one or more Local Emergency Management Committees (LEMCs) for the local government's district (section 38(1) EM Act). If more than one LEMC is established, the local government is to specify the area in respect of which the committee is to exercise its functions (section 38(2) EM Act).
- 2.5.2 It is a function (under section 36 of the EM Act) of a local government to:
- ensure that effective LEMA are prepared and maintained for its district;
 - manage recovery following an emergency affecting the community in its district (section 36(b) EM Act), which is further explained in section six;
 - perform other functions given to local government under the EM Act (section 36(c) EM Act), as outlined in Appendix A; and
 - in addition, under section 20(4) of the EM Act, carry out other emergency management activities as directed by the SEMC or prescribed in the EM Regulations.
- 2.5.3 The LEMA are to be consistent with the State emergency management policies (i.e. this document), the State emergency management plans (i.e. the State EM Plan and State Hazard Plans (Westplans) and State Support Plans (section 41(3) EM Act)) and set out specific matters identified in section 41(2) of the EM Act. Development, distribution/communication, review and testing of LEMA should be in accordance with State EM Preparedness Procedure 3.8.
- 2.5.4 The functions (under section 39 of the EM Act) of a LEMC are to:
- advise and assist the local government in ensuring that LEMA are established for the district; and
 - liaise with public authorities and other persons in the development, review and testing of LEMA.
- 2.5.5 The SEC is to appoint a LEC for each local government district (section 37(1) EM Act).
- 2.5.6 The role of the LEC for each local government district has been assigned to the Officer in Charge of the relevant police sub-district by the SEC. Where there is more than one police sub-district in a local government district, each Officer in Charge shall be a LEC for that district.
- 2.5.7 The LEC has the functions (under section 37(4) of the EM Act) to:
- provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
 - assist HMAs in the provision of a coordinated response during an emergency in the district and undertake various other response activities outlined in section 5.3.16; and
 - carry out other emergency management activities in accordance with the directions of the SEC.

2.0 | STATE EMERGENCY MANAGEMENT FRAMEWORK



2.5.8 Local governments should follow guidance in the State EM Procedures in relation to:

- LEMC membership, roles and responsibilities and meetings established in State EM Preparedness Procedure 3.7;
- when applicable, uniting of two or more local governments for the purposes of emergency management (State EM Preparedness Procedure 3.14); and
- when applicable, separation of combined local government for the purposes of emergency management (State EM Preparedness Procedure 3.15).

2.5.9 The SEMC, by notice published in the Government Gazette, may designate a specified area of one or more local government districts or a specified area that is not part of a local government district as an area in which a specified public authority is to perform and exercise all of the functions of a local government for the purposes of emergency management within Part 3 of the EM Act. State EM Preparedness Procedure 3.16 should be followed where this designation is to occur.

17.5 FY22 Chief Executive Officer Corporate Key Performance Indicators and Corporate Business Plan Key Performance Indicators Progress Status Reports

Author(s) C Thomson

Attachments 1. Corporate KPIs Progress Status Report [↓](#)
2. Corporate Business Plan KPIs Progress Status Report [↓](#)

RECOMMENDATION

That Council NOTES the first FY22 quarterly status report on the progress of the Chief Executive Officer Corporate Key Performance Indicators and Corporate Business Plan Key Performance Indicators.

Background

At the 22 July 2021 Chief Executive Officer Performance Review and Key Projects Appraisal Committee and 12 August 2021 Ordinary Council Meeting, Council endorsed the FY22 Chief Executive Officer (CEO) Corporate Key Performance Indicators and Corporate Business Plan (CBP) Key Performance Indicators. Part of the recommendation requires a quarterly status update be included in a report to an Ordinary Council Meeting on the progress of the Key Performance Indicators (KPIs).

Submission

N/A

Report

The CEO and Executive Team (ExCo) identified the series of KPIs which involved associating each objective with an accountable ExCo member. In addition, where required, these further cascade to a Senior Leadership Team (SLT) member, being a direct report to an ExCo officer.

The first quarterly status report on the progress of the KPIs for FY22 (1 July 2021 to 30 September 2021) has been provided (refer Attachments 1 and 2).

The new KPIs, as listed in the attachments, reflect more contemporary management measures of success and are also more easily measurable and defined.

The new KPI framework is based on three key principles:

- Ensuring that all objectives have a defined measure of success (KPI);
- All objectives and KPIs have an assigned executive who is accountable for its delivery; and
- The reporting of the KPIs become transparent and reported publicly via a quarterly update contained in a report to an Ordinary Council Meeting.

Attachment 1 is colour coded to indicate the progress and status of the CEO Corporate KPIs:

- Green indicates the KPI is complete
- Blue indicates the KPI is on track.

Progress notes are included in the report by the relevant ExCo or SLT member.

Attachment 2 is colour coded to indicate the progress and status of the CBP KPIs:

- Green indicates the KPI is complete
- Yellow indicates the KPI is on track
- Red indicates the KPI is delayed/not commenced.

Progress notes are included in the report by the relevant ExCo or SLT member.

Section (5) of the City's Corporate Strategic Planning and Budget Policy states that 'a six - monthly progress report for the current year of the Corporate Business Plan will be provided to Council between January and March each year'.

It is recommended that the quarterly status reports on the progress of the CBP KPIs, replace the six - monthly progress report of the CBP that is provided to Council between January and March each year. By increasing the number of CBP progress reports, Council is provided with increased transparency and visibility on the delivery of the promised outcomes.

The City's Policy will be reviewed to reflect this recommendation in a report to the next Delegated Authorities and Policies (DAP) Committee on 25 November 2021.

Strategic Plans/Policy Implications

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- Employer of choice focusing on equity, innovation and technology.

Budget/Financial Implications

Nil

Legal Implications

Sections 5.38 and 5.39A (1) (b) of the *Local Government Act 1995* and Division 3 Schedule 2 of Regulation 18FA of the *Local Government (Administration) Regulations 1996* refer.

Community Consultation

N/A

Risk Management Implications

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

Advice to Proponent(s)/Submitters

N/A

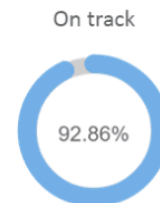
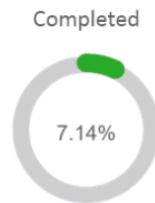
Implications of Section 3.18(3) *Local Government Act 1995*

Nil



Corporate KPI

As of date: 26/10/2021



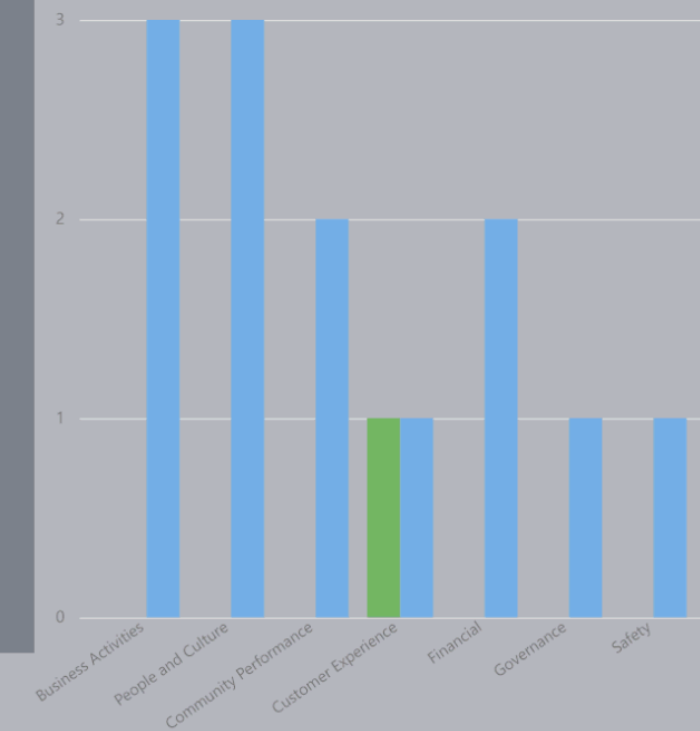
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Services

14
Corporate KPI

Services	Completed	On track	Total
Business Activities		3	3
Delivery of Business Outputs		2	2
Service Plans		1	1
Community Performance		2	2
Business Scorecard Results		1	1
Community Scorecard Results		1	1
Customer Experience	1	1	2
Customer Satisfaction with services		1	1
Stakeholder Plan	1		1
Financial		2	2
Budget versus actual Operating Expenditure		1	1
Budget versus actual Operating Revenue		1	1
Governance		1	1
Governance Framework		1	1
People and Culture		3	3
Diversity Strategy		1	1
Employee Engagement score		1	1
Organisational Review		1	1
Safety		1	1
Safety Program		1	1
Total	1	13	14

KPI by Services and Status

Status ● Completed ● On track

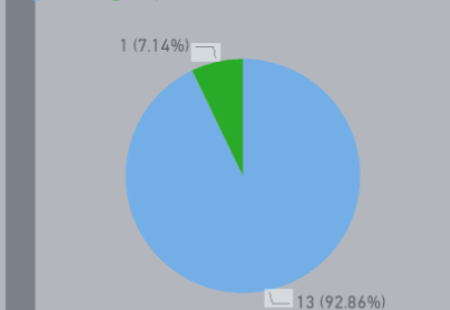


Services by Status

● Completed ● On track ● Delayed/not commenced



● On track ● Completed



Corporate KPI

Services	Measure	KPI Target	FY22 KPI Target	Outperformance	Executive Accountable	Executive Direct Report To	Due date	Progress	Notes
Business Activities	Service Plans		By decision of Council	N/A	Emma Milne	Courtnee Thomson	01/10/2021	Planning	Next strategic service review to commence in November. Aligning the service plans to the new organisational structure currently underway. Report to Feb 22 Council Meeting.
Business Activities	Delivery of Business Outputs	Delivery of major (> \$500k) projects against targets (Registered in PPM)	0.8	5% improvement	Anton Lees	Terry Green	01/10/2021	Delivery	Major projects progressing in accordance with approved internal or grant timelines
Business Activities	Delivery of Business Outputs	Delivery of planned services against targets (CAMMS)	0.55	0.7	Emma Milne	Courtnee Thomson	01/10/2021	Planning	Mid-year report status update to be provided in the next reporting period (Feb 22).
Community Performance	Community Scorecard Results	Performance Scorecard results (place to live and governing organisation) maintained	73 performance indicator score	Additional 1 point	Victoria Green	Samantha Seymour-Eyles	30/06/2022	Planning	questionnaire being finalised; databases being collated
Community Performance	Business Scorecard Results	Performance Scorecard results (place to work or operate a business and as a governing organisation) maintained	71 performance indicator score	Additional 2 points	Victoria Green		01/10/2021	Planning	Feedback on Community Scorecard undertaken. Planning for proactive promotion of community services.
Customer Experience	Customer Satisfaction with services	Average customer satisfaction levels maintained from the Customer Satisfaction surveys (internal and external), internal Customer satisfaction levels maintained	External average 89.1%, and, internal average 81.5% on KPI of 7	additional 2%	Victoria Green	Colleen Miller	01/10/2021	Delivery	External research provider briefed. All surveys infield as planned throughout the year. Seniors survey - complete 07/10/2021, research provider analysing results Intercept and phone surveys in field Oct/Nov 2021 : Youth Services survey - commence week of 19/10/2021 HWRP Commercial and Domestic survey - commenced week 9/10/2021 (subject to weather conditions) Sports Field Hire / Bookings Management / Casual & Regular hirers Winter season survey - commence week 19/10/2021 Front counter - commence 04/11/2021 Strategic Planning - commence week 19/10/2021

Corporate KPIs - 22/10/2021

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Services	Measure	KPI Target	FY22 KPI Target	Outperformance	Executive Accountable	Executive Direct Report To	Due date	Progress	Notes
Customer Experience	Stakeholder Plan		By decision of Council	N/A	Victoria Green		01/10/2021	Complete	
Financial	Budget versus actual Operating Expenditure	No Budget Variance	+ or – 2% Variance	+ or - 1% Variance	Stuart Downing	Nelson Mauricio	01/10/2021	Delivery	The actual KPI for the Sept 21 quarter is -4.3%. This is under spending, which should increase budget surplus.
Financial	Budget versus actual Operating Revenue	No Budget Variance	+ or – 2% Variance	+ or - 1% Variance	Stuart Downing	Nelson Mauricio	01/10/2021	Delivery	The actual KPI for the Sept 21 quarter is 2.2%. Additional income is outperformance
Governance	Governance Framework	Ensure the Council and City's governance and communication processes provide a best practice framework and are supported with appropriate training.	By decision of Council	N/A	Emma Milne	Joseph Fiori	01/10/2021	Delivery	The City of Cockburn Governance Framework has been developed and accepted by Council [ECM Doc Set ID 10281746]. Conflict of Interest training was conducted by the in-house for all staff by the Public Sector Commission in November 2020. Fraud Awareness training was conducted in-house by LGIS in November 2020. CoC inductions for all staff in conflict of interest and governance are currently being reviewed. reviewed
People and Culture	Employee Engagement score	Employees promote the City as the Employer of choice from the Culture Scorecard	0.75	additional 2%	Jemma Iles		01/10/2021	Delivery	Culture Roadmap initiatives in development through SLT. Manager Transformation (Culture and Innovation) role being recruited to support delivery of culture initiatives.
People and Culture	Diversity Strategy	Increased senior leadership gender diversity	30% composition of either gender in leadership roles	additional 5%	Jemma Iles	Chantelle Hanrahan	01/10/2021	Delivery	ExCo has met 50/50 gender diversity.
People and Culture	Organisational Review	Completion of organisational review and implementation of appropriate training.	By decision of Council	N/A	Jemma Iles	Chantelle Hanrahan	01/10/2021	Delivery	Organisational Review in progress. ExCo appointments completed. SLT appointments in progress.
Safety	Safety Program	Deliver Safety program against targets	5<LTI	3<LTI	Jemma Iles		01/10/2021	Delivery	



CBP KPI

Status	Strategic Outcome	Strategic Objective	Informing Strategies/Corporate Project/Projects	KPI and Target	Outperformance	Executive (Accountable)	Progress	Executive direct report (Responsible)	Notes
Complete	Local Economy	1.1	Develop the Economic Development Framework and Action Plan	Economic Development Framework and Action plan is adopted by Council	N/A	Victoria Green	Complete		
On track	Local Economy	1.1	Review and update the Local Commercial and Activity Centres Strategy 2011	Local Commercial and Activity Centres Strategy is presented for consideration by Council	OCM report drafted (with working draft LCACS for consultation)	Daniel Arndt	Planning	Carol Catherwood	Scope of work 90% completed - note - not likely to remain a strategy
Delayed/not commenced	Local Economy	1.1	Strategic research and partnerships focused on new investments	Undertake one strategic research project to inform Economic Development Action plan and advocacy for new investment - subject to commencement of the Economic Development & Business Manager with adequate time to deliver	N/A	Victoria Green	Not commenced		Awaiting appointment of Lead Business and Economic Development
On track	Local Economy	1.1	Progress planning and advocacy to support development Latitude 32 and Australian Marine Complex	Advocacy plan developed - subject to commencement of Stakeholder Management Manager with adequate time to deliver	One piece of collateral developed to progress advocacy plan	Victoria Green	Planning		Request for Quotation for suitable agencies to support the preparation for a plan is infield

Status	Strategic Outcome	Strategic Objective	Informing Strategies/Corporate Project/Projects	KPI and Target	Outperformance	Executive (Accountable)	Progress	Executive direct report (Responsible)	Notes
On track	Local Economy	1.1	Leverage off national defence programs to position Cockburn as the destination of choice for investment	Develop destination marketing plan, subject to commencement of Economic Development & Business Manager with adequate time to deliver	Produce at least one piece of printed collateral and information on website	Victoria Green	Planning		Initial activities underway.
On track	Local Economy	1.1	Work with South West Group, innovators, community and industry to explore development of clusters, innovation and co-working hubs	Undertake one strategic research project to assess existing programs and opportunities for collaboration and support	Develop a partnership proposal to support development of clusters, innovation and co-working hubs	Victoria Green	Planning		Discussions underway with South West Group.
On track	Local Economy	1.1	Provision of new Economic Development area to support the Economic Development Framework	Economic Development & Business Manager is recruited	Economic Development & Business Manager commences in 2021	Victoria Green	Delivery		Recruitment underway
On track	Local Economy	1.1	Prepare an infrastructure and funding advocacy plan that underpins economic and growth strategic priorities for Cockburn	An infrastructure and funding advocacy plan is developed, subject to commencement of Economic Development & Business Manager with adequate time to deliver	Two pieces of collateral relating to priority projects are developed	Victoria Green	Planning		GRA Partners have been appointed to develop advocacy strategy
Delayed/not commenced	Local Economy	1.1	Work with businesses and the community to Expand the use of smart technology to improve resource efficiency and affordability	Facilitate two events for the business and community to promote smart technology	Facilitate three events for the business and community to promote smart technology	Victoria Green	Not commenced	Sarah Kahle	Business capacity building events will commence in 2022

Status	Strategic Outcome	Strategic Objective	Informing Strategies/Corporate Project/Projects	KPI and Target	Outperformance	Executive (Accountable)	Progress	Executive direct report (Responsible)	Notes
On track	Local Economy	1.2	Advocate for education and training opportunities to support business and industry	Undertake or facilitate research to determine business & industry requirements - subject to commencement of Stakeholder Management Manager with adequate time to deliver	Undertake at least one advocacy piece	Victoria Green	Planning		Incorporate as part of the advocacy strategy development. Incorporate as part of Business Scorecard
Complete	Local Economy	1.2	Promote programs to build innovation skills and pathways	Sponsorship of two Cockburn businesses in existing innovation program (ie. Curtin Ignition) (subject to funding)	Sponsorship of three Cockburn businesses in existing innovation programs (ie. Curtin Ignition or other) (subject to funding)	Victoria Green	Complete	Sarah Kahle	
On track	Local Economy	1.2	Identify general education and training gaps in Children and Families Strategy	Included in scope of the review process and reviewed Strategy (not due until 2023/24)	N/A	Gail Bowman	Delivery	Karoline Jamieson	
Complete	Local Economy	1.2	Promote the revised Procurement Policy which supports the City buying locally.	At least 35% of the City's procurement spend is within the City and SWG region.	At least 40% of the City's procurement spend is within the City and SWG region.	Stuart Downing	Complete	Tony Natale	57.4% Regional Spend
Delayed/not commenced	Local Economy	1.2	Develop a Tourism Plan as part of the Economic Development Framework.	Engagement is undertaken to develop a Tourism Plan - subject to commencement of Economic Development & Business Manager with adequate time to deliver	A Tourism plan is developed	Victoria Green	Not commenced		Awaiting appointment of Lead Business and Economic Development
Delayed/not commenced	Local Economy	1.2	Develop the City's new Visitor Information Service as part of the Aboriginal Cultural and Visitors Centre (ACVC).	ACVC Centre design and management plan includes Visitor Information Service (2022/23) in conjunction with Tourism Plan	Visitor Information Service plan begins when construction commences.	Gail Bowman	Not commenced	Karoline Jamieson	Due to be developed when Aboriginal Cultural and Visitors Centre design is completed and in parallel with construction in 2022/23 FY

Status	Strategic Outcome	Strategic Objective	Informing Strategies/Corporate Project/Projects	KPI and Target	Outperformance	Executive (Accountable)	Progress	Executive direct report (Responsible)	Notes
On track	Local Economy	1.2	Support buying local through policies and practices	An annual campaign to buy local is run in the community	N/A	Victoria Green	Delivery	Sarah Kahle	Commencing 1 November 2021.
On track	Local Economy	1.2	Deliver grants to support Economic Development Policy and Guidelines	Take up of 80% of budget provision for business grants to support Local Economic Development	Take up of 100% of budget provision for business grants to support Local Economic Development	Victoria Green	Planning	Sarah Kahle	Risk - admin required for facilitation of grant applications Updates to Guidelines will go to GAD committee 2/11/21. Once endorsed by OCM (2/12/21) we will be able to launch new round of grants. Given Christmas etc. we will be looking at Feb/March launch.
On track	Local Economy	1.2	Embed economic development principles into the Grants and Donations sponsorship program	Economic development principles are embedded into the Grants and Donations sponsorship program	N/A	Victoria Green;Gail Bowman	Delivery	Sarah Kahle	Find out from Community Development - whether ED is needed as part of process/checklist
On track	Local Economy	1.3	Ensure the City is 'easy to do business with' through improved business focused processes.	Review community events approvals and processes and Small Business Friendly Approvals Project	Implement new processes	Victoria Green;Daniel Arndt	Delivery	Nick Jones	Commences on 27 October 2021
Completed	Local Economy	1.3	Develop a new commercial food waste collection service	Completed	Completed	Anton Lees	Complete	Lou Vieira	Project complete.
On track	Environmental Responsibility	2.1	Sustainably manage our environment by protecting and enhancing our unique natural areas, coast, bushland, wetlands and native wildlife.	Annually report progress against the 10 Strategic Community Plan Objectives for biodiversity.	6 objectives achieved with 4 in progress.	Daniel Arndt	Delivery	Christopher Beaton	Actions continue to be implemented .

Status	Strategic Outcome	Strategic Objective	Informing Strategies/Corporate Project/Projects	KPI and Target	Outperformance	Executive (Accountable)	Progress	Executive direct report (Responsible)	Notes
On track	Environmental Responsibility	2.1	Construct Wetlands Education Centre/Native Arc	Complete by September 2021	Aug 2021	Anton Lees	Delivery	Terry Green	Official centre opening took place 28 August. Project construction 95% complete, Practical completion scheduled for October 2021
On track	Environmental Responsibility	2.1	Review and Implement Natural Areas Management Strategy 2012-2022	Complete a minimum of 10 actions annually. Review strategy every 5 years	18 actions completed in FY22. Review due 2022.	Daniel Arndt	Delivery	Christopher Beaton	Actions continue to be implemented.
On track	Environmental Responsibility	2.1	Review City's Bushfire Risk Management Plan 2015-2022	Plan review complete by 30 Jun 2022	Early delivery	Gail Bowman	Delivery	Michael Emery	Risk areas have been identified and mitigation works are being costed.
On track	Environmental Responsibility	2.1	Review and Implement Urban Forest Plan 2018-2028	3 actions completed	5 actions completed	Daniel Arndt	Delivery	Christopher Beaton	Actions continue to be implemented
On track	Environmental Responsibility	2.1	Develop and Implement Citywide Entry Statement Program	Program developed by 30 June 2022	Mar 2022	Anton Lees	Planning	Lou Vieira	Project concept designs are complete, including a peer review by Cardno. Waiting on comment from Main Roads on concept design and locations.
On track	Environmental Responsibility	2.1	Improve our urban forest and streetscapes across the City	375 street trees planted	500 street trees planted	Anton Lees	Delivery	Lou Vieira	513 trees have been planted YTD since 1 July 2021.
On track	Environmental Responsibility	2.1	Implement and Review Cash in Lieu Plan 2017-2020 for Public Open Spaces	Completed by July 2022.	Mar 2022	Anton Lees	Planning	Lou Vieira	Planning phase to commence September 2021.
On track	Environmental Responsibility	2.1	Provide accessible high-quality open spaces and parks for community benefit - Develop Aubin Grove Youth Facilities	Delivery Aubin Grove Youth Facility by June 2022 (subject to Council adoption of plan)	Mar 2022	Anton Lees;Gail Bowman	Delivery	Terry Green	Construction scheduled to commence February / March 2022 (subject to tender award and contractors program). Construction scheduled for completion late June 2022

Status	Strategic Outcome	Strategic Objective	Informing Strategies/Corporate Project/Projects	KPI and Target	Outperformance	Executive (Accountable)	Progress	Executive direct report (Responsible)	Notes
On track	Environmental Responsibility	2.1	Provide accessible high-quality open spaces and parks for community benefit - Undertake Yandjet Park Yangebup Improvements	Develop detailed designs for Yandjet Park by June 2022 (subject to availability of resources)	Mar 2022	Anton Lees;Gail Bowman	Delivery	Terry Green	Project transitioning to Project Services ongoing. Schematic design scheduled for November to January with detailed design to commence in April
Delayed/not commenced	Environmental Responsibility	2.1	Provide accessible high-quality open spaces and parks for community benefit - Develop Dixon Skate Park	Develop concept plans for Dixon by June 2022 (subject to Wally Hagan Redevelopment and availability of funding & resources)	Mar 2022	Anton Lees;Gail Bowman	Not commenced	Terry Green	Project has no 21/22 budget allocation and is tied to the development and progress of the Wally Hagan Project.
On track	Environmental Responsibility	2.1	Implement and Review Public Open Space Strategy 2014-2024	Implement actions and Review every 5 Years	Due to review 2024	Daniel Arndt	Planning	Carol Catherwood	Scoping stage - unlikely to stay as a strategy
On track	Environmental Responsibility	2.2	Sustainably manage water, energy and other resources and promote the use of environmentally responsible technologies.	Annually report progress against 14 SCP Strategic Objectives.	11 objectives completed and 3 in progress.	Daniel Arndt	Delivery	Christopher Beaton	Ongoing
On track	Environmental Responsibility	2.2	Plan and Implement initiatives to reduce building and facility and plant non-renewable energy consumption and greenhouse gas emissions,	Annually report progress against 14 SCP Strategic Objectives.	2 Objectives achieved, 1 in progress.	Daniel Arndt	Delivery	Christopher Beaton	Ongoing
On track	Environmental Responsibility	2.2	Research and develop position on alternative fuelled waste trucks	Green Hydrogen feasibility study completed by June 2022	Mar 2022	Daniel Arndt	Delivery	Christopher Beaton	Milestone 3 of Green Hydrogen Feasibility Study completed. Final report expected end of October 2021
On track	Environmental Responsibility	2.2	Water Efficiently Action Plan 2018-2028	Complete required number of actions identified within the Water Efficiency Action Plan to maintain annual Gold Waterwise Council Accreditation	Platinum Waterwise Council accreditation achieved in 21/22. This is a level above Gold.	Daniel Arndt	Delivery	Christopher Beaton	Actions continue to be implemented

Status	Strategic Outcome	Strategic Objective	Informing Strategies/Corporate Project/Projects	KPI and Target	Outperformance	Executive (Accountable)	Progress	Executive direct report (Responsible)	Notes
On track	Environmental Responsibility	2.2	Undertake feasibility study for use of hydrogen powdered waste trucks	Green Hydrogen feasibility study completed by June 2022	Mar 2022	Anton Lees	Delivery	Lou Vieira	Feasibility study due for completion October 2021.
On track	Environmental Responsibility	2.2	Invest in Henderson Waste Recovery Park onsite renewable energy generation	Green Hydrogen feasibility study completed by June 2022	Mar 2022	Anton Lees	Planning	Lou Vieira	The HWRP green waste generation project will be informed by the results of Hydrogen Power feasibility study.
On track	Environmental Responsibility	2.2	Minimise the City's waste to landfill through reducing, reusing, re-purposing, re-gifting and recycling of waste.	2% diverted from landfill	5% diverted	Anton Lees	Delivery	Lou Vieira	Current diversion rate at 5.2%
On track	Environmental Responsibility	2.2	Henderson Waste Recovery Park Leachate Evaporation Plan	3 activities completed	5 activities completed	Anton Lees	Planning	Lou Vieira	Two new accelerated evaporation units are due for installation in early 2022.
On track	Environmental Responsibility	2.2	Review and Implement Waste Strategic Plan 2020-2030	2 activities completed	3 activities completed	Anton Lees	Delivery	Lou Vieira	2 activities complete; Consultation on pre-booked verge collection services and conversion on the Commercial Food Waste Trial to a commercial service.
On track	Environmental Responsibility	2.2	Final Capping of Northern Landfill Cell, Final Capping of Southern Landfill Cell	Cell will not be capped until the airspace is fully utilised.	N/A	Anton Lees	Delivery	Lou Vieira	Southern section capping planned for 2032, northern section capping due 2040.
On track	Environmental Responsibility	2.2	Deliver general waste to East Rockingham Energy from Waste Facility	Facility Project completion date Jun 2022, waste commencing Jan 2022.	N/A	Anton Lees	Delivery	Lou Vieira	General waste is on track to be delivered to East Rockingham Waste to Energy facility from January 2022.
On track	Environmental Responsibility	2.2	Construct a new community drop-off facility at Henderson Waste Recovery Park	Business case and Financial Model completed by Jun 2022	Mar 2022	Anton Lees	Delivery	Lou Vieira	Business case is under review, Development Application documentation is complete and waiting lodgement.

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On track	Environmental Responsibility	2.3	Address climate change through planning, adaptation, mitigation, infrastructure and ecological management.	Number of actions identified within the Climate Change Strategy that are complete or in progress.	80 Actions identified in the Climate Change Strategy are completed or in progress	Daniel Arndt	Delivery	Christopher Beaton	Actions continue to be implemented
On track	Environmental Responsibility	2.3	Review and implement City's Coastal Management and Adaption Plan,	Number of actions completed or in progress and review completed.	Of the 20 actions 1 is complete and 5 are in progress. Review due 2024.	Daniel Arndt	Delivery	Christopher Beaton	Actions continue to be implemented
On track	Environmental Responsibility	2.3	Develop and Implement Climate Change Strategy 2020-2030	Implement 4 actions, subject to resource and funding allocations	6 resourced actions implemented	Daniel Arndt	Delivery	Christopher Beaton	Strategy complete. Actions being implemented
On track	Community, Lifestyle and Security	3.1	Provide a diverse range of accessible, inclusive and targeted community services, recreation programs, events and cultural activities that enrich our community.	Customer satisfaction results included in Corporate KPI	N/A	Gail Bowman	Delivery	Karoline Jamieson;Michael Emery;Travis Moore;Linda Seymour	Review of Community Safety and Crime Prevention Plan has included a number of proposed activities accessible to the community.
Complete	Community, Lifestyle and Security	3.1	Review Age Friendly Strategy 2016-2021	2 of resourced actions completed and Strategy review commenced by Jun 2022	4 of resourced actions completed	Gail Bowman	Complete	Karoline Jamieson	
Complete	Community, Lifestyle and Security	3.1	Review Children and Families Strategy 2016-2021	3 of resourced actions completed	6 of resourced actions completed	Gail Bowman	Complete	Karoline Jamieson	
On track	Community, Lifestyle and Security	3.1	Implement and review Disability Access and Inclusion Plan 2017-2022	4 FY22 resourced actions completed	6 of resourced actions completed	Gail Bowman	Delivery	Karoline Jamieson	
Complete	Community, Lifestyle and Security	3.1	Implement Youth Services Strategy 2017-2022	4 resourced actions completed for FY22	100% of resourced actions completed	Gail Bowman	Complete	Karoline Jamieson	100% complete
On track	Community, Lifestyle and Security	3.1	Review Cultural Strategy (Art, Culture and Heritage & Events) 2016-2020,	Strategy Review commenced by Jun 22 for Council consideration	Consolidate into Library and Culture Plan	Gail Bowman	Delivery	Linda Seymour	
On track	Community, Lifestyle and Security	3.1	Implement Libraries Strategic Plan 2020-2025.	4 resourced actions completed for FY22	Consolidate into Library and Culture Plan	Gail Bowman	Delivery	Linda Seymour	

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On track	Community, Lifestyle and Security	3.1	Map the application and approval process for external run events and implement improvements	Process review complete. With Environmental Health to develop application process by Dec 21	Amalgamate with 1.3.1	Daniel Arndt	Delivery	Lorenzo Santoriello	
Delayed/not commenced	Community, Lifestyle and Security	3.1	Undertake feasibility study for arts and cultural spaces in Cockburn	Feasibility Study commenced by June 22 subject to resources and funding	Commence by February 22. Subject to resources & funding.	Gail Bowman	Not commenced	Linda Seymour	Work is scheduled to start at the beginning of 2022. To engage with Lisa Lough from Catalyse as she was involved in the original enquires.
Completed	Community, Lifestyle and Security	3.1	Foster local community identity and connection through social inclusion, community development, and volunteering opportunities. Review and Implement Community Development Strategy 2016 -2020, Develop Volunteering Strategy	Development / Review of Strategies Completed for Council adoption by July 2021	4 FY22 resourced actions complete by Jun 2021	Gail Bowman	Complete	Karoline Jamieson	
On track	Community, Lifestyle and Security	3.1	Facilitate and support health and well-being outcomes for our community. Develop a Public Health Plan	Local Public Health Plan is set for completion at the end of the 21/22 FY (Pushed back due to Covid)	N/A	Daniel Arndt	Planning	Nick Jones	In progress
On track	Community, Lifestyle and Security	3.1	Provide community, sport, recreational, and cultural facilities and infrastructure to meet community needs.	Current community needs identified in the review of the Community, Sport and Recreation Facilities plan and integrated into the City-Wide infrastructure plan	Early completion of reviewed plan by Jun 22	Gail Bowman; Daniel Arndt; Anton Lees	Planning	Carol Catherwood; Travis Moore; Terry Green	Project plan and community engagement plan being developed
On track	Community, Lifestyle and Security	3.1	Review Community, Sport and Recreation Facilities Plan 2018-2033,	Community, Sport and Recreation Facilities Plan review commenced by June 2022	Early completion of reviewed plan by Jun 22	Gail Bowman	Planning	Travis Moore	Project plan and community engagement plan being developed

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Delayed/not commenced	Community, Lifestyle and Security	3.1	Lifelong Learning Centre Spearwood Feasibility Study and Business Case	On Hold due to Administration building review	Subject to resource allocation and on hold due to Administration Building deferral	Gail Bowman	Not commenced	Travis Moore	Project on hold
On track	Community, Lifestyle and Security	3.1	Port Coogee Community Space Concept Design	Concept completed by June 22, subject to resourcing and funding	Early delivery March 22	Gail Bowman	Planning	Travis Moore	Functional brief developed and provided to Frasers to inform the development of the concept design
On track	Community, Lifestyle and Security	3.1	Wally Hagan Recreation Centre Development (concept development and business case)	Complete business case, subject to resourcing and funding	Complete business case and concept plan subject to resourcing and funding allocation	Gail Bowman	Planning	Travis Moore	RFQ released to engage a consultant to assist in the development of the business case
On track	Community, Lifestyle and Security	3.1	Provide accessible high-quality open spaces and parks for community benefit - Treeby Community Centre Construction	Complete construction of Treeby Community and Sport Centre Jun 22, subject to funding and resourcing	Early delivery May 22	Gail Bowman;Anton Lees	Delivery	Karoline Jamieson;Terry Green	Project construction 45% complete, practical completion scheduled for March 2022
Complete	Community, Lifestyle and Security	3.1	Complete peer review of the draft design of Coogee Golf Course	Completed Jun 2022 ready for ExCo and Council briefing	Early delivery March 22	Anton Lees;Gail Bowman	Complete	Travis Moore	Peer Review completed
On track	Community, Lifestyle and Security	3.1	Investigate opportunities to repurpose the Roe 9 corridor for community infrastructure and development.	Prepare draft concept for ExCo consideration by February 2022	Early delivery of draft concept	Daniel Arndt;Gail Bowman	Planning	Carol Catherwood;Travis Moore;Terry Green	Scoping and data collection occurring
On track	Community, Lifestyle and Security	3.1	Provide accessible high-quality open spaces and parks for community benefit - Malabar Park Design	Complete Malabar Park design and commence construction June 22, subject to funding and resourcing	Early delivery May 22	Gail Bowman;Anton Lees	Delivery	Travis Moore;Terry Green	Finalisation of design to incorporate requirements to negate the issues which the contaminated site presents.
On track	Community, Lifestyle and Security	3.1	Provide accessible high-quality open spaces and parks for community benefit - Beale Park	Complete Beale Park concept design Jun 22, subject to funding and resourcing	Early delivery May 22	Gail Bowman;Anton Lees	Delivery	Travis Moore;Terry Green	Redesign now complete, presentations to Exco and Elected Members complete, community consult to occur in late October.

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On track	Community, Lifestyle and Security	3.1	Provide accessible high-quality open spaces and parks for community benefit - Cockburn Coast Oval Construction	Cockburn Coast oval construction complete by Jun 22, subject to funding and resourcing	Early delivery May 22	Gail Bowman;Anton Lees	Delivery	Travis Moore;Terry Green	Schematic design complete and DA process underway
On track	Community, Lifestyle and Security	3.1	Provide accessible high-quality open spaces and parks for community benefit - Extension of Port Coogee Marina	Construction of Port Coogee Marina expansion complete Jun 22, subject to funding and resources	Early delivery May 22	Gail Bowman;Anton Lees	Delivery	Travis Moore;Terry Green	
On track	Community, Lifestyle and Security	3.1	Provide accessible high-quality open spaces and parks for community benefit - Frankland Park Construction	Construction of Frankland Park complete Jun 22, subject to funding and resourcing	Early delivery May 22	Gail Bowman;Anton Lees	Delivery	Travis Moore;Terry Green	Project construction 60% complete, PC date scheduled for mid January 2022
On track	Community, Lifestyle and Security	3.1	Provide accessible high-quality open spaces and parks for community benefit - Design Cockburn ARC Expansion	Detailed design complete Cockburn ARC expansion Jun 22, subject to funding and resourcing	Early delivery May 22	Gail Bowman;Anton Lees	Delivery	Travis Moore;Terry Green	Partnership arrangement with the FFC being finalised to complete expansion of Kailis Oval as part of the works.
On track	Community, Lifestyle and Security	3.2	Facilitate and advocate for increased community safety	Customer satisfaction results Included in Corporate KPI	Exceeded by 5%	Gail Bowman	Delivery	Michael Emery	Facilitated working groups with Cockburn Gateways, Crime Prevention Reference Group. Commenced advocacy for more Policing resources to be located in Cockburn.
On track	Community, Lifestyle and Security	3.2	Review City's Community Safety and CCTV Strategy 2017-2022	Review completed by Jun 22	Early Delivery by Apr 22	Gail Bowman	Delivery	Michael Emery	Draft plan under final writer review and will be released to SLT for organisational review in coming weeks.

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On track	Community, Lifestyle and Security	3.2	Review City's Local Emergency Management Arrangements 2018 (not due for review until 2023)	Continue to implement LEMA subject to resourcing and funding allocations	Assist with Covid-19 response and lead Recovery phase.	Gail Bowman	Delivery	Michael Emery	Annual exercise being prepared and review to ensure SEMP compliance is underway. Outperformance activities are currently being finalised and seeking a review of the internal CMT structure.
On track	Community, Lifestyle and Security	3.2	Design and construct the Aboriginal Cultural and Visitors Centre	Tender awarded and rollout of system commences by Jun 22, subject to funding and resource allocation	Roll out ahead of program	Gail Bowman	Delivery	Karoline Jamieson	Design underway, construct aims to commence June 2022
Complete	Community, Lifestyle and Security	3.3	Recognise and celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups	Implement 4 Reconciliation Action Plan Recognition actions and provide a range of cultural events, subject to funding and resources.	Raise awareness of Sorry Day and other culturally significant days	Gail Bowman	Complete	Karoline Jamieson	
On track	Community, Lifestyle and Security	3.3	Design and construct the Aboriginal Cultural and Visitors Centre	Design completed and funding secured by June 2022 (subject to funding and resource allocation)	Early delivery March 22	Gail Bowman;Anton Lees	Delivery	Karoline Jamieson;Terry Green	Concept design review ongoing, with approval scheduled September 2021. Detailed design phase to commence thereafter with approval scheduled for January 2022.
On track	Community, Lifestyle and Security	3.3	Review the Reconciliation Action Plan 2018-2021	Review completed by Jun 22	Early Delivery by Apr 22	Gail Bowman	Delivery	Karoline Jamieson	
On track	Community, Lifestyle and Security	3.3	Azelia Ley Museum management model (and tenure) review	Review complete by Jun 22, subject to land tenure issues	Early delivery April 22	Gail Bowman	Delivery	Linda Seymour	Consultant appointed and review commenced

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Delayed/not commenced	Community, Lifestyle and Security	3.3	Commence operation of the new Aboriginal Cultural and Visitors Centre Services (not due until 22/23 financial year)	Submit service plan for ExCo consideration by Jun 22, subject to resources and funding.	Commence by February 22. Subject to resources & funding.	Gail Bowman	Not commenced	Karoline Jamieson	Not due to commence operation until 2023
On track	City Growth & Moving Around	4.1	Plan to provide residents with great places to live, activated social connections and high quality open spaces	Draft Local Planning Strategy – receive advertising consent from WAPC by Jun 22C by Jun 22	Early Delivery by June 2022	Daniel Arndt	Delivery	Carol Catherwood	1st round of feedback from DPLH has been responded to
On track	City Growth & Moving Around	4.1	Review and implement the Land Management Strategy	Review completed Jun 22	April 2022	Anton Lees	Planning	Joe Saraceni	Previous strategy under review and project plan for new strategy being prepared
On track	City Growth & Moving Around	4.1	Prepare the new Local Planning Strategy and Scheme for the District	Draft Local Planning Strategy – receive advertising consent from WAPC by Jun 22C by Jun 22	Early consent by Jun 2022	Daniel Arndt	Delivery	Carol Catherwood	1st round of feedback from DPLH has been responded to
On track	City Growth & Moving Around	4.1	Australian Building Cladding Audit	Target for Jun 22	Early delivery March 2022	Daniel Arndt	Delivery	Lorenzo Santoriello	
On track	City Growth & Moving Around	4.1	Sustainably revitalise urban areas to deliver high levels of amenity and to cater for population growth	Draft Local Planning Strategy – receive advertising consent from WAPC by Jun 22C by Jun 22	Early consent by Jun 2022	Daniel Arndt	Delivery	Carol Catherwood	1st round of feedback from DPLH has been responded to
On track	City Growth & Moving Around	4.1	Implement the Phoenix Central, Hamilton Hill, Coolbellup, the Lakes Revitalisation Strategies, Review City's approach to future revitalisation strategies	Draft Local Planning Strategy – receive advertising consent from WAPC by Jun 22C by Jun 22	Early consent by Jun 2022	Daniel Arndt	Delivery	Carol Catherwood	1st round of feedback from DPLH has been responded to
On track	City Growth & Moving Around	4.1	Undertake stage 2 of the My Best Home project (disability focus)	Draft Local Planning Strategy – receive advertising consent from WAPC by Jun 22C by Jun 22	Early consent by Jun 2022	Daniel Arndt	Delivery	Carol Catherwood	1st round of feedback from DPLH has been responded to

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On track	City Growth & Moving Around	4.1	Plan and facilitate diverse and affordable housing choices for residents and vulnerable communities. Implement and Review the Housing Affordability and Diversity Strategy	Draft Local Planning Strategy – receive advertising consent from WAPC by Jun 22C by Jun 22	Early consent by Jun 2022	Daniel Arndt	Delivery	Carol Catherwood	1st round of feedback from DPLH has been responded to
On track	City Growth & Moving Around	4.1	Progress planning and advocacy for the redevelopment of the South Fremantle Power Station site (and the associated electrical sub-station).	Prepare discussion (white) paper for ExCo consideration by May 2022	Early delivery	Daniel Arndt;Victoria Green	Planning	Carol Catherwood	Advocacy letter sent early Sept 2021 Planning advocacy approach
On track	City Growth & Moving Around	4.2	Develop Cockburn Central as our City centre and strengthen local area localities through planning and activation.	Draft Local Planning Strategy – receive advertising consent from WAPC by Jun 22C by Jun 22	Early consent by Jun 2022	Daniel Arndt	Delivery	Carol Catherwood	1st round of feedback from DPLH has been responded to
On track	City Growth & Moving Around	4.2	Prepare an intervention framework to promote growth, good design and viable outcomes in our activity centres	Draft Local Planning Strategy – receive advertising consent from WAPC by Jun 22C by Jun 22	Early consent by Jun 2022	Daniel Arndt	Delivery	Carol Catherwood	1st round of feedback from DPLH has been responded to
On track	City Growth & Moving Around	4.2	Design of the New Council and Administration Centre	Concept by June 22 (Subject to funding, resources and confirmation of relocation)	March 2022	Anton Lees	Planning	Joe Saraceni	Previous concept design under reviewed and project brief being prepared
On track	City Growth & Moving Around	4.3	Advocate and plan for reduced traffic congestion	Elevate advocacy actions to State Government as per Integrated Transport Strategy by June 2022	Early delivery by Dec 2021	Daniel Arndt	Planning	Carol Catherwood	Planning advocacy approach
On track	City Growth & Moving Around	4.3	Review and update the City's District Traffic Study 2018	Review by June 2022	March 2022	Daniel Arndt	Planning	Carol Catherwood	Planning advocacy approach
On track	City Growth & Moving Around	4.3	Advocate for the analysis and planning to support the delivery of the Fremantle to Cockburn Transit Link	Elevate advocacy actions to State Government as per Integrated Transport Strategy by June 2022	Early delivery by Dec 2021	Daniel Arndt;Victoria Green	Planning	Carol Catherwood	Planning advocacy approach

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On track	City Growth & Moving Around	4.3	Develop information campaigns and education resources about traffic congestion, road safety and alternative transport mode	Communication plan and material developed and implemented for broader community	Two priority areas are targeted specifically	Victoria Green;Daniel Arndt	Delivery	Samantha Seymour-Eyles	This KPI was subject to budget allocation. There is currently no budget allocation.
On track	City Growth & Moving Around	4.3	Plan, develop and advocate for safe, sustainable, integrated local transport networks, public transport and regional transport networks. Road Projects 2019-2033	Elevate advocacy actions to State Government as per Integrated Transport Strategy by June 2022	Early delivery by Dec 2021	Daniel Arndt	Planning	Carol Catherwood	Planning advocacy approach
On track	City Growth & Moving Around	4.3	Advocate for improvements to public transport	Elevate advocacy actions to State Government as per Integrated Transport Strategy by June 2022	Early delivery by Dec 2021	Daniel Arndt	Planning	Carol Catherwood	Planning advocacy approach
On track	City Growth & Moving Around	4.3	Review and implement the Integrated Transport Strategy	Provide status report of achievement of ITS objective areas by June 2022 (note significant review not due till 2030)	Early Delivery by March 2022 - Note significant review not due till 2030	Daniel Arndt;Anton Lees	Planning	Carol Catherwood	Planning stage
On track	City Growth & Moving Around	4.3	Continue to complete the coverage of accessible cycleways, footpaths, parking and end of trip facilities, and trail networks across the City	Provide status report of achievement of ITS objective areas by June 2022 (note significant review not due till 2030)	Early Delivery by March 2022 - Note significant review not due till 2030	Daniel Arndt;Anton Lees	Planning	Carol Catherwood;Lou Vieira	Planning stage
On track	City Growth & Moving Around	4.3	Construct new and refurbished footpaths	75% FY22 program completed	95% completed	Anton Lees	Delivery	Lou Vieira	Program is approximately 30% complete YTD.
On track	City Growth & Moving Around	4.3	Complete Bicycle Network Infrastructure 2017-2026	Input provided into City Wide Plan to align to growth areas and availability of DCP funding (where applicable)	Input provided into City Wide Plan to align to growth areas and availability of DCP funding	Daniel Arndt	Delivery	Carol Catherwood	works commenced
Delayed/not commenced	City Growth & Moving Around	4.3	Review and implement the Trails Master Plan	Develop new Plan by June 22	March 2022	Daniel Arndt	Not commenced	Christopher Beaton	Not commenced as yet.

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On track	City Growth & Moving Around	4.3	Progress concept development and advocacy for coastal corridor & east-west public transport options.	Prepare discussion (white) paper for ExCo consideration by May 2022	Early delivery of discussion paper	Daniel Arndt	Planning	Carol Catherwood	Planning advocacy approach
On track	Listening and Leading	5.1	Ensure good governance through transparent and accountable planning, processes, reporting, policy and decision making.	Complete Review of Policies and Delegated Authorities by November 2021	Review completed by September 2021	Emma Milne	Planning	Joseph Fiori	Governance Team is gathering the documentation required to assign owners of specific documents for review.
On track	Listening and Leading	5.1	Knowledge Management Project	Complete KMP for Management Accounting and Corporate Affairs by EOY 21/22	Completion of another department as determined by project steering committee by end of EOY 21/22	Stuart Downing	Delivery	Brett Fellows	Weekly clean-up sessions continue, folder size reporting will commence in September
On track	Listening and Leading	5.1	Develop, implement and maintain a four-year corporate planning cycle and new Strategy Software System (SSC)	Complete Review of SCP by June 2024, Complete input of data into new SSC and verify by December 2021	Review completed earlier, Data input and verification achieved earlier	Emma Milne	Planning	Courtnee Thomson	Issues identified with SSC, IT currently discussing to terminate contract. Temporary solution developed using M365 Lists and Power BI.
On track	Listening and Leading	5.1	Consolidate the existing strategies and strategic documents into a cohesive framework of strategies	Plan completed to consolidate existing strategies and strategic documents by December 2021	Plan completed earlier	Emma Milne	Planning	Courtnee Thomson	Draft plan is currently being developed and discussions with SLT to commence shortly.
Completed	Listening and Leading	5.1	Review and continual management of the Enterprise Risk Management Framework	Review of Framework completed by August 2021	N/A	Emma Milne	Complete	Joseph Fiori	At its 15 July 2021 meeting, Audit and Strategic Finance Committee adopted the ERM Framework - subsequently adopted at Council's 12 August 2021 meeting.
On track	Listening and Leading	5.1	Organisational Risk Management Maturity Review	Review completed by December 2021	Review completed earlier	Emma Milne	Planning	Joseph Fiori	Risk maturity review will be planned after the new RMSS solution is implemented across the organisation.

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On track	Listening and Leading	5.1	Deliver value for money through sustainable financial management, planning and asset management.	Financial Health Indicator (FHI) score of at least 70% representing sound financial health	Financial Health Indicator (FHI) score greater than 80%	Stuart Downing;Gail Bowman;Anton Lees	Delivery	Nelson Mauricio	FHI being calculated as part of annual financial reporting process and will also be audited. Indicative result will be available early October.
On track	Listening and Leading	5.1	Review and Implement Asset Management Strategy 2017	2 Action completed	3 Actions completed	Anton Lees	Delivery	Joe Saraceni	
Complete	Listening and Leading	5.1	Create and Review an Asset Management Plan for Marine and Coastal assets	Completed	N/A	Anton Lees	Complete	Joe Saraceni	Adopted OCM June 2021
Complete	Listening and Leading	5.1	Create and review the Asset Management Plan for Cockburn ARC	Developed June 22	March 22	Anton Lees	Complete	Joe Saraceni	Adopted OCM September 2021
On track	Listening and Leading	5.1	Office of the Auditor General performance audits	Local Government performance audit findings are considered by the City and reported to the Audit & Strategic Finance Committee 2021	N/A	Emma Milne	Delivery	Joseph Fiori	These types of audits are presented to A&SFC meetings when the OAG finalises an audit.
On track	Listening and Leading	5.1	Refine the long-term financial planning methods to integrate with the City's SCP objectives, Implement COVID-19 financial measures	LTFF is integrated with and aligned to the City's 4-year corporate business plan (CBP) annually	N/A	Stuart Downing;Emma Milne	Planning	Nelson Mauricio;Courtnee Thomson	Initial discussions to capture SCP and COVID19 implications. Review base case assumptions Awaiting the review of the CSRFP Plan and WFP update.
On track	Listening and Leading	5.1	Actively advocate and seek regional collaboration focused on growing the wellbeing and self-sufficiency of the community to better meet their social, environmental and economic needs	Advocacy plan focussed on growing the wellbeing and self-sufficiency of the community is developed, subject to engagement of the Stakeholder Management Manager	N/A	Victoria Green;Gail Bowman	Delivery		Advocacy plan for 21/22 developed and being implemented

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On track	Listening and Leading	5.1	Apply for areas to be included in funding for underground power	Applications lodged as appropriate to funding rounds and internal resourcing	Applications lodged as appropriate to funding rounds and internal resourcing	Daniel Arndt	Planning	Carol Catherwood	Scoping stage
On track	Listening and Leading	5.1	Participate in the Westport Local Government Reference Group	City attendance at meetings as scheduled	N/A	Daniel Arndt	Delivery	Carol Catherwood	Attendance as required is occurring
Complete	Listening and Leading	5.1	Develop and implement a Stakeholder Management Plan	Plan developed subject to resourcing and funding allocation	N/A	Victoria Green	Complete		
Complete	Listening and Leading	5.1	Review and implement the Corporate Governance Framework	Review completed by September 2021.	Review completed by August 2021	Emma Milne	Complete	Joseph Fiori	At its 27 May 2021 meeting the Delegated Authorities and Policies Committee adopted the Governance Framework. The current Governance review will look to determine if the framework requires any further amendment.
Complete	Listening and Leading	5.1	Five year review and update of the Drainage Management and Maintenance Strategy 2018-2028.	Completed	N/A	Daniel Arndt	Complete	Lorenzo Santoriello	
Delayed/not commenced	Environmental Responsibility	5.1	Provide accessible high-quality open spaces and parks for community benefit - Develop Nicholson Reserve Skate Park	Develop concept plans for Nicholson June 22 (subject to funding & resources)	Mar 2022	Anton Lees;Gail Bowman	Not commenced	Terry Green	Project has no 21/22 budget allocation and we are unable to determine the project owner / initiator.
Complete	Listening and Leading	5.1	Review, access and apply new or amended legislative requirements from the LG Act Review	Any requirements completed by December 2021	Requirements completed earlier	Emma Milne	Complete	Bernadette Pinto	All statutory requirements for publication are available on the City's website.

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On track	Listening and Leading	5.2	Listen to, communicate, consult and engage with our residents, businesses and community in a timely, open and collaborative manner	Review the Community Engagement Policy and Framework	N/A	Victoria Green	Planning	Ashlin Gardner	Engaged Aha! Consulting to review policy inline with EM recommendations and IAP2 principles. Stage two review and consultation to be undertaken in 2022.
On track	Listening and Leading	5.2	Undertake research to review the Communication Strategy 2017-2022 and incorporate City's new vision	Undertake research for the strategy subject to Council funding and resources	N/A	Victoria Green	Planning	Samantha Seymour-Eyles	This KPI was subject to budget allocation. There is currently no budget allocation.
On track	Listening and Leading	5.2	Provide high quality accessible customer service and experiences for all our community - undertake requirements gathering for a single view of the customer /CRM and implement a solution	Research options for a CRM using the requirements gathering information	N/A	Victoria Green	Planning	Colleen Miller	Defining CRM and single view of the customer requirements has been. Reviewing current work that has been undertaken by Veev through IT
On track	Listening and Leading	5.3	Attract, engage, develop, support and retain our employees to provide exceptional services for the community	70% satisfaction with the City as a place to work	80% satisfaction	Jemma Iles	Delivery	Chantelle Hanrahan	Employee Engagement Pulse Survey to be completed end of 2021/start 2022
On track	Listening and Leading	5.3	Review and implement Workforce Plan 2017-2022	Engage with stakeholders and review WFP for endorsement by May 2022	Endorsement by March 2022	Jemma Iles	Planning	Chantelle Hanrahan	Directorate Restructures in progress to determine workforce needs for future.
On track	Listening and Leading	5.3	Focus on providing a workplace that supports diversity	Meet 80% diversity targets as per WFP	Meet 100% diversity targets as per WFP	Jemma Iles	Delivery	Chantelle Hanrahan	50/50 gender diversity target met at ExCo level.
On track	Listening and Leading	5.3	Build an organisational culture that encourages innovation in both digital and non-digital mediums, and utilisation of technology to increase efficiency and effectiveness	Form working group to develop initiatives by June 2022	Implement 2 initiatives to organisation by Jun 22	Jemma Iles	Planning		Transformation Task teams in place. Manager Transformation recruitment underway.

Status	Strategic Outcome	Strategic Objective	Informing Strategies/Corporate Project/Projects	KPI and Target	Outperformance	Executive (Accountable)	Progress	Executive direct report (Responsible)	Notes
On track	Listening and Leading	5.3	Implement and review Sustainability Strategy 2017-2022	Annually report progress towards the 16 Sustainability Objectives contained within the SCP. Review in 2022.	All objectives are in progress with Sustainability becoming further imbedded in the organisation across all services. Strategy to be reviewed in 2022	Daniel Arndt	Delivery	Christopher Beaton	Actions from existing strategy continue to be implemented. Strategy due for review in 2022
On track	Listening and Leading	5.3	Review and implement the Information Services Strategy 2016-2020	Draft the Information & Technology Strategy 2020+ by Dec 2021	Complete 25% of objective actions listed in the 2020+ plan	Stuart Downing	Delivery	Brett Fellows	Currently working on new I&T Strategy which will be designed to be reviewed biennially to maintain currency with City direction and goals.
On track	Listening and Leading	5.3	Review and update the existing customer request system to meet current business processes	Review of customer request system requirements completed by Dec 2021	New customer request system categories and pre-work completed ready to start CIA project in Jul 2022	Stuart Downing	Planning	Brett Fellows	Discussions on efficacy of current CR system. Meeting the basic needs of Customer Services SU. Actively seeking to expedite the rollout of the CR System in Ci-A.
On track	Listening and Leading	5.3	Develop and implement two Smart Cities Projects in partnership with South West Group	Smart Street Light Project complete, and LoraWAN project trialled.	Site based trial completed by end of FY22	Stuart Downing;Jemma Iles	Planning		Smart LED Streetlight project. Awaiting Minister for Energy sign off to RAB 50/50 proposal. WP appear to have approved the "Smart's" investment. Council have approved the project. The second project is Project Betti. The tender has been reviewed. Costs are now being assessed against projected budget.
On track	Listening and Leading	5.3	Develop an Innovation Framework and Culture	Framework drafted, with new Executive to review and then implement Mar 2022	Framework drafted, with new Executive to review and then implement Mar 2022	Jemma Iles	Planning		Research being conducted into Innovation Programs. Trialling innovation process with new Wellbeing and Social Committee.

Status	Strategic Outcome	Strategic Objective	Informing Strategies/Corporate Project/Projects	KPI and Target	Outperformance	Executive (Accountable)	Progress	Executive direct report (Responsible)	Notes
On track	Listening and Leading	5.3	Review and Implement Digital Strategy 2019-2024	Strategy reviewed for relevance and currency in a COVID environment by Sep 21, 50% implementation of objective actions where still relevant	75% implementation of objective actions where still relevant	Stuart Downing	Delivery	Brett Fellows	1.Implemented "Sherlock" for the Single view of our customer. This was implemented for and is used by Customer Services. This covers, Tech One data bases and Intelliesure. Further work is being planned to integrate with Spydus (Library). 2.Implemented LoRaWan gateway. 3.Working on an open data framework. 4. Implemented ESRI (GIS) solutions to assist staff to work smart 5. Continue to support free public WiFi.
On track	Listening and Leading	5.3	Transformation Projects	Undertake organisational analysis to determine future needs by Jun 2022	Develop plan stating key projects, outcomes and resourcing requirements by June 2022	Jemma Iles	Delivery		
On track	Listening and Leading	5.3	Undertake 3 Strategic service reviews	3 Reviews completed and presented for Council consideration by Jun 22	Reviews completed and endorsed by Council earlier in 2022	Emma Milne	Planning	Courtnee Thomson	Next strategic service review to commence in November. Aligning the service plans to the new organisational structure currently underway. Report to Feb 22 Council Meeting.

18. Corporate Affairs

Nil

19. Office of the CEO

Nil

20. Motions of Which Previous Notice Has Been Given

20.1 Woodman Point Regional Park Management Plan

Author(s) C Beaton

Attachments N/A

RECOMMENDATION

That Council:

- (1) RECEIVES the Notice of Motion from the 9 September 2021 Ordinary Council Meeting, as detailed in the report; and
- (2) NOTES the Officer's report.

Background

On 9 September 2021 Cr Stone requested the following Notice of Motion be prepared:

That Council writes to the Minister for the Environment, the Hon. Amber-Jade Sanderson, the Conservation and Parks Commission, and the Director General of the Department of Biodiversity Conservation and Attractions, to request a review of the Woodman Point Regional Park Management Plan inclusive of a State Government managed community consultation process.

Reason

Community consultation to develop the Woodman Point Regional Park (WPRP) Management Plan was last conducted in 2002 with the Plan itself finalised in 2010. The population of the City of Cockburn has grown significantly since the Plan was developed in 2010 with increased visitor numbers to the Woodman Point area over this time and the likelihood of further increases in visitor numbers and tourism into the future.

Local improvements to facilities such as the Ammo Jetty development and recreational activities are also likely to attract more people to the area. There is also minimal Aboriginal Heritage consideration in the current Plan which could be expanded upon in a review process.

A review of the Plan inclusive of a community consultation process will ensure that the Plan stays contemporary and relevant for community uses whilst balancing the various special uses and conservation requirements for the Park.

Submission

N/A

Report

Community consultation to develop the Woodman Point Regional Park (WPRP) Management Plan was conducted in 2002 with the Plan itself finalised in 2010.

The intent of the Plan is to guide the management of the park for a period of ten years from the date of gazettal. The Plan was gazetted on 26 March 2010.

Page 53 of the plan states that:

“At the end of the ten-year period, the Plan may be reviewed and a new management plan prepared. The management planning process requires full public consultation and approval from the Minister for Environment.

If the Plan is not reviewed and replaced by the end of the ten year period, Section 55 (2) of the CALM Act allows the Plan to remain in force in its original form”.

The City has contacted the Department of Biodiversity, Conservation and Attractions (DBCA) to determine whether there is any intention to review the plan and, if so, the timeline for when this might occur.

A response was received from the Manager, Regional Parks Unit Swan Region with the following points:

- DBCA’s Regional Parks unit is currently prioritising the development of a Management Plan for the Parks of the Darling Range, given there has been no plan in place since these parks were established
- DBCA acknowledges that the *Woodman Point Regional Park Management Plan 2010* is now over ten years old, however considers it is still relevant and fit for purpose in the management of the park
- In 2019 the State Government announced the Plan for Our Parks initiative to create an additional five million hectares of conservation estate in Western Australia over a five-year period, including national parks, marine parks and other conservation reserves. Significant consultation and planning has occurred towards the establishment of these parks and reserves and will continue over the coming years. DBCA’s management planning resources are committed to these new parks as a priority
- At this stage there is currently no intention to update the Woodman Point Regional Park Management Plan 2010.

Based on the advice from DBCA, should Council resolve to support the motion and write requesting a review of the WPRP Management Plan, it is unlikely that any review would be undertaken for a number of years, given the other priorities identified by DBCA and the fact that DBCA consider the current plan still to be relevant.

Strategic Plans/Policy ImplicationsEnvironmental Responsibility

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

- Protection and enhancement of our natural areas, bushland, parks and open spaces.

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

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

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There is no risk to Council if the motion is supported or not supported. The current Plan is considered by DBCA to be still relevant and thus the current management arrangements will remain in place. Should the plan be reviewed by DBCA in the future the City would be consulted as a key stakeholder.

Advice to Proponent(s)/Submitters

N/A

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

Nil

21. Notices Of Motion Given At The Meeting For Consideration At Next Meeting

Mayor Howlett has submitted the following Notice of Motion:

That Council require all Elected Members to complete a list of activities they have participated in during each month, starting from the day following the Ordinary Council Meeting of one month, to the day of the Ordinary Council Meeting in the following month, as per the format being utilised by the Mayor.

The information to be provided to the Senior Executive Assistant to the Mayor and Councillors, Civic Services, by 10am on the morning of the Ordinary Meeting of Council.

Reason

Ratepayers and resident should be provided with a list of activities Elected Members have participated in on a monthly basis.

The information will help to inform the community of the extent of their service to the community. As Mayor I have provided this information to the community since 2009.

The lists would be provided on the notice board prior to each Ordinary Council Meeting and also on the City's website alongside the Elected Members' profile information.

22. New Business of an Urgent Nature Introduced by Members or Officers

23. Matters to be Noted for Investigation, Without Debate

Nil

24. Confidential Business

24.1 Cole Report - Governance Review

This report and its attachments are **CONFIDENTIAL** in accordance with Section 5.23(2) (d) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.*

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